

Guide for Using the UUCSC Zoom Account

January 2022

Contact Etta Zasloff, Communications Committee Chair for Zoom sign in credentials.

zasloff.etta@gmail.com

- If you have a personal Zoom account, sign out of it.
- Use the UUCSC credentials to sign into Zoom at zoom.com
- Be aware that only one meeting can occur at a time. Check the **Meetings (left side panel)** for already scheduled ones.
- Schedule your meeting. Be sure to title it in the **TOPIC** box and also click on **+ Add Description** and put in your name, if you are the zoom host. These details help all of us use this tool collaboratively and efficiently.
- Send the link to all participants as it makes sense to do: by email, message, newsletter
- AND send an email to Sara in the office at uucscri@yahoo.com to have her put it on the church calendar. Like this, so that she can copy and paste it right in:

Friday, Nov, 5, 2021, 4:00PM

Communications Committee Meeting on [Zoom](#).

(This is a text link. If you do not know how to do this, just send her the link and she can create a text link.)

- Regular committee or staff meetings need to be scheduled in zoom and then sent to Sara for the church calendar.
- Please only schedule and run zoom meetings. Do not change settings or go into the ADMIN section of the Zoom account. Any changes made there will affect all meetings and impact expected capabilities while meeting.

At the conclusion of your Zoom meeting, sign out of the UUCSC account. Otherwise, if you join a zoom as a participant later, you will be using the UUCSC account.

Need to learn how to use Zoom? [Zoom Learning Center](#)

If you encounter issues that you cannot solve, please contact any of the following CommComm members:

Etta Zasloff zasloff.etta@gmail.com

Sky Kimball skykimball@gmail.com

Betsy Dalton elizabethmdalton@gmail.com