

ZOOM TIPS AND TRICKS

■ ZOOM SETUP AND INITIAL LOGIN

Here are instructions for downloading Zoom.

- Go to this website: <https://uga.zoom.us/>
- Click on **“Download Client”** at the bottom middle part of this webpage.
- Click **“Download”** under **“Zoom Client for Meetings”**
- If using Chrome, open the downloaded file at the bottom of the screen and follow the installation prompts. You shouldn't have to change any settings.
- Zoom should open to a Join or Sign in Prompt

When you sign in to the Zoom App for the first time:

- Click on **“Sign in with SSO”**.
- Enter UGA as the company domain and click continue.
- A web browser will automatically open up and direct you to you a UGA branded Single Sign On page.
- Log in with you MyID credentials.
- Zoom should automatically open up, but you may be prompted to **“Open Zoom Meetings”**

■ CREATING ZOOM ELEMENTS: - GIF, JPG/JPEG OR 24-BIT PNG

- Backgrounds: 1920 x 1080 pixels
- Registration Page Banner - displayed at the top of the invitation page
 - Suggested dimensions: 640 x 200 pixels
 - Maximum dimensions: 1280 x 400 pixels
- Logo - displayed on the right side of the meeting topic on invitation page, registration page and in the email invitation to a meeting
 - Suggested dimensions: 200 x 200 pixels
 - Maximum dimensions: 400 x 400 pixels
- Holding Pages - 1920 x 1080 pixels
 - Welcome/Waiting to Begin
 - Technical Difficulties
 - Thank You for Attending

■ USEFUL LINKS

- [Zoom Help Center](#) (Marcus says he uses this nearly every day!)
- [EITS Zoom Landing Page](#)
- [UGA Alumni Themed Zoom Backgrounds](#)
- [UGA Alumni Artist Zoom Backgrounds](#) - Art created by UGA Alumni
- [UGA Themed Zoom Backgrounds](#)
- [Zooming Like A Boss](#) - Video with tips and tricks for a better Zoom experience for you and others in your meeting.

