Want to schedule a Meeting in room 128.

- Go to https://ufl.zoom.us/meeting
- Log in with your GatorLink Credentials

Select “Schedule A Meeting” in upper-right side of page
- Type in Meeting Name
- Change Date, Time, and Duration
- Make sure the Check box next to “Mute Participants upon Entry” is not checked
- Add “wcp@ufl.edu” & “rljewell@ufl.edu” under the Alternative Hosts.
  [By adding Charles Poulton & Robert Jewell as Alternate Hosts, it will send an email which will let them know of your event, and in case any assistance with the Meeting is Needed, they will be able to help.]
- Click Save

Select “Copy the Invitation” option on the middle-right side of the page
- Then Click “Copy Meeting Invitation”
- Open Outlook and select “New Email”
- Paste the Invitation information into the body of the email
- Add the names of who you want in the meeting in the “To” section.
- Click “Send”

Go to room 128, on the Crestron Control Panel in the back of the room on the A/V cart
- Press on the panel to wake it up from the clock, Press anywhere to begin, then press Presentation Mode, press Conference, press the keyboard option and type in the SIP# from the Email. Ex.“319034898@zoomcrc.com” Then press Green Phone Icon to connect to the conference as a Participant. (If there is already a number in there, just press “Clear” and it will remove the previous connection number.) *If anyone dials into the meeting using a phone and you cannot hear them, ask them to press “*6” and it will unmute their phone.*
- Very Important—at the end of the meeting, go back and Press the Red Phone Icon to End the meeting or have another participant End the Meeting for all.

More info on Zoom, education.med.ufl.edu/zoom