

Important Connection and Recording Information

If you have a recurring session, verify your rooms and Zoom IDs for each date under Recurring Details.

Self-connect self-record rooms (“**SC**” in name, are, i.e. DHCC 2250 SC) require the users to connect to Zoom. Resources with “©” in name will be connected or recorded with the help from a technician (i.e MSB 150 LT ©). Users must self-record when using Zoom without a physical room.

All participants **must have** the 11 digit Zoom Meeting ID and passcode to connect to the session.

FOM Booking Confirmation - Sample Room Booking Confirmation

Date and Time:	Thursday, September 15, 2022 from 9:30 AM until 11:00 AM Canada British Columbia
Start Time (with setup):	Thursday, September 15, 2022 9:30 AM
End Time (with cleanup):	Thursday, September 15, 2022 11:00 AM

Resources: *Zoom: Meeting ID: 91783 244698 Approved VC Rooms: DHCC 9299 © Approved VC Rooms: MSB 210 SC Approved	- None Selected -
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How to Join a Zoom Meeting From a Personal Device:

- Step 1:** Open <https://ubc.zoom.us/> and click on 'Join a Meeting'.
- Step 2:** Enter the **11 digit Zoom Meeting ID** found above in the **Resources** section then click 'Join.'
- Step 3:** If you have the Zoom client click 'Open Zoom Meetings,' otherwise, click 'join from your browser.'
- Step 4:** Enter the **last 6 digits** of the **Zoom Meeting ID** found above in the **Resources** section in the **passcode** field then click 'Join Meeting.'

How to Join a Zoom Meeting From a Videoconference Space:

To connect from a **videoconference space** to Zoom when using a self-connect self-record room, review the instructions at [this link](#) or in room guide.

How to Join a Zoom Meeting using your Telephone (Long distance charges may apply):

- Step 1:** Dial +1 778 907 2071 and follow the prompts.
- Important:** You will need the **11 digit Zoom Meeting ID** and **6 digit passcode** to join via Telephone.

Information for Hosts and Moderators (Do not forward to all participants):

Claiming the Host role enables the ability to manage participants, record, use breakout rooms and more. [Click here](#) for more information about using the host key.

FOM Zoom Host Key: Use the first **6 digits** of the **Zoom Meeting ID** in the above Resources section.

Recording:

The host of the meeting will be responsible for starting and stopping the recording for all sessions when using a self-connect, self-record capable VC room. Additionally, users must self-record when using Zoom without a physical room.

Please review instructions through [this link](#) or the in room guide.

Recurring Details:

Rooms and Meeting IDs booked for recurring sessions may vary due to availability. Please review each date in the section below for any differences to your rooms and / or Meeting ID's and any updates needed.

- No Options -

Contact Information:

Booked By: Shirley Yee

Requested For:

Requested By:

Additional Information:

- Need Help with In-Room equipment or VC? 1-877-266-0666, press 2 for the MedIT VC Service Desk.
- Need to make a change to this confirmation? Let the [Resource Coordination Team](#) know.
- For Zoom training information, visit our [Service Catalogue](#).
- [Additional Support for FOM Education Activity](#).
- [Room Booking Terms & Conditions](#).