

UC-AFT Zoom Policy
October 17, 2020
DRAFT FOR CONSIDERATION

UC-AFT has several shared Zoom accounts. We currently have enough Zoom capacity to cover meeting needs. We will continue to monitor our needs and capacity going forward.

In order to minimize scheduling conflicts on our shared Zoom accounts, everyone with access to scheduling meetings will follow these guidelines.

1. When you log into an account to schedule a meeting, always look at the Meetings calendar before scheduling a new meeting. Click “Meetings” on the left side menu to view all scheduled meetings. You may have to expand your browser window in order to see the left side menu.
2. When you schedule a meeting, include the name and phone number of the meeting host/convener who should be contacted in case a scheduling conflict arises.
3. Zoom allows users to schedule two meetings at the same time, but it is not possible to conduct two meetings at the same time. So, again, look at the Meeting schedule carefully for any other meetings scheduled around your desired meeting time to ensure that meetings do not conflict.
4. Do not use old links unless they are set up as recurring meetings in the Meetings schedule. Old links work, but they also cause scheduling conflicts because they do not appear in the Meetings schedule unless they were created as a recurring meeting. Old meeting links that are intended for future use should be edited to be recurring meetings.
5. If you are scheduling a meeting in the hour before a previously scheduled meeting, end your meeting 10 minutes before the hour so that the next meeting can begin on time with a comfortable window for people to join the meeting.
6. If you are scheduling a meeting immediately after the end time of a previously scheduled meeting, contact the scheduler of the other meeting (or, alternately, an appropriate leader or field rep) to let them know your meeting will begin at the time their meeting is scheduled to end.
7. If you are scheduling a meeting and are uncertain how long it will take, schedule in a buffer of time in order to avoid conflicts.
8. If you attempt to log on and find that another meeting is in progress, do not end the other meeting. Instead, check the meeting schedule and try to contact the host/convener of the other meeting to let them know that your meeting is scheduled to begin and that they should end their meeting.

We have 5 or 6 Zoom accounts. See login emails below. This should be more than enough to avoid conflict. Passwords are available upon request of meeting hosts.

bquirk@ucaft.org

contact@ucaft.org

hcraigwehrle@ucaft.org (primarily for UCLA)

erose@ucaft.org (primarily for Berkeley)

hstclair@ucaft.org (primarily for Riverside and Irvine)