



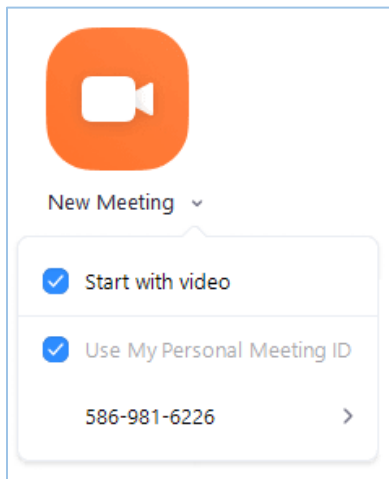
HOW TO START AN AD HOC MEETING IN ZOOM

MEET NOW (INSTANT MEETINGS)

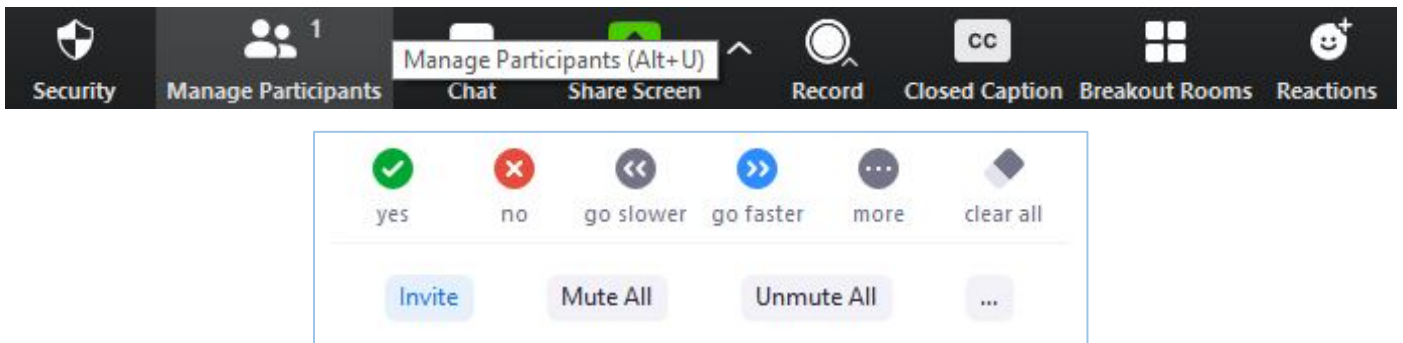
Use these methods to start an instant meeting and invite participants.

USING THE ZOOM CLIENT

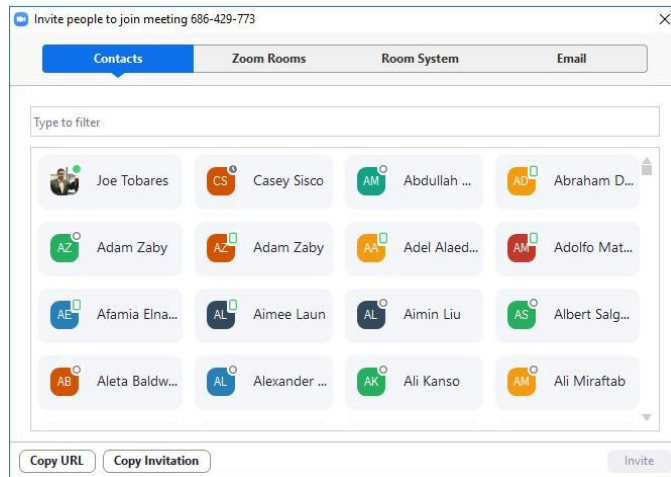
In the Zoom client's home tab, click **New Meeting**. You can also click the downward arrow for instant meeting options. A meeting ID will be automatically generated for you if you do not select Use My [Personal Meeting ID](#).



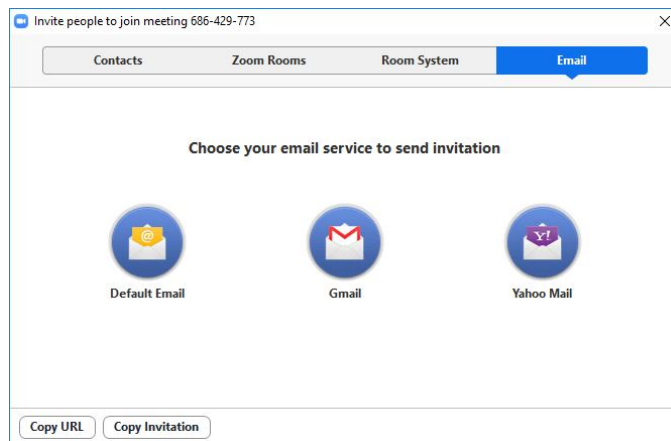
While in the meeting, you can invite others by selecting **Manage Participants** from the toolbar at the bottom of the window and then select **Invite**.



Select an individual or multiple participants from the **Contacts** list, then click **Invite**.



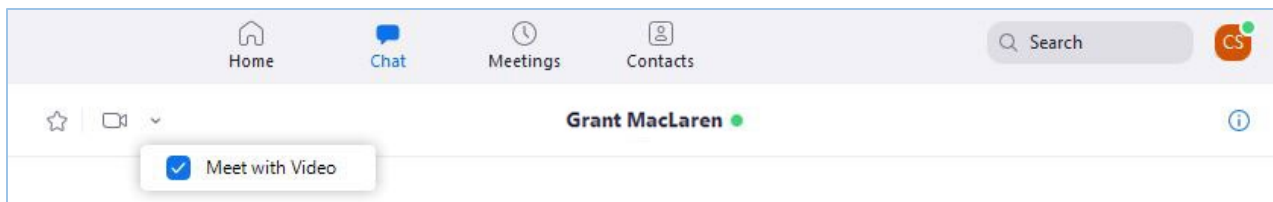
Send an Email invitation from your application of choice.



Copy a **Join URL** to share via text or instant message or click **Copy Invitation** for a more detailed invite.

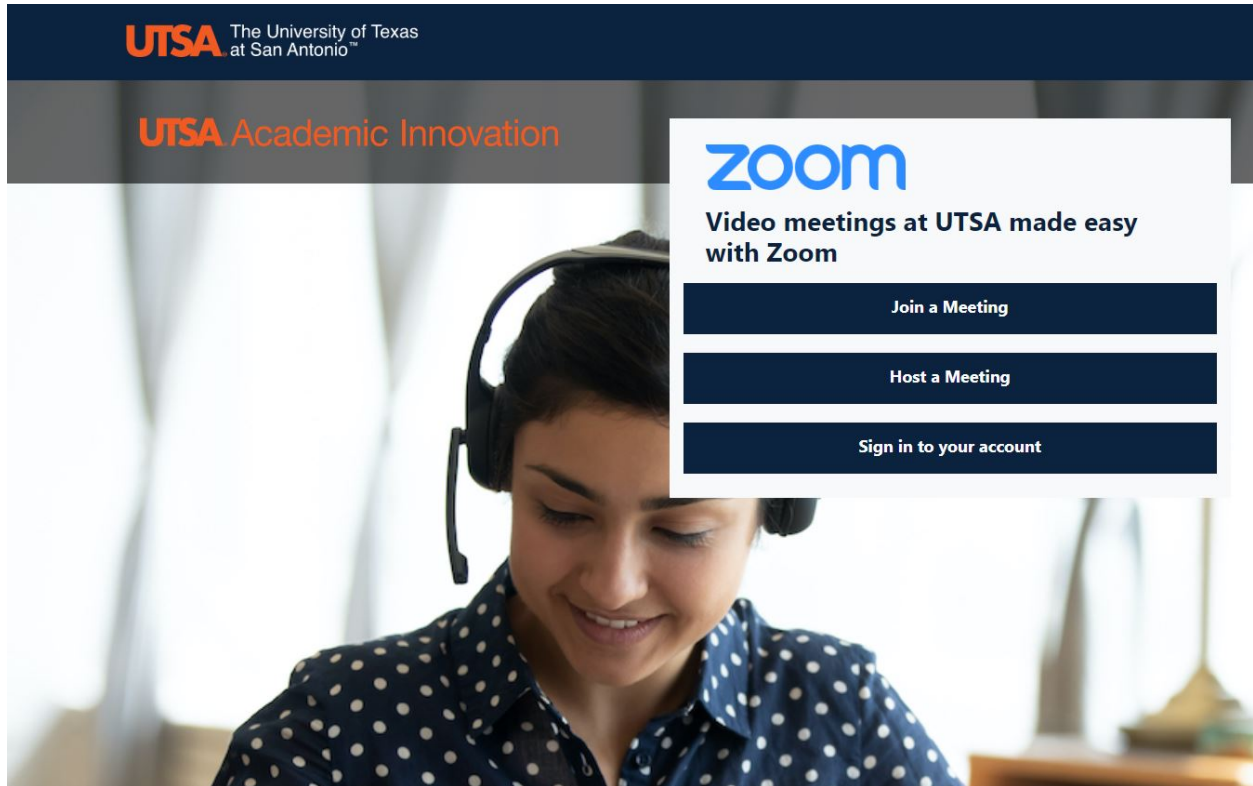


While in a chat with a contact or channel, click the video camera icon to start an instant meeting. You can also click the down arrow for instant meeting options.



USING THE WEBSITE

Navigate in your web browser to the UTSA Zoom landing page at utsa.zoom.us. Click on **Host a Meeting**.



You will be redirected to a UTSA Login page. Enter your **myUTSA ID (abc123)** and **Passphrase**.

UTSA.
The University of Texas at San Antonio™

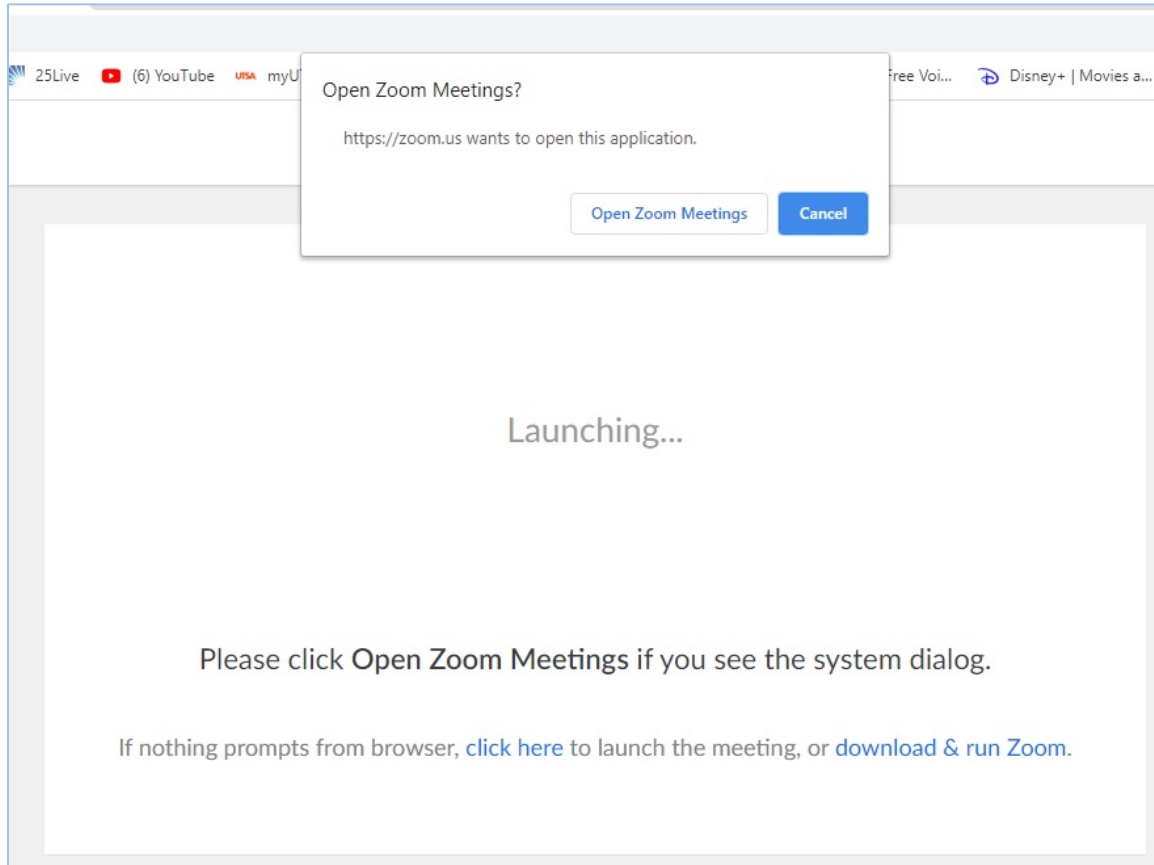
Login to Zoom - University of Texas at San Antonio

myUTSA ID

Password

- > [Forgot your password?](#)
- > [Need Help?](#)
- > [Acceptable Use Policy](#)

A prompt will appear asking you to **Open Zoom Meetings**. If you do not have the Zoom client installed yet, it will ask you to install the client. Once installation is completed, the client will open and your meeting will begin.



For assistance with [Zoom](#) contact Academic Innovation:
academicinnovation@utsa.edu or (210) 458-4520