



ZOOM SETTINGS OVERVIEW

Before You Start:

First you'll need to download the Zoom client to your computer.

A free Zoom Pro account is available to all students, faculty and staff at UTSA. Your account is created upon logging in for the first time. Downloading the client to your computer provides the most seamless experience. To get started, visit <https://utsa.zoom.us/download>. Click **Download Zoom Client for Meetings**. Once installed, click **Sign In with SSO**. Type **utsa** in the box before **.zoom.us**. Click **Continue**. Log in with your myUTSA ID and password.

SETUP & SETTINGS CONFIGURATION

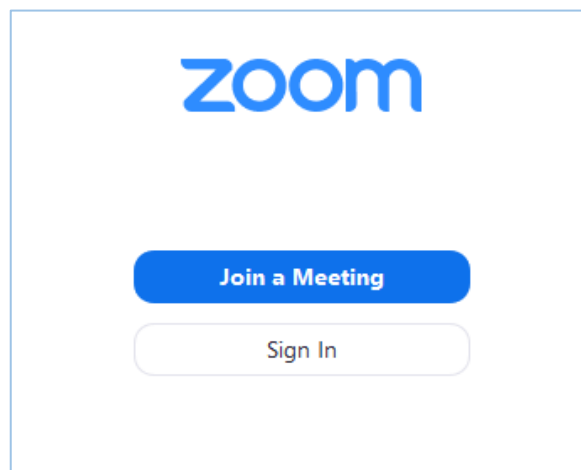
This guide provides instruction on the basic features of the Zoom client on Windows & Mac.

This article covers:

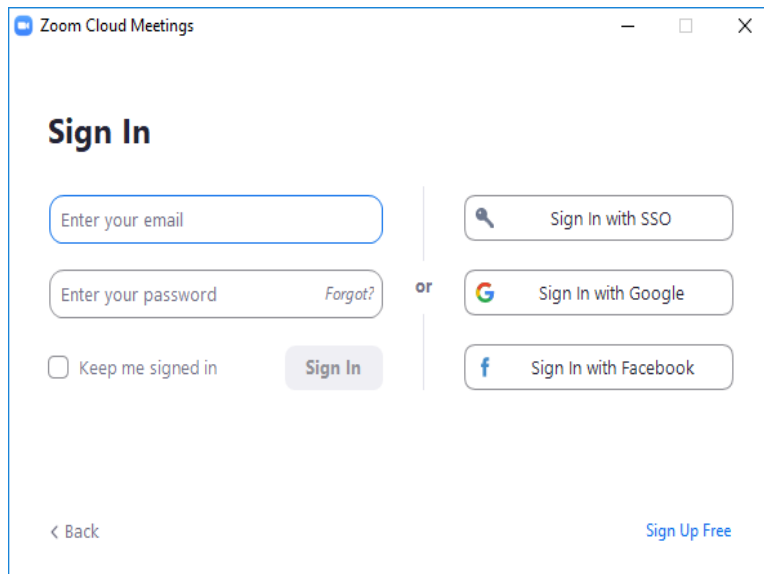
- [Sign in and Join](#)
- [Home](#)
- [Chat](#)
- [Phone](#)
- [Meetings](#)
- [In-Meeting Controls](#)
- [More Resources](#)

SIGN IN AND JOIN

After launching Zoom, click **Join a Meeting** to [join a meeting](#) without signing in. If you want to log in and start or schedule your own meeting, click **Sign In**.

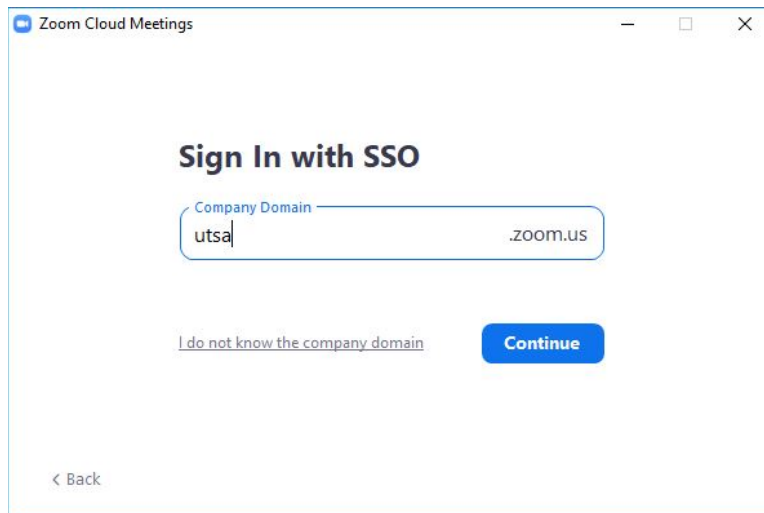


To sign in, use your **myUTSA ID** by logging in here: [log in using SSO](#).



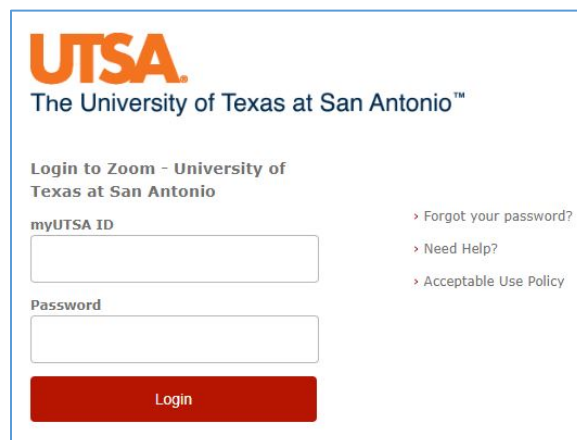
The image shows the Zoom Cloud Meetings sign-in interface. It features a 'Sign In' heading and two columns of options. The left column has input fields for 'Enter your email' and 'Enter your password' (with a 'Forgot?' link), a 'Keep me signed in' checkbox, and a 'Sign In' button. The right column has three buttons: 'Sign In with SSO', 'Sign In with Google', and 'Sign In with Facebook'. At the bottom, there is a '< Back' link on the left and a 'Sign Up Free' link on the right.

Enter **UTSA** as the Company Domain. The full URL should read **utsa.zoom.us**.



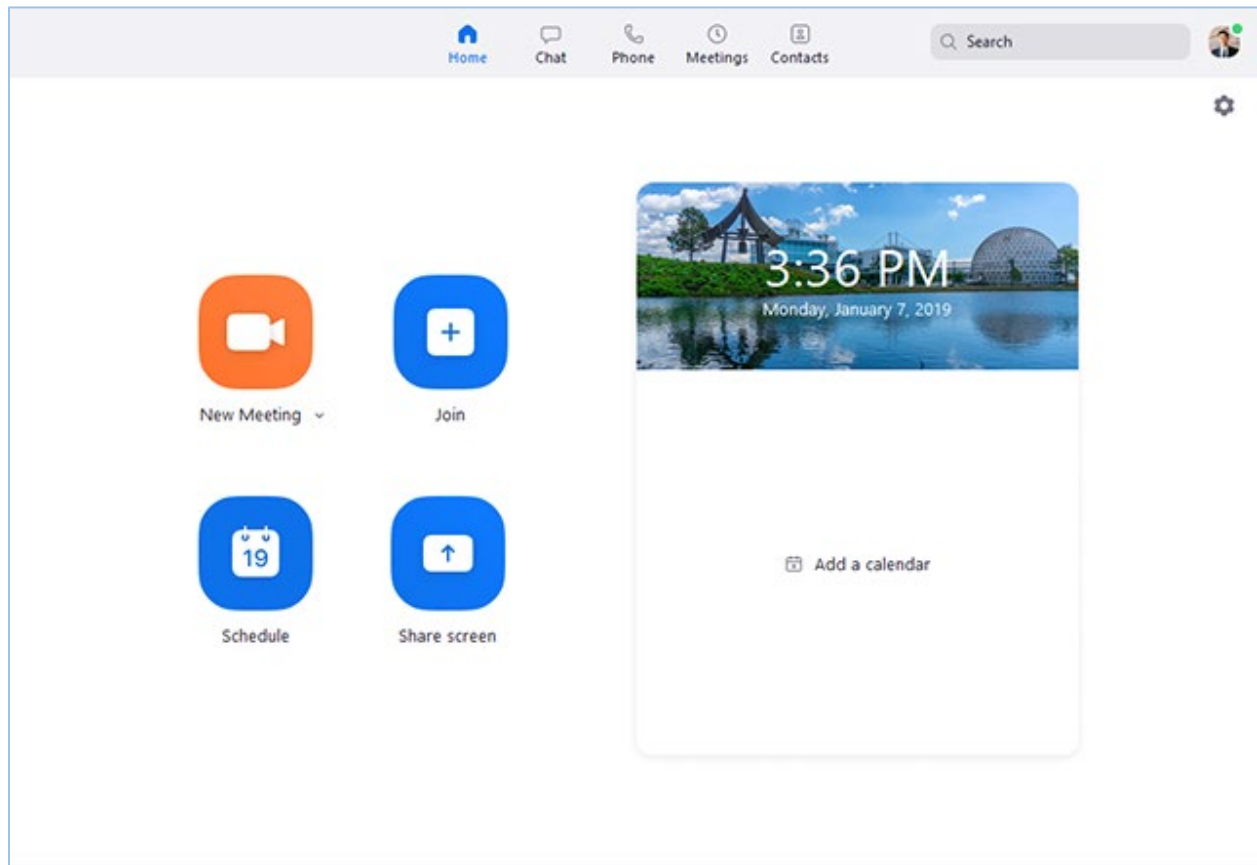
The image shows the 'Sign In with SSO' screen in Zoom. It has a 'Company Domain' input field containing 'utsa' and '.zoom.us'. Below the input field is a link that says 'I do not know the company domain'. A blue 'Continue' button is positioned to the right. A '< Back' link is at the bottom left.

You will be redirected to a UTSA login page. Use your myUTSA ID (abc123) and Passphrase to log in.



The image shows the UTSA Zoom login page. At the top is the UTSA logo and the text 'The University of Texas at San Antonio™'. Below that is the heading 'Login to Zoom - University of Texas at San Antonio'. There are two input fields: 'myUTSA ID' and 'Password'. To the right of these fields are three links: '> Forgot your password?', '> Need Help?', and '> Acceptable Use Policy'. At the bottom is a red 'Login' button.

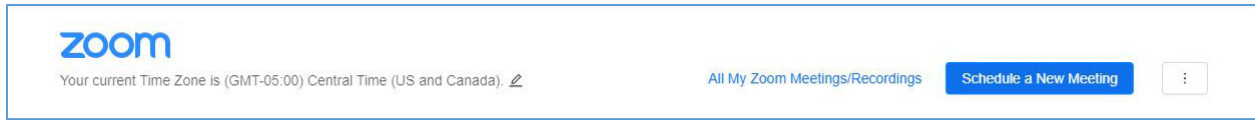
HOME



After signing in, you will see the **Home** tab, where you can click these options:

- **New Meeting:** Start an [instant meeting](#). Click the downwards arrow to enable video or use your [personal meeting ID \(PMI\)](#) for instant meetings.
- **Join:** [Join a meeting](#) that is in progress.
- **Schedule:** [Set up a future meeting](#).
- **Share Screen:** [Share your screen in a Zoom Room](#) by entering in the sharing key or meeting ID.

Click on the blue **Schedule a New Meeting** button at the top right corner of the page.

The image shows the "Schedule a Meeting" form in the Zoom interface. It has a breadcrumb "Course Meetings > Schedule a Meeting". There are two main input fields: "Topic" with the text "Our Online Course" and "Description (Optional)" with the placeholder "Enter your meeting description".

1. Enter a name for the new meeting in the **Topic** field. Add a **Description** if you choose.

2. 4. Select a **Date** and **Time** for the first occurrence of your class.

3. 5. Specify the **Duration** of the class meeting.

4. Verify that the **Time Zone** is set to **Central Time (US and Canada)**.

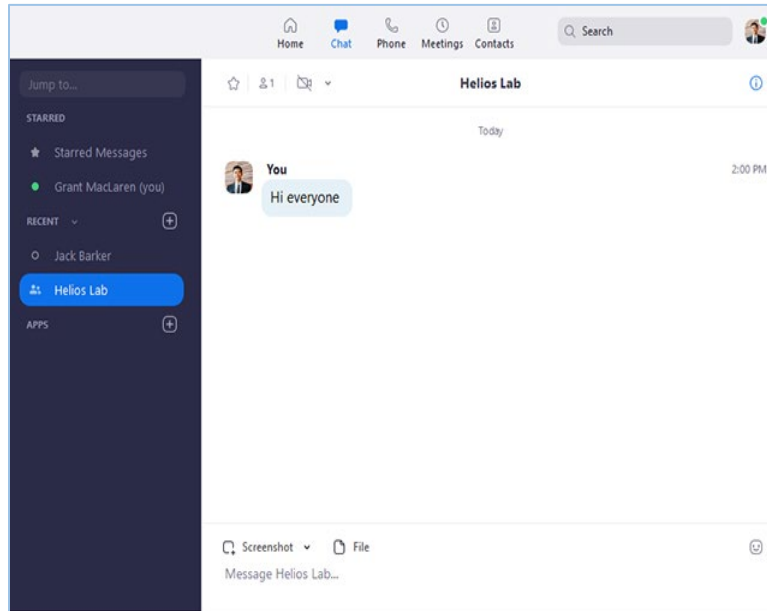
5. Check the box next to **Recurring meeting**.

- a. Select **Weekly** in the Recurrence drop-down menu.
- b. Set the **Repeat every** field to 1 week.
- c. Check the days of the week your class meets next to **Occurs on**.
- d. Choose an **End date** for your meeting or end it after a defined number of occurrences.

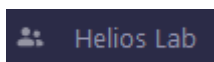
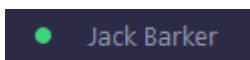
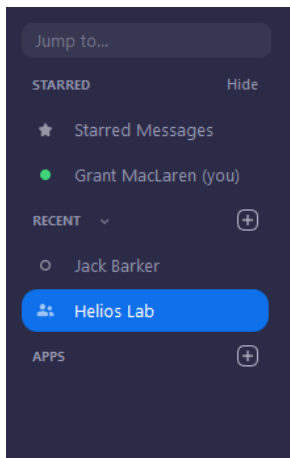
The image shows the scheduling options for the Zoom meeting. It includes fields for "When" (date: 04/15/2020, time: 3:30 PM), "Duration" (1 hr 0 min), and "Time Zone" (GMT-05:00 Central Time (US and Canada)). The "Recurring meeting" checkbox is checked, with a summary "Every week on Mon, Wed, until May 26, 2020, 12 occurrence(s)". The "Recurrence" is set to "Weekly", "Repeat every" is "1 week", and "Occurs on" has checkboxes for Sun, Mon, Tue, Wed, Thu, Fri, Sat, with Mon, Tue, and Wed selected. The "End date" is set to "By 05/25/2020" with "After 7 occurrences" as an alternative.


CHAT

Select the **Chat** tab to view private conversations with your contacts or group conversations ([channels](#)).



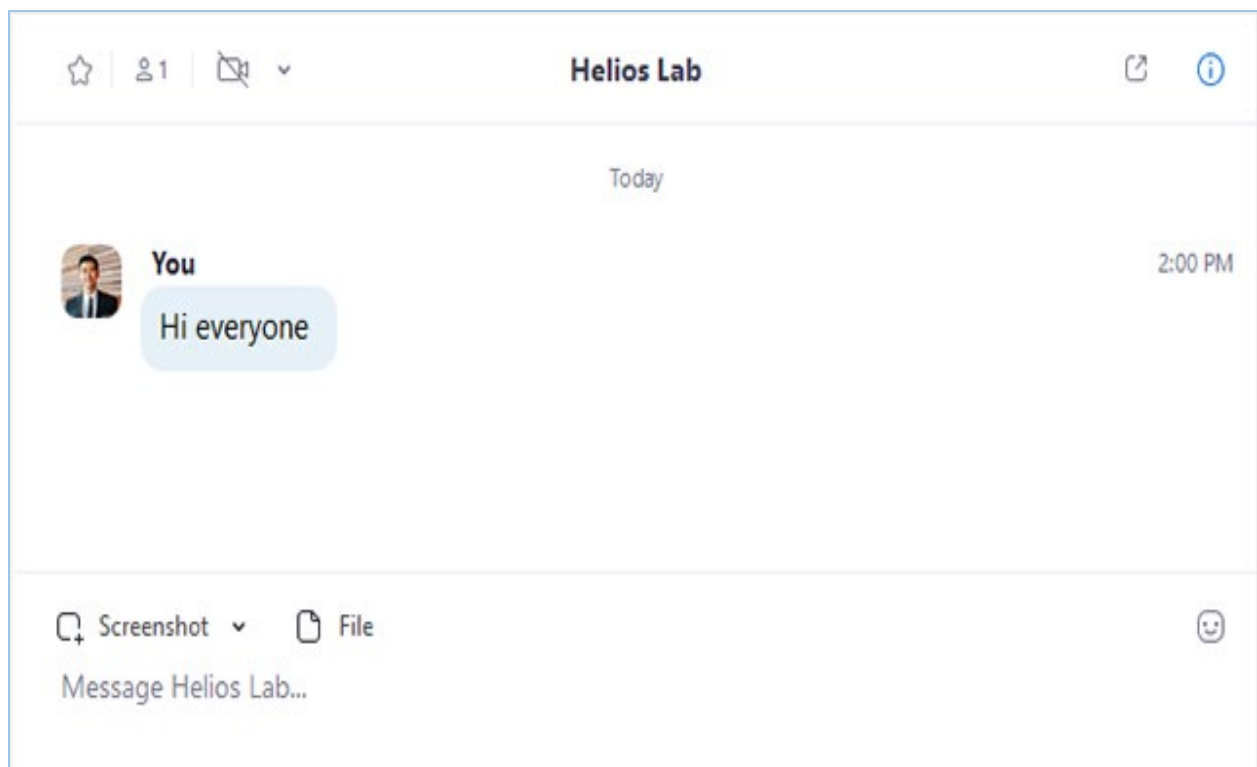
You can access these features in the left-side panel:



- **Jump to** search box: Search for a contact or channel.
- **Starred Messages**: View messages you have starred.
- Click your name to use your [personal chat space](#).
- Add icon  (next to **Recent**): Start a new chat with one of your contacts, [create a channel](#) for group chats, or [join an existing channel](#).
- Under **Recent**, click a contact to view chat history and continue to chat with them. Contacts have a [status icon](#) before their name.
- Under **Recent**, click a [channel](#) (indicated by the group icon before the name) to view the channel's chat history and send messages to channel members.

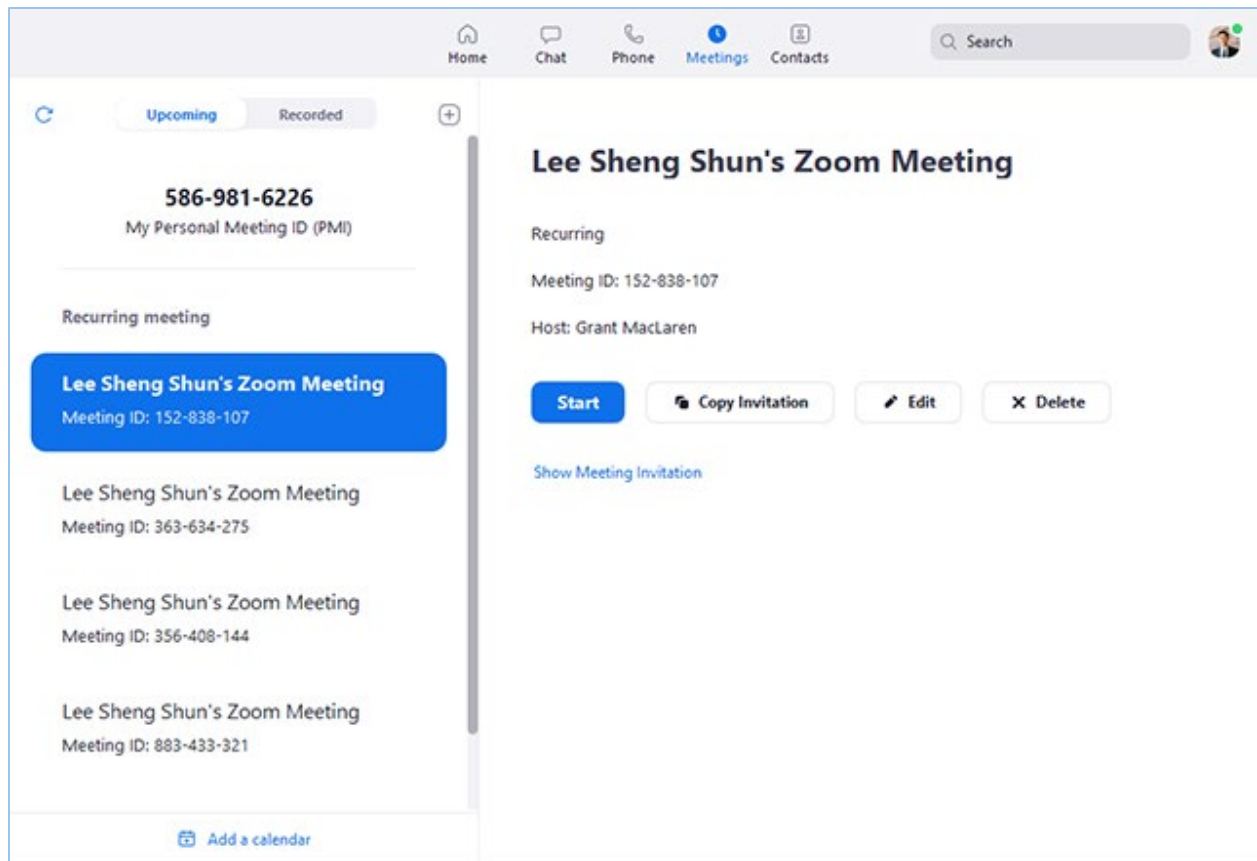
After selecting a contact or channel in the left-side panel, you can use these features in the chat window:

- Star icon ☆: Add the contact or channel to your [starred list](#), giving you quick access to those contacts or channels.
- Video icon 📺: Start a meeting with the contact. If a channel is selected, this will start a meeting with all members of the channel.
- New window icon 🗑️ (hover your pointer over the contact or channel name to display this icon) : Opens the selected chat in a new window.
- Info icon ⓘ: View additional options for the contact or channel. Also gives you quick access to files, images, and [starred messages](#) in the selected chat.
- Message box: Compose and send messages to your contact or channel. You can also send [screenshots](#), [files](#), [code snippets](#), and [animated GIFs](#).





MEETINGS

Select the **Meetings** tab and click **Upcoming** to view, start, edit, and delete scheduled meetings.

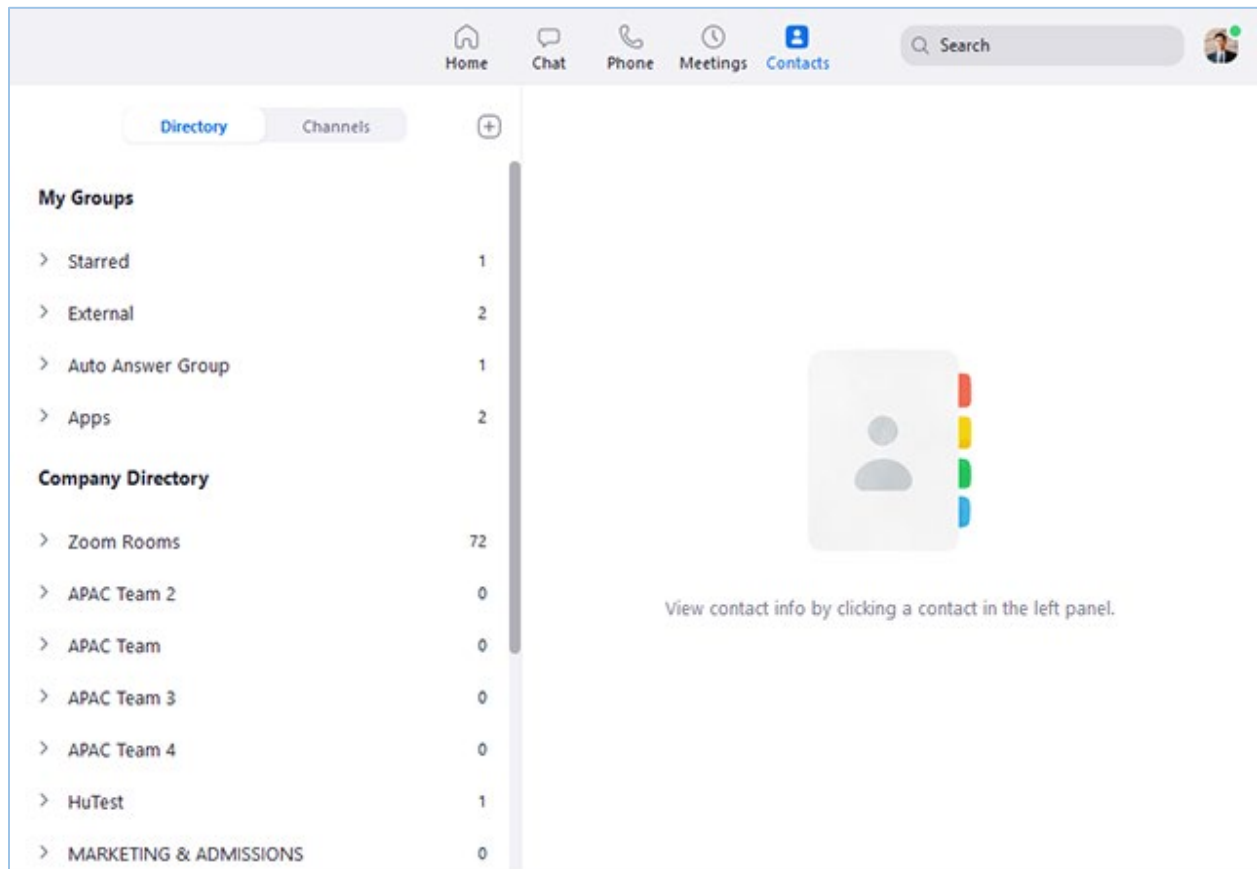


You can click the following options after selecting a scheduled meeting in the left-side panel:

- Add icon : [Schedule a new meeting](#).
- Refresh icon : Refresh the meeting list if you don't see your scheduled meeting.
- **Start:** [Start the scheduled meeting](#) that you have selected in your upcoming meetings.
- **Copy Invitation:** Copy the scheduled meeting's [invitation text](#), allowing you to manually paste into an email, instant messenger etc. Click **Show Meeting Invitation** if you want to view the invitation you're copying.
- **Edit:** Edit the [meeting options](#) for your scheduled meeting.
- **Delete:** Permanently delete your scheduled meeting.

CONTACTS

Select the **Contacts** tab to view and manage your contacts.



- **Directory** tab: View a directory of all your contacts, including [starred](#), external, and [auto answer](#) contacts. If your organization has Zoom Rooms, you will also see a list of Zoom Rooms.
- **Channels** tab: View a directory of your channels (used for group messaging). Starred channels appear at the top of the list.
- Add icon (+): Show options for [contacts](#) and [channels](#). You can add a contact, create a contact group, create a channel, or join a channel.

Course Meetings > Manage "Our Online Course"

Topic: Our Online Course

Time: Apr 20, 2020 3:30 PM Central Time (US and Canada)
Every week on Mon,Wed, until May 25, 2020, 11 occurrence(s) [Show all occurrences](#)

Add to: [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID: 988-664-87691

Invite Attendees: Join URL: <https://utsa.zoom.us/j/98866487691>

1. It is possible to add the meeting to your calendar. Google, Outlook, and Yahoo calendars are supported.
2. Invite Attendees by sharing the **Join URL** at the top of the page via announcement, email, or instant message. Protect your meeting by not sharing this URL publicly on social media.

Copy Meeting Invitation

Meeting Invitation

Carlos Silva is inviting you to a scheduled Zoom meeting.

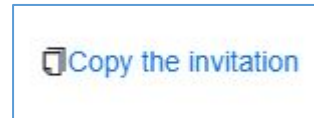
Topic: Our Online Course
Time: Apr 15, 2020 03:30 PM Central Time (US and Canada)
Every week on Mon, Wed, until May 25, 2020, 12 occurrence(s)
Apr 15, 2020 03:30 PM
Apr 20, 2020 03:30 PM
Apr 22, 2020 03:30 PM
Apr 27, 2020 03:30 PM
Apr 29, 2020 03:30 PM
May 4, 2020 03:30 PM
May 6, 2020 03:30 PM
May 11, 2020 03:30 PM
May 13, 2020 03:30 PM
May 18, 2020 03:30 PM
May 20, 2020 03:30 PM
May 25, 2020 03:30 PM

Please download and import the following iCalendar (.ics) files to your calendar system.
Weekly: https://utsa.zoom.us/meeting/tJYpdOCuqTojGt1-D1DjLa3F_xE1INbn5XB0/ics?icsToken=98tyKuCqjgJHNOUuRmORowQBojCXe7wt5EjbcM0Tu0Jwp_Y1DQCFpnY75REtaF

Join Zoom Meeting
<https://utsa.zoom.us/j/92439671909>

Meeting ID: 924 3967 1909

[Copy Meeting Invitation](#) [Cancel](#)



3. Click Copy the Invitation on the right side of the page for additional information. This invitation includes details about the meeting including occurrences, telephone dial-in numbers and instructions for dialing in using an H.323 or SIP room system like Polycom, Cisco, or Lifesize. This format is most suitable to email correspondence.

Invite Attendees: Join URL: <https://utsa.zoom.us/j/92439671909>

Video: Host on, Participant off

Audio: Telephone and Computer Audio

Meeting Options:

- Require meeting password
- Enable join before host
- Mute participants upon entry
- Enable waiting room
- Only authenticated users can join: Sign in to Zoom
- Record the meeting automatically

[Delete this Meeting](#) [Edit this Meeting](#) [Start this Meeting](#)

4. Verify that the meeting settings are correct. Delete or edit the meeting, or start the meeting instantly using the buttons at the bottom of the page.

IN-MEETING CONTROLS

Once you have started or joined a meeting, you can access the meeting controls located at the bottom of the meeting window (move your mouse in the Zoom window to display meeting controls).

Learn more about meeting controls for [hosts](#), [co-hosts](#), and [attendees](#). You can also [join a test meeting](#) to familiarize yourself with meeting controls before joining a scheduled meeting.



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