ZOOM OVERVIEW

INITIAL SET-UP FOR NEW USERS
(to be completed only once):

CREATE A ZOOM ACCOUNT
1. Go to **https://tennessee.zoom.us**
2. Click *Create or Edit Account* button
3. Login with your **UTHSC NetID** and **password**
4. Click **SIGN OUT**

DOWNLOAD THE ZOOM APP – MAC
1. Go to **https://tennessee.zoom.us**
2. Click *Download Zoom*
3. Open *zoomusinstaller.pkg* in the downloads folder
4. Click *Keep for Security Reasons* if message appears
5. Click *Continue* after message, "This package will run a program to determine if this software program can be installed"
6. Type *Company Domain: Tennessee* and click *Continue*
7. *Welcome to Zoom Installer* screen will appear
8. The Zoom App will appear and you can *Join a Meeting* or *Login*

DOWNLOAD THE ZOOM APP – PC
1. Go to **https://tennessee.zoom.us**
2. Click *Download Zoom*
3. The screen *Opening ZoomInstaller.exe* will appear
4. Click *Save File*
5. Double Click *Opening ZoomInstaller.exe* from your internet browser download
6. Click *Run*

BEFORE MEETING:

SIGN INTO THE ZOOM APP
1. Click on the *Zoom App*
2. Click *Sign In*
3. Click *Sign In with SSO* button
4. In the *Enter Your Company Domain* box, type *Tennessee*
   (For Mac users, it may already be there)
5. Click *Continue*
6. Sign in with your **UTHSC NetID** and **password**

SCHEDULE A MEETING
1. Click *Schedule* to set up a future meeting
2. Type in the **Topic**
3. Select *Start Day*, *Start Time*, and *Meeting Duration*
4. Select *Calendar* option
5. Click *Schedule* *(Note: Event will be added to selected calendar)*

START A MEETING
1. Click *Start Without Video* to start a meeting sharing your desktop or application
2. Click *Start With Video* to start a video meeting

JOIN A MEETING
1. Click *Join* to join a meeting that has already started
2. Type the **Meeting ID or Meeting Room Name**
3. Click *Join*

DURING MEETING:

INVITE ATTENDEES

Invite by Email:
1. Click *Invite* on the Zoom menu bar at bottom of Zoom screen
2. Click *Invite by IM*
3. Choose your email service to send invitation
4. Add invitees to the email and send it

Invite by IM – Instant Messaging:
1. Click *Invite* on the Zoom menu bar at bottom of Zoom screen
2. Click *Invite by Email*
3. Type in the invitee's name and select the person
4. Click *Copy URL* or *Copy Invitation* to include in the email
5. Add *Click Invite* to send invitation

Invite by a Room System (dial-in):
1. Click *Invite* on the Zoom menu bar at bottom of Zoom screen
2. Click *Invite a Room System*
3. Select *Dial In to an H.323/SIP Room System using a Meeting ID or Pairing Code* to invite people to a meeting

Invite by a Room System (call-out):
1. Click *Invite* on the Zoom menu bar at bottom of Zoom screen
2. Click *Invite a Room System*
3. Select *Call Out to an H.323/SIP Room System* to invite people to a meeting and enter an IP address or E.164 number
4. Select H.323 or SIP and click *Call*

MANAGE PARTICIPANTS
Click *Manage Participants* to manage the participants

SHARE SCREEN
1. Click *Share Screen*
2. Select the window or application you want to share
3. Select, if needed, one of the following options:
   - Share computer sound when screen sharing
   - Optimize for full screen video clip
4. Click *Share Screen*

CHAT
1. Click *Chat* to send a group chat to a selected group
2. Select a *Group* from the left side of the screen
3. Type in a message and press *Enter* *(message is sent to all members in selected Group)*
4. To keep chat, click *Save Chat* *(message is saved in meeting folder on your computer)*
5. To view chat, click *Show in Folder* or browse to the folder

PAUSE/STOP RECORDING
Click *Pause/Stop Recording* to manage the participants – Once the meeting starts the Zoom will begin recording

BREAKOUT ROOMS
Click *Breakout Rooms* to manage the participants – Once the meeting starts the Zoom will begin recording

END MEETING
Click *End Meeting* to end the meeting or leave meeting