

## Getting/Accessing Your UGA Zoom Account

All staff and faculty should have UGA Zoom accounts. You can use these to schedule and host your own Zoom meetings of up to 300 people.

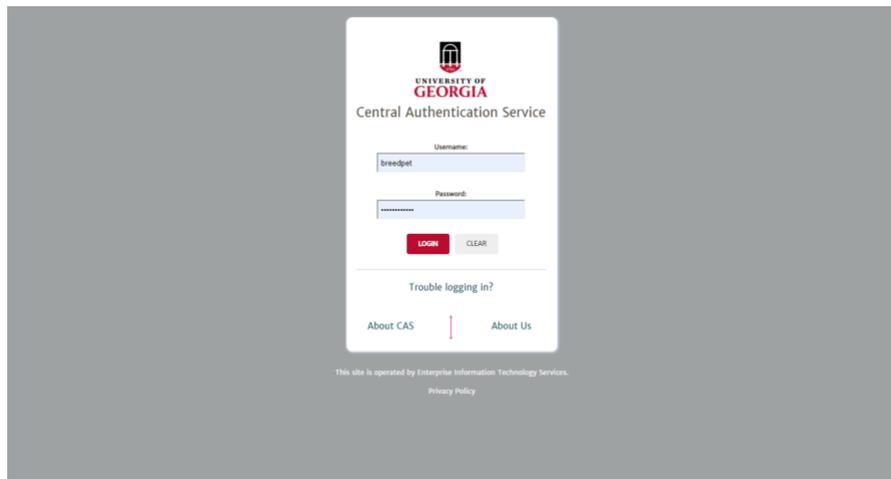
To start:

Direct your browser to <https://uga.zoom.us/>

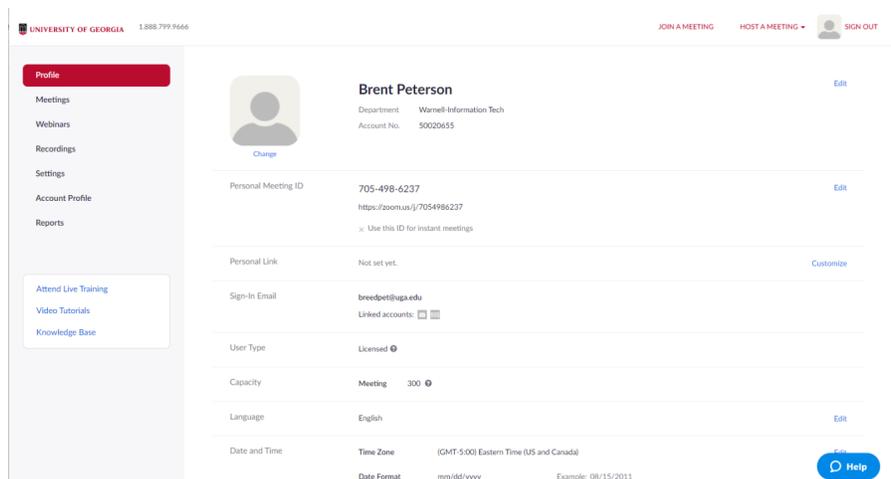


Click on

Sign in using your UGA MyID and Password



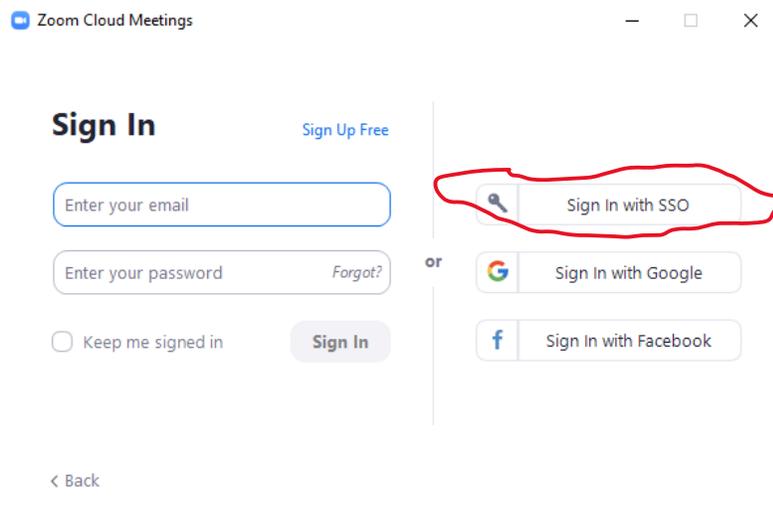
It should direct you here:



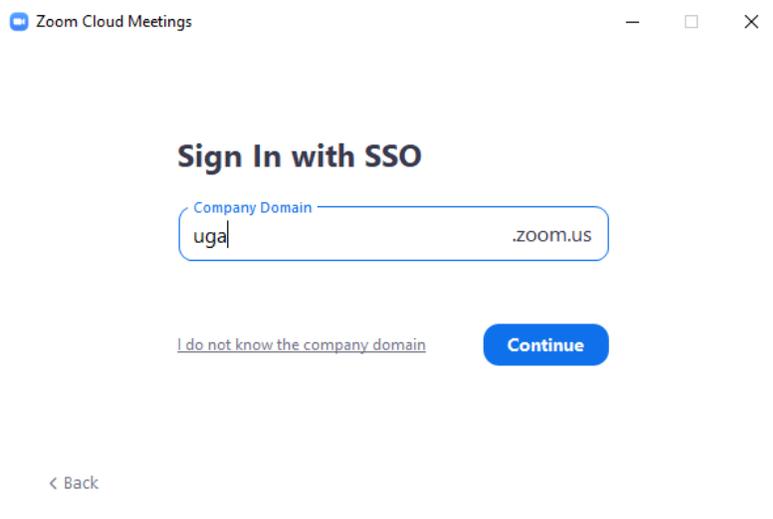
Congratulations, you now have a Zoom account and can schedule meetings.

## Logging in from The Downloaded Program

The first time you host/join a Zoom meeting, it will download the program to your computer. To login directly from the program, open the program. You will see:



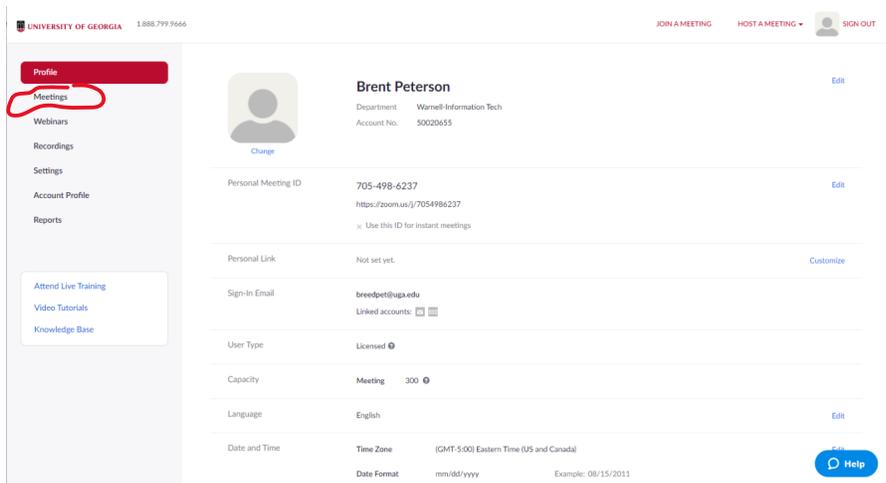
Do not just enter your e-mail and password. Instead, select Sign in with SSO on the right.



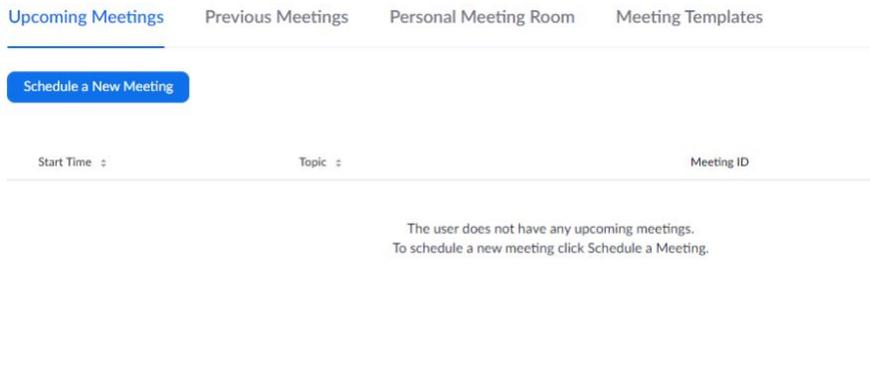
Enter uga into the box (.zoom.us is entered for you). Click continue. You will then be prompted to login with your UGA ID and password.

## Scheduling a Meeting from the Browser

From this main page:



Click Meetings in the left menu. A screen should open with new options.



Select Schedule a New Meeting. A screen like this should pop up:

My Meetings → Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

---

When

Duration  hr  min

Time Zone

Recurring meeting

---

Registration  Required

---

Meeting ID  Generate Automatically  Personal Meeting ID 755-499-6237

---

Meeting Password  Require meeting password

---

Video

Host  on  off

Participant  on  off

---

Audio  Telephone  Computer Audio  Both

Dial from United States of America [Edit](#)

Enter the meeting name, select the date/time, and toggle any of the options you'd like.

Meeting Options

Enable join before host

Mute participants upon entry [?](#)

Enable waiting room

Only authenticated users can join

Record the meeting automatically

---

Alternative Hosts

Select or leave unselected any of the options in the lower part of the meeting prompt (see above).

Enable join before host if you don't want your participants to have to wait on you to enter the meeting.

Record the meeting automatically will cause Zoom to begin recording immediately upon anyone's entrance.

Save the meeting. Your meeting will look like this:

My Meetings > Manage "My Meeting"

Topic	My Meeting
Time	Jan 27, 2020 01:00 PM Eastern Time (US and Canada) Add to <a href="#">Google Calendar</a> <a href="#">Outlook Calendar (.ics)</a> <a href="#">Yahoo Calendar</a>
Meeting ID	710-012-400
Meeting Password	× Require meeting password
Invite Attendees	Join URL: <a href="https://zoom.us/j/710012400">https://zoom.us/j/710012400</a>
Video	Host Off Participant Off
Audio	Telephone and Computer Audio Dial from United States of America
Meeting Options	× Enable join before host × Mute participants upon entry <input type="checkbox"/> × Enable waiting room × Only authenticated users can join × Record the meeting automatically

[Delete this Meeting](#) [Save as a Meeting Template](#)

If everyone will be joining by computer, you can copy/paste the join URL into an e-mail and send it to your participants. If not, to the right of the Join URL, you have the option of copying the invitation:

My Meetings > Manage "My Meeting" [Start this Meeting](#)

Topic	My Meeting
Time	Jan 27, 2020 01:00 PM Eastern Time (US and Canada) Add to <a href="#">Google Calendar</a> <a href="#">Outlook Calendar (.ics)</a> <a href="#">Yahoo Calendar</a>
Meeting ID	710-012-400
Meeting Password	× Require meeting password
Invite Attendees	Join URL: <a href="https://zoom.us/j/710012400">https://zoom.us/j/710012400</a> <a href="#">Copy the invitation</a>

This will automatically copy the phone number and the meeting link for you. You can then paste this information into an e-mail and send it to your participants.

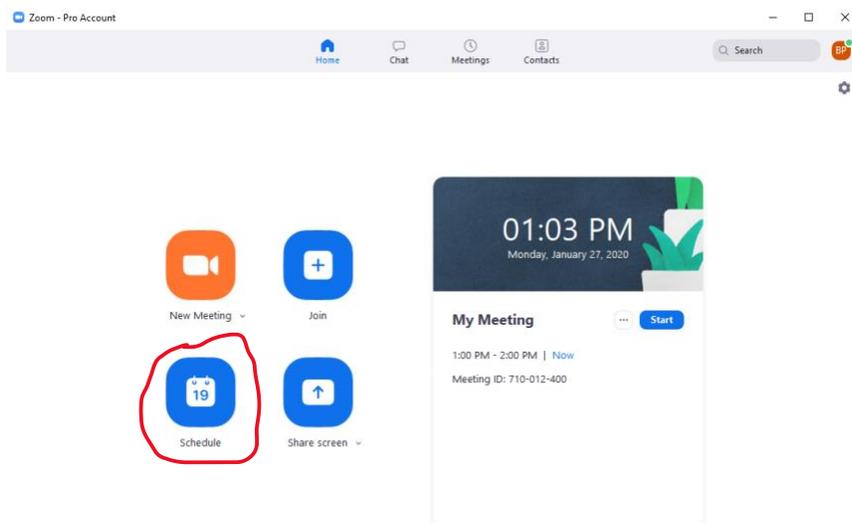
To start the meeting, go to the home screen, click Meetings in the left menu bar, and your meeting should show up like this:



Click start, and the Program will open with the meeting. If this is your first-time using Zoom, the program will have to download first, in which case, follow all of the prompts.

Scheduling a Meeting from the Zoom Desktop Program.

Click Schedule (selecting New Meeting will create a new meeting immediately, which you probably don't want).



## Schedule a Meeting

### Topic

Start:  Duration:  Time Zone:  Recurring meeting

### Meeting ID

 Generate Automatically  Personal Meeting ID 705-498-6237

### Password

 Require meeting password

### Video

Host:  On  Off    Participants:  On  Off

### Audio

 Telephone  Computer Audio  Telephone and Computer AudioDial in from United States [Edit](#)

### Calendar

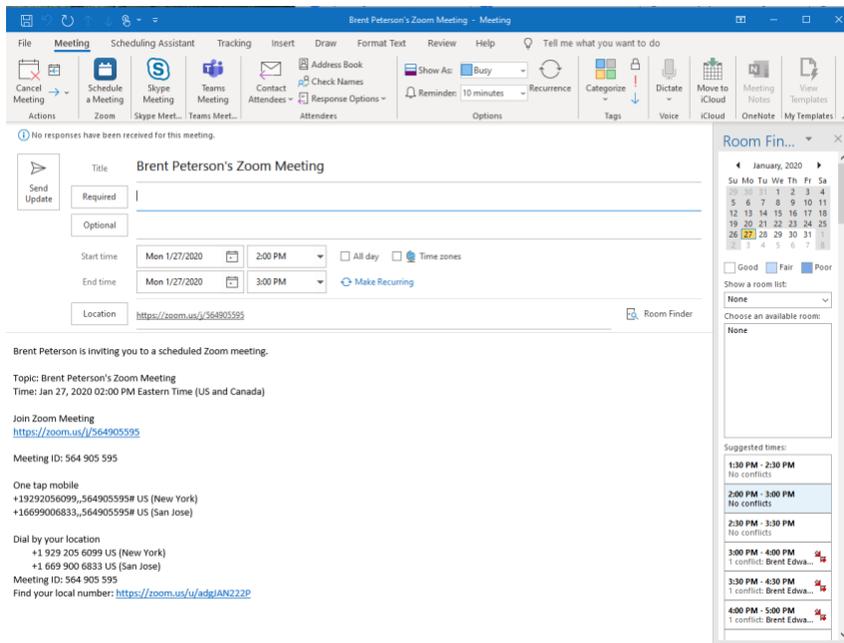
 Outlook  Google Calendar  Other Calendars

### Advanced Options

Select the name, date, time, etc. Always use Telephone and Computer Audio just in case. You have the option of adding it to your Outlook, Google, or Other Calendar.

If you choose Advanced Options, you can select whether the meeting can be started by your participants before you enter as host.

I recommend having Outlook open. Once you schedule your meeting, an e-mail with the meeting information will pop up. It will look like this:

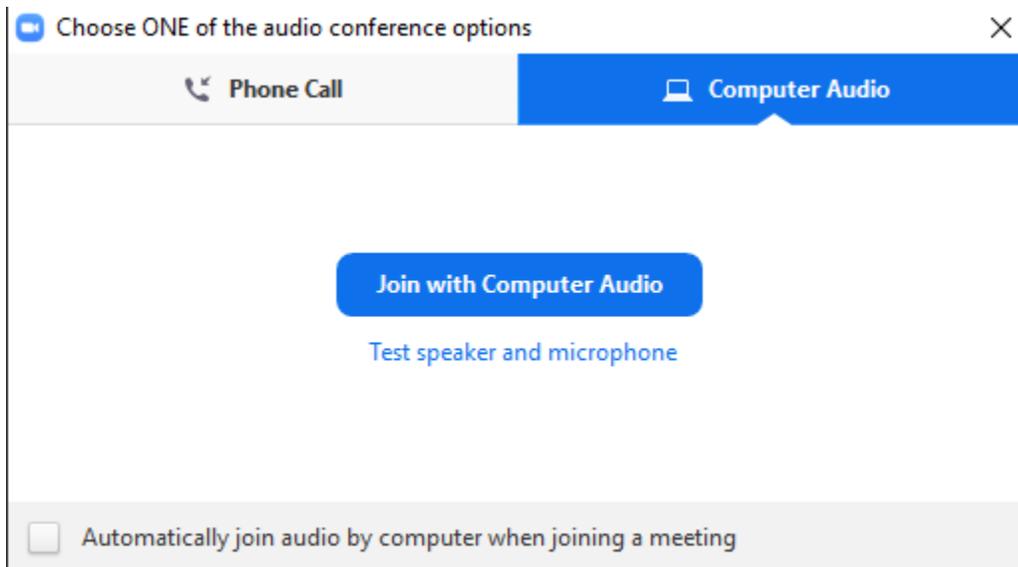


Enter the e-mails of your participants and send the message.

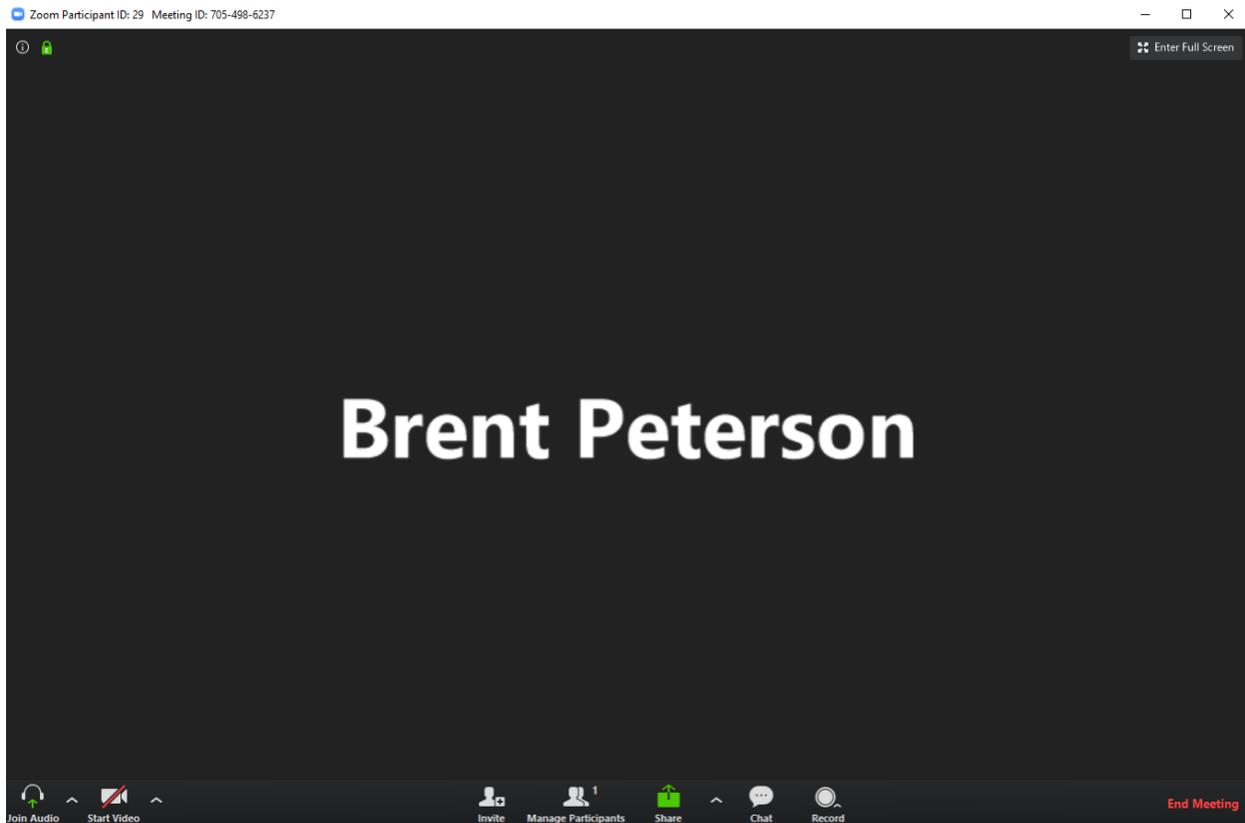
On the day of the meeting, they can join by either clicking the link or dialing the phone number.

### Joining/Hosting a Zoom Meeting

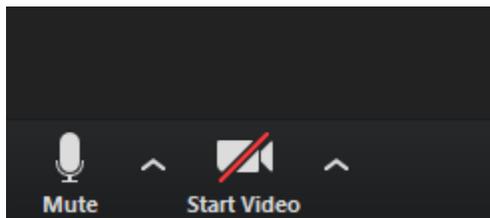
If you're on a computer, select Join with Computer Audio when the prompt appears.



Once you join, the screen will look like this:

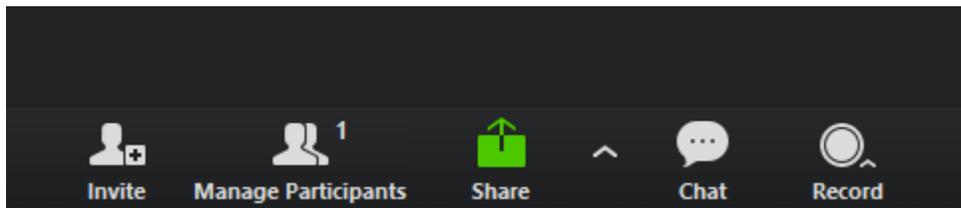


In the lower left hand corner, your video and audio options will appear when you hover the mouse over them:

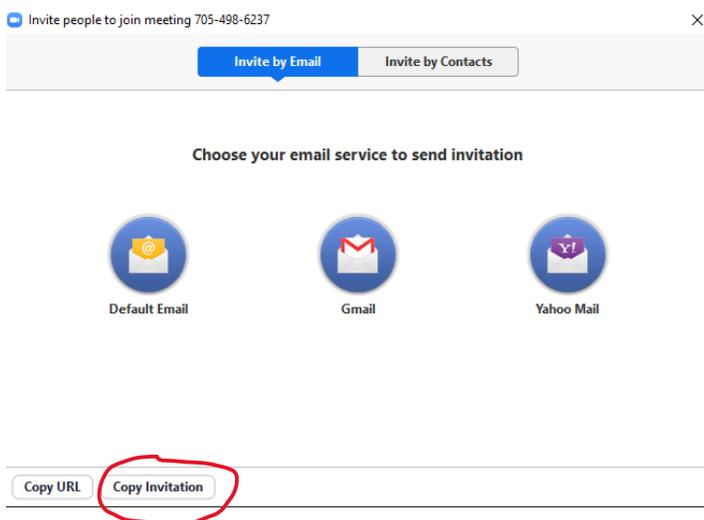


A red bar over the and the video camera means that they are turned off. Clicking them will turn them off and on. (Here, the audio is not muted, but the video is turned off).

The lower right area has several other tools:



To invite more participants when the meeting is started, click Invite, then select Copy Invitation



It will copy automatically. Open your e-mail, make a new e-mail, and paste (control + v on Windows) into the body. Send the e-mail to your participants.

If you choose Default E-mail or Gmail, the program will attempt to create an e-mail with this information for you. It may or may not work, so I usually recommend the copy/paste route.

Manage Participants will show you the people in your Zoom.

Select Share will allow you to Share your screen. Click on that and follow instructions to do so.

Chat will open a chatroom.

Record will record the audio and video in the Zoom room. You can select Record on This Computer or Record to Cloud.

If you select Record on This Computer, once you exit the Zoom room and end it for all users, your computer will generate a video automatically and save it to your desktop (this may take a while).

If you select Record to Cloud, your recording will be processed by Zoom and housed in your Zoom account.

Your Cloud Recordings will be available in your Zoom browser account. Login through your browser and select Recordings in the left menu to access them.

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JOIN A MEETING HOST A MEETING SIGN OUT

**Profile**

- Meetings
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- Recordings**
- Settings
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- Reports

Attend Live Training  
Video Tutorials  
Knowledge Base

**Brent Peterson** Edit

Department Warnell-Information Tech  
Account No. 50020655

Change

Personal Meeting ID 705-498-6237 Edit  
https://zoom.us/j/7054986237  
× Use this ID for instant meetings

Personal Link Not set yet. Customize

Sign-In Email breedpet@uga.edu  
Linked accounts: [Google] [Outlook]

User Type Licensed ⓘ

Capacity Meeting 300 ⓘ

Language English Edit

Date and Time Time Zone (GMT-5:00) Eastern Time (US and Canada)  
Date Format mm/dd/yyyy Example: 08/15/2011

Help