Login to Zoom
Zoom Client for Meetings is a web browser plug-in that will download automatically when you start or join your first meeting or can be manually downloaded here.

1. After downloading the client, select Sign In with SSO.

2. Enter luc in the text box for company domain.
3. Select Continue.

4. Enter your UVID and password
   Note: Your UVID and password will be the same username and password you use for Outlook and Sakai.
5. Select LOGIN.
Schedule a Meeting: Zoom Client for Meetings

1. From the Zoom application, select the Schedule button.

2. **Topic:** Choose a topic or name for your meeting.
3. **When:** Enter the date and time of your meeting.
   
   **Note:** All meetings can be started by the host at any time, regardless of date and time settings.
4. **Duration:** Enter the duration for your meeting in hours and minutes.
5. **Time Zone:** By default, Zoom will use your computer's time zone setting. To change the time zone, select the highlighted link.
6. **Recurring meeting**: Check this box if you would like this meeting ID to remain consistent for several meetings.  
   **Note**: You will select the meeting date/time and recurrence options through Outlook.

7. **Video (when joining meeting)**: Use the radio buttons to determine if video will be on or off when the host and/or participants open the room.  
   **Note**: If you select Off, the hosts and participants can still turn their video on after entering the room.

8. **Audio Options**: Choose whether to allow users to call in via telephone, VOIP (computer audio), or both.

9. **Password**: If you select the box next to **Require meeting password**, you will be prompted to enter a password that participants will be required to use in order to enter the room.  
   **Note**: This password is not your UVID.

10. **Enable join before host**: This option will allow participants to enter the room before the host.

11. Once all of your information is entered, select **Schedule**.
12. An email will be generated based on the email option you selected. Invite participants and send invitation email.

Start a Scheduled Meeting

**Note:** This method will only work if you are the host of the meeting

1. After scheduling a meeting (see instructions above) select the **Meetings** tab in the Zoom Meeting Client.

2. Hover your cursor over the meeting and select **Start**.