ZOOM QUICK START GUIDE FOR STUDENTS

Before You Start: First, you'll need to download the Zoom client to your computer.

1. 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.
2. 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**.
3. 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**.
4. Non-University participants are able to join meetings without an account, or can create a free Zoom Basic account at **https://zoom.us/download**.

SETUP AND CONFIGURATION

Zoom Web Portal:

Visit **https://utsa.zoom.us/** and enter your myUTSA ID and password. Upon sign in you will be taken to your **Profile** page.

Highlights of this page are:

- Setting your profile picture (persists through the Zoom platform).

- Editing your **Personal Meeting ID/Personal Link**. This is your personal dedicated virtual meeting space. You can use it at any time or schedule it for future use.

After configuring your profile, we recommend going to the **Meeting Settings** tab to configure your preferences based on how you would like to conduct meetings.

Zoom Desktop Client:

1. Once the Zoom Client for Meetings is installed, click the **Sign In with SSO** button

2. Click and **Sign In** with the appropriate credentials
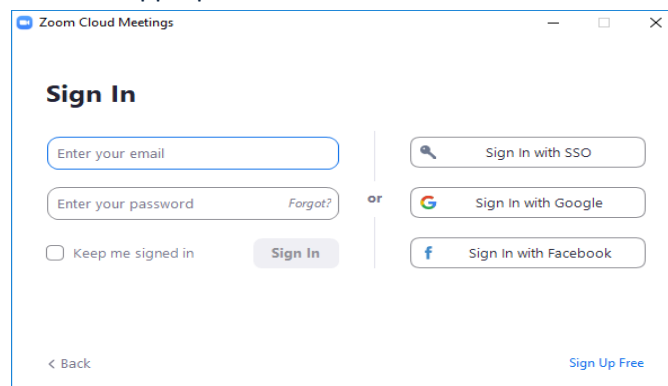
You now have the Zoom client for Meetings installed. Best practice is to have Zoom start when your computer boots up. If not just launch if from the list of computer programs installed on the computer when needed.

Learn more: Zoom Client Settings

- On **Windows**, go to the Zoom client and click on your profile picture at the top right, then click Settings. Click on General and then check the box that says, "Start Zoom when I start Windows".
- On **Mac**, right-click the Zoom app in the Dock, select Options > Open at Login.

SCHEDULING ZOOM MEETINGS

Zoom offers you several ways to schedule your meetings. If you are using Google calendar or Outlook, we recommend installing an applicable plug-in or extension for ease of use and efficiency when scheduling Zoom meetings. See below for additional information.

Learn more: Scheduling with Zoom

Web Portal

1. Log in to https://utsa.zoom.us/ .
2. First Sign In and then Click "Schedule a Meeting" in the top navigation bar.
3. Input details for the meeting and click "Save".
4. You can then copy the URL or Invitation or add to your calendar with available plug in.

Zoom Desktop Client

1. Click "Schedule" button on the Zoom App
2. Input details for the meeting and click "Schedule"
3. You can then copy the URL or Invitation or add to your calendar with available plug in.

Outlook Plugin – Video Tutorial & Instructions

1. Download the Zoom Outlook plugin from zoom.us/download.
2. Create a New Meeting in Outlook.
3. Click "Add Zoom Meeting".
4. Input Zoom Details for the meeting and click "Continue".
5. Update invitation details and hit "Send".

Zoom Extension for Google Calendar – Video Tutorial & Instructions

1. Download the Zoom extension for Chrome or Firefox from zoom.us/download.
2. Create a new meeting in Google Calendar.
3. Click "Make it a Zoom Meeting".
4. Update invitation details and hit "Save".

Details on additional features for scheduled meetings can be found here:

- Alternative Host
- Scheduling Privilege
- Meet Now vs. Schedule Meetings

IN-MEETING CONTROLS

Audio

When starting/joining a meeting, you can join the audio by phone or computer.

- Choose "Join Audio by Computer" to connect your computers mic and speakers to the Zoom Meeting. You can test you Audio sources by using the "Test Computer Audio" link when joining.

- Choose "Phone Call" and dial the number provided. Enter in the Meeting ID and make sure to input the "Participant ID".

Clicking on the Mic icon will let you mute and unmute your audio once connected.

Video

Access Video settings before or during a meeting by clicking on the "Settings" icon on your Zoom Desktop Application. On the Video tab you can preview and change your camera source via the down arrow.

Clicking on the Video icon will let you start and stop your video feed.

See: Testing – Audio, Video and Desktop Sharing

Invite Participants
During a meeting, click "Invite" to send meeting information to more participants by email, Zoom chat, phone, or room system.

Manage Participants

When hosting a Zoom meeting, you have additional controls available to help manage your participants. Attendees can only view the other participants.

Share Screen

1. Click Share Screen.
2. Choose to share your; desktop, specific application, whiteboard, camera feed.
3. All participants in your meeting can share their screen.
4. During screen sharing you and your attendees can use the Annotation tools for drawing, pointing, highlighting, etc.

Chat

1. Click "Chat" to start an in-meeting message with participants in the meeting.
2. The dropdown on the chat window will allow you to message Everyone, or a specific participant.

Record

As a host if meetings need to be recorded, you should record the meeting to your local machine. When recording meetings, make sure participants are aware of the recording and that the meeting owner knows how to access and secure the recording. Recordings must be saved on your personal devices and servers and adhere to proper licensing, usage rights, consents, and/or permissions, including but not limited to FERPA, Texas Recording Law, and copyright laws. All recordings saved on UTSA servers (whether cloud or otherwise) will be deleted on a quarterly basis.

1. Click on the "Record" icon in the toolbar.
2. Choose to record to Local machine.
3. Recording will process once the meeting ends.

BEST PRACTICES

Before the Meeting:

- Test your Audio and Video. Make sure to choose the correct audio and video sources
- Have the content and applications that you intend to share open and prepared ahead of time
- Close applications that have pop ups
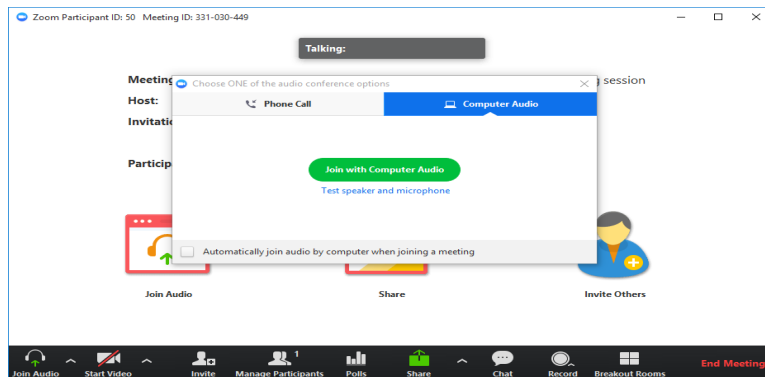
Hosting a Meeting:

- Review Digital Learning's Netiquette Guidelines for specific standards to be observed when using web conferencing tools.
- Mute your mic if others are presenting/speaking
- Use "Gallery View" for smaller group/team meetings
- Share your screen
  - o Share specific Applications to control displayed content

- o Use "New Share" to seamlessly transition between shared applications.
- Use the Annotation tools to grab and direct attention

Turn the camera on!

- Put your webcam at eye level or higher – experiment for best angles
- Make Eye Contact - Try to look at your webcam versus the scree

TECHNICAL SUPPORT

Here are some great resources from our Knowledge Base to take a deeper dive into using Zoom.

- Watch the Getting Started Videos.
- Join our Weekly Zoom Meetings and Webinar training.

Visit support.zoom.us for additional information about Zoom features and functionality. If you require technical assistance, please call us at 888-799-9666 (option 2) or if the matter is less urgent, fill out a Support Request here: https://support.zoom.us/hc/en-us/requests/new.

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