## INITIAL DOWNLOAD AND SET UP

1. Go to https://eits.uga.edu/learning_and_training/zoom/
2. Click on the blue button "Host a Meeting Now"
3. If you don't have Zoom downloaded, your web browser will take you through the download protocols.
    a. If your web browser does not automatically prompt you to download Zoom, click on "download & run Zoom".
4. A gray dialogue box will appear. Click "Save File."
5. If in Mozilla Firefox, click on the blue download arrow in the upper-right hand corner of your web browser. Other web browsers will have an equivalent.
6. You will see the file for Zoom, ending in file extension ".exe." Click on it to download Zoom.
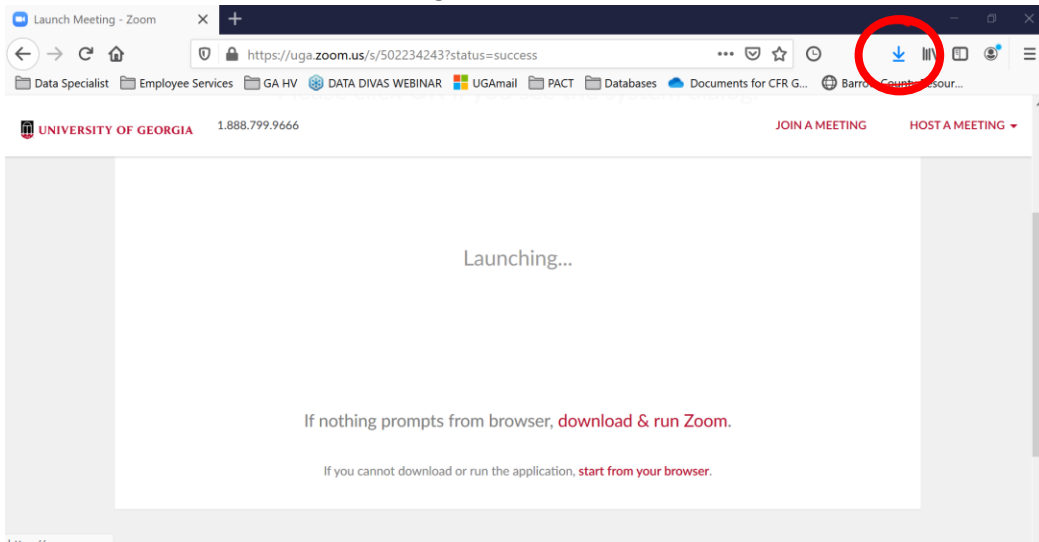
7. Zoom will automatically start and take you through set up protocol – including testing your speaker and microphone.
8. After audio has been set up, Zoom will launch your first "meeting". I encourage you to play with all the settings, and familiarize yourself with the software at this time!
9. Once you've finished, you can click the red text in the lower-right hand corner "End Meeting".
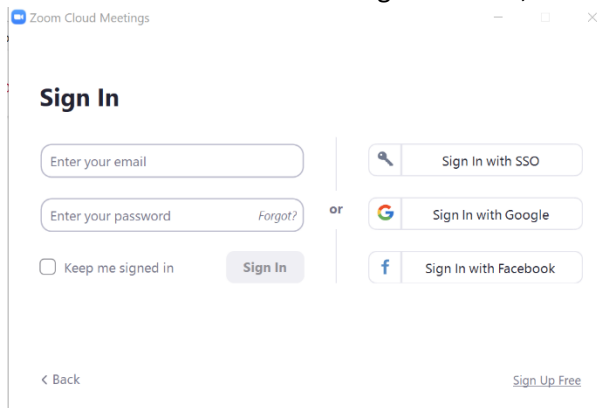
> **Have a different operating system or web browser?**
> Go to https://support.zoom.us/hc/en-us/sections/201728913-Joining-Starting for information on **Apple products** & more!

*Continue to next page to complete instructions for **Initial Download and Set Up**…*

For quick web-based access, you can also host or join a meeting at: https://uga.zoom.us/

10. You will be taken back to the Sign In screen, where you will need to log in:
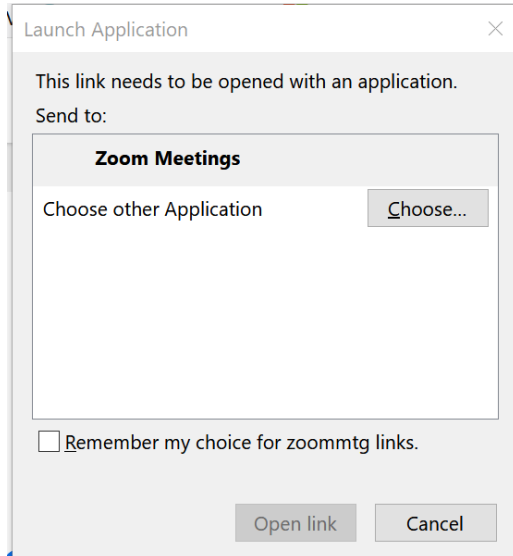
11. Click "Sign in with SSO"
12. The next screen will prompt you enter the company domain. Enter " uga " and continue.
13. The following dialogue box will appear (see below). You can double click "Zoom Meetings"
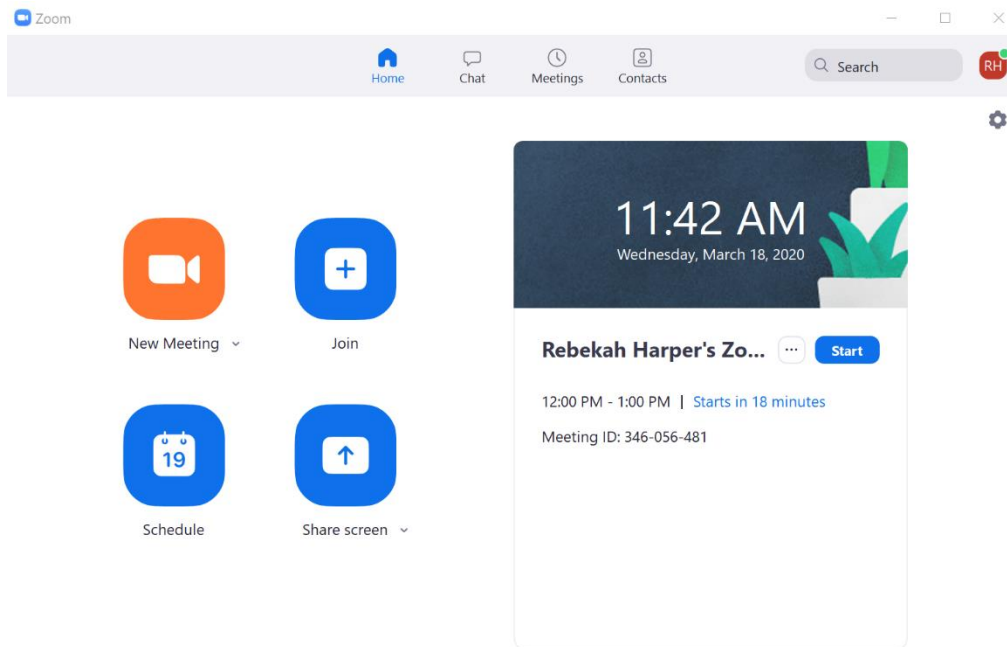

*Continue to next page to complete instructions for **Initial Download and Set Up**…*

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14. You will now see the Home Screen of Zoom:

*Continue to the next page for instructions on **Scheduling Meetings**…*

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SCHEDULING MEETINGS

1. After you've installed Zoom, there should be a Zoom shortcut on your desktop. Click it to open Zoom.
2. You'll see the Home screen again, including the Schedule button (see above).
3. Click the Schedule button and enter in meeting details:


4. **You should Require meeting password to ensure the privacy of your meeting.**
   a. *Please see more on Zoom data security at the end of this document.*

*Continue to the next page to complete instructions for **Scheduling Meetings**…*

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5. Once you've completed meeting details, click the blue "Schedule" button at the bottom.
6. The Outlook scheduling software will open in the background. You can send your meeting invitation to attendees by entering their emails, as you would a normal Outlook meeting.
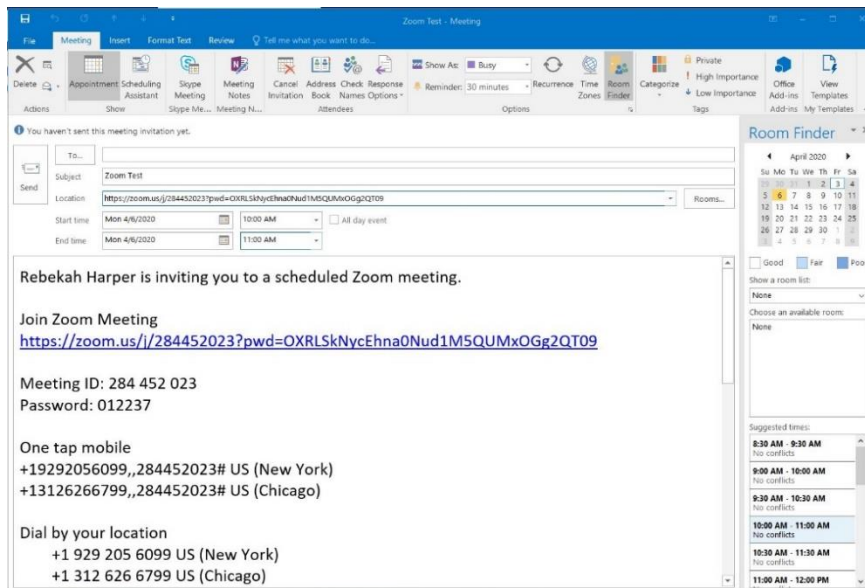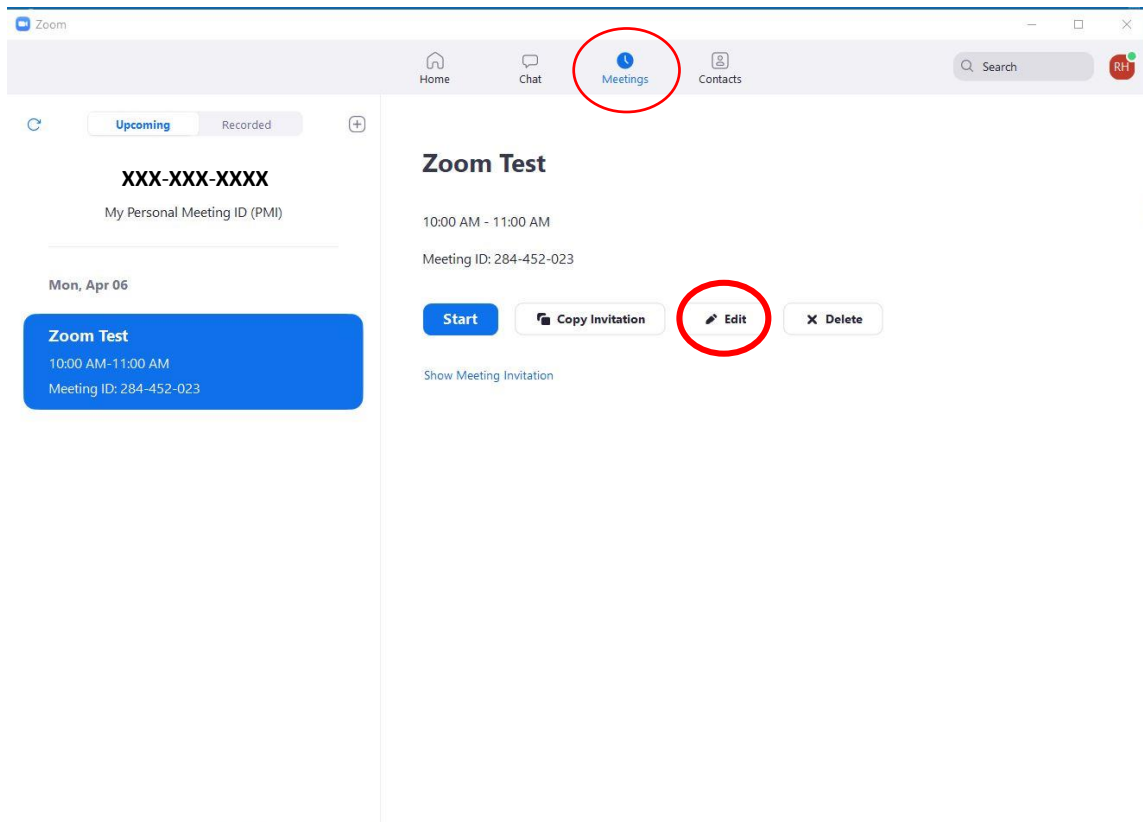

7. The Zoom meeting details will be saved to your Outlook calendar and those of attendees.
8. You can access details for the meeting anytime via your Outlook calendar.

*Continue to the next page for instructions on **Revising Scheduled Meetings**…*

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REVISING SCHEDULED MEETINGS

1. You can revise all scheduled meeting details by clicking "Meetings" across the top of the software:

2. Click the "Edit" button to view the initial Meeting settings. Revise as you need to, and follow the prompts from before.
3. You can also "Copy Invitation" and the meeting details will be saved to your Clipboard. You can Paste the details in an email (or any other location) to share your meeting that way.
4. If you need to cancel a specific meeting – make sure the meeting is highlighted and click "Delete".

*Continue to the next page for instructions on **Joining Meetings**…*

For quick web-based access, you can also host or join a meeting at: https://uga.zoom.us/

JOINING A MEETING

1. Open your Outlook calendar, and double-click on the respective meeting. All meeting details will be stored here.
   a. You might also get a meeting reminder, if your workstation is set up to send you notifications and reminders.
2. A hyperlink and meeting ID will be listed:
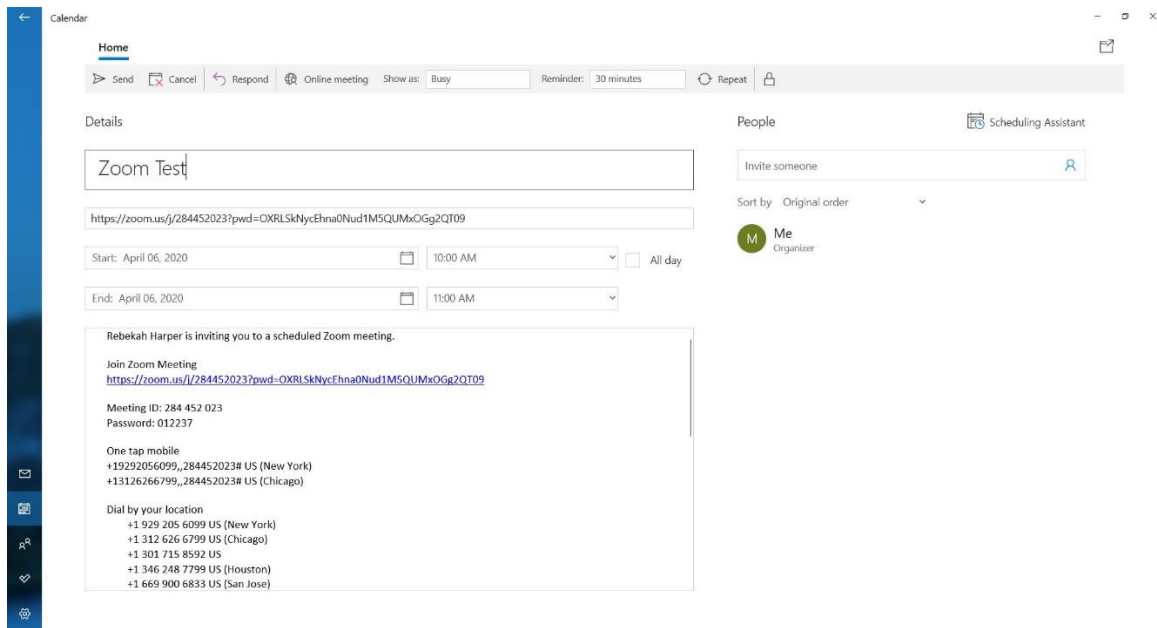
3. Click on the hyperlink. A gray dialogue box will appear as before – double-click "Zoom Meetings" to launch the Zoom software:
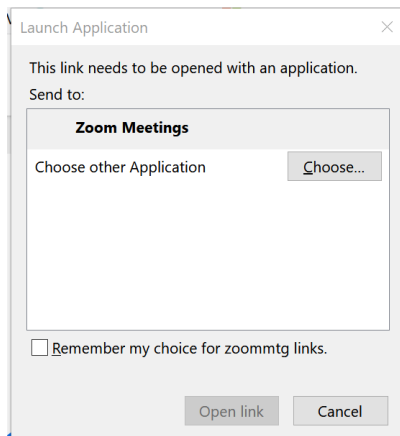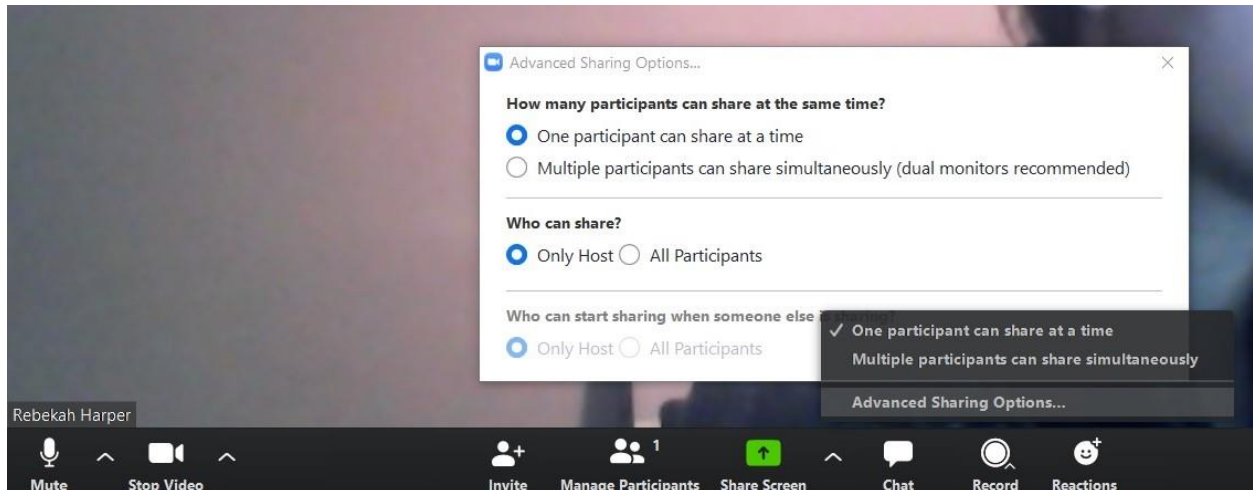

4. Your Zoom meeting should begin.

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ALLOWING PARTICIPANTS TO SHARE SCREEN

1. As a host, click on the **^** beside "Share Screen".
2. Click on "Advanced Sharing Options".
3. A dialogue box will display, where you can toggle your Share Screen settings.
4. For "Who can share?", select "All Participants".
5. You can also toggle between "One Participant can share at a time" or "Multiple participants can share simultaneously".

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