

Zoom Quick Guide

Login and Set Up

Zoom Web Portal (tennessee.zoom.us)

1. Visit tennessee.zoom.us
2. Click on the Create or Edit Account button.
3. Enter your UT NetID and NetID Password.

Zoom Desktop Client

1. You have the option to install the Zoom software for your device.
2. Start by going to tennessee.zoom.us and click **Download Zoom**.
3. Download and install the *Zoom Client for Meetings*.
4. After launching the application, select **Sign In** and then **Sign In with SSO (PC)** or **Log In with SSO (Mac)**.
5. Enter **tennessee** when prompted for the company domain.
6. Enter your NetID and Password on the login screen.
 - a. On your Zoom account page choose "Profile" in the list on left side of the screen.
 - b. Within your Zoom profile information: under the "User Type" section, it will say "Licensed" to indicate you have a Zoom Pro account.

Schedule A Meeting

Zoom Web Portal (tennessee.zoom.us)

1. Go to tennessee.zoom.us.
2. Log in with your NetID and Password.
3. Click **Schedule a Meeting** in the top navigation bar.
4. Input meeting details and click **Save**.
5. Copy the **Join URL** or click **Copy the invitation** and send to attendees through your email and calendar client.

Zoom Desktop Client

Launch the Zoom application and click **Schedule**.

Zoom within Canvas

Zoom Meetings can be scheduled from within your Canvas Course. You can access the Zoom for Canvas tool from your course navigation menu. To begin scheduling a session, click the **Schedule a New Meeting** button.

MEETING CONTROLS

Audio

After joining or starting a meeting, you can join audio by phone or by computer. Choose **Join Audio by Computer** to connect your computer's speaker and microphone to the Zoom meeting. You can test your audio connection before joining by clicking the **Test Computer Audio** link.

Video

1. Before or during a meeting, click **Settings** in the Zoom app menu.
2. Click on the **Video** tab to preview your camera or click the drop-down arrow to choose a different camera.
3. During a meeting, click **Video** in the meeting toolbar to start or stop your video.

Invite and Manage Participants

During a meeting, click **Invite** to send the meeting information to more participants by email, Zoom chat, phone, or room system. If you're a meeting host, you can manage participants (mute/unmute, control meeting entries, etc.) Attendees can only view other participants.

Share Screen

1. After selecting **Share Screen** located in your meeting toolbar, you can choose to share your desktop, an individual application/window, or start a whiteboard.
2. During your screen share, select **Annotate** to use screen share tools for drawing, pointing, etc.
3. Any attendee in your meeting can start annotating on a shared screen. The attendee can access Annotate in the upper meeting toolbar.

Chat

1. Click **Chat** to instant message with other participants while in the meeting.
2. In the Chat panel, click the dropdown to select whether you want the message to go to everyone in the meeting or a single participant.

Record Meeting

1. If you're a host, you can record the meeting. Click **Record** in the meeting toolbar.
2. Click the arrow on the Record icon to choose to save the recording to your computer.

MEETING RECORDINGS

The file path for meeting recordings defaults to a location on the computer. To locate the recording list and play a recording:

1. Log in to the desktop application.
2. Select **Meetings** and then **Recorded**. All recorded meetings will appear on this list.

To change the default recording location in the Zoom desktop application:

1. Select **Settings** or the **Settings Gear** icon.
2. Select **Recording** and then choose a new location.

The Zoom Cloud Recording option allows you to record a meeting and have it stored in the cloud, from where you can make it available to students. [Download the PDF Guide](#)