

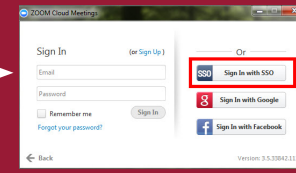
# Using ZOOM

## Sign into ZOOM from browser:

1. Go to [uaex.zoom.us](http://uaex.zoom.us)
2. Enter your UAEX Active Directory username & password

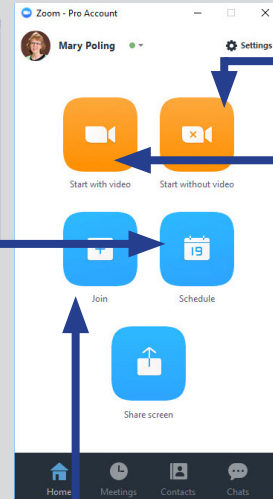
## Download & Sign in with the ZOOM app

1. Go to [uaex.zoom.us/download](http://uaex.zoom.us/download). Click **Zoom Client for Meetings**.
2. Click Sign in & then click Sign in with SSO.
3. In the **Enter Your Company Domain** box, type **uaex**
4. Click **Continue**.
5. Enter your **UAEX Active Directory** username & password.



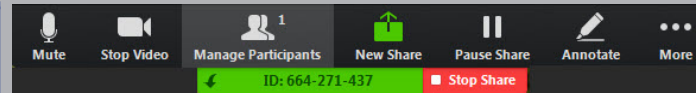
## Schedule a Meeting

1. Click Schedule.
2. In the **Topic** box, give the meeting a name.
3. Enter meeting start time, duration, and time zone.
4. Select video/audio options:
5. Select meeting options:
  - Require meeting password
  - **Enable join before host** (recommended)
6. Select a calendar type:
  - Outlook
  - Other Calendars
7. Click **Schedule**.



## Screen Share Meetings

Share an open application on your desktop, make annotations, or allow others to operate your mouse by doing one of the following:



To stop screen sharing, at the top of the screen, click **Stop Share**.

## Video Meetings

Create a meeting that starts automatically.

## Record a meeting

1. Click **Record** on the **ZOOM** menu bar.
2. Click **Stop Recording** to end recording.

## Allow others to record meeting

1. Click **Manage Participants** on the **ZOOM** menu bar.
2. Hover over participant's name and click **More**.
3. Click **Allow Record**.

## Hand off the host or make co-host

To make another participant the meeting host or co-host:

1. Click **Manage participants** on the **ZOOM** menu bar.
2. Hover over a participant's name & click **More**.
3. Click **Make Host or Co-Host**.

## Join a meeting

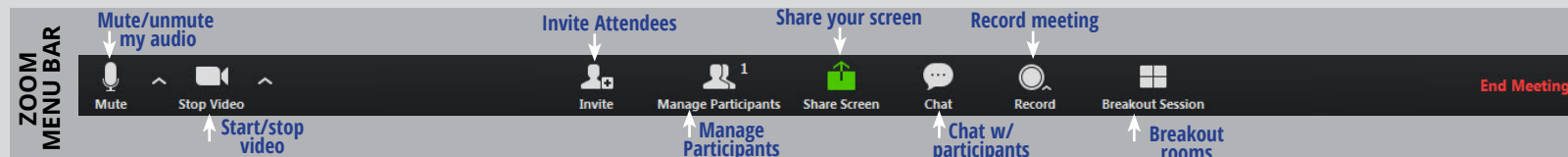
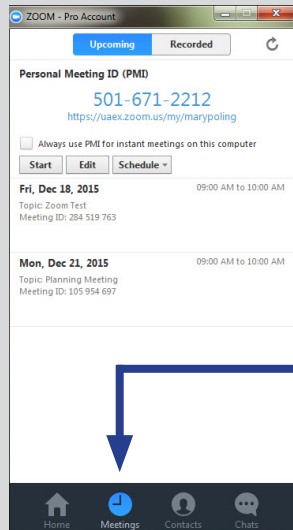
1. Click **Join**.
2. Enter meeting ID and your name.
3. Click **Join**.

## Invite attendees

1. Click **Invite** on the **ZOOM** menu bar.
2. Choose an email service.
3. Add invitees to the email and send it.

## Open scheduled meeting

1. Click **Meetings**.
2. Hover over appointments to see buttons.
3. Click the **Start** button **below** the name of the meeting.



## ZOOM TIPS

### Hosting meetings

Select the **Enable join before host option** to allow your attendees to enter the meeting before you are there.

Select the **Other calendar option** to display information about the scheduled meeting that you can copy and paste into an email invitation.

Use the **Mute all and/or Mute on Entry option** to prevent disruptive feedback when someone joins your meeting. Click the **Manage Participants** button on the **ZOOM** menu bar. Then click **More** and then **Mute on Entry**.

**Meetings with more than 50 participants can be requested by emailing Mary Poling:**  
mpoling@uaex.edu.

**Want to conduct a view-only webinar?** Email Mary Poling at mpoling@uaex.edu.

### Joining meetings

**Install ZOOM software before meeting begins.** Click the link in the meeting invitation, launch ZOOM, and download and install the ZOOM software. *Participants are not required to have a ZOOM account in order to join a meeting.*

**Mute your microphone to avoid feedback** when joining a meeting.

**Don't have a microphone?** Join a meeting with a phone using the teleconference number given in the meeting invitation or use the Chat.