

University of New Orleans Zoom Quickstart Guide

Login to Your Account

1

• Login to myapps.uno.edu

2

• Click on the Zoom tile on your My Apps page

3

• You will be taken to uno.zoom.us. When you click "Sign in," you should be automatically signed in with your UNO account.

4

• You are now ready to use your unlimited UNO Zoom account!

Initial Set-Up

1

• Download and install the Zoom Client program from uno.zoom.us.

2

• Open the Zoom Client from your computer.



3

• If you are prompted to sign in, use your UNO email address and password.

4

• To schedule a meeting, choose "Schedule."



5

• To start a meeting immediately, choose "New Meeting."



Scheduling a Meeting

1

• After clicking "Schedule" on the main Zoom page, name your meeting.



2

• Choose a start date and time, as well as a duration.
• For recurring meetings, choose "Recurring meeting."

3

• To see recording options, choose "Advanced Options."

4

• When you've set all of the meeting options you need, click "Schedule."

Screenshot of the Zoom "Schedule a Meeting" form. The form is titled "Schedule a Meeting" and includes the following fields and options:

- Topic:** Meredith King's Zoom Meeting (Callout 1)
- Start:** Tue January 14, 2020, 03:00 PM
- Duration:** 1 hour, 0 minute (Callout 2)
- Time Zone:** (GMT-06:00) Central Time (US and Canada)
- Recurring meeting:**
- Meeting ID:** Generate Automatically, Personal Meeting ID 552-065-4419
- Password:** Require meeting password 023678
- Video:** Host: On, Off; Participants: On, Off
- Audio:** Telephone, Computer Audio, Telephone and Computer Audio, 3rd Party Audio
- Dial in from:** United States (Edit)
- Calendar:** Outlook, Google Calendar, Other Calendars
- Advanced Options:** (Callout 3)
- Buttons:** Schedule (Callout 4), Cancel

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Advanced Meeting Options

1

•"Enable join before host" allows participants to enter your Zoom meeting before you "enter" the room.

2

•"Mute participants on entry" allows you to automatically mute everyone as the join.

3

•Enabling "Record the meeting automatically" means your meeting record starts as soon as the meeting does.

4

•Adding alternative hosts allows you to add another @uno.edu Zoom user to co-host with you.

Advanced Options ^

1

Enable join before host

2

Mute participants on entry

3

Record the meeting automatically

Alternative Hosts:

Example:john@company.com;peter@school.edu

4

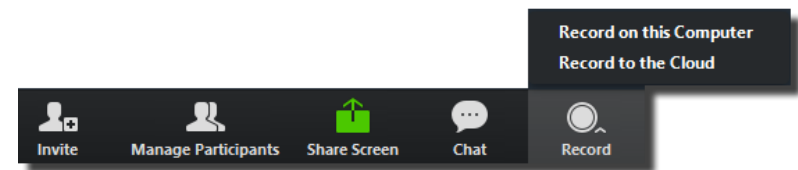
Recording

1

•Click the record in the Zoom toolbar.

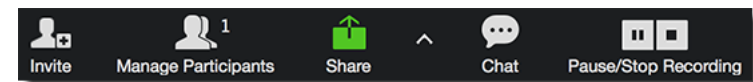
2

•Choose if you want to save it to the cloud or to your local computer
•Cloud recordings can be accessed from any location through your Zoom account and through the Meeting Recordings folder within your Panopto account.



3

•To stop recording, press stop in the Zoom toolbar.



To access your Zoom meetings in Panopto, find the "Meeting Recordings" folder within your "My Folder" in Panopto.