



Walkthrough: Using the Zoom App

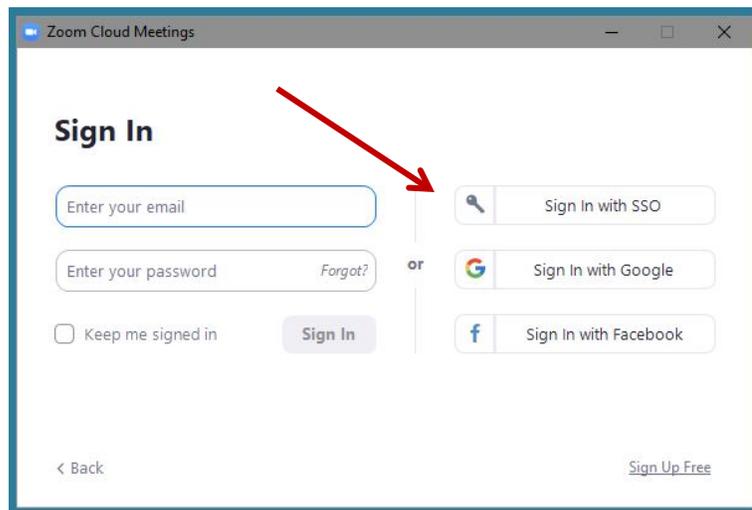
Scheduling a Zoom meeting

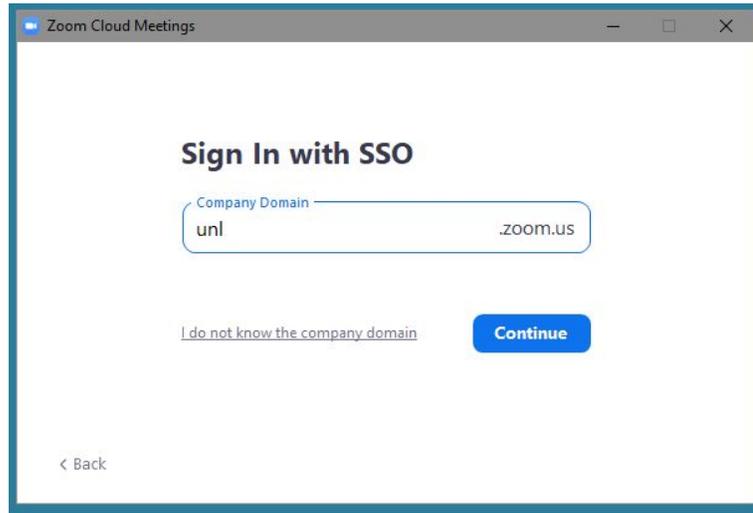
In this walkthrough, we'll use the Zoom app to schedule a meeting or online class session.

1. Launch the Zoom app for the initial selection screen. When the app loads, click the Sign In button

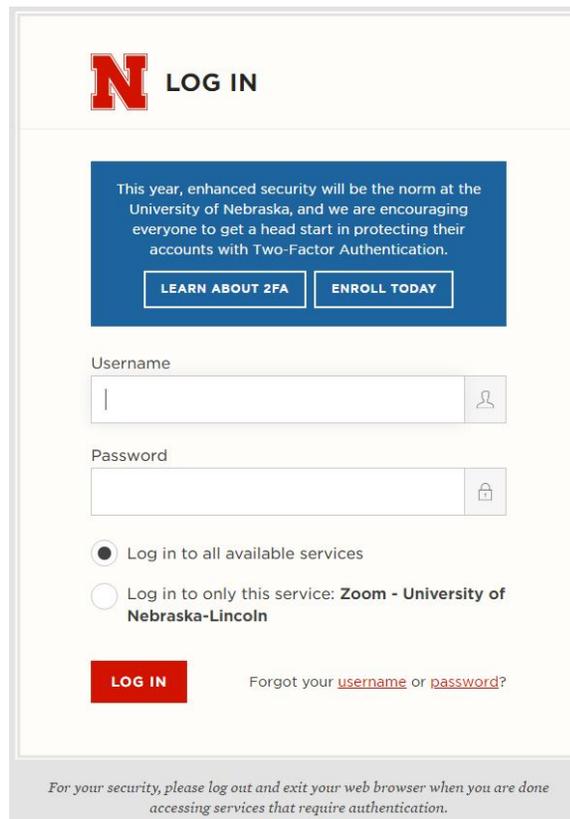


2. The Zoom login window will popup, select Sign In Using SSO





3. On the Sign In with SSO page, add **unl** (note: lower case) and click **Continue**



4. A browser window with open with the UNL login page. Login with your My.UNL credentials.



N LOG IN

This year, enhanced security will be the norm at the University of Nebraska, and we are encouraging everyone to get a head start in protecting their accounts with Two-Factor Authentication.

[LEARN ABOUT 2FA](#) [ENROLL TODAY](#)

Two-factor Authentication

TrueYou Settings

Device: Landline (XXX-XXX-0328) ▼

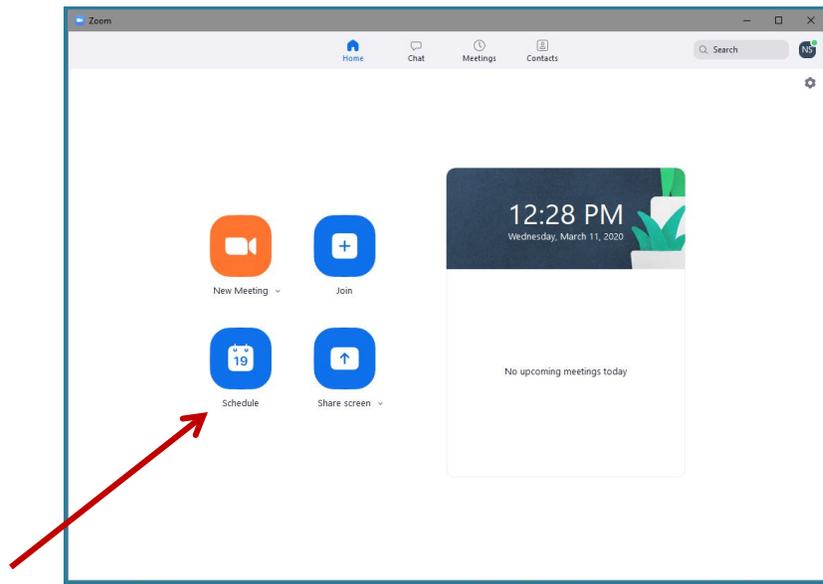
[Call Me](#)

[Enter a Bypass Code](#)

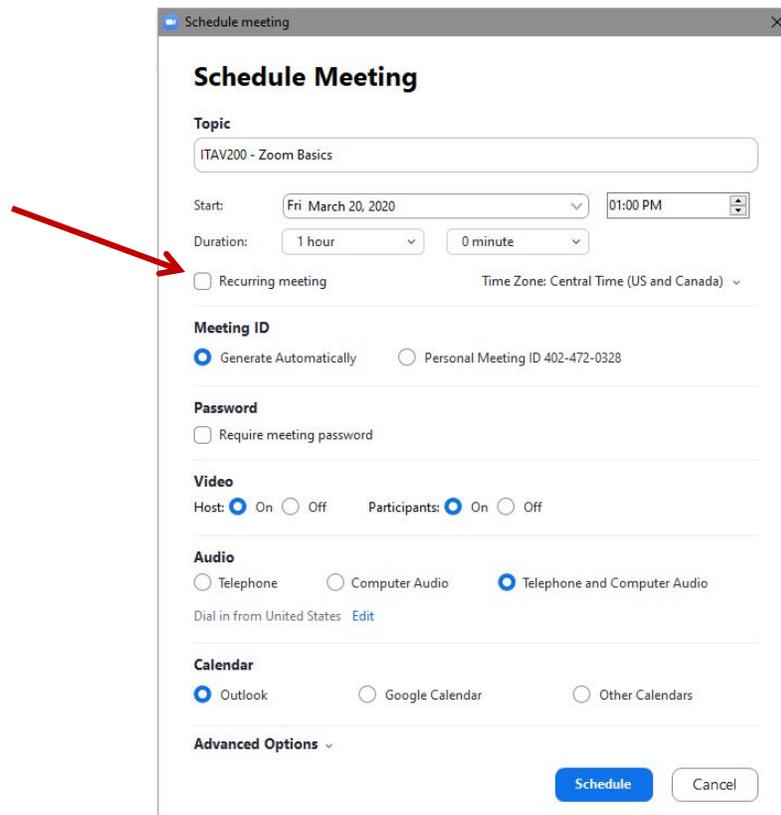
Remember me for 12 hours

For your security, please log out and exit your web browser when you are done accessing services that require authentication.

5. If you have two-factor authentication enabled, follow the steps for authentication using Duo or a phone call. When your login is verified, you may close the browser window.



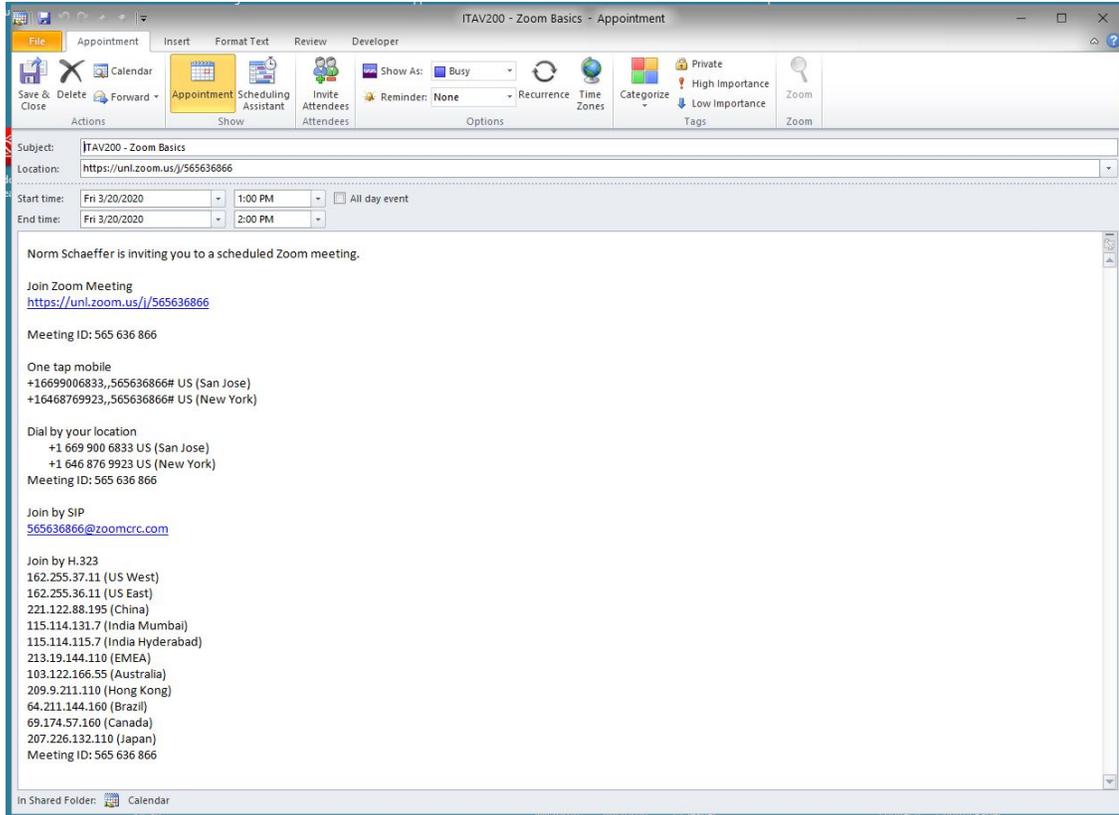
6. The Zoom app will open, click on the Schedule button to open the scheduling popup.



7. Enter the information for your meeting. For better organization consider using a course number rather than your name, if this meeting is for a class. **For a class**, it is also a good idea to check the **Recurring meeting** box. When complete, click **Schedule**

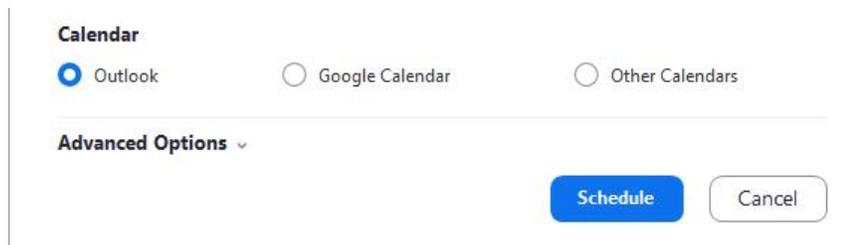


When complete, Zoom will generate a Outlook or other calendar invitation and entry depending on your selection. (Outlook shown below)



Advanced Options

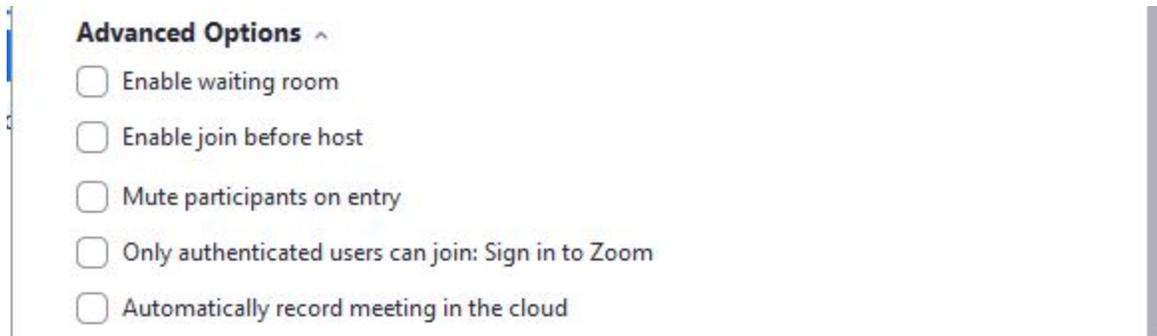
There are several advanced options for Zoom meetings including the ability to record your session.



1. Twirl down the Advanced Options arrow



2. Select your preferences



Enable waiting room permits you to allow participants in one at a time or all at once.

Enable join before host starts the meeting as soon any participant connects

Mute participants on entry assures that only the host video and audio are active. **Important: Leave this box unchecked if you are connecting to a CoE conference room or classroom** such as Othmer 114D, PKI 100a, PKI 207, SEC 237, NH 404 or other similar rooms. If this box is checked you will be unable to hear the conference room or classroom

Only authenticated users can join: Sign into Zoom – **Leave this unchecked** unless you are certain all participants have unl.edu credentials

Automatically record meeting in the cloud – Check this box if you would like to session recorded to be put on Canvas or available for download at a later date.