



## 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

sian In				- 🗆
Enter your email		A	٩	Sign In with SSO
Enter your password	Forgot?	or	G	Sign In with Google
C Keep me signed in	Sign In		f	Sign In with Facebook





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

This year, ei University	nhanced securit of Nebraska, a	y will be the norm a nd we are encouragi	t the
everyone accour	to get a head s its with Two-Fa	tart in protecting the ctor Authentication.	eir 1
LEAR	N ABOUT 2FA	ENROLL TODAY	
Username			
l			ይ
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			A
Log in to	all available s	ervices	
Log in to Nebraska	only this serv <b>-Lincoln</b>	ice: Zoom - Unive	rsity of
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4. A browser window with open with the UNL login page. Login with your My.UNL credentials.





This year, enhanced University of Neb everyone to get a accounts with	I security will be the norm at the raska, and we are encouraging head start in protecting their Two-Factor Authentication.
wo-factor	Authentication
<b>True</b> You	
Device: Landline (XX)	X-XXX-0328)
	Call Me
Ent	er a Bypass Code
<ul> <li>Remember me for 12 h</li> </ul>	ours

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.

ITAV200 - Zoor	n Basics			
Start:	Fri March 20, 2020		✓ 01:00 PM	-
Duration:	1 hour v	0 minute	~	
Recurring n	eeting	Time Zone:	Central Time (US and C	Canada)
Meeting ID				
O Generate A	utomatically O Per	sonal Meeting ID	402-472-0328	
Password				
Password Require me	eting password			
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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)

	ITAV200 - Zoom Basics - Appointment	– – ×
File Appointment Insert Format Text Review	v Developer	۵ (?)
Save & Delete Forward -	Image: Show As:         Image: Busy         Image: Show As:         Image: Busy         Image: Show As:         Image: Show As: <th></th>	
Actions Show Atter	idees Options Tags Zoom	
Subject: TAV200 - Zoom Basics		
Location: https://unl.zoom.us/j/565636866		·
Start time: Fri 3/20/2020 • 1:00 PM •	All day event	
End time: Fri 3/20/2020 * 2:00 PM *		
Norm schaeffer is inviting you to a scheduled 200m me Join Zoom Meeting https://unl.zoom.us/l/5556368666 Meeting ID: 565 636 8666 One tap mobile +1669900833,5655636866ff US (San Jose) +16468769923,5655636866ff US (New York) Dial by your location +1 669 900 6833 US (San Jose) +1 646 876 9923 US (San Jose) +1 646 876 9923 US (New York) Meeting ID: 565 636 866 Join by SIP <u>565536866@zoomcr.com</u> Join by H.323	reting.	
162.255.37.11 (US West) 162.255.36.11 (US East) 221.122.88.195 (China) 115.114.131.7 (India Mumbai) 115.114.131.7 (India Myderabad) 213.19.144.110 (EMKA) 103.122.166.55 (Australia) 209.9.211.110 (Hong Kong) 64.211.144.160 (Brazil) 69.174.57.160 (Canada) 207.226.132.110 (Japan) Meeting ID: 565 68.66 In Shared Folder: R Calendar		Ŧ

## **Advanced Options**

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

O Outlook	Google Calendar	Other Calendars
Advanced Option	5 🗸	
		Schedule Cancel

1. Twirl down the Advanced Options arrow





## 2. Select your preferences

Advanced Options
Enable waiting room
Enable join before host
Mute participants on entry
Only authenticated users can join: Sign in to Zoom
Automatically record meeting in the cloud

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.