Learn Zoom Basics

Table of Contents

- Signing in with SSO
- Enabling Private Chat
- Allowing Outside Participants
- Meeting Options
- Meeting Controls
- Account Settings
- Scheduling a Meeting
- Scheduling Options
- Student Notifications

Recent Security Changes

For security purposes, several Zoom features have been changed or restricted.

Please see the following sections regarding:

- Signing in with SSO
- Enabling Private Chat
- Allowing Outside Participants

Latest Zoom Version

If any of the options discussed below are not available to you, please be sure that you're using the latest version of Zoom.

Signing in with SSO

In order for you and your students to have the best ease of use and to take full advantage of Zoom, please be sure that each of you are signed into Zoom using SSO (your UT Zoom account) and not a personal Zoom account.

Users will not be able to join a meeting without being signed in to a Zoom account. If you need to have non-UT or otherwise external participants in your meetings, please see Allowing Outside Participants.

Signing In and Out of Zoom

You can find detailed instructions for signing in and out of Zoom here.

Verifying That You're Signed In With Your UT Zoom Account
1. From the Zoom desktop app, click your profile icon in the upper right corner.

2. Underneath your name, verify that the email address shown is in the format <YOUR_EID>@eid.utexas.edu.
a. For example, if your EID is bevo, this should say bevo@eid.utexas.edu

3. If this does not show an email address of the above format, you'll need to switch to your UT Zoom account

Switching Zoom Accounts
1. From the Zoom desktop app, click your profile icon in the upper right corner

2. Select "Switch Account" from the dropdown menu
3. At the "Sign In" window, select "Sign In with SSO"

4. When prompted for a "Company Domain", enter in "utexas" and click "Continue"

5. Zoom will open a browser window and take you to a UT EID sign-in page, where you'll need to enter in your UT EID credentials and click "Sign In"

6. You'll be taken back to the Zoom desktop application and will now be signed in with SSO

Enabling Private Chat
Private chat between participants is disabled by default.

To enable:

1. Sign into utexas.zoom.us with your EID and password
2. Navigate to Settings on the left-hand side of the screen
3. Scroll down to Chat and enable Private Chat by clicking the toggle button

Allowing Outside Participants

For security reasons, Zoom meetings have been restricted such that they can only be joined by individuals who have a Zoom account - either through UT or their own Pro or free Zoom account.

By default, all Zoom meetings are restricted to only allow UT Zoom accounts to join as participants.

- A participant logged into a UT Zoom account will skip the waiting room and be placed directly in the meeting.

Other non UT Zoom accounts, like free accounts, will be prevented from joining the meeting.

⚠️ If you or your students are being placed in the waiting room of a Zoom meeting, instead of joining it directly, please verify that you're using your UT Zoom account.

Enable Outside Participants for a Scheduled Meeting

⚠️ To create a meeting that allows outside (external Zoom accounts) participants, you must use the Zoom desktop app or the Zoom web interface. The Canvas Zoom integration cannot be used to create these meetings.

1. Launch the Zoom desktop app
2. Click “Schedule”

3. Create your meeting as desired, with all the meeting options you would normally enable, including any recurrences.

4. In the “Advanced Options” section, click the dropdown under “Only authenticated users can join.”
5. Set this dropdown to "Sign in to Zoom" to allow outside participants *with a free Zoom account* to join this meeting.

6. Click the "Schedule" button to confirm and schedule the meeting.

**Enabling Outside Participants for an Ad-Hoc Meeting**

If you’d like to allow outside participants to access meetings created using the “New Meeting” button, you’ll need to make changes to the settings for your Personal Meeting ID (PMI).

1. Launch the Zoom desktop app
2. Click the arrow next to “New Meeting”
3. Hover over your PMI, which will then display an additional menu
4. Click “PMI Settings”

5. Set your meetings options as desired, then, in the “Advanced Options” section, click the “Only authenticated users can join”
6. Set this dropdown to "Sign in to Zoom" to allow outside participants with a free Zoom account to join meetings created with your PMI.

7. Click "Save"

To make use of these settings, you'll need to check the "Use My Personal Meeting ID (PMI)" option in the "New Meeting" dropdown menu, as shown below.
Meeting Options
Below is a video summarizing Meeting Options and best practices for classes!
Access Meeting Options by logging into utexas.zoom.us with your EID and Password > clicking on Settings on the lefthand side.
Your browser does not support the HTML5 video element

Meeting Controls
You can watch a video from Zoom regarding the controls available to you during a meeting below.

Account Settings
To get to your Account Settings:
1. Navigate here: http://utexas.zoom.com/
2. Then select “Sign In”
3. You will now see your Profile

### Scheduling a Meeting

To schedule a meeting:

1. Log into utexas.zoom.us > log in and select **Meetings** in the lefthand panel
2. From there, click “Schedule a New Meeting” to get started!

### Scheduling Options

- **Topic**: Enter a topic or name for your meeting.
- **Start**: Select a date and time for your meeting. You can start your meeting at any time before the scheduled time.
- **Duration**: Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.
- **Time Zone**: By default, Zoom will use your computer’s time zone. Click the drop-down menu to select a different time zone.
- ***Recurring meeting**: Choose if you would like a recurring meeting (the meeting ID will remain the same for each session)
  - This feature is imperative for online class meetings as it can be posted in Canvas without needing to be updated every session
- **Video**: Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.

---

**UT Zoom users have a meeting duration limit of 24 hrs.**
b. **Participant**: Choose if you would like the participants' videos on or off when joining the meeting. Even if you turn off, the participants will have the option to start their video.

c. **Audio**: Choose whether to allow users to call in via Telephone only, Computer Audio only, Both, or 3rd Party Audio (if enabled for your account).

3. **Advanced Options**: Click on the arrow to view additional meeting options.

   ![Required Meeting Password]
   This setting is automatically turned on but is highly recommended that it be turned off for ease of use by students.

   a. **Enable join before host**: Allow participants to join the meeting without you or before you join. The meeting will end after 40-minutes for Basic (free) users if 3 or more people join the meeting.

   b. **Mute participants on entry**: If join before host is not enabled, this will mute participants as they join the meeting. Participants can unmute themselves after joining the meeting.
      
      i. **Muting Participants On Entry**

      ![We highly recommend that the “Mute participants on entry” option be used whenever possible, for whatever classroom environment you may be emulating. This allows students who may be in loud areas, who may not be quite yet prepared for class, or who might have any other myriad situation, to join the meeting without interrupting the flow of instruction or other disrupting the instructor or other students.]

      ii. **Note**: To mute all participants currently in a meeting, see the options to manage participants.

   c. **Use Personal Meeting ID**: Check this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated.

   d. **Record the meeting automatically**: Check this if you want the meeting to be automatically recorded. Select if you want it to be recorded locally (to your computer) or to the cloud (zoom.us/recording).

   e. **List on Public Event List**: Post the meeting on the public meeting/webinar list so that anyone can view it. We recommend you add a meeting password to secure your meeting.

   f. **Alternative hosts**: Enter the email address (theusersEID@eid.utexas.edu) of another Zoom user who is Licensed - to allow this user to start the meeting in your absence. Read more about Alternative Hosts.

---

### Student Notifications

By default, once your meeting is scheduled, students will **NOT** receive an email notification.

- However, it will create a calendar event in the student's Canvas account.
- Notifications are only sent if a student has enabled the Canvas Calendar to send him/her a notification (**this is not enabled by default**).
The meeting will appear like below on the students' Canvas Calendar:

<table>
<thead>
<tr>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>7:30p 3/9/2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>