

# Learn Zoom Basics

## Table of Contents

- [Signing in with SSO](#)
  - [Signing In and Out of Zoom](#)
  - [Verifying That You're Signed In With Your UT Zoom Account](#)
  - [Switching Zoom Accounts](#)
- [Enabling Private Chat](#)
- [Allowing Outside Participants](#)
  - [Enable Outside Participants for a Scheduled Meeting](#)
  - [Enabling Outside Participants for an Ad-Hoc Meeting](#)
  - [Other Security Options](#)
- [Scheduling a Meeting via the Zoom Portal](#)
- [Meeting Options](#)
- [Meeting Controls](#)
- [Account Settings](#)



### 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 to 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.



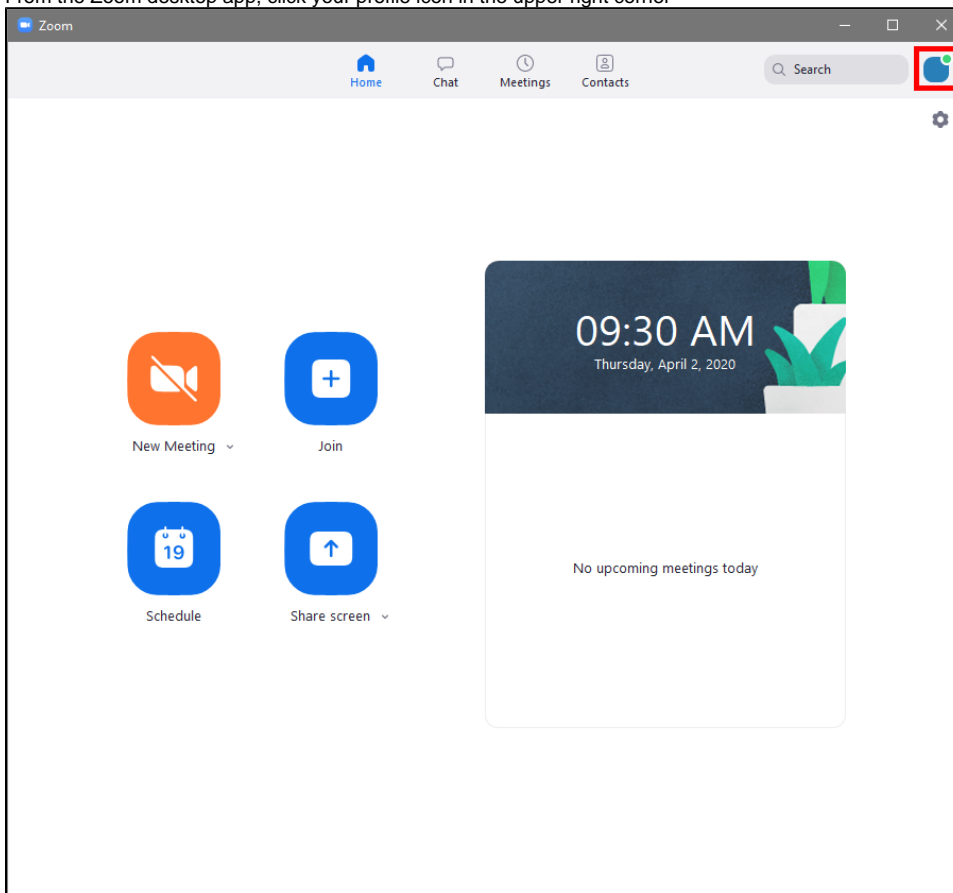
Users will not be able to join a meeting without being signed in to a Zoom account. If you need to have non-UT or otherwise external participants in your meetings, please see [Allowing Outside Participants](#).

## Signing In and Out of Zoom

You can find detailed instructions for [signing in and out of Zoom here](#).

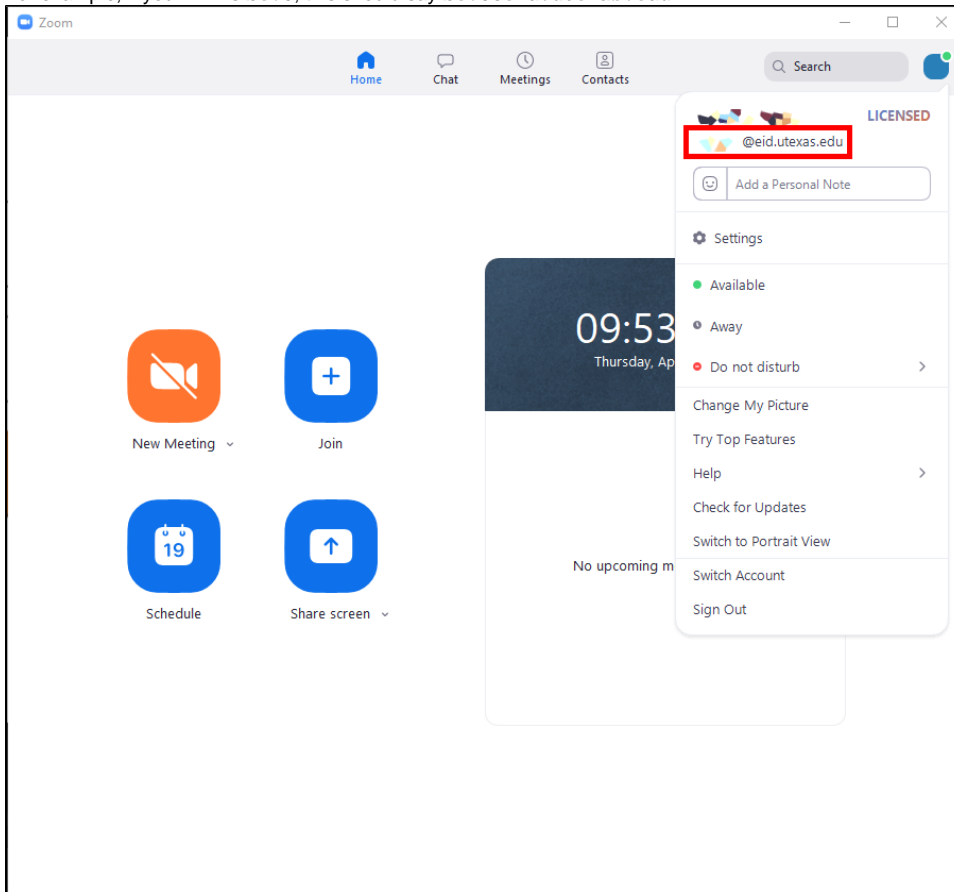
## Verifying That You're Signed In With Your UT Zoom Account

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

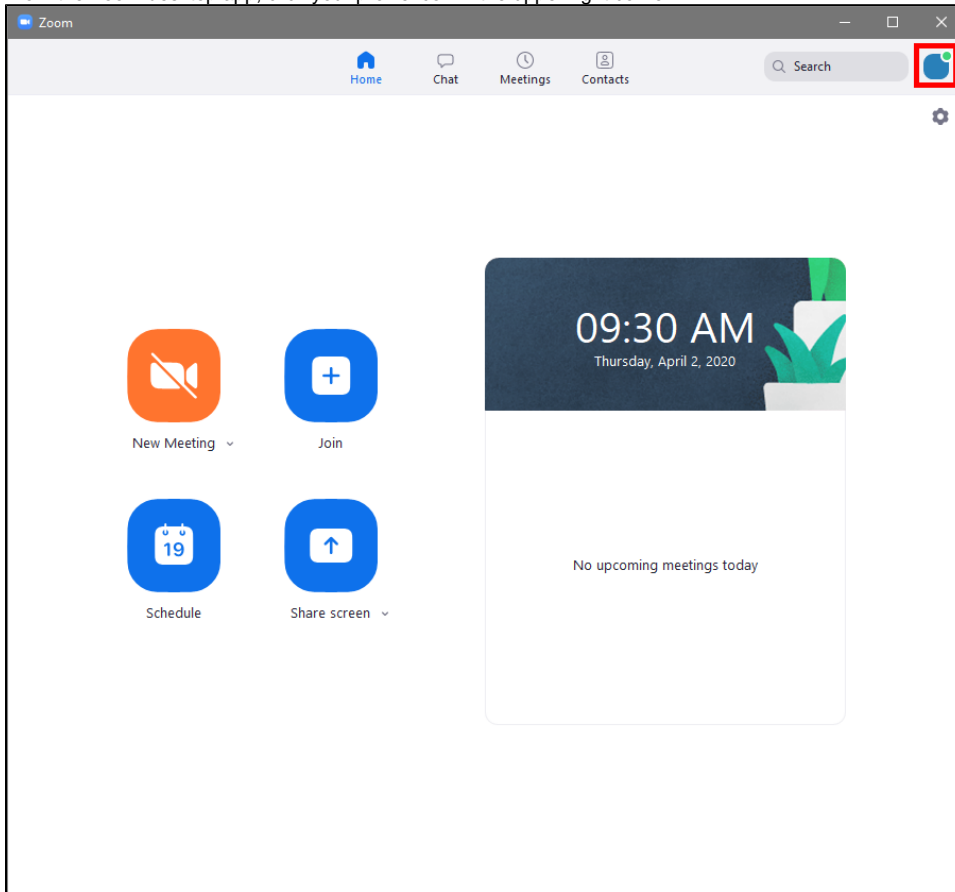
- a. For example, if your EID is bevo, this should say `bevo@eid.utexas.edu`



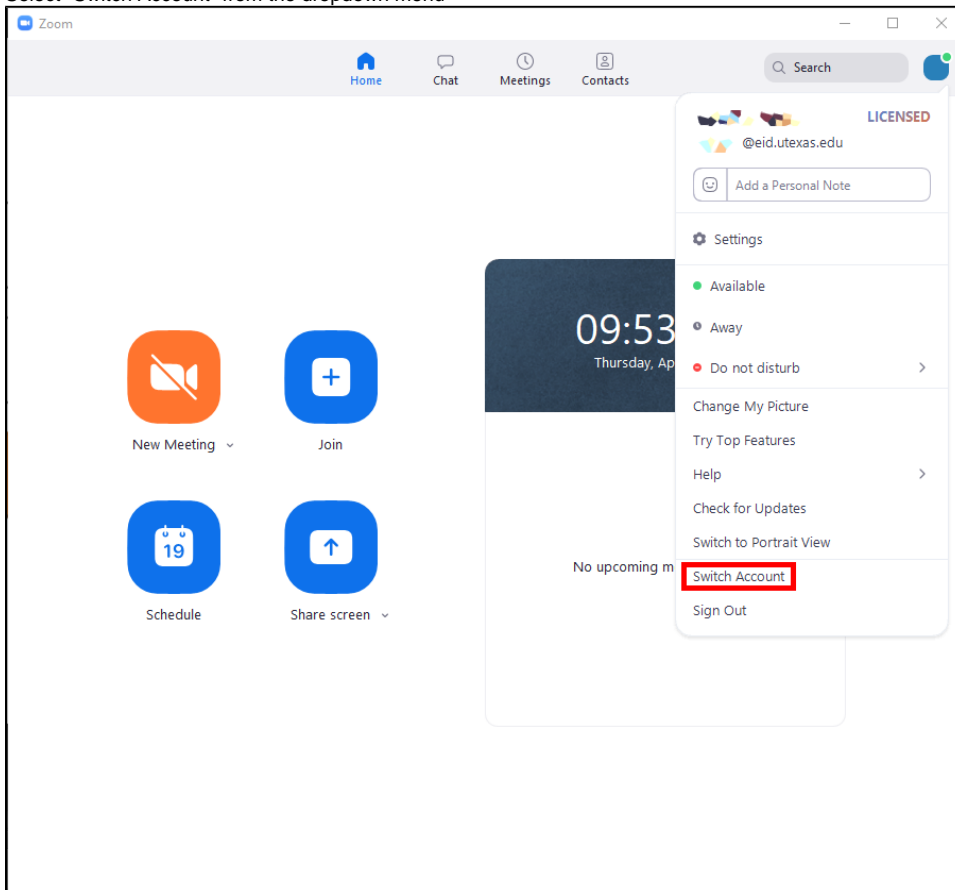
3. If this does *not* show an email address of the above format, you'll need to switch to your UT Zoom account

## Switching Zoom Accounts

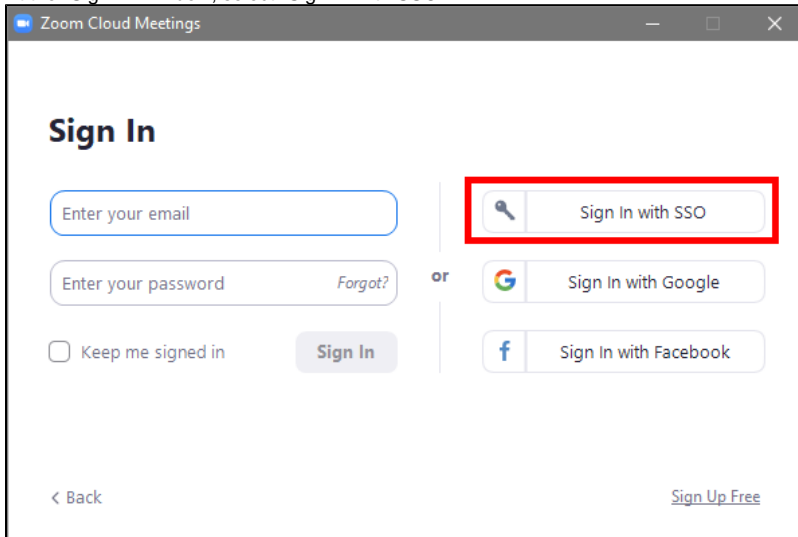
1. From the Zoom desktop app, click your profile icon in the upper right corner



2. Select "Switch Account" from the dropdown menu

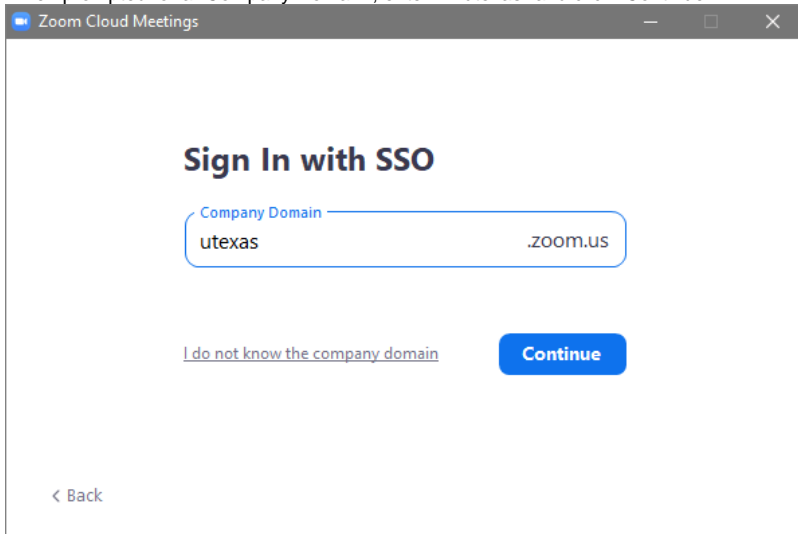


3. At the "Sign In" window, select "Sign In with SSO"



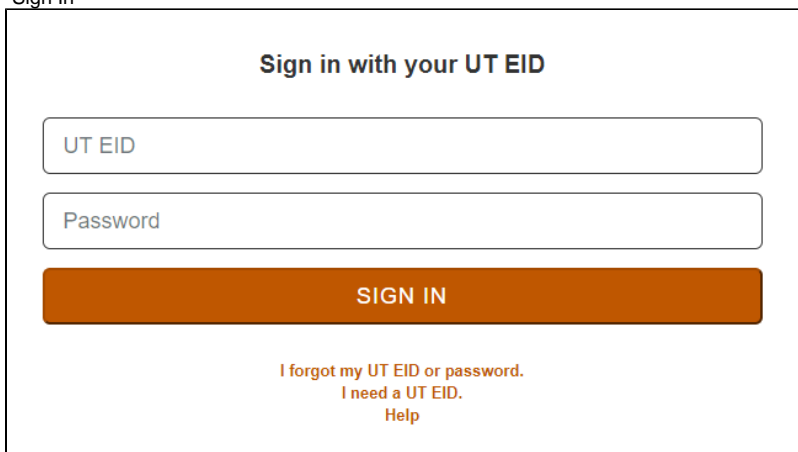
The image shows the Zoom Cloud Meetings "Sign In" window. It features a "Sign In" heading, a form for email and password, and a "Sign In with SSO" button highlighted with a red rectangle. Other options include "Sign In with Google" and "Sign In with Facebook". A "Keep me signed in" checkbox and a "Sign In" button are also present. Links for "< Back" and "Sign Up Free" are at the bottom.

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



The image shows the Zoom Cloud Meetings "Sign In with SSO" window. It features a "Sign In with SSO" heading, a "Company Domain" input field with "utexas" entered, and a ".zoom.us" domain suffix. A "Continue" button is highlighted. A link for "I do not know the company domain" is also present. A "< Back" link is at the bottom left.

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"



The image shows the "Sign in with your UT EID" page. It features a "Sign in with your UT EID" heading, a "UT EID" input field, a "Password" input field, and a large orange "SIGN IN" button. Below the button, there are links for "I forgot my UT EID or password.", "I need a UT EID.", and "Help".



Please note, you may also be asked to complete multi-factor authentication via Duo after entering in your UT EID credentials.

6. You'll be taken back to the Zoom desktop application and will now be signed in with SSO
- You may receive a prompt alerting you that your web browser is trying to open a link in an external application. If so, click the affirmative option, which may say something like, "Open in Zoom".

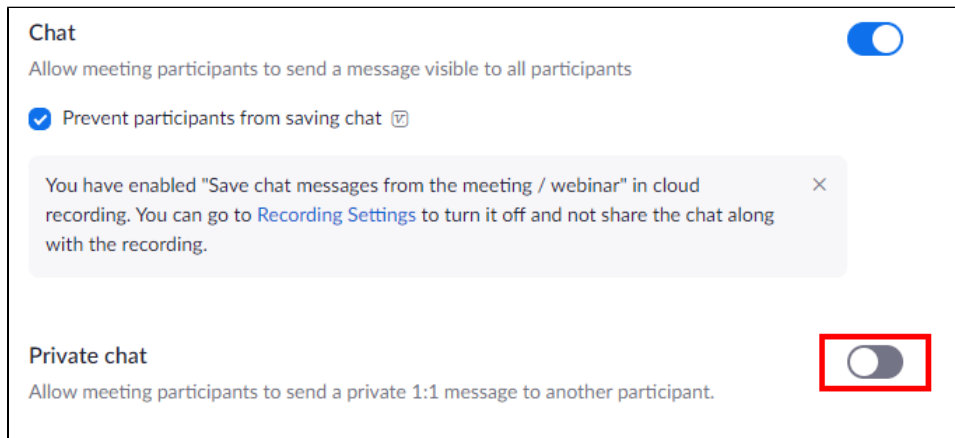
## Enabling Private Chat

Private chat allows individual participants of your meetings to communicate with each other directly, via 1-to-1 messaging that is not visible to other participants.

Private chat between participants is disabled by default.

To enable:

1. Sign into [utexas.zoom.us](https://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

To prevent unauthorized access, Zoom meetings created with your UT Zoom account are restricted by default to participants that also have a UT Zoom account. Participants attempting to join with a non-UT Zoom account, such as their personal Zoom account or a Zoom account provided by another institution, will not be able to join.



If you or your intended participants are unable to join a Zoom meeting, or are unexpectedly placed in the Waiting Room of a Zoom meeting, please [verify that you or they are using a UT Zoom account](#).

## Enable Outside Participants for a Scheduled Meeting

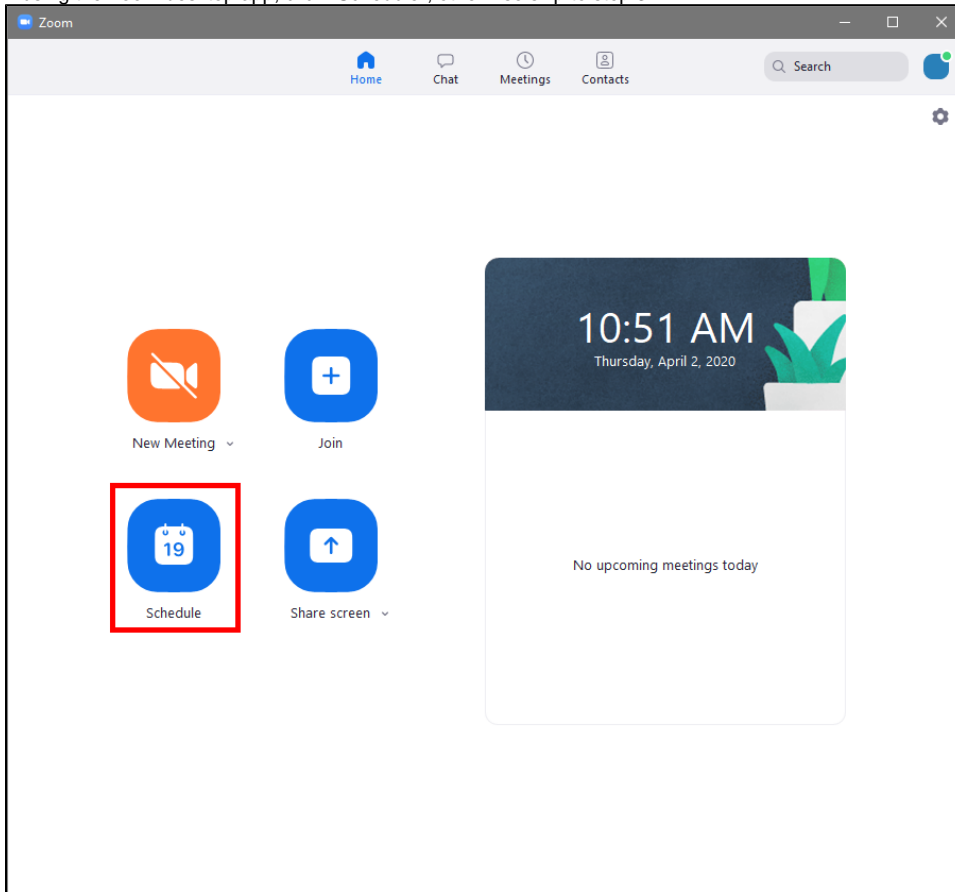


### Zoom in Canvas

Please note: the below options can also be found in the "Security" section when creating or editing a meeting created with the Zoom integration in Canvas.

1. Launch the Zoom desktop app or create a new meeting in Zoom for Canvas

2. If using the Zoom desktop app, click "Schedule", otherwise skip to step 3



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

4. Under the "Security" heading, click the drop-down just below "Only authenticated users can join"

Start:

Duration:

☐ Recurring meeting Time Zone: Central Time (US and Canada) ▾

---

**Meeting ID**

☒ Generate Automatically ☐ Personal Meeting ID

---

**Security**

☐ Passcode <sup>?</sup>  
Only users who have the invite link or passcode can join the meeting

☒ Waiting Room  
Only users admitted by the host can join the meeting

☒ Only authenticated users can join  
 ▾  
\*.utexas.edu, utsystem.edu, utex... [View/edit all 3 domains](#)

---

**Video**

Host: ☐ On ☒ Off Participants: ☐ On ☒ Off

---

**Audio**

☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

Dial in from United States [Edit](#)

---

**Calendar**

☒ Outlook ☐ Google Calendar ☐ Other Calendars

---

**Advanced Options** ▾



5. Set this dropdown to "Sign in to Zoom (Guest)" to allow outside participants *with a personal or non-UT Zoom account* to join this meeting

Topic: [Redacted]

Start: Fri August 20, 2021 10:00 AM

Duration: 1 hour 0 minute

☐ Recurring meeting Time Zone: Central Time (US and Canada)

**Meeting ID**

☒ Generate Automatically ☐ Personal Meeting ID [Redacted]

**Security**

☐ Passcode ?  
Only users who have the invite link or passcode can join the meeting

☒ Waiting Room  
Only users admitted by the host can join the meeting

☒ Only authenticated users can join  
Sign in to Zoom (Guest)

**Video**

Host: ☐ On ☒ Off Participants: ☐ On ☒ Off

**Audio**

☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

Dial in from United States [Edit](#)

**Calendar**

☒ Outlook ☐ Google Calendar ☐ Other Calendars

**Advanced Options**

[Save](#) [Cancel](#)

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



If this is a recurring meeting, this setting will affect each meeting in the series

## 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).

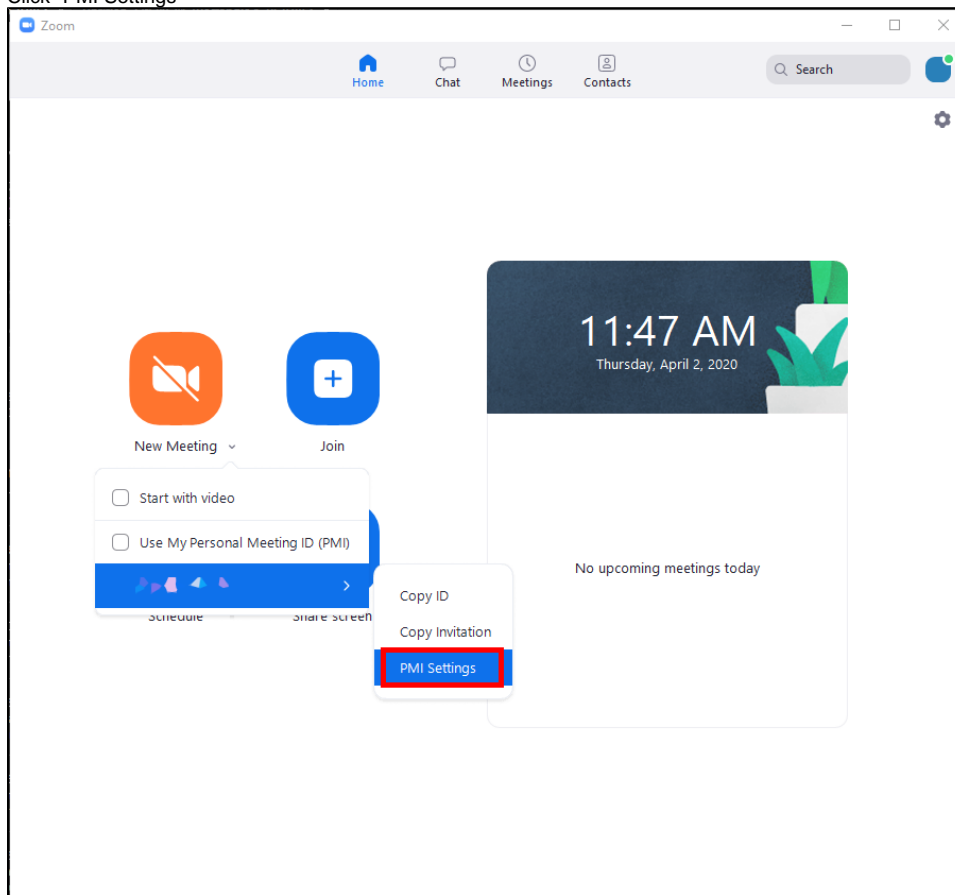


### About PMI Settings

Changes to your PMI settings will apply to all meetings that you start with the "Use My Personal Meeting ID (PMI)" option

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 "Security" section, click drop-down just below "Only authenticated users can join"

## Personal Meeting ID Settings

**Personal Meeting ID**

**Security**

☐ **Passcode** ⓘ  
Only users who have the invite link or passcode can join the meeting

☒ **Waiting Room**  
Only users admitted by the host can join the meeting

☒ **Only authenticated users can join**

UT Austin

\*.utexas.edu, utexas.edu [Edit](#)

**Video**

Host: ☐ On ☒ Off      Participants: ☐ On ☒ Off

**Audio**

☐ Telephone    ☐ Computer Audio    ☒ Telephone and Computer Audio

Dial in from United States [Edit](#)

**Advanced Options** ▾

Save

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

## Personal Meeting ID Settings

**Personal Meeting ID**

**Security**

☐ Passcode ?

Only users who have the invite link or passcode can join the meeting

☒ Waiting Room

Only users admitted by the host can join the meeting

☒ Only authenticated users can join

Sign in to Zoom (Guest) ▾

**Video**

Host: ☐ On ☒ Off      Participants: ☐ On ☒ Off

**Audio**

☐ Telephone    ☐ Computer Audio    ☒ Telephone and Computer Audio

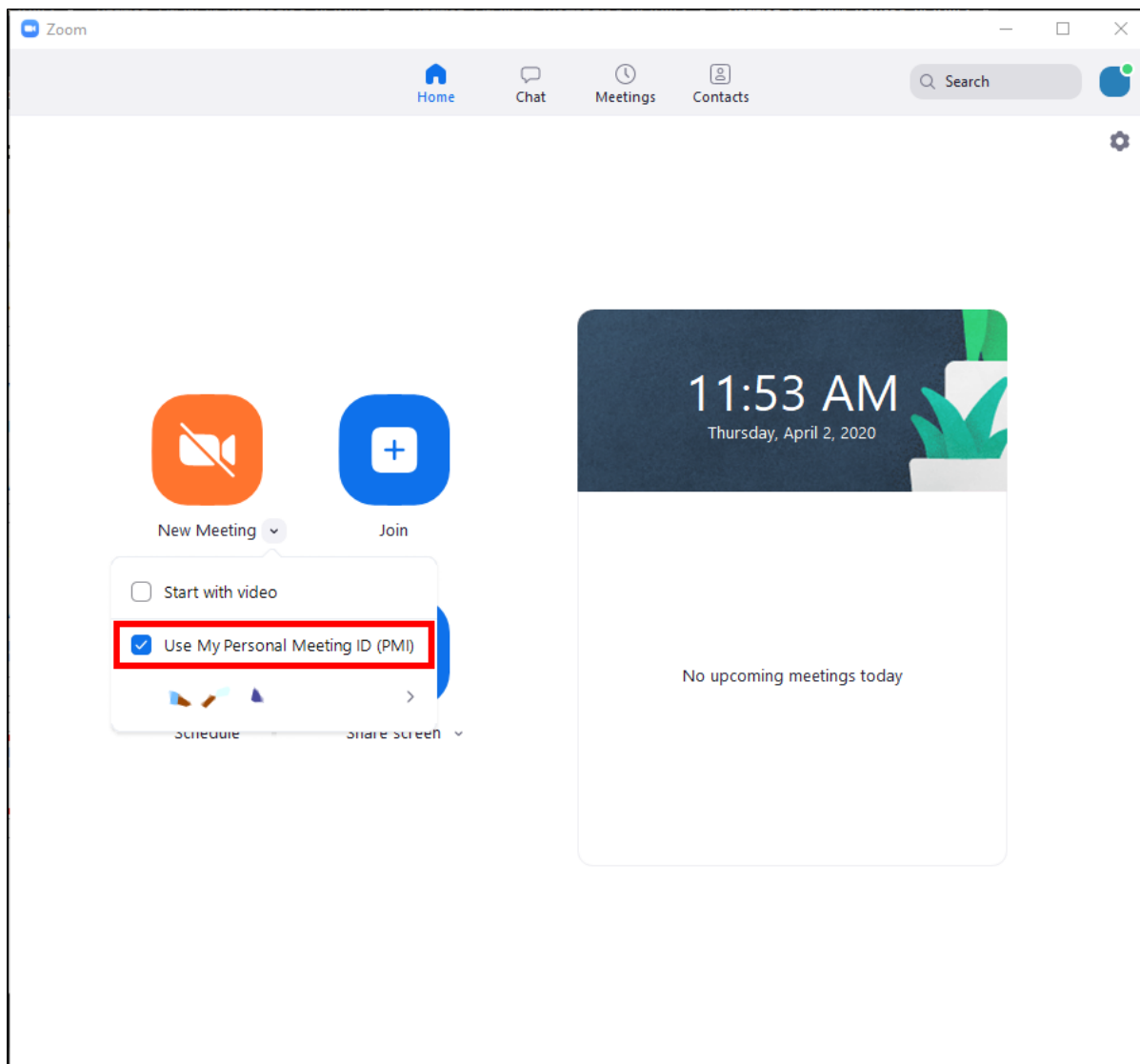
Dial in from United States [Edit](#)

**Advanced Options** ▾

Save

7. Click "Save"

To make use of these settings when starting a new meeting, you'll need to check the "Use My Personal Meeting ID (PMI)" option in the "New Meeting" dropdown menu, as show below



## Other Security Options

If you are unsure if your intended participants have a personal or UT Zoom account, or if you would like to allow participants to join the meeting without a Zoom account, you can make use of the **Waiting Room** or **Passcode** features instead of requiring authentication to join.



### Regarding Meeting Security

Meetings created with your UT Zoom account are required to have at least one of the available security options enabled. You will be unable to start or schedule a meeting if all of the security options are disabled.

## Waiting Room

The Waiting Room feature is enabled by default, and is most useful in combination with the "Only authenticated users can join" option described above, but can be enabled on its own.

When enabled, the Waiting Room will automatically hold meeting participants when they join the meeting. They will be shown a message indicating that they are in the waiting room. The meeting's hosts or co-hosts can then admit all participants that are in the waiting room or admit participants individually.



### Waiting Room and Authentication

If you have both Waiting Room and "Only authenticated users can join" features enabled, participants who are logged in with a UT Zoom account will automatically bypass the waiting room. If you intend for all participants to be held in the waiting room, please disable "Only authenticated users can join".

To enable the Waiting Room feature:

1. Begin creating your meeting as usual, with your desired settings
2. Check the box next to "Waiting Room"

**Topic**

Start: Fri August 20, 2021 11:00 AM

Duration: 1 hour 0 minute

☐ Recurring meeting Time Zone: Central Time (US and Canada)

**Meeting ID**

☒ Generate Automatically ☐ Personal Meeting ID

**Security**

☐ Passcode ?  
Only users who have the invite link or passcode can join the meeting

☒ **Waiting Room**  
Only users admitted by the host can join the meeting

☐ Only authenticated users can join

**Video**

Host: ☐ On ☒ Off Participants: ☐ On ☒ Off

**Audio**

☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

Dial in from United States [Edit](#)

**Calendar**

☒ Outlook ☐ Google Calendar ☐ Other Calendars

**Advanced Options** ▾

[Save](#) [Cancel](#)

3. Click "Save" to create your meeting

## Passcode

If you enable the Passcode feature, your participants will need to join your Zoom meeting directly with the invite link you provide them, or, if they join using the meeting ID, they will be prompted to provide the passcode that was set for the meeting.



If you enable the Passcode option and do not send the meeting invitation or invite link to your intended participants, you *must* provide them with the meeting's passcode. They will be unable to join your meeting without it.

To enable the Passcode feature:

1. Begin creating your meeting as usual, with your desired settings

2. Check the box next to "Passcode"

**Topic**

Start:    
Duration:    
☐ Recurring meeting Time Zone: Central Time (US and Canada) ▾

**Meeting ID**  
☒ Generate Automatically ☐ Personal Meeting ID

**Security**  

☒ Passcode  ⓘ  
Only users who have the invite link or passcode can join the meeting

☐ Waiting Room  
Only users admitted by the host can join the meeting

☐ Only authenticated users can join

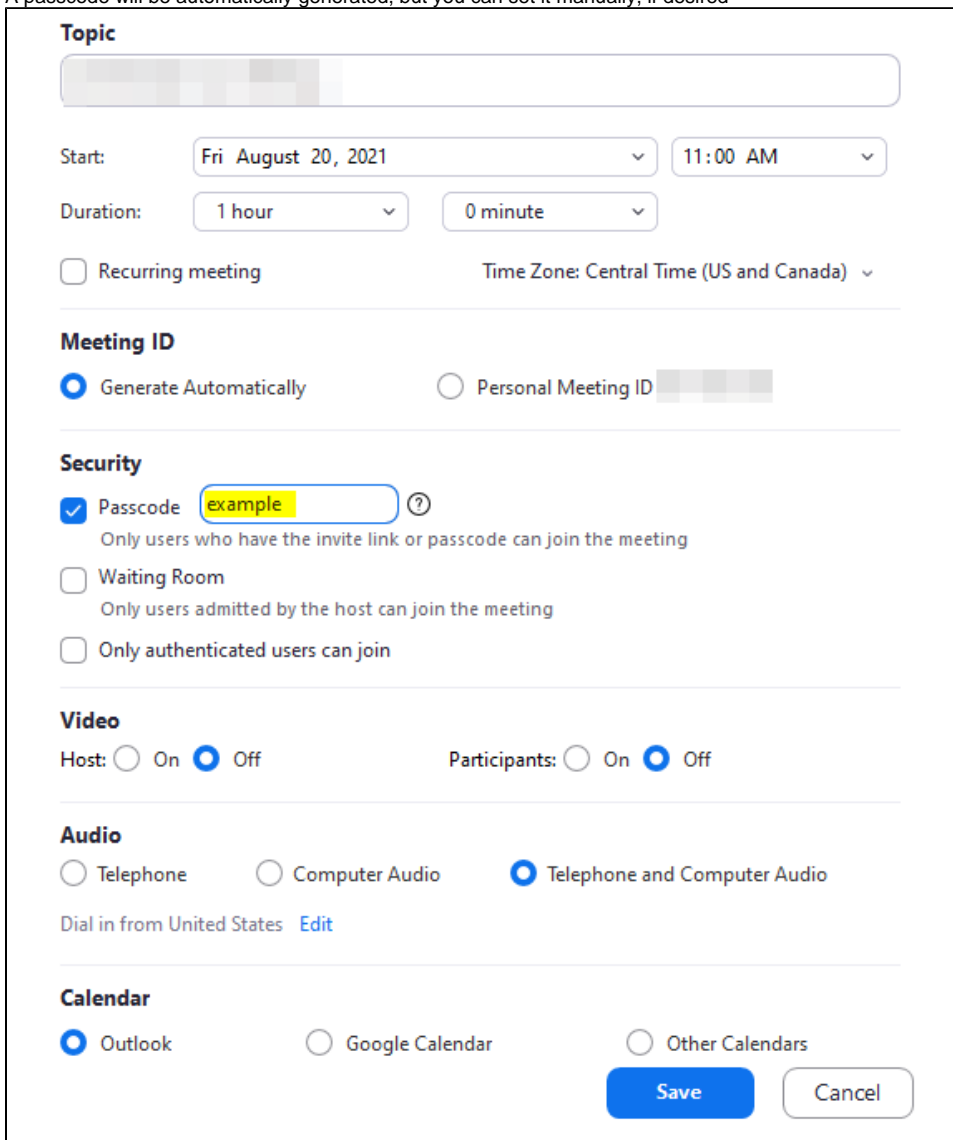
**Video**  
Host: ☐ On ☒ Off Participants: ☐ On ☒ Off

**Audio**  
☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio  
Dial in from United States [Edit](#)

**Calendar**  
☒ Outlook ☐ Google Calendar ☐ Other Calendars

**Advanced Options** ▾

3. A passcode will be automatically generated, but you can set it manually, if desired



The screenshot shows the Zoom meeting scheduling interface. It includes sections for Topic, Start time, Duration, Recurring meeting, Meeting ID, Security, Video, Audio, and Calendar. The 'Passcode' field is highlighted with a yellow background and contains the text 'example'. The 'Save' button is highlighted with a blue background.

**Topic**

Start: Fri August 20, 2021 11:00 AM

Duration: 1 hour 0 minute

☐ Recurring meeting Time Zone: Central Time (US and Canada)

**Meeting ID**

☒ Generate Automatically ☐ Personal Meeting ID

**Security**

☒ Passcode example ?  
Only users who have the invite link or passcode can join the meeting

☐ Waiting Room  
Only users admitted by the host can join the meeting

☐ Only authenticated users can join

**Video**

Host: ☐ On ☒ Off Participants: ☐ On ☒ Off

**Audio**

☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

Dial in from United States [Edit](#)

**Calendar**

☒ Outlook ☐ Google Calendar ☐ Other Calendars

[Save](#) [Cancel](#)

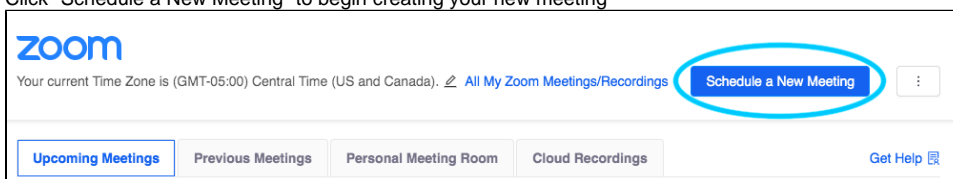
4. Click "Save" to create your meeting

The passcode will be automatically included in the email invitation created by Zoom, and will be embedded in the meeting's invite link.

## Scheduling a Meeting via the Zoom Portal

To schedule a meeting:

1. Navigate to <http://utexas.zoom.com/>
2. Then select "Sign In" and enter in your UT EID and password at the prompt
3. Select "Meetings" from the options along the left-hand side
4. Click "Schedule a New Meeting" to begin creating your new meeting



## Meeting Options

Each Zoom meeting has a multitude of options that you can set as needed, including the start date and time, the meeting duration, and much more.



Zoom has provided a [help article that details all of these options](#). Please note, some of these options may be unavailable to you or may be restricted or locked for UT Zoom accounts.

## Meeting Controls

Below is a video, provided by Zoom, detailing the controls available to you during a meeting.

## Account Settings

To access to your Account Settings:

- Navigate to <http://utexas.zoom.com/>
- Then select "Sign In" and enter in your UT EID and password at the prompt
- You'll be presented with the "Profile" page, where you can make changes to your display name with Zoom and several other options.

The screenshot shows the Zoom web interface. The top navigation bar includes the Zoom logo, links for SOLUTIONS, PLANS & PRICING, and CONTACT SALES, and action buttons for SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING, along with a user profile icon and a SIGN OUT button. The left sidebar contains a menu with Profile (highlighted), Meetings, Webinars, Recordings, Settings, Account Profile, and Reports. Below the menu are links for Attend Live Training, Video Tutorials, and Knowledge Base. The main content area is the Profile page, which features a user profile card with a placeholder image, a 'Change' button, and fields for Department (College of Liberal Arts) and Account No. (123456789). Below this is a table of settings:

Personal Meeting ID	980-6 <a href="https://utexas.zoom.us/j">https://utexas.zoom.us/j</a> ✕ Use this ID for instant meetings	<a href="#">Edit</a>
Personal Link	Not set yet.	<a href="#">Customize</a>
Sign-In Email	@eid.utexas.edu Linked accounts:	