

Please review all three pages.

Technology Needed:

In order to use Zoom, you must be using a computer or mobile device with internet access. You will need a webcam and a headset with microphone. Please work with your department to procure these items. It is important to also use the Zoom Client when attending or hosting meetings.

Download the Zoom Client and Zoom Plugin for Outlook

Personally-owned Computer

1. Navigate to <https://ufl.zoom.us/download#client>
2. Download both the Zoom Client for Meetings and Zoom Plugin for Microsoft Outlook. Start installs.

Student Affairs Computer

1. Tap the Windows icon in bottom left.
2. Search for “Software Center” in the search bar
3. Install Zoom Client for Meetings and Zoom Plugin for Microsoft Outlook from the Applications tab

Mobile Devices

1. Go to the App Store or Google Play Store
2. Search “Zoom”
3. Tap GET or INSTALL button

Sign-In to UF Zoom Using GatorLink

In order to used advanced features and security measures, you must sign-in to Zoom using these steps below.

1. Open the Zoom client. Select the Sign In with SSO option.

Sign In

The screenshot shows the Zoom Sign In interface. On the left, there are two input fields: "Enter your email" and "Enter your password" (with a "Forgot?" link). Below these is a "Keep me signed in" checkbox and a "Sign In" button. On the right, separated by a vertical line and the word "or", are three SSO options: "Sign In with SSO" (highlighted in yellow), "Sign In with Google", and "Sign In with Facebook".

a.

2. Enter **ufl** as the company domain

Sign In with SSO

The screenshot shows the "Sign In with SSO" screen. A large input field contains "ufl" (highlighted in yellow) followed by ".zoom.us".

a.

[I do not know the company domain](#)

Continue

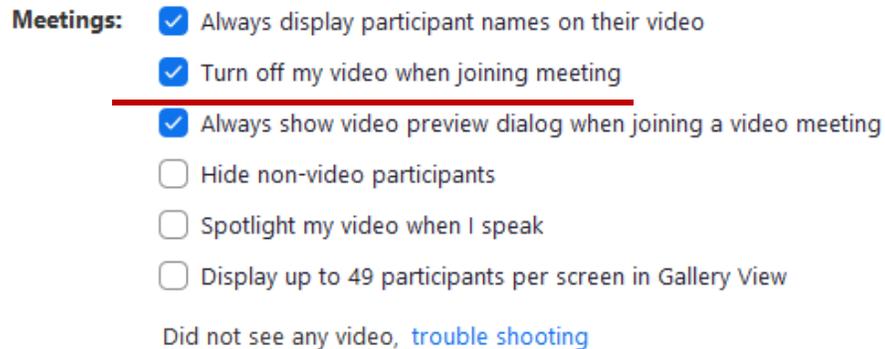
3. This will take you to the UF Shibboleth login page. Enter your GatorLink credentials just like MyUFL.
4. The web browser will now ask you to launch Zoom app.
5. Once Zoom app loads, go to the Settings gear icon.

Setting Zoom to Mute Audio and Video Upon Entering

We recommend that you set your Zoom client to mute audio and video when joining a meeting.

1. Open the Zoom Client. Open settings (gear in the top right-hand corner)
 - Video

1. Go to the Video tab
2. Under meetings, select "Turn off my video when joining a video meeting"



- Audio

1. Go to the Audio tab
2. Select "Mute my microphone when joining a meeting"
 - Automatically join audio by computer when joining a meeting
 - Mute my microphone when joining a meeting (highlighted with a red underline)
 - Enable Stereo sound
 - Press and hold SPACE key to temporarily unmute yourself
 - Sync buttons on headset

Setting up a Meeting

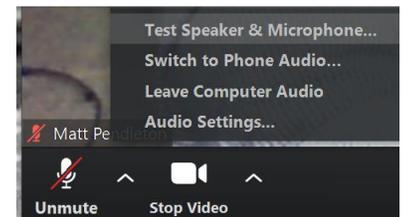
Always Test Your Audio and Video Prior to Meetings

Before starting any meeting, you should always test your audio and video prior to the meeting. This will ensure there are no problems right before a meeting starts.

1. You can do this by starting an instant meeting or entering a scheduled meeting early.
2. Open Zoom choose New Meeting or Press the Meeting Tab at the top and choose your scheduled meeting
3. Once meeting is started, in the bottom right, you can choose the Up arrow next to your Microphone icon.
4. Select "Test Speaker and Microphone..." and follow prompts.

Start an Instant Meeting

1. Open Zoom client
2. Click "New Meeting"
3. Choose to join with computer audio or join with phone audio
4. To invite participants, click "Invite Participants" in the bottom toolbar. Choose participants from the UF directory provided.



Schedule a Meeting

1. Open Zoom client. Click the Schedule icon.
2. Select your basic meeting settings
 - a. **Topic:** Enter the topic of discussion for the meeting
 - b. **Start:** Enter the start date and time
 - c. **Duration:** Enter the duration of the meeting
 - d. **Recurring meeting:** select if the meeting will repeat at the same date and time with the same duration
 - e. **Meeting ID:** Select Generate Automatically
 - f. **Password:** Add a password
 - g. **Video:** Choose if you want hosts and participants to have video
 - h. **Audio:** Default is both telephone and computer audio
 - i. **Calendar:** Select which calendar you would like the meeting sent to (Student Affairs uses Outlook)
3. Open Advanced Features next:
 - a. **Enable Waiting Room:** This prevents attendees from joining meeting right away. The host controls who can enter. For most meetings, this can be left unchecked.
 - b. **Enable Join Before Host:** This allows attendees to join in the meeting before the host.
 - c. **Mute Participants on entry:** This mutes mics for joining attendees.
 - d. **Only Authenticated Users Can Join:** By default, this is set to UFL Participants only. You can change to Zoom Signed-In Users. When enabled for either option, the participants should be using the Zoom Client. The UFL Participants limits to only Zoom accounts with @*.ufl.edu email addresses.
 - i. The list of domains can be adjusted by clicking edit to allow other guests to join. Examples include adding university email domains or private company domains. Avoid adding domains for public email services like Google, Microsoft, or Yahoo as that makes it less secure.
 - e. **Automatically Record Meeting:** If checked will have option to save to local computer or to the Zoom Cloud. Please make sure all attendees understand you are recording ahead of time.
 - f. **Alternative Hosts:** You can add email addresses of Zoom attendees you want to make co-hosts.
4. Click Schedule to finish, open the selected calendar service to add the meeting.

Schedule Meeting

Topic
Test Zoom Meeting

Start: Fri April 3, 2020 01:00 PM

Duration: 1 hour 0 minute

Recurring meeting Time Zone: Eastern Time (US and Canad... ▾

Meeting ID
 Generate Automatically Personal Meeting ID 675-115-2229

Password
 Require meeting password 123456

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 ^
 Enable waiting room
 Enable join before host
 Mute participants on entry
 Only authenticated users can join
UFL Participants Only ▾
*.ufl.edu [Edit](#)
 Automatically record meeting

Alternative hosts:
albertgator@ufl.edu

[Schedule](#) [Cancel](#)