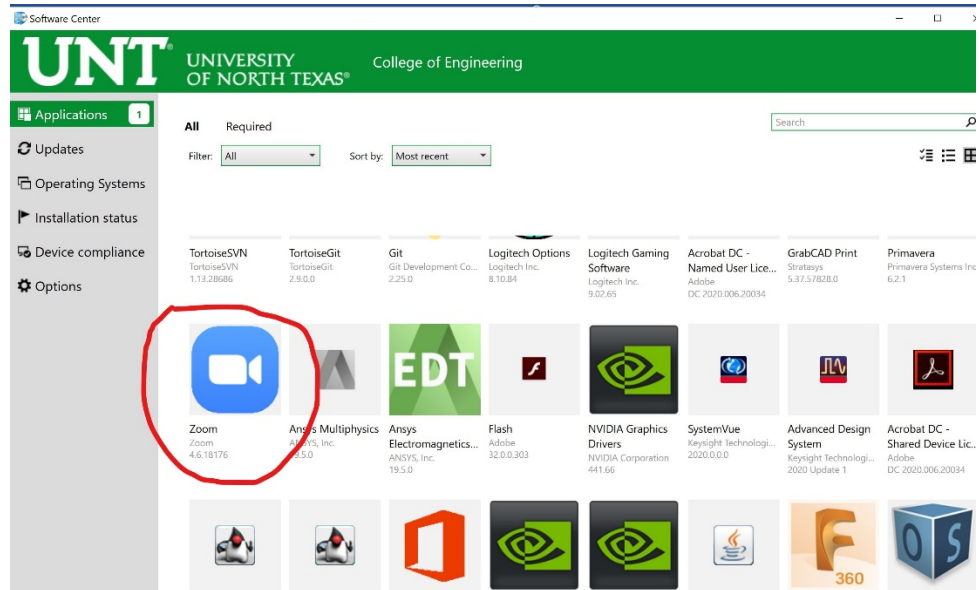


Ensure ZOOM is installed on your computer. There are two installation methods. One method is for Windows based systems on UNT Owned devices and the other MAC and personally owned devices.

Campus Owned Systems:

For Windows based campus owned computers please visit the software center to install:

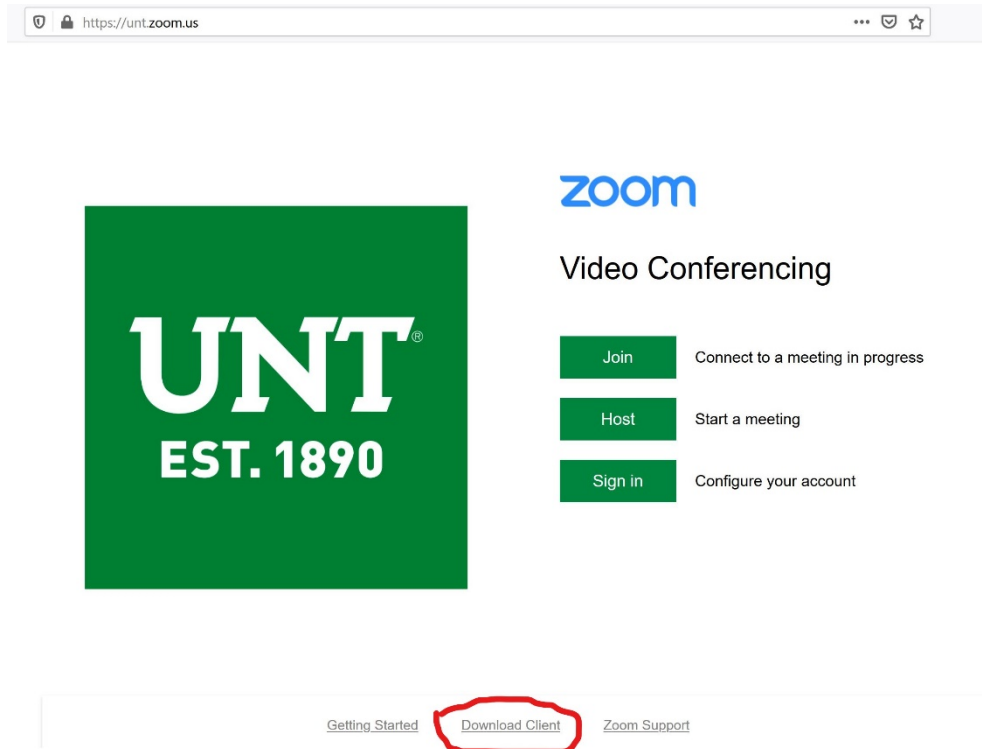
- Click on the Windows logo and begin typing “software center” and click on the relevant link.
- Search for ZOOM and click “install.”



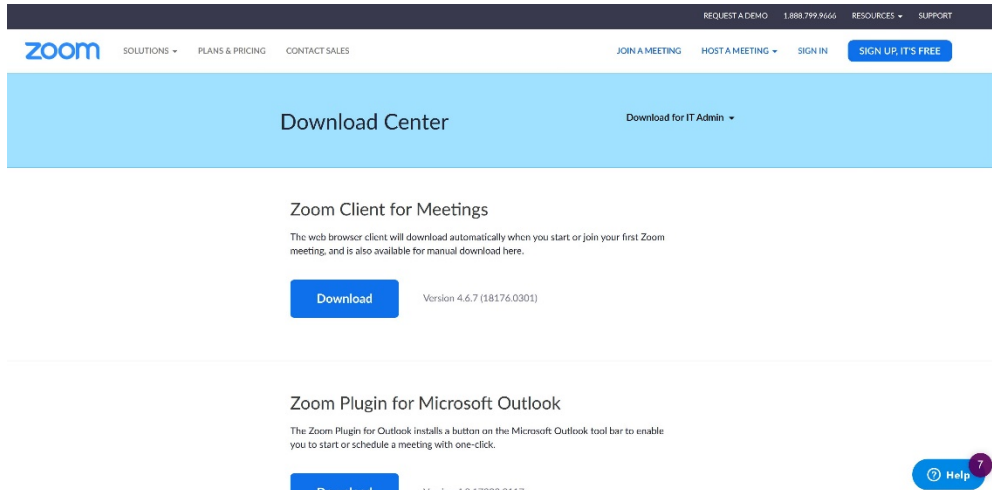
- Reboot if required

Mac and Personally Owned Devices:

- In any web browser, visit unt.zoom.us



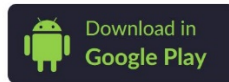
- Download the “Zoom Client for Meetings” (download the plugin for Microsoft Outlook to have a meeting option on Outlook to schedule Zoom meetings)



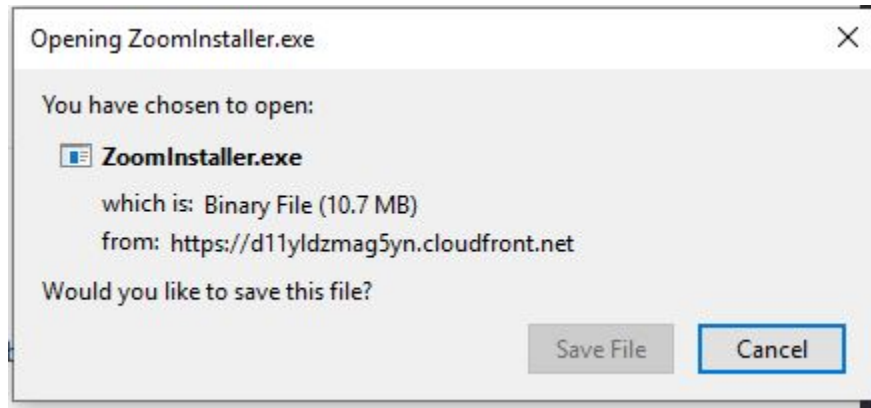
Note: There are mobil app versions available for Android and iPhone. Visit the app store and/or note any instructions provided on the site for these installations.

Zoom Mobile Apps

Start, join and schedule meetings; send group text, images and push-to-talk messages on mobile devices.



- Locate and run the downloaded installer and click or double-click to begin installation



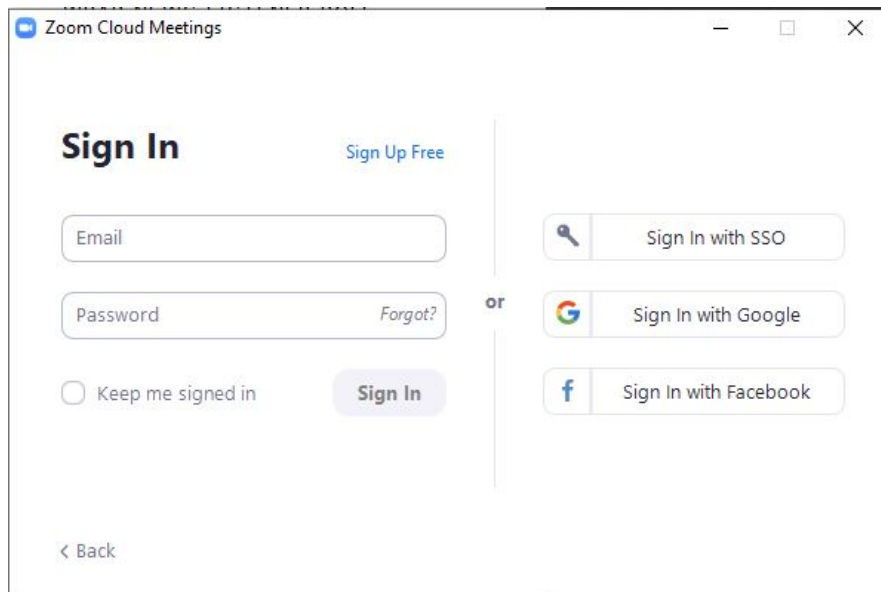
- The application installs fairly quickly. Once installed a popup appears. Choose "Sign In." if a popup does not appear or for future uses of Zoom, locate the app in the software menu.

ZOOM Login:

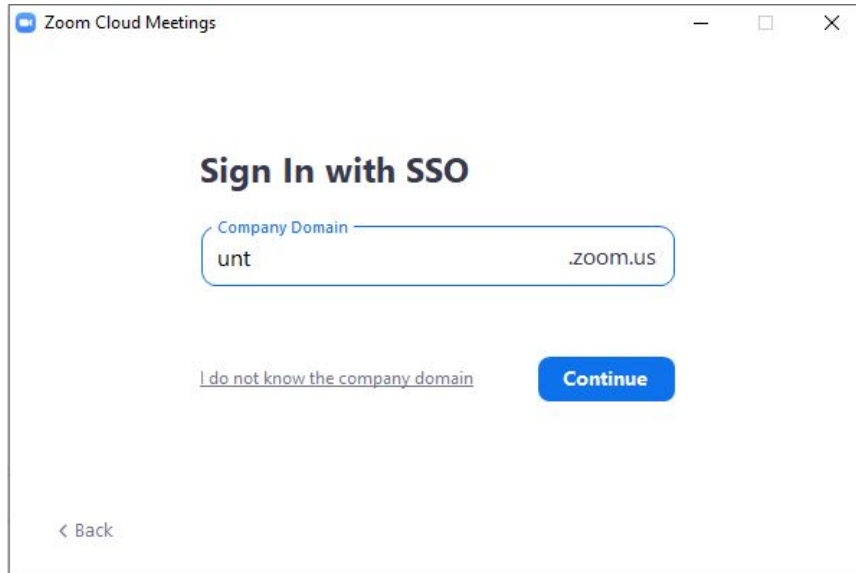
- Locate and launch the ZOOM application



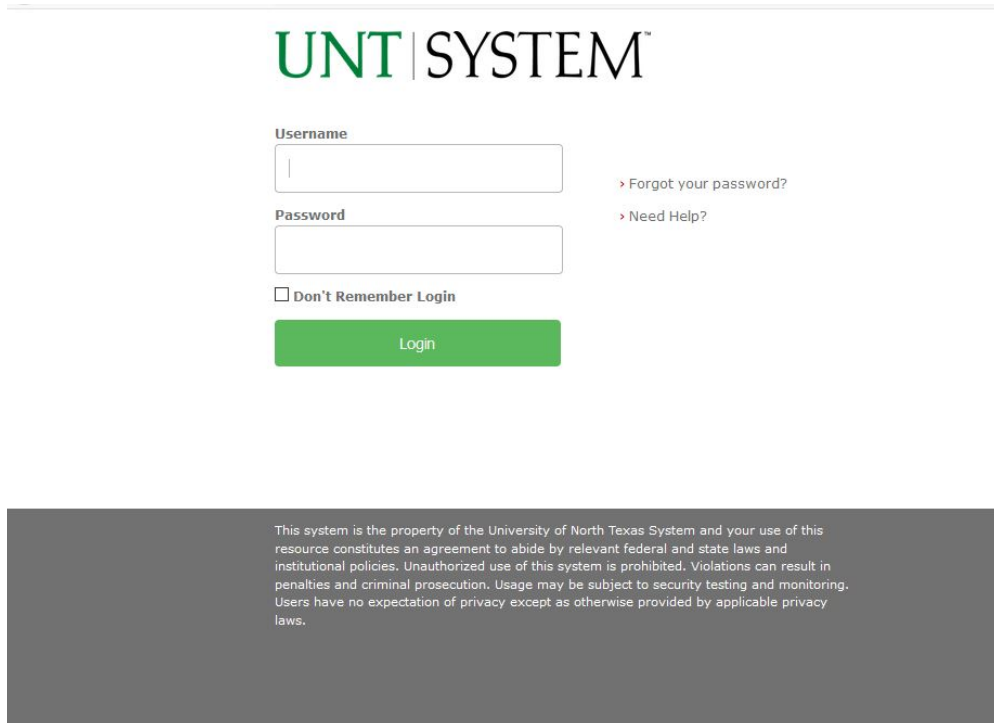
- Click Sign In
- Click "Sign in with SSO"



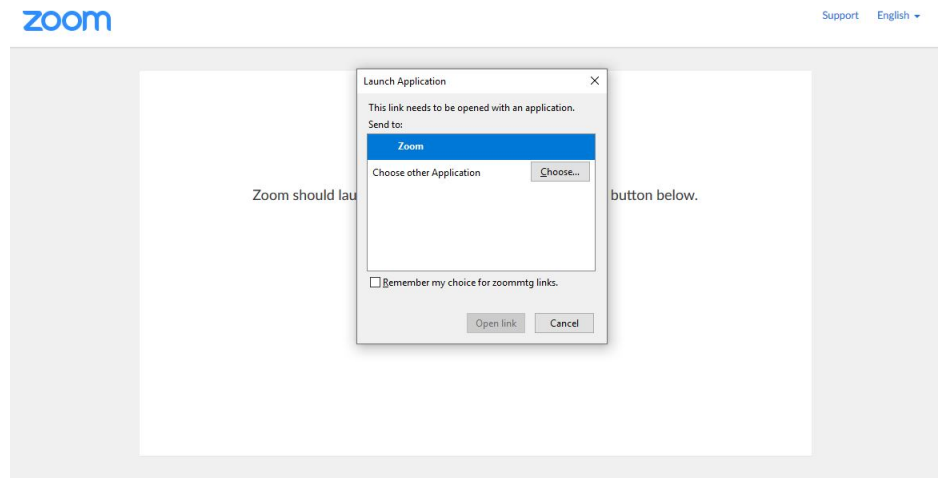
- Enter “unt” in the field labeled “Your company domain” and click continue



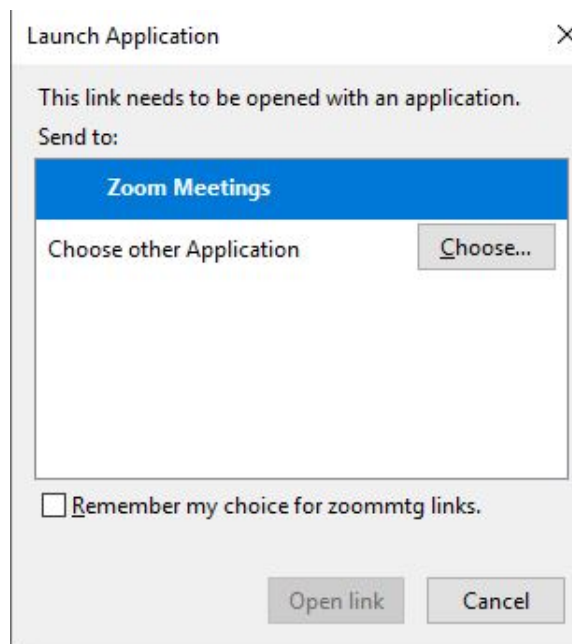
- A Browser window opens with a UNT branded sign-in window. Enter your EUID and password



- ZOOM should launch automatically as a separate app. If it does not appear then click the ZOOM link in the browser to launch.

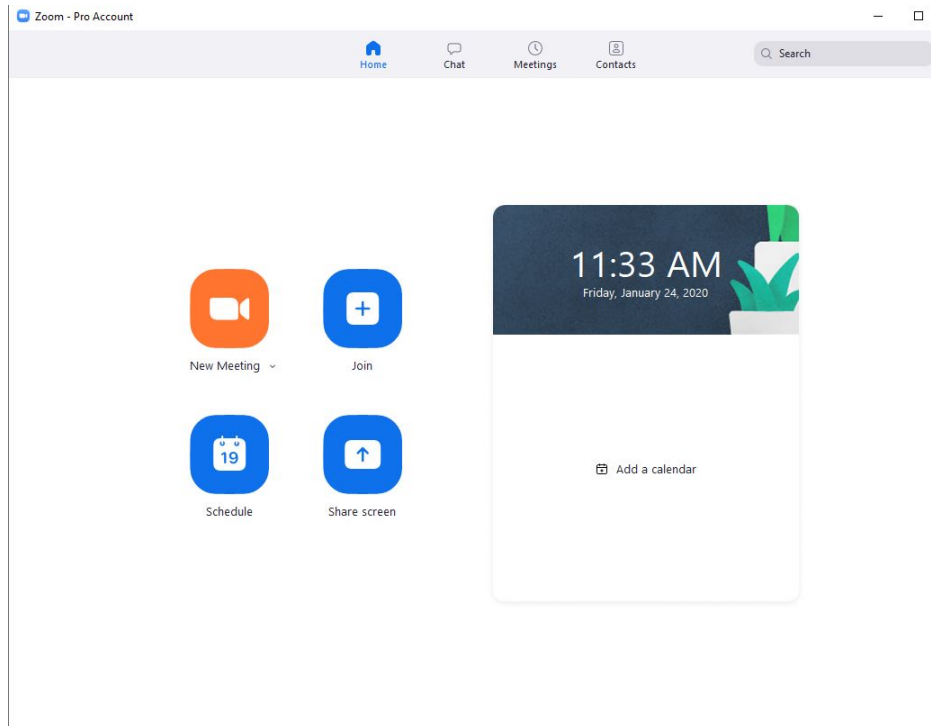


- Click on “Open Link.”

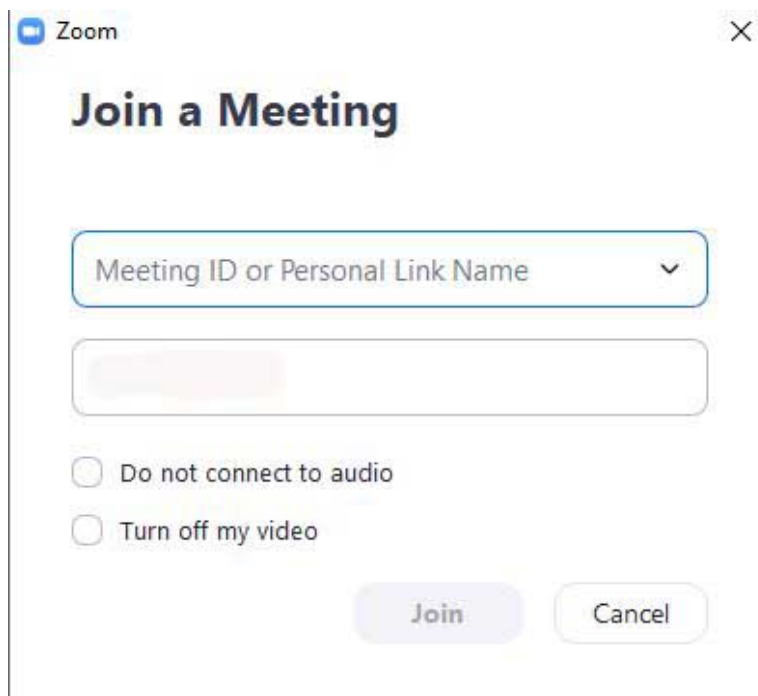


Join a ZOOM Meeting:

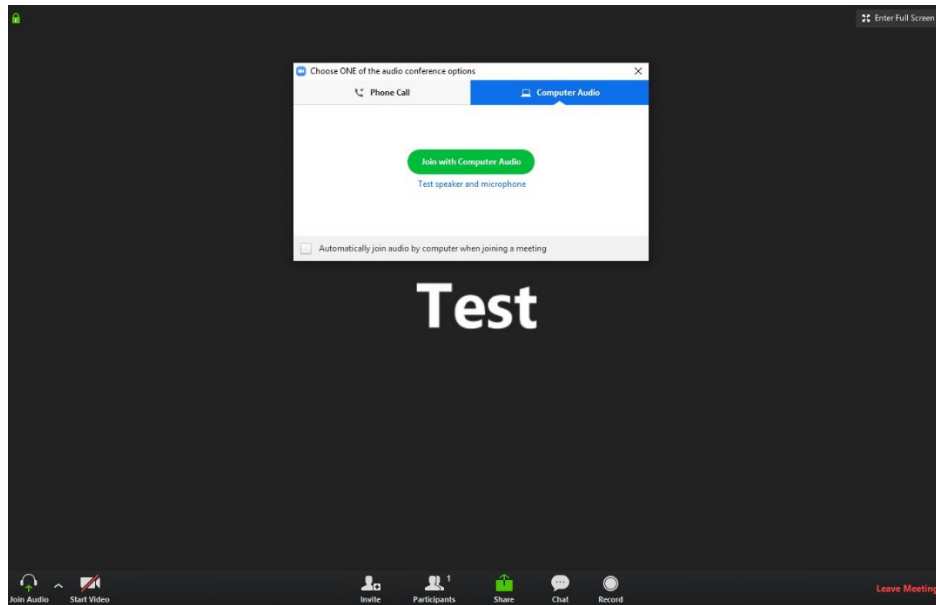
- Ensure a web camera and/or microphone is connected to your system
- Click “Join.”



- Enter the Meeting ID (typically provided by the host) and a screen name (accept the default or modify to preference)



- Choose preferences:
 - “Do not connect to audio” (if just as a viewing participant)
 - “Turn off my video.” (if only host video/audio is preferred)
- Audio and video connections (if needed) can be tested

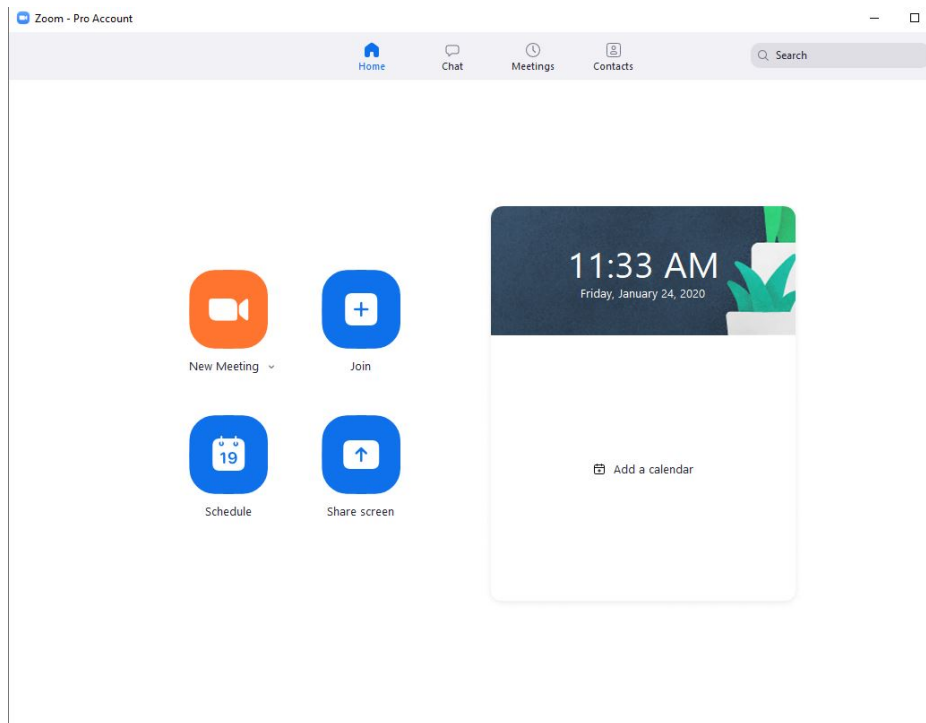


- Audio and Video can be disabled or muted at any time

Only the host can choose to record the meeting or permit participants to record. Choose "Leave Meeting" near bottom right to exit at any time.

Creating a ZOOM Meeting:

- After launching ZOOM, choose "Schedule."



- Enter a name for the meeting under “Topic” and set appropriate date and times for the meeting. (NOTE: It is recommended adding a minimum of 15 minutes prior to the meeting to allow participants time to connect and test any equipment needed on their end prior to the start of the meeting. Allow additional time after proposed meeting to allow if meeting should run overtime.

Zoom - Pro Account

Schedule a new meeting

Schedule a Meeting

Topic:

Start: Fri January 24, 2020 12:00 PM

Duration: 1 Hr 0 Min

Time Zone: (GMT-06:00) Central Time (US and Canada)

Recurring meeting

Video

Host: On Off Participants: On Off

Audio

Telephone Computer Audio

Telephone and Computer Audio 3rd Party Audio

Dial in from United States [Edit](#)

Options

Require meeting password

[Advanced Options](#)

Calendar




Outlook Google Calendar Other Calendars

Schedule Cancel

- Choose any other preferred options on the “Schedule a Meeting” window then click “schedule.”
- A indicator that the meeting is being scheduled/created appears. The appropriate calendar (typically Outlook) will pop up a “schedule appointment” item to add any participants. This calendar item can be modified any time prior to the scheduled meeting to add/remove participants.

NOTE: The key to any ZOOM meeting is the “meeting ID.” The meeting ID or the web link generated containing the meeting ID can be sent via email or calendar appointment to potential participants. If participants do not have the ZOOM client installed or are not ZOOM clients, additional instructions are provided to the potential participant to download and install a web based plug-in to participate.

 You haven't sent this meeting invitation yet.

 Send	To...	
	Subject	Test Meeting
	Location	https://unt.zoom.us/j/684313023
	Start time	Fri 1/24/2020  7:00 PM <input type="checkbox"/> All day event
	End time	Fri 1/24/2020  8:00 PM

Host is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://unt.zoom.us/j/684313023>

Meeting ID: 684 313 023

One tap mobile

+16699006833,,684313023# US (San Jose)

+19294362866,,684313023# US (New York)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 929 436 2866 US (New York)

Meeting ID: 684 313 023

Find your local number: <https://unt.zoom.us/u/abxevTg888>

Join by SIP

684313023@zoomcrc.com

Join by H.323

162.255.37.11 (US West)

162.255.36.11 (US East)

221.122.88.195 (China)

115.114.131.7 (India Mumbai)

115.114.115.7 (India Hyderabad)

213.19.144.110 (EMEA)

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: 684 313 023

Join by Skype for Business

<https://unt.zoom.us/skype/684313023>