Zoom Instructions

How to Setup your UO Zoom Account:

1. Go to uoregon.zoom.us.

2. Click **Sign In** (configure your account).

3. Sign in with your **Duck ID** (everything before @uoregon.edu in your email address) and **Password.**

4. If you had a previous Zoom account, click **Switch to the New Account,** otherwise continue to send an email activation.
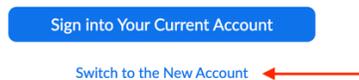
5. Check your email for the activation link (wait a minute for it to send).

6. Click the button to **Switch to the New Account** from your activation email.
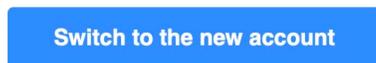
7. Accept any prompted agreements.

8. Sign in to your new account uoregon.zoom.us or the desktop client.

Signing into the Zoom Desktop Client

1. Download the Zoom Client for Meetings from zoom.us/download.

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download   Version 4.6.7 (18176.0301)

2. Open **Zoom.pkg.**

3. Click **Continue** through the installation menu.

4. Once the Zoom application opens, click **Sign In.**

zoom

Join a Meeting

Sign In

Version: 4.6.7 (18176.0301)

5. Click **Sign In with SSO.**

Sign In   Sign Up Free

Email

Password   Forgot?

☑ Keep me signed in   Sign In

or

🔍 Sign In with SSO

G Sign In with Google

f Sign In with Facebook

‹ Back
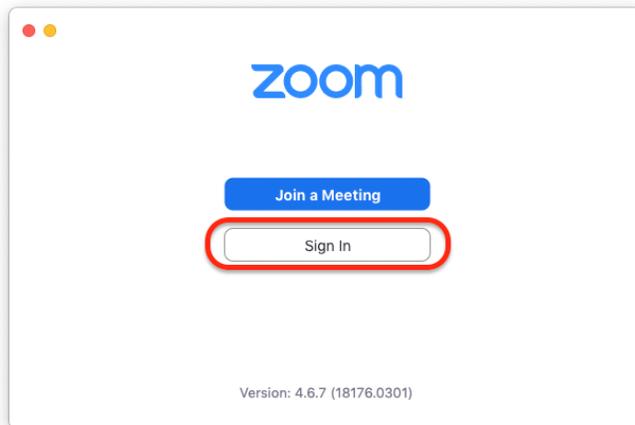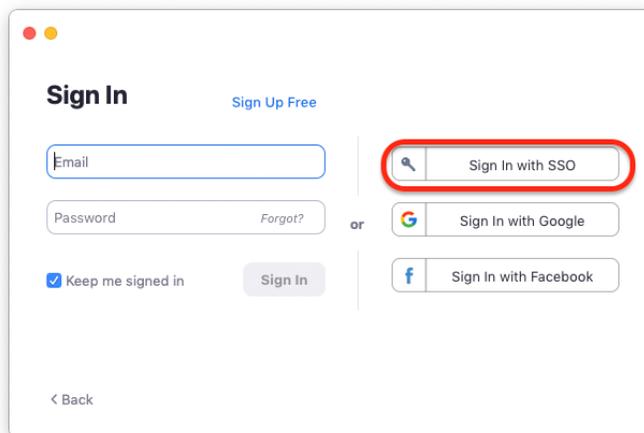
6. Type "**uoregon"** in the domain field and click **Continue.**

7. Enter your Duck ID and Password.

8. Click **Launch Zoom**.

Sign In with SSO

Zoom should launch in a few seconds. If not, please click button below.

Launch Zoom

Zoom Settings to Enable:

1. Go to uoregon.zoom.us and sign in.

2. Click **Settings** on the left menu bar.

PERSONAL

Profile

Meetings

Webinars

Recordings
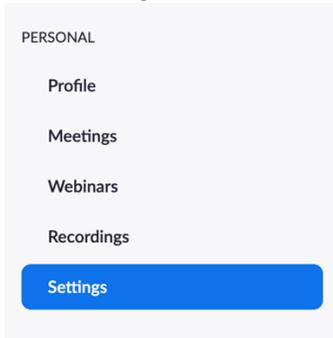
Settings

3. Make sure the following suggested settings are enabled:
   - Host video
   - Participants video
   - Audio Type: Telephone and Computer Audio
   - Join before host
   - Chat
   - Private chat
   - File transfer
   - Co-host
   - Polling
   - Allow host to put attendee on hold
   - Screen sharing:
     - Who can share?: All Participants
     - Who can start sharing when someone else is sharing?: Host Only
   - Annotation
   - Whiteboard
   - Remote control

- Nonverbal feedback
- Allow removed participants to rejoin
- Breakout room
- Group HD video
- Email notifications set to your preference

4. Click **Recording** from the top menu in **Settings.**

Meeting   **Recording**   Telephone

5. Make sure the following suggested settings are enabled:
   - Local Recording: Host can give participants the permission to record locally

   - Cloud Recording:
     - Record active speaker with shared screen
     - Record gallery view with shared screen
     - Record an audio only file
     - Save chat messages from the meeting / webinar

6. Click **Telephone** from the top menu in **Settings.**

Meeting   Recording   **Telephone**

7. Make sure the following suggested settings are enabled:
   - Show international numbers link on the invitation email
   - Mask phone number in the participant list

How to Schedule a Meeting:

On the Website:

1. Go to uoregon.zoom.us and **Sign In.**

2. Click **Meetings** from the left menu bar.

3. Click **Schedule a New Meeting.**

4. **Topic:** Give the meeting a name.

5. **Date and Time**: Set date/time.

6. **Time Zone:** Set relative - example: (GMT-7:00) Pacific Time (US and Canada).

7. **Recurring Meeting:** Check if applicable.

8. **Required Registration:** Leave unchecked.

9. **Meeting ID:** Generate Automatically.

10. **Meeting Password:** Leave unchecked.

11. **Video:** Host = on, Participant = on

12. **Audio:** Both.

13. **Meeting Options** (recommended to check):
    - Enable join before host.
    - Mute participants on entry.
    - Breakout Room pre-assign (optional) – Assigned by student email.
    - Record the meeting automatically (optional).

14. **Alternative Hosts:** Set by email.

In the Zoom Desktop App:

1. Click **Schedule** from the **Home** tab
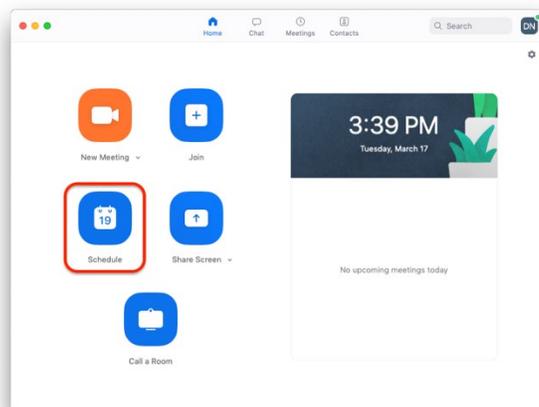
2. **Topic:** Give me meeting a name.

3. **Date and Time**: Set date/time.

4. **Time Zone:** Set relative - Example: (GMT-7:00) Pacific Time (US and Canada).

5. **Recurring Meeting:** Check if applicable.

6. **Meeting ID:** Generate Automatically.

7. **Password:** Leave unchecked.

8. **Video:** Host = on, Participant = on

9. **Audio:** Telephone and Computer Audio.

10. **Calendar:** Outlook or by preference.

11. **Advanced Options** (suggested to check)
    - Enable join before host.
    - Mute participants on entry.

12. **Alternative Hosts:** Assign by UO Email (must be a registered UO user).