

What is Zoom?

Zoom is a cloud-based collaboration tool that allows for video/audio conferencing from anywhere using any device.

How do I access Zoom?

You can access Zoom via the web or using the Zoom Workplace app (if installed on your computer).

Access Zoom Online:

Navigate to the UMB web portal at <https://umaryland.zoom.us/>

Click **Sign in** and use your UMID and password (you may be required to authenticate with DUO) to log into Zoom.

Access Zoom via the Zoom Workplace App:

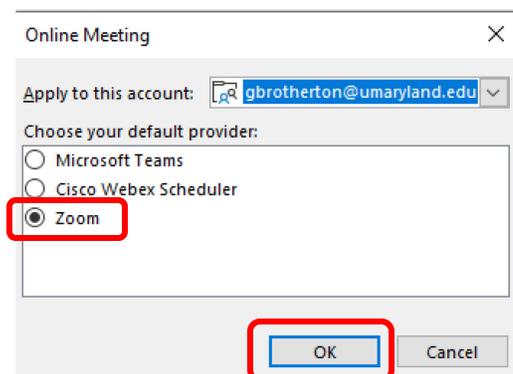
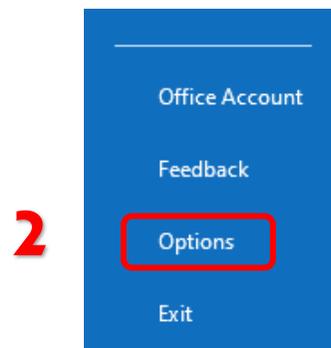
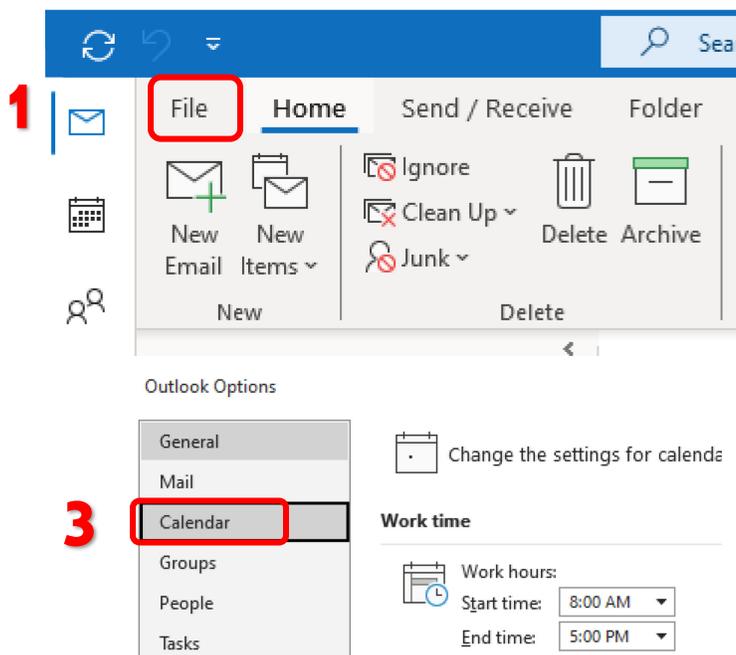
Open the **Zoom Workplace** app on your computer.

Sign in with your UMID and password (you may be required to authenticate with DUO monthly).



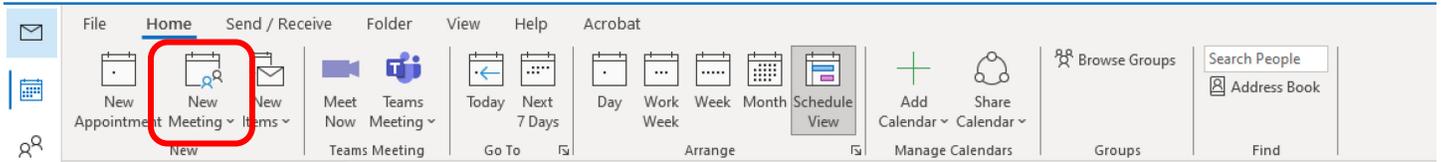
How do I set Zoom as my default meeting app in Outlook?

1. In Outlook, go to the **File** menu at the top, then click **Info**.
2. Click on **Options** towards the bottom of the left blue menu.
3. Click on **Calendar** then click on **Meeting Providers**.
4. Click on **Zoom**, then click **OK** to save the setting.

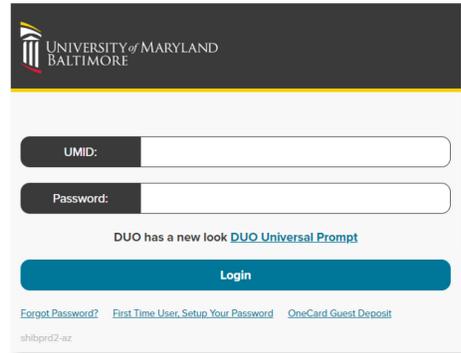
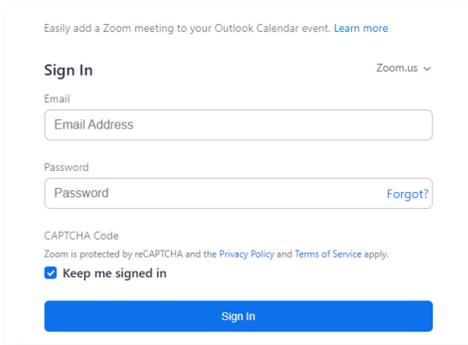


How do I schedule a Zoom meeting from Outlook?

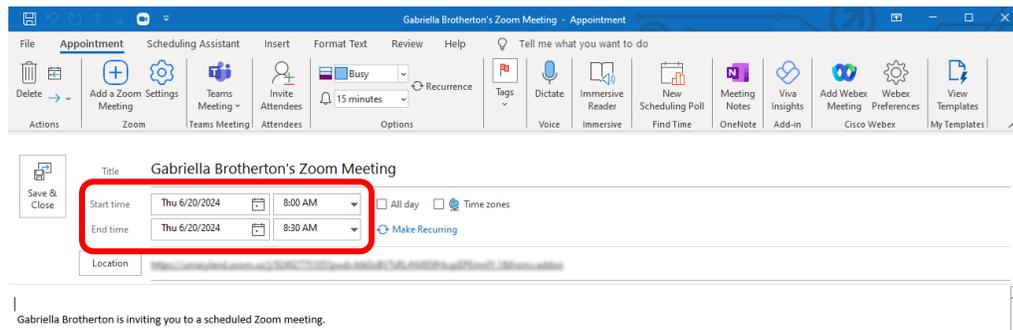
Go to your Outlook calendar and click on **New Meeting**.



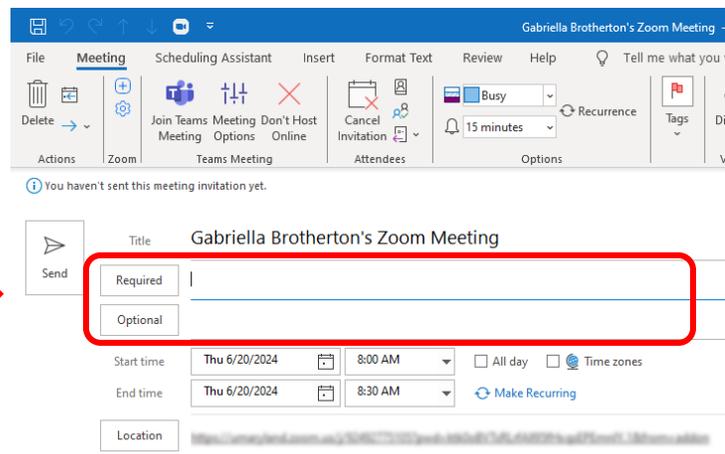
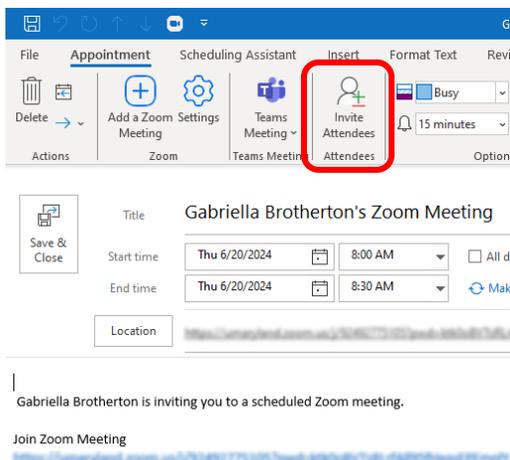
The first time you use this feature, you will be prompted to sign into Zoom using your email address and password. You will then be redirected to log in with your UMID and password, then authenticate via DUO.



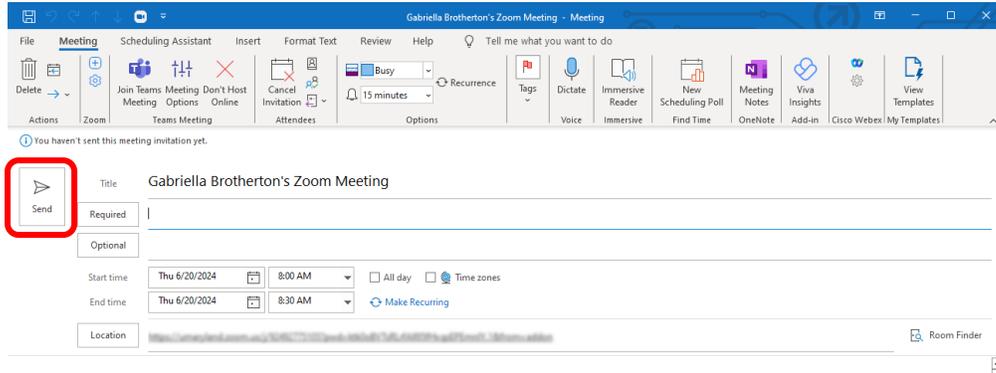
You will then see the appointment automatically populated with a Zoom link, ID and passcode. You can edit the date and times of the meeting as desired.



Click on the **Invite Attendees** button to add attendees to the meeting (you can choose to make them either required or optional).

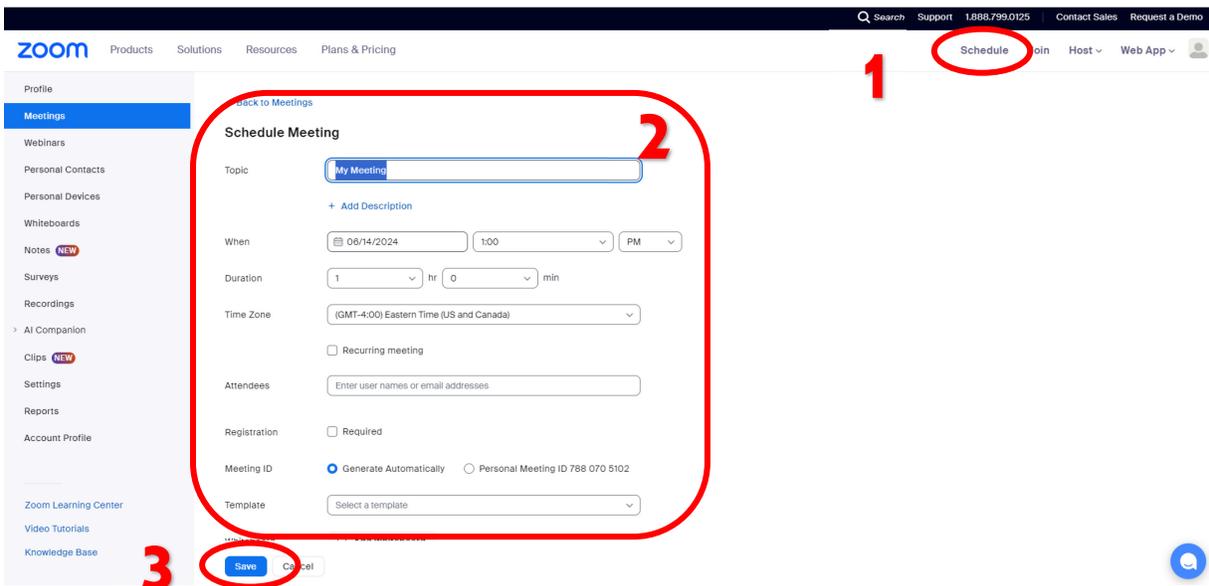


When you have finished adding attendees, click on **Send** and your attendees will receive the Zoom meeting invitation via email.

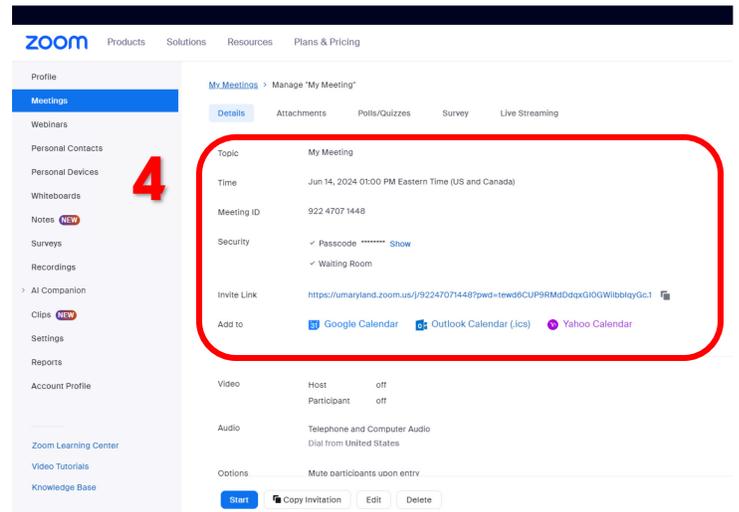


How do I schedule a Zoom meeting from the online portal?

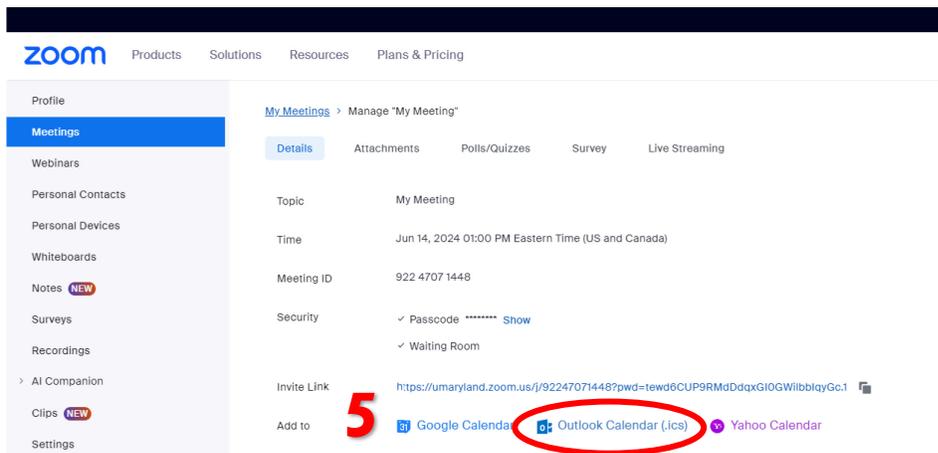
1. Sign into Zoom and click on **Schedule** in the upper right menu.
2. Configure the settings for your meeting, including date, time, duration, etc.
3. When you're done adding the details, click **Save**.



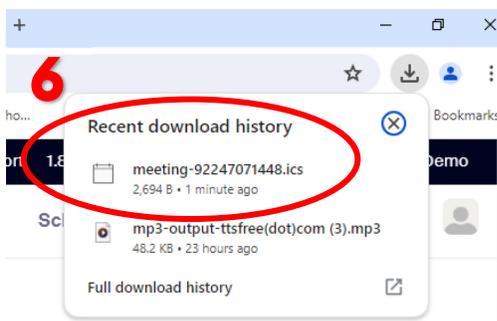
4. Once your meeting is saved, you will see the details of your meeting and be able to invite attendees (see next section).



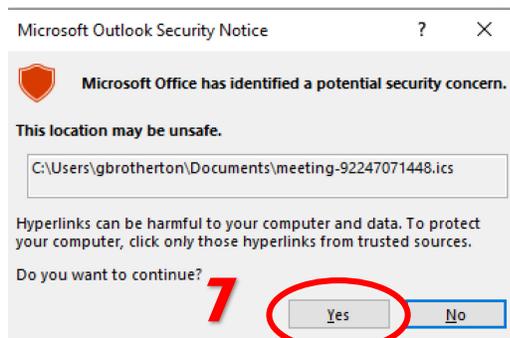
- Click on the **Outlook Calendar (.ics)** link to download the calendar event.



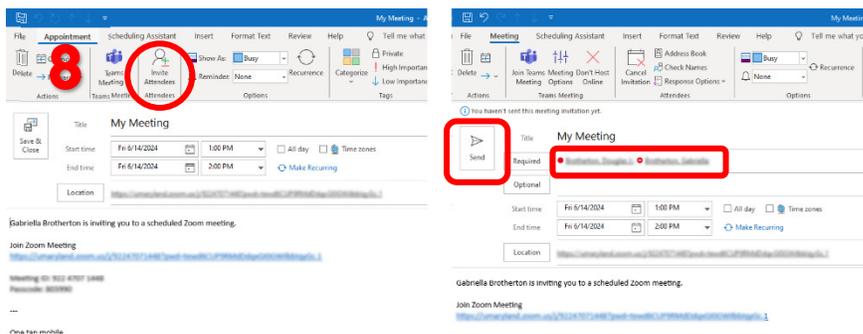
- Access the .ics file from your downloads via your Recent download history in the browser (or in your Downloads folder).



- Double click the file. A security notice will pop up in Outlook; click on **Yes** to proceed to open the calendar event.

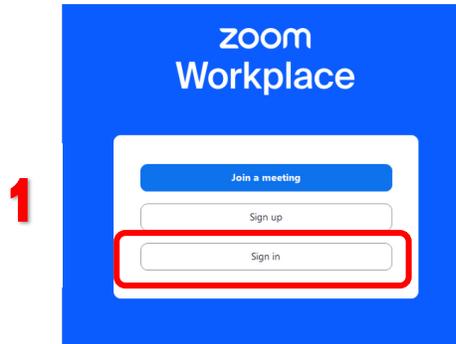


- The meeting will open in Outlook. Click on **Invite Attendees** and enter their email addresses in the B section, then click **Send**. Outlook will then automatically send them an email invite to the Zoom meeting.

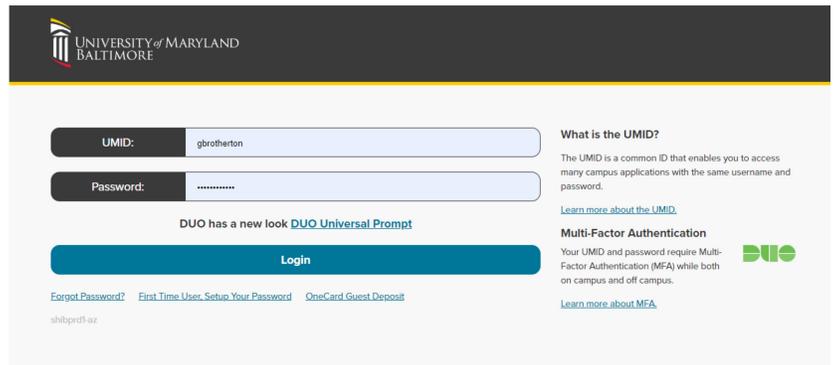
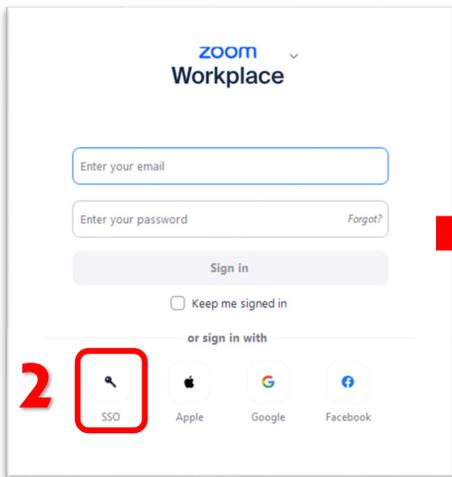


How do I schedule a meeting using the Zoom Workplace app?

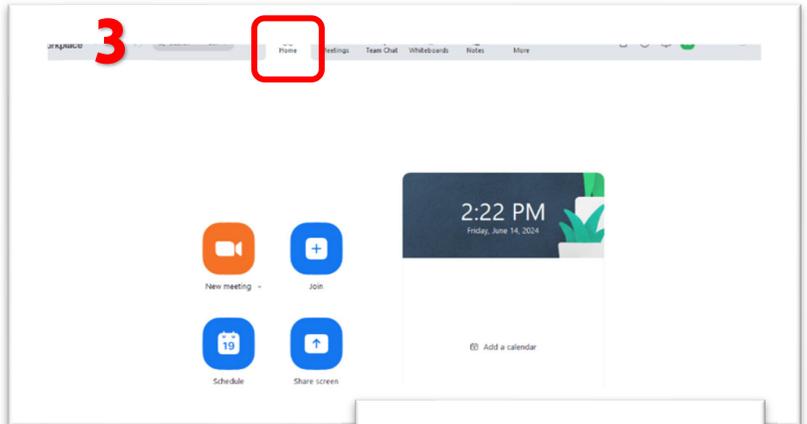
1. Open the Zoom Workplace app and click **Sign in**.



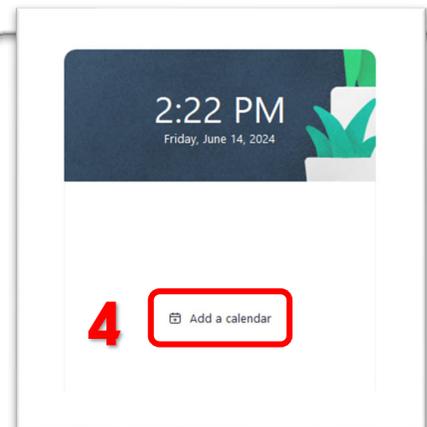
2. Click on the **SSO icon** and you will be redirected to sign in with your UMID and password. Log in as usual.



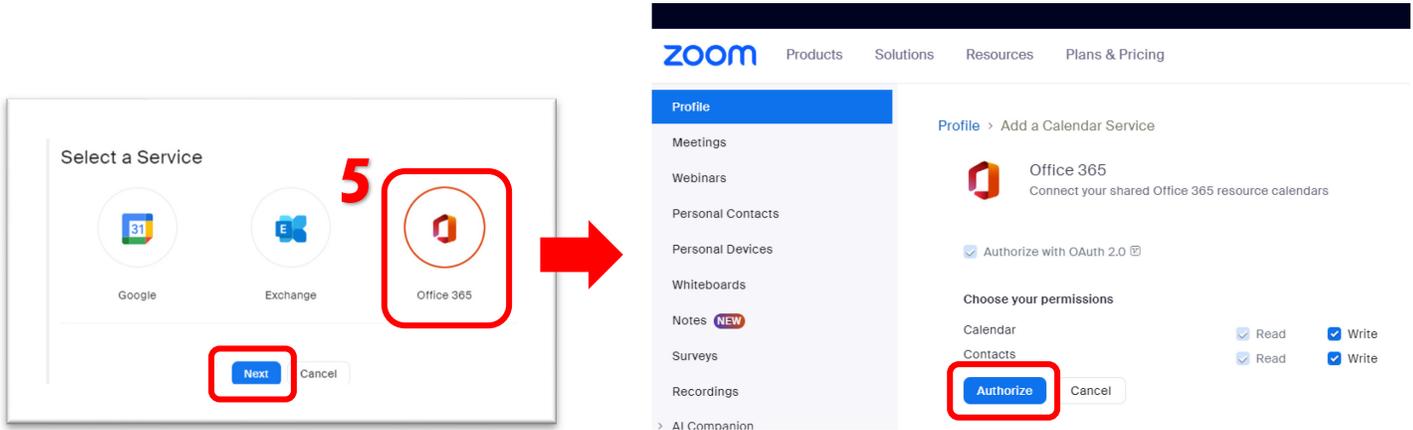
3. The Zoom Workplace app will open. Click on the **Home** tab at the top.



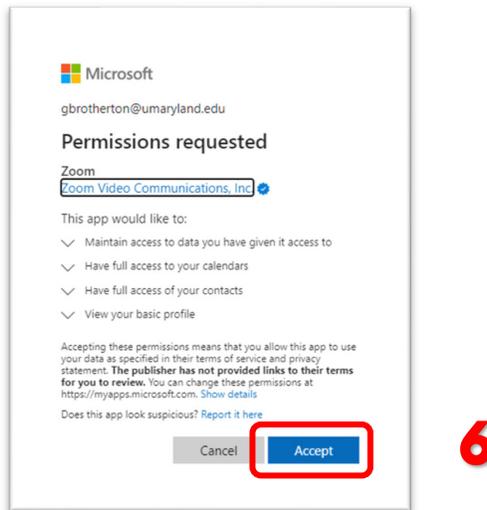
4. First time users will have to connect their Outlook calendar to Zoom. Click on **Add a Calendar**.



5. A browser window will pop up. Click on **Office 365**, then **Next**. In the next window, click on **Authorize**.



6. A permissions window will pop up; click on **Accept**.



7. You will be directed back to the web portal version of Zoom. Go back to the Zoom Workplace app on your computer and you can see any upcoming meetings on the home page.

Where can I find more information or request further assistance?

CITS has information and videos that you can access here:

<https://www.umaryland.edu/cits/services/zoom/>

If you need further assistance, please contact the SOD Help Desk: dshep@umaryland.edu