

CONNECT ANYTIME, ANYWHERE

with WEB CONFERENCING

While nothing can replace an in-person conversation, web conferencing software (such as Zoom) can empower educators with the next best thing—web-based, real-time communication with anyone across the globe.

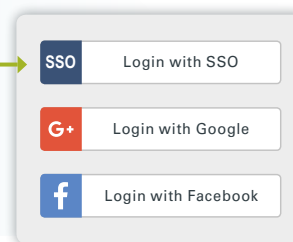
1 Sign Up

Visit unmc.zoom.us and click the “Create Account/Sign In” button.



Or, download the **Zoom app**. To sign up:

- » Click the button on the right called “Login with SSO.”
- » Enter your company domain (unmc).
- » Log in with your work email and password.



2 Schedule Your Meeting (3 Options)

WEBSITE

Visit unmc.zoom.us/meeting and sign in using your unmc email and password. After you save your meeting, you’ll see options to open an Outlook invite or copy the meeting information (which you can then post in Canvas).

DESKTOP APP

Open the Zoom app on your computer and log in via the Login with SSO button. After you enter your meeting information, click “Schedule” to create a calendar invite.

OUTLOOK

Open your calendar appointment and then click the Zoom button labeled “Schedule a Meeting.”



Go to the Video Services section on info.unmc.edu/it for information on Zoom, including the user guide and how to download the app and upgrade to Pro.

3 Host Your Meeting

Log in to Zoom and click the button to start your meeting.

As the meeting host, you can:

- » Mute participants
- » Record to the local PC
- » Create breakout rooms or add polls

Only hosts are allowed to close the meeting, although guests can leave anytime. Once your meeting is over, click “End Meeting.”

zoom

Benefits of Zoom

- » Connect with up to 300 people simultaneously, regardless of their location.
- » Audio conferencing is included. No separate teleconference is needed.
- » Computer screen sharing, chats, polling, and recording options are available.
- » It works on Windows, Mac, and mobile devices.

