zoom Cheat Sheet
for UHD Meetings, Group Work, or Office Hours

Install And Download

GET STARTED

Before you can use Zoom, you must install the Zoom software for your device. Start by going to **uhd.zoom.us** and click on the link located in **Step 1**. Download the Zoom Client for Meetings.

Log In And Set Up

WEB PORTAL (uhd.zoom.us)

Go to **uhd.zoom.us** and log in with your UHD username and password.

ZOOM CLIENT

1. Once the Zoom Client for Meetings is installed, click the **Sign In** button.

2. Click **Sign In with SSO**.
3. Enter **uhd** when prompted for your company domain.
4. Enter your UHD username and password on the University of Houston-Downtown login screen.

Schedule A Meeting

WEB PORTAL (uhd.zoom.us)

1. Go to **uhd.zoom.us.**
2. Log in with your UHD username and password.
3. Click **Schedule a Meeting** in the top navigation bar.
4. Input meeting details and click **Save**.
5. Copy the **Join URL** or click **Copy the invitation** and send to attendees through your email and calendar client.

PERSONAL MEETING ID (PMI)

This ID is assigned to you automatically as a permanent virtual room. You can start it at any time or schedule it for future use.

SCHEDULE PRIVILEGE

You can assign a user in your account to schedule meetings on your behalf.
Note: The user must have already claimed their account at uhd.zoom.us.

1. Go to the **Meeting Settings** section of the web portal.
2. In the **Schedule Privilege** section, click **Add** to add a user.
3. Have the user open the Zoom client.
4. Have the user log out and log in again (one time only).
5. Have the user click **Schedule** and select your name in the **Schedule for:** drop-down menu.

ZOOM CLIENT

Launch the Zoom application and click **Schedule**.

OUTLOOK PLUGIN

1. Download the Zoom Microsoft Outlook Plugin MSI file from the Zoom Download Center.
2. Select the **Schedule a Meeting** button in the ribbon of the Outlook application.
3. Input your meeting details and **Send**.
4. A calendar invitation will appear with the Zoom information generated automatically.

ALTERNATIVE HOST

1. Schedule a meeting through the Zoom web portal.
2. Select Advanced Options and input the user email(s) separated by a semicolon in the Alternative Hosts section.
3. The alternative host can now host your Zoom meeting by using the join URL after logging in, or the alternative host can log in to the Zoom application and join the meeting via the Meeting ID.

Note: The first alternative host to join before the meeting scheduler will be granted host controls. The scheduler can reclaim host controls by going to Participants and selecting Reclaim Host.

Meeting Controls

AUDIO

After joining or starting a meeting, you can join audio by phone or by computer. Choose Join **Audio by Computer** to connect your computer's speaker and microphone to the Zoom meeting. You can test your audio connection before joining by clicking the **Test Computer Audio** link.

VIDEO

1. Before or during a meeting, click **Settings** in the Zoom app menu.
2. Click on the **Video** tab to preview your camera or click the drop-down arrow to choose a different camera.
3. During a meeting, click **Video** in the meeting toolbar to start or stop your video.

INVITE AND MANAGE PARTICIPANTS

During a meeting, click Invite to send the meeting information to more participants by email, Zoom chat, phone, or room system.

If you're a meeting host, you can manage participants (mute/unmute, control meeting entries, etc.) Attendees can only view other participants.

Share Screen

1. After selecting **Share Screen** located in your meeting toolbar, you can choose to share your desktop, an individual application/window, or start a whiteboard.
2. During your screen share, select **Annotate** to use screen share tools for drawing, pointing, etc.
3. Any attendee in your meeting can start annotating on a shared screen. The attendee can access **Annotate** in the upper meeting toolbar.

CHAT

1. Click **Chat** to instant message with other participants while in the meeting.
2. In the **Chat** panel, click the dropdown to select whether you want the message to go to everyone in the meeting or a single participant.

RECORD MEETING

1. If you're a host, you can record the meeting. Click **Record** in the meeting toolbar.
2. Click the arrow on the **Record** icon to choose to save the recording to the cloud or to your computer.
3. Access your cloud recordings from the web portal (uhd.zoom.us) under **Recordings**.

Additional Resources And Support

Free support for Zoom is available 24x7:

Education plan subscribers will report support tickets to Zoom by:
1. Online submission via submit a request.
2. Chat live with our support team by visiting your account and selecting help in the lower right hand corner here.
3. Phone dial-in
   o US: +1.888.799.9666 ext 2

For additional support, go to **support.zoom.us** and click **Submit a Request** at the top of the page.

For more about Zoom features, how-tos, training and support, visit support.zoom.us.