

How to Create a Zoom Meeting

1. Go to <https://uiowa.zoom.us>
2. Click SIGN IN



3. Put in your Hawk ID and password

The screenshot shows a login form titled 'HawkID Login for uiowa.zoom.us'. On the left is the University of Iowa logo. The form has two input fields: 'HawkID' and 'Password'. Below the fields are a 'Log In' button and a link for 'Forgot your HawkID or password?'. A security notice at the bottom states: 'You will be logged in to this service securely. Information which will allow you to access the site you requested will be transmitted to the site. This information will be encrypted before it is sent. Please see the ITS Help Desk Shibboleth support pages for additional information.' At the very bottom, it says 'Please contact the ITS Help Desk for assistance, questions, or concerns.'

4. Click **Schedule a New Meeting** for a future meeting. Or click **Join a Meeting** for a current meeting.

The screenshot shows the Zoom user dashboard. The top navigation bar includes 'THE UNIVERSITY OF IOWA', 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. The 'JOIN A MEETING' button is circled in red. The main content area has three tabs: 'Upcoming Meetings', 'Previous Meetings', and 'Personal Meeting Room'. Under 'Upcoming Meetings', there is a 'Schedule a New Meeting' button circled in red, with the text 'Join a meeting from an H.323/SIP room system' next to it. Below this is a table with columns 'Start Time', 'Topic', and 'Meeting ID'. The table is empty, with a message: 'The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting.' At the bottom, there is a section titled 'Save time by scheduling your meetings directly from your calendar.' with three download links: 'Microsoft Outlook Plugin Download' (circled in red), 'Chrome Extension Download', and 'Firefox Add-on Download'.

*Download the plugin for Outlook so you can do this from your Outlook Calendar.

5. Adjust your meeting settings and click **SAVE**

Schedule a Meeting

Topic	<input type="text" value="My Meeting"/>
Description (Optional)	<input type="text" value="Enter your meeting description"/>
When	<input type="text" value="06/12/2017"/> <input type="text" value="4:00"/> <input type="text" value="PM"/>
Duration	<input type="text" value="1"/> hr <input type="text" value="0"/> min
Time Zone	<input type="text" value="(GMT-5:00) Central Time (US and Canada)"/>
	<input type="checkbox"/> Recurring meeting
Registration	<input type="checkbox"/> Required
Video	Host <input checked="" type="radio"/> on <input type="radio"/> off Participant <input checked="" type="radio"/> on <input type="radio"/> off
Audio	<input checked="" type="radio"/> Telephony Only <input type="radio"/> VoIP Only <input type="radio"/> Both
Meeting Options	<input type="checkbox"/> Require meeting password <input checked="" type="checkbox"/> Enable join before host <input type="checkbox"/> Mute participants upon entry <small>Supported versions</small> <input type="checkbox"/> Use Personal Meeting ID 768-504-8069 <input type="checkbox"/> Record the meeting automatically on the local computer
Alternative Hosts	<input type="text" value="Example: john@company.com; peter@school.edu"/>
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

6. Click the button for the calendar you want this meeting added to. Save and Open file.

My Meetings > Manage "My Meeting"

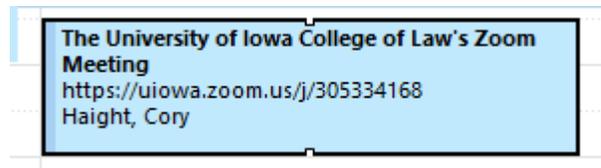
Start this Meeting

Topic	My Meeting	
Time	Jun 12, 2017 4:00 PM Central Time (US and Canada)	
Add to	  	
Meeting ID	198-221-174	
Invite Attendees	Join URL: https://uiowa.zoom.us/j/198221174	 Copy the invitation
Video	Host	On
	Participant	On
Audio	Both	
Meeting Options	<input type="checkbox"/> Require meeting password <input checked="" type="checkbox"/> Enable join before host <input type="checkbox"/> Mute participants upon entry Supported versions <input type="checkbox"/> Use Personal Meeting ID 768-504-8069 <input type="checkbox"/> Record the meeting automatically on the local computer	
Delete this Meeting	Edit this Meeting	Start this Meeting

Using the Zoom Software

Just like Skype, you will have to download the software for a video call. This is how to join a Zoom meeting from your Outlook calendar.

1. Open your Outlook Calendar and double click on the meeting you just created.



2. Either click the link and Zoom will download. Or Enter the Meeting ID into Zoom.

 No responses have been received for this meeting.

To...	Haight, Cory	
Subject	The University of Iowa College of Law's Zoom Meeting	
Location	https://uiowa.zoom.us/j/305334168	
Start time	Wed 6/14/2017	2:30 PM <input type="checkbox"/> All day event
End time	Wed 6/14/2017	3:30 PM

Hi there,

The University of Iowa College of Law is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android: <https://uiowa.zoom.us/j/305334168>

Or iPhone one-tap (US Toll): +14086380968,305334168# or +16465588656,305334168#

Or Telephone:

Dial:

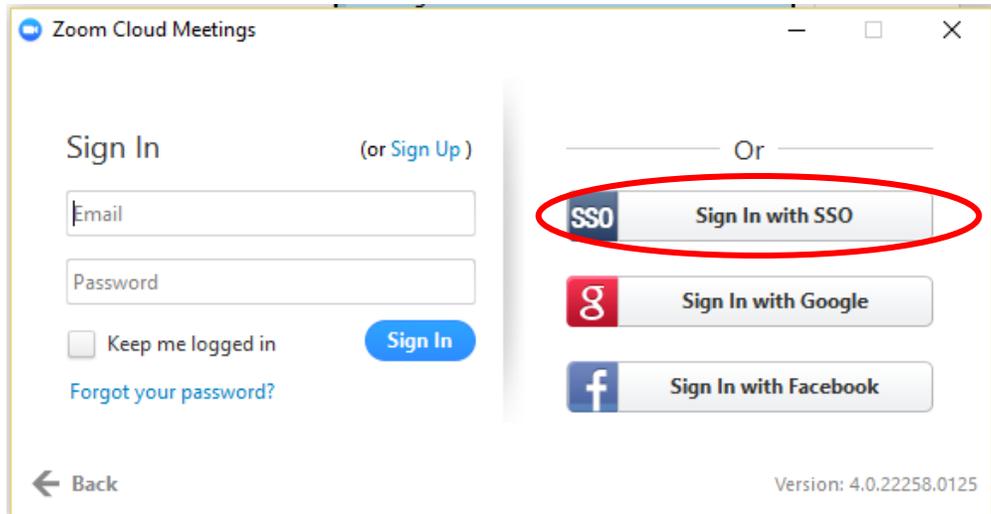
+1 408 638 0968 (US Toll)

+1 646 558 8656 (US Toll)

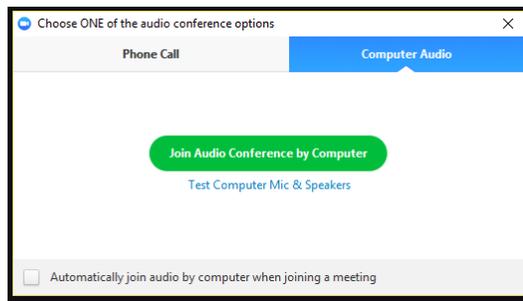
Meeting ID: 305 334 168

International numbers available: <https://uiowa.zoom.us/join?m=oc6LcWrf2XmIPPI593U23xHIPOFU4E0y>

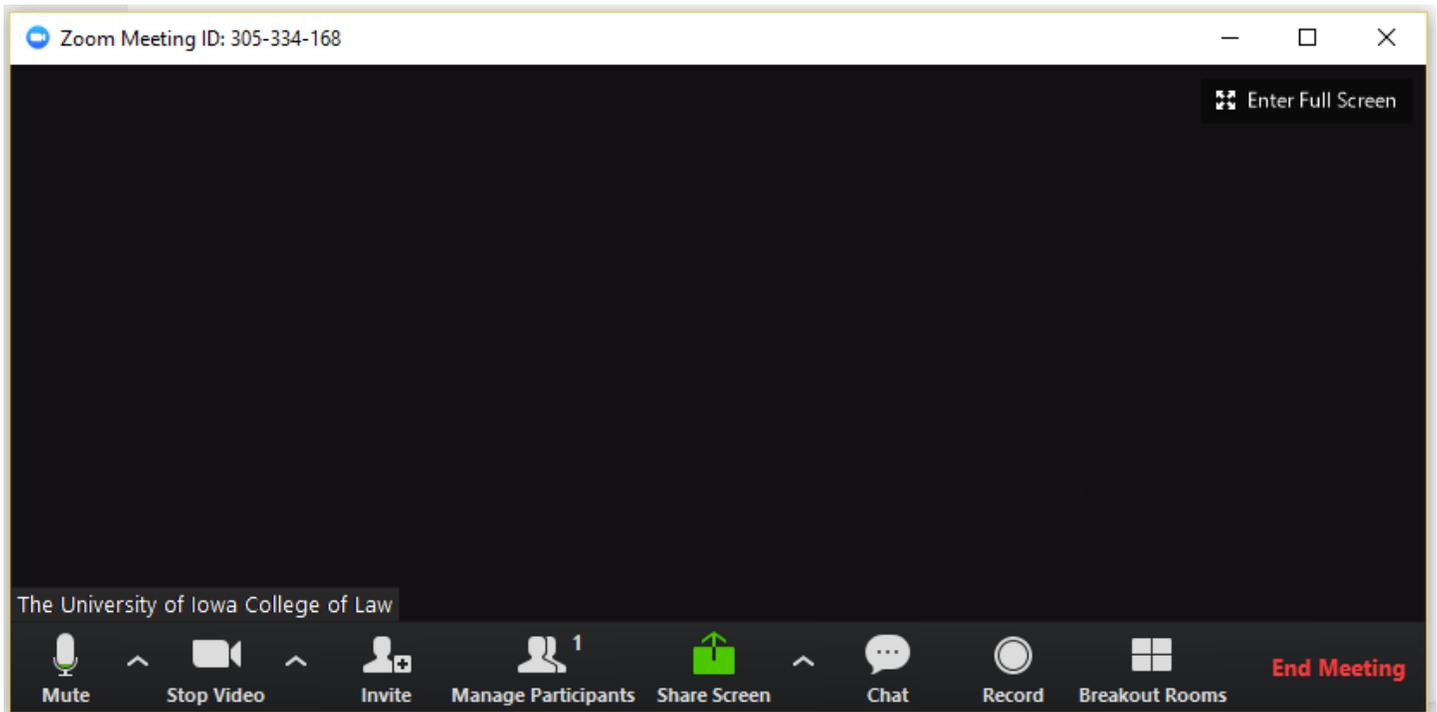
Or open Zoom on your computer and click Sign In with SSO to log in with Hawk ID and password



3. Click Join Audio Conference by Computer



Zoom Controls



Audio Options

Video Options

Mute/Unmute All

Shares Your Screen

Chat

RECORD

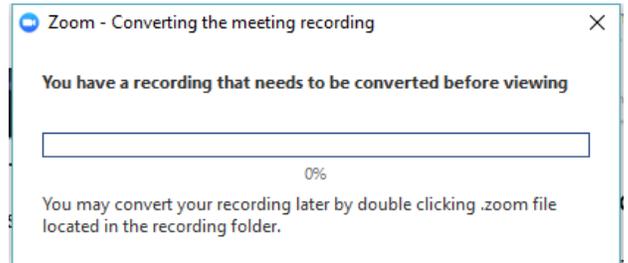
Leave Meeting

Uploading Recording to Panopto Website

1. When your Zoom session is ending, press either **End Meeting for All** or **Leave Meeting**.

The recording will convert.

(This will take around 5 minutes)

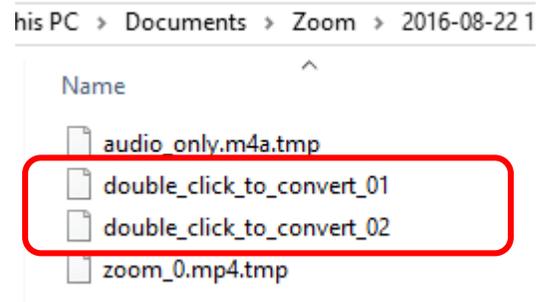


2. OPTIONAL. You can actually logout and do the processing later).

To convert it later, go to Documents -> Zoom -> find

the bigger of the two files,

“double click to convert”.



3. On an internet browser go to <https://law.uicapture.uiowa.edu>, sign in, and find the class

folder on the left. Click Browse

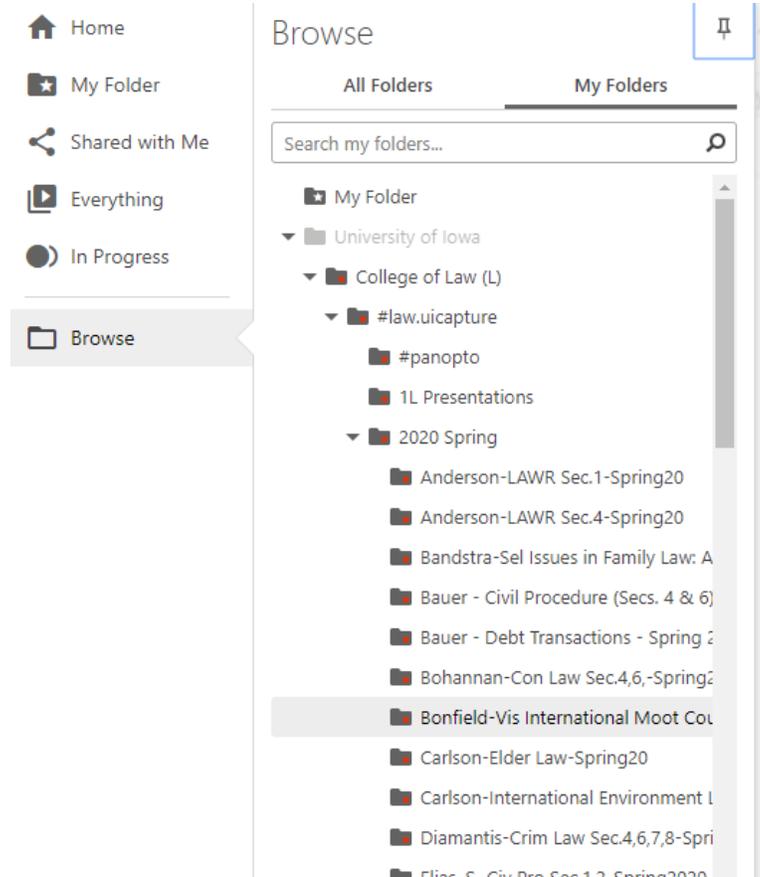
-The University of Iowa,

-College of Law,

-#law.uicapture

-Current Semester

-Class Folder



4. Click on the class folder. Click on Create at the top, upload media. Upload today's recording. [Browse in Documents (folder) -> Zoom (folder) -> recording]

The screenshot displays the Panopto interface. On the left, a 'Create' dropdown menu is open, showing options: 'Record a new session' (with a green play button icon), 'Upload media' (with a cloud upload icon), 'Webcast' (with a speaker icon), and 'Scheduled recording' (with a checkmark icon). In the center, an 'Add files to Foley-Election Law-Fall 2016 Ohio State' window is open, featuring a dashed box for dragging files and a 'Filter by date' section. Below this, a file explorer window shows a path: 'Zoom > 2016-08-22 14.16.16 The University of Iowa College of Law's Zoom Meeting 98080...'. On the right, a session overview page for 'August 22nd' is visible, with a 'Session Information' table:

Session Information	
Name	August 22nd
Folder	Foley-Election Law-Fall 2016 Ohio State
Viewer link	https://law.uicapture.uiowa.edu/Panopto/Pages/Viewer.aspx?id=3f27
Owner	HawkID\chaight (Cory Haight)
Videographer	HawkID\chaight (Cory Haight)
Start	Monday, August 22, 2016 @ 11:12:06 AM

At the bottom left, a video player shows a thumbnail for 'Foley-Election Law 2016' and a progress bar at 54:53. A 'Settings' button is visible next to the video. A tooltip at the bottom left reads 'At the top level or anywhere else'.

5. When you see

Green Check Mark, you can close that window. Hover over the video.

Click settings and rename the file to today's date. Click save