

# How to schedule a Zoom meeting

## Zoom Application

Most DAR IT managed devices have the Zoom application installed. If the application is not installed, please reference the document “Zoom client install and initial sign in.docx”. If you have problems, please send a request to [askit@uga.edu](mailto:askit@uga.edu) and ask for assistance.

*CORVID-19 note: Please accept this installation may be delayed until some of the dust of this situation settles.*

Open the Zoom application on your device  
Click/tap “Sign in with SSO”



When prompted enter company domain of “uga” and click/tap continue

### Sign In with SSO

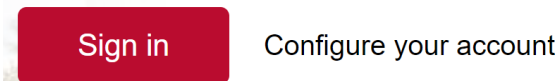


Sign in using your UGA myid, requires UGA ArchPass (two factor/Duo)  
If prompted, click “Open Zoom”

## Web browser

Navigate to <https://uga.zoom.us>

Sign in using your UGA myid, requires UGA ArchPass (two factor/Duo)



Click/tap on Meetings

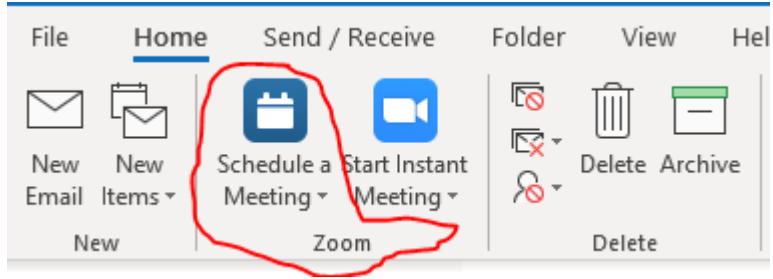
Click/tap on schedule a new meeting

Follow prompts

## From Outlook client on your Computer

If your computer has the Outlook plugin installed, click on the icon in Outlook ribbon (circled below) and it is as simple as scheduling a meeting in Outlook. If the plugin is not installed you will need IT’s assistance, send a request to [askit@uga.edu](mailto:askit@uga.edu) and request it be installed.

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## General Zoom Help and How-Tos

DAR IT is always willing to assist, so reach out to the team as needed. There is also a lot of information available at the Zoom Help Center that can assist as you get familiar with the product and functionality. (<https://support.zoom.us/hc/en-us>). How to videos, searchable content, etc... all at your fingertips.