HOW TO SET UP A GROUP MEETING IN ZOOM

☐ **STEP 1:** Click on the **'Zoom'** tab in the course navigation bar (on the left-hand side of the screen). If you are logging into the Zoom feature for the first time, you will likely need to sign with your DU credentials. If not, go straight to STEP 5 below.

☐ **STEP 2:** Begin the sign-in process by clicking on the **'SSO'** (key) icon at the bottom of the screen.

Sign In

Email Address

Password 👁

Forgot password?   Help 🗗

Sign In

By signing in, I agree to the Zoom's Privacy Statement and Terms of Service.

☑ Stay signed in

Or sign in with

🔑 SSO   🍎 Apple   G Google   f Facebook

☐ **STEP 3:** Type **UDenver** into the 'Company Domain' box and click the **'Continue'** button.

Sign In With SSO

Enter your company domain.

Company Domain
UDenver   .zoom.us

Help 🗗

Continue

I don't know the company domain

☐ **STEP 4:** Enter your **DU credentials** and click the **'Login'** button. This will bring you to the Zoom main page.

UNIVERSITY OF DENVER

DU email (first.lastname@du.edu)

Password

Login

You are attempting to access the following service: **udenver.zoom.us**

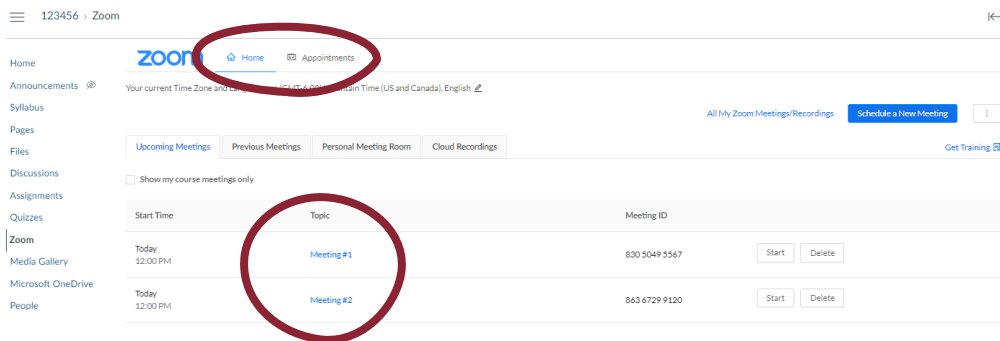☐ **STEP 5:** Click the **'Schedule a New Meeting'** button.
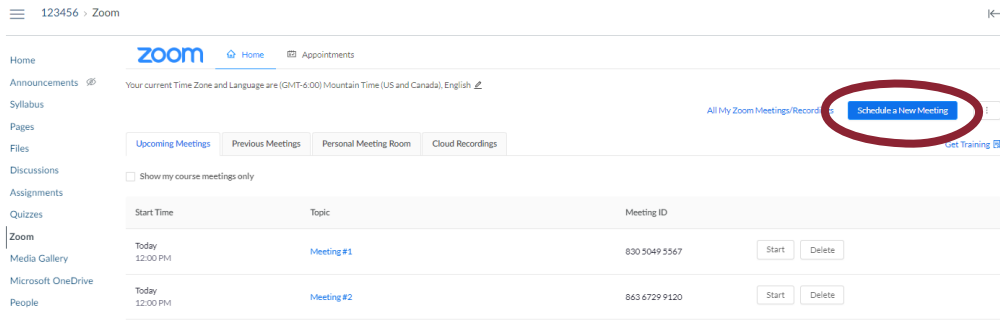
☐ **STEP 6:** Enter the **details** of your meeting.
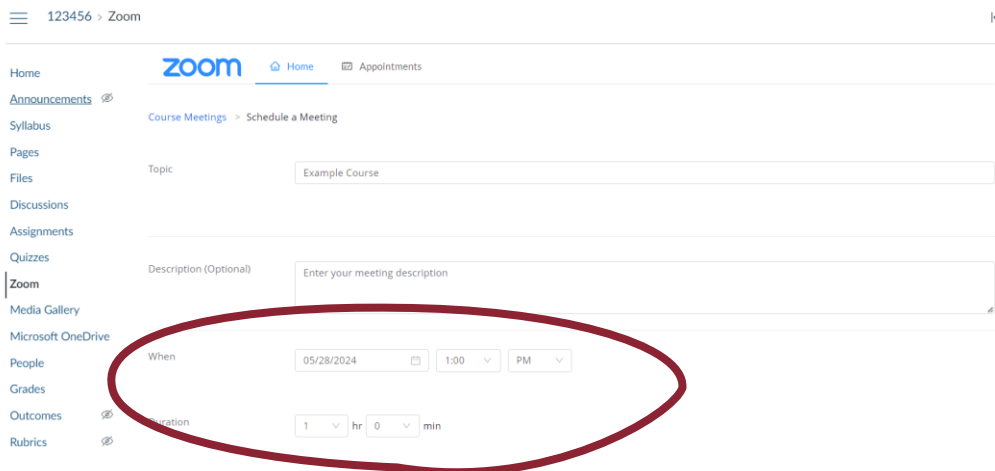
Complete the scheduling process by clicking the **'Save'** button at the bottom.

☐ **STEP 7:** To share the meeting link with students, first click on the appropriate meeting listed on the Zoom **'Home'** page (You can also find it on the **'Appointments'** page).

☐ **STEP 8:** Copy the **URL** address. You can then make the link available to students by pasting it into a course announcement or posting it to one of your course pages.