STEP1. GETTING STARTED WITH ZOOM

Learn more about getting started here.

To access your UNT Zoom account, go to unt.zoom.us. Sign in with your UNT EUID and download the Zoom client software.

![Figure 1 Homepage of UNT Zoom](image)

If you sign in the account at home, you may get “502 bad gateway” page. Please use the VMware to login the Zoom. [How to access VMware](link).

STEP2. ACCESS ZOOM MEETING

Now, let’s sign in the Zoom. First, open the Zoom on your computer and you will see Figure 2. Click” SSO” and type in “unt” as the company domain. Zoom will redirect you to UNT account login page. Now, you can sign in with your UNT EUID.

![Figure 2 Sign in the Zoom with UNT EUID](image)
After you sign in the Zoom, you can see the main window as shown in Figure 3. To start the online tutoring, click “Join” and paste the Meeting ID (format: XXX-XXX-XXX). The meeting may ask for your password.

Figure 3 Main Window of Zoom

STEP3. USING HOST CONTROLS

Learn more about host controls here.

If you successfully join the online tutoring meeting, you will see an empty meeting window. At the bottom of the window, there’s a toolbar which is called Host Controls. Host controls allow you as the host to control various aspects of the Zoom Meeting, such as managing the participants.

Figure 4 Host Controls in A Meeting

STEP4. MANAGING PARTICIPANTS IN A MEETING

Learn more about managing participants here.

As the host in a meeting, you can manage the participants. By default, any participant in a meeting can share their video, screen, and audio.

With meetings, you can control the following features as the host:

- Mute one or all participants
- Request that a participant unmutes
- Stop a participant's video
- Request that a participant starts their video
- Prevent Participants from screensharing
- Rename a Participant
• Give a participant the ability to record locally
• Make a participant host or co-host
• Put a participant on hold if enabled
• Choose to play an enter or exit chime
• Lock the meeting to prevent anyone new from joining
• Have participants enter the waiting room if enabled

**STEP 5. HAVING A TROUBLE?**

Forget how to do something in Zoom? The [Zoom Help Center](https://support.zoom.us/hc/en-us) offers 24/7 live chat and phone support. You can also contact the [CLEAR Faculty Helpdesk](https://clear.unt.edu/supported-technologies/zoom) for UNT Zoom access. Moreover, here are some useful links:

- Zoom-Video-Tutorials: [https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials](https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials)
- Zoom Help Center: [https://support.zoom.us/hc/en-us](https://support.zoom.us/hc/en-us)

**REFERENCE**

1. UNT CLEAR. Zoom Web Conferencing Tool. Aug. 2018. URL: [https://clear.unt.edu/supported-technologies/zoom](https://clear.unt.edu/supported-technologies/zoom)
2. UNTHSC. Zoom at UNTHSC. May. 2017. URL: [https://www.unthsc.edu/center-for-innovative-learning/zoom-at-unthsc/](https://www.unthsc.edu/center-for-innovative-learning/zoom-at-unthsc/)