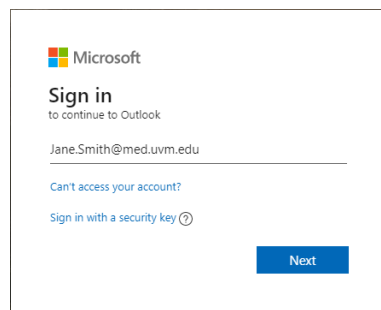# How to Set Up Zoom for Web Conferencing

These instructions will setup Larner College of Medicine employees for Zoom web conferencing. Please follow the instructions in order, everyone will need to use Outlook Web for the initial configuration. Instructions for using Zoom in your local Outlook client are included below, but should only be completed after the initial steps have been performed.

Step 1: Open a Web Browser

Open a web browser of your choice and navigate to http://outlook.office365.com/

Step 2: Sign in using your College of Medicine Credentials

Sign in using your College of Medicine username in the format of "**first.last@med.uvm.edu**".

Microsoft

Sign in
to continue to Outlook

Jane.Smith@med.uvm.edu

Can't access your account?

Sign in with a security key �?

Next

Select **Next.**

You will be directed to the UVM Larner College of Medicine login page.

Enter your email in the same format "**first.last@med.uvm.edu**" and your College of Medicine password. If you do not know your password, you can reset it here.

The University of Vermont
LARNER COLLEGE OF MEDICINE

Sign in using your Larner College of Medicine account

jane.smith@med.uvm.edu

Password

Sign in

You will be prompted to choose if you would like to remain signed in. If this is a device you frequent, select yes. If this is a public or shared machine, select no.
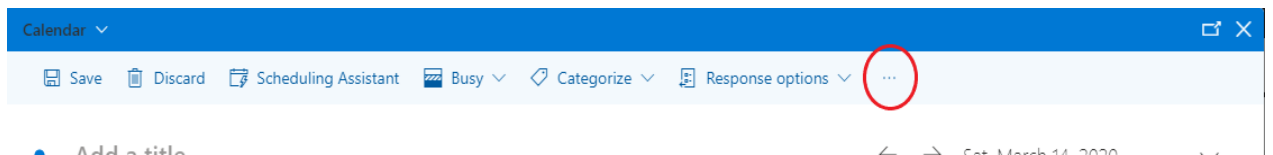
Step 3: Set Up Zoom within the Outlook Web App

Outlook will open to your Inbox. Please navigate to your Calendar by selecting the **calendar icon** in the lower left.
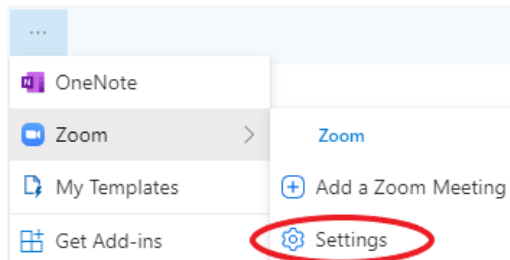
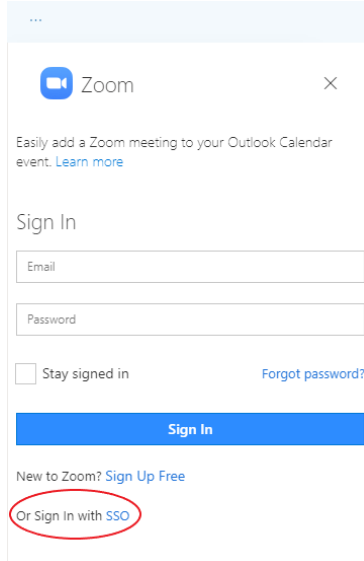Select **New event** in the top left of the screen.

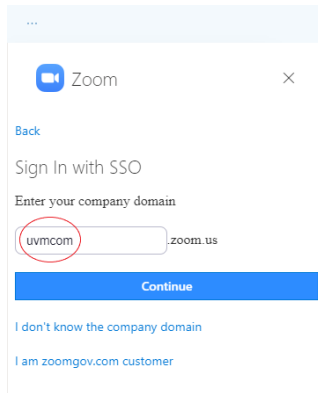A new meeting box will open. Click on the **ellipsis** on the right of the top bar.

A menu will drop down. Select **Zoom**. Then on the menu to the right, click **Settings**.

Now navigate to the bottom of the Zoom menu and choose **Sign in with SSO** by clicking on "**SSO**".

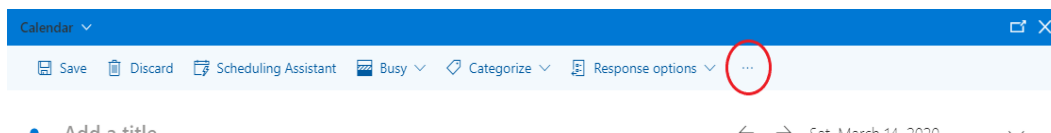You will now enter "**uvmcom**" into the "**Domain**" box.

Choose **Continue.**

Select **Allow** on the subsequent prompt**.**

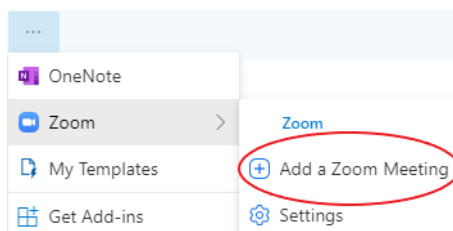# Step 4: How to create a zoom meeting

Navigate back to your Calendar, select .

Click on the **ellipsis** on the right of the top bar.

Select **Zoom** and then **Add a Zoom Meeting.**

You will notice the title and location of the meeting change.

All of the details can be customized at this point, but do not change the location link.

Select **Save**.

3

Setting up Zoom on Outlook 2016

Now that the Outlook web app is set up with Zoom, you can set up Zoom on the Outlook 2016 version located on your machine.

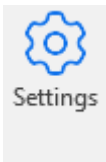## Step 1: Open the Outlook and Navigate to the Zoom Settings Add-In

Open Outlook on your machine and click on the calendar icon located in the lower left.

Select the **New Meeting** button in the top left.
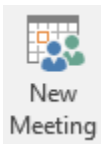
Locate and click on the **Settings** button on the upper right.
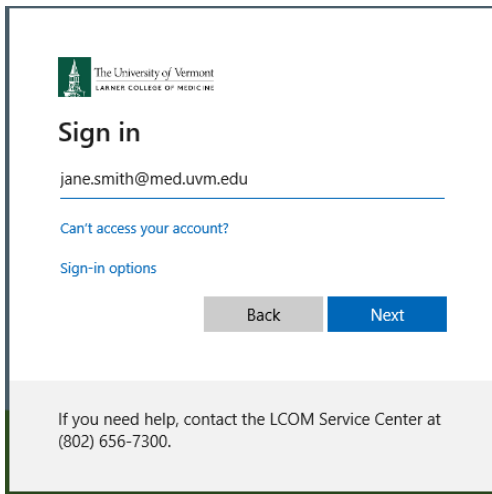
Step 2: Configure Zoom Settings

Now, select the **Sign in with SSO** option on the bottom by clicking on "**SSO**".

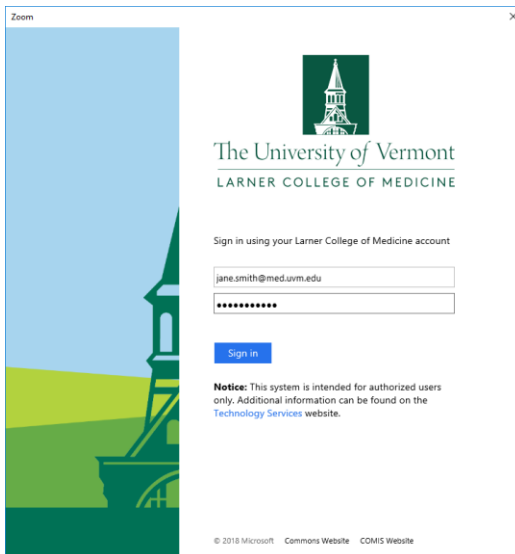Enter "**uvmcom**" into the company domain box.

A new window will open. Enter your email (Ex. first.last@med.uvm.edu).

You will be directed to the Larner College of Medicine login page. Confirm your email is correct and enter your College of Medicine password.
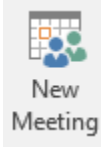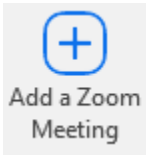

Click **Sign in**.

Step 3: How to create a Zoom meeting after setup

Select **New Meeting** button while on your Outlook Calendar.

Select **Add a Zoom Meeting**.

A Zoom meeting link along with meeting ID info will be populated. Adjust time, date, and attendees accordingly and click **Send.**

As an alternative to using the Outlook Calendar, Zoom offers a web interface for creating and managing meetings. To log directly into the Zoom site, navigate to the following URL: https://uvmcom.zoom.us and use your first.last@med.uvm.edu account to authenticate.

Zoom also offers an extensive online support page, which can be found here:
https://support.zoom.us/hc/en-us

If you require assistance, please contact the COMTS service center at 802-656-7300 or submit at footprint ticket at: https://comis.med.uvm.edu/footprints