

Claim and Setup Your Tamu Zoom Account

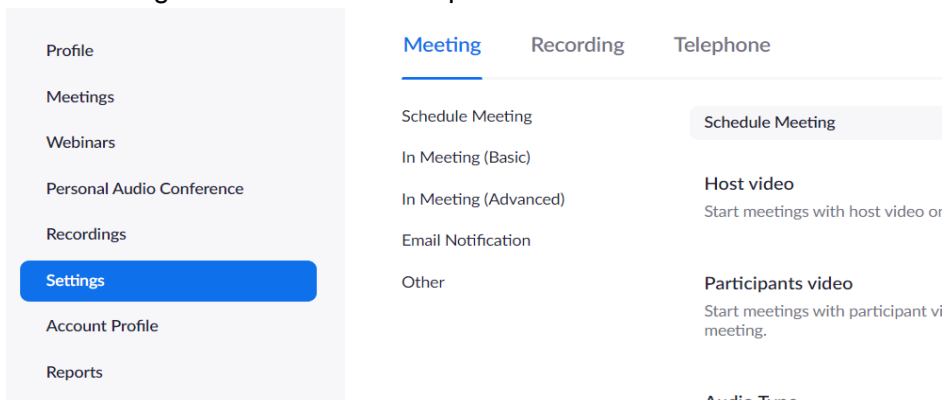
If you have a tamu email address you already have a zoom account ready to be claimed.

1. Go to <http://tamu.zoom.us/> and select sign in.



ACCESS AGGIELAND FROM ANYWHERE

2. You will be redirected to the Central Authentication Service (CAS) webpage where you will be prompted to enter your NetID and associated password. You may have to provide **Duo Two Factor Authentication**. Once authenticated, you will be directed to the homepage of your zoom profile.
3. Go to settings to begin the setup process. We want to ensure you have all the setting we recommend turning on, a majority of them will already be enabled by default. Go through the following list to ensure these options are enabled.



For the **Meeting** tab:

Schedule Meeting

- Audio Type should be Telephone and Computer Audio.
- Only Authenticated users can join meetings.
- Require a password when scheduling new meetings.
- Embed password in meeting link for one-click join.

In Meeting (Basic)

- Require Encryption for 3rd Party Endpoints
- Chat
- Private Chat
- Auto saving chats
- File Transfer
- Feedback to Zoom
- Cohost
- Screen Sharing with the Host only option selected.
- Annotation
- Whiteboard
- Remote Control

In Meeting (Advanced)

- Breakout Room with the box checked next to Allow host to assign participants in breakout rooms when scheduling.
- Closed Captions with the box checked next to Enable live transcription service to show transcript on the side panel in-meeting.
- Save captions
- Virtual backgrounds
- Use HTML format email for Outlook plugin
- Attention Tracking
- Waiting Room select the all participants option
- Show a “Join from your browser” link
- Allow live streaming meetings

Email Notifications

- When a cloud recording is available
- When attendee join a meeting before host
- When a meeting is cancelled
- When an alternative host is set or removed from a meeting
- When someone scheduled a meeting for a host

For the **Recording** tab:

- Local recording
- Cloud Recording with the following options enabled Record active speaker with shared screen, Record an audio file only, Save chat messages from the meeting/webinar and Record thumbnails when sharing.
- Only authenticated users can view cloud recordings
- The host can delete cloud recordings

For the **Telephone** tab:

- Show international numbers link on the invitation email
- Mask phone number in the participant list

Lecture Recording

The following technical documentation will provide the user a step-by-step guide to creating and accessing lecture recordings captured via Zoom. To create a lecture recording we will create a new meeting and then start a recording.

Accessing Zoom

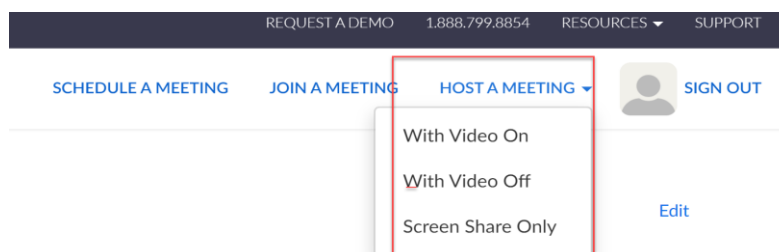
You can access Zoom through your web browser or download the application to your laptop via <https://tamu.zoom.us/>.



ACCESS AGGIELAND FROM ANYWHERE

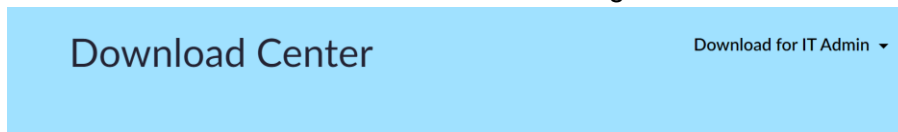
To access Zoom through web browser:

1. Click on the “HOSTING A MEETING” button. Once selected, the Texas A&M University (TAMU) **Central Authentication Service (CAS)** webpage will open in your browser. Enter your **TAMU NetID** and associated password when prompted. You may be prompted to provide **Duo Two Factor Authentication**. Once authenticated, you will be directed to the homepage of your zoom profile.
2. Click on “HOST A MEETING” on the right top corner of the page and follow the prompts to host your Zoom meetings.



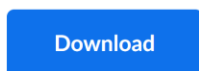
To download Zoom,

1. Click on "DOWNLOAD ZOOM" on <https://tamu.zoom.us/>
2. Download Zoom under Zoom Client for Meetings.



Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.



Version 4.6.7 (18176.0301)

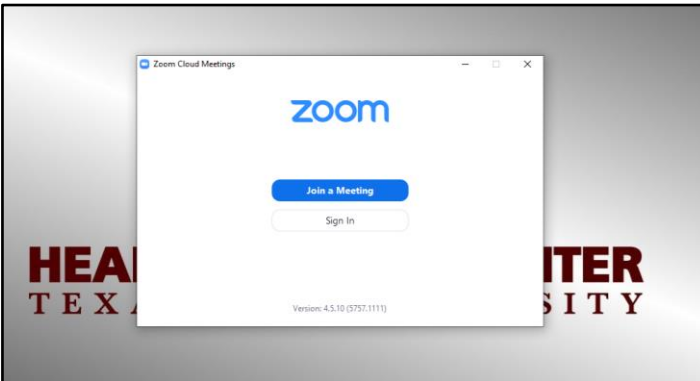
Note: It is recommended to download Zoom to your laptop for your convenience.

Launching Zoom

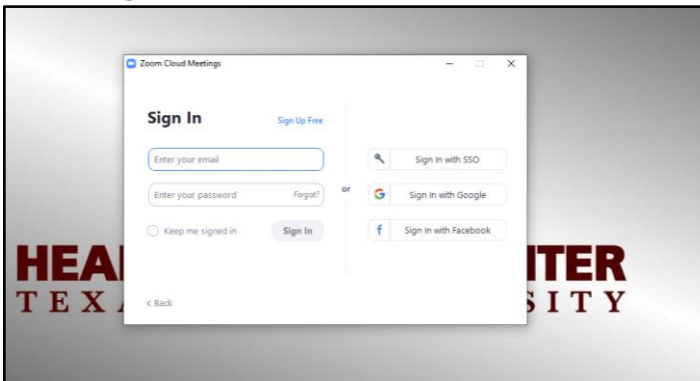
1. Once you have Zoom downloaded, locate the **Zoom** icon and double click to launch.



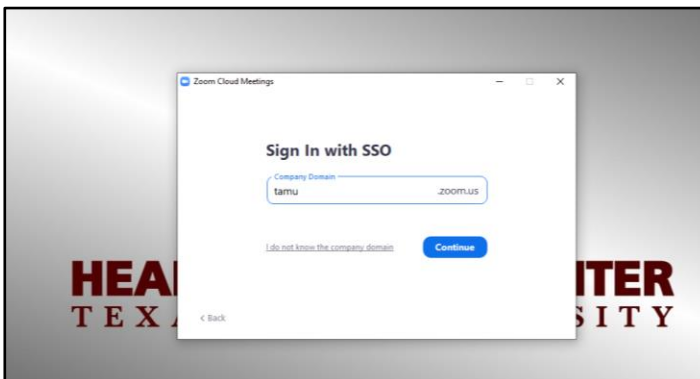
2. Select **Sign In**



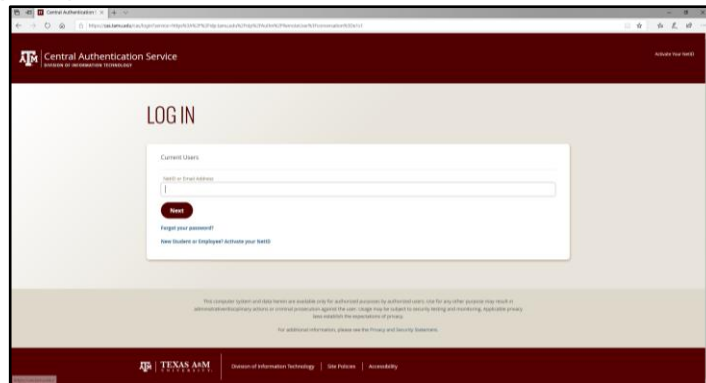
3. Select **Sign In with SSO**



4. The **SSO Domain** should be listed as tamu.zoom.us



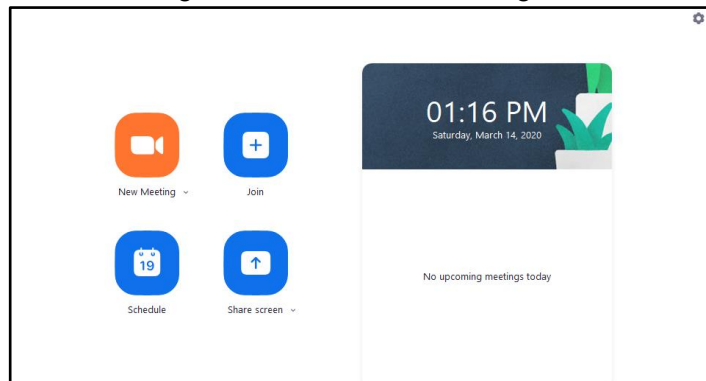
- Once selected, the Texas A&M University (TAMU) **Central Authentication Service (CAS)** webpage will open in your browser. Enter your **TAMU NetID** and associated password when prompted.



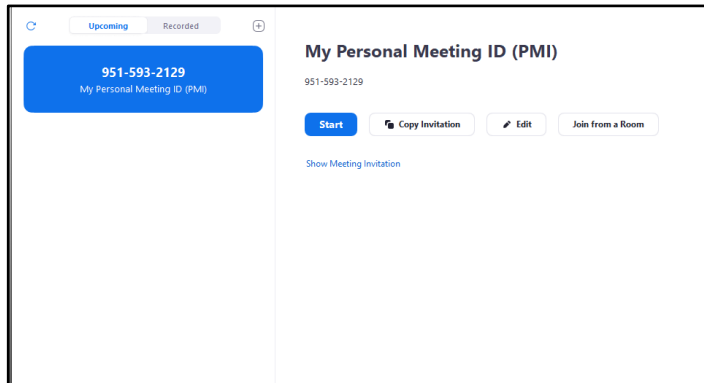
- The user may be prompted to provide **Duo Two Factor Authentication**. Once authenticated, Zoom will launch.

Creating a Zoom Meeting

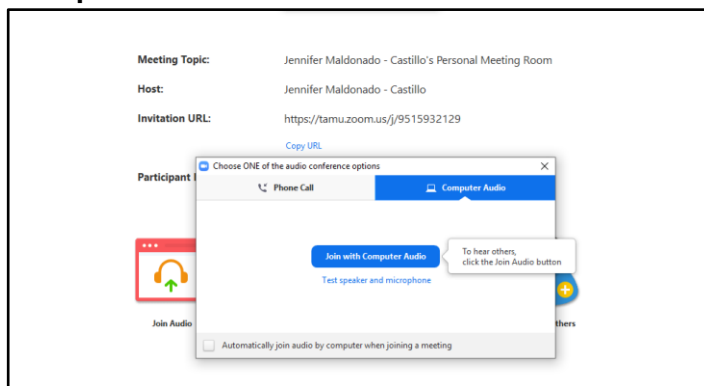
- From the **Zoom** home screen you may select to record your lecture capture via the orange **New Meeting** button or via the **Meetings** button located in the top ribbon. **Note:** This document encourages the use of the “Meetings” icon.



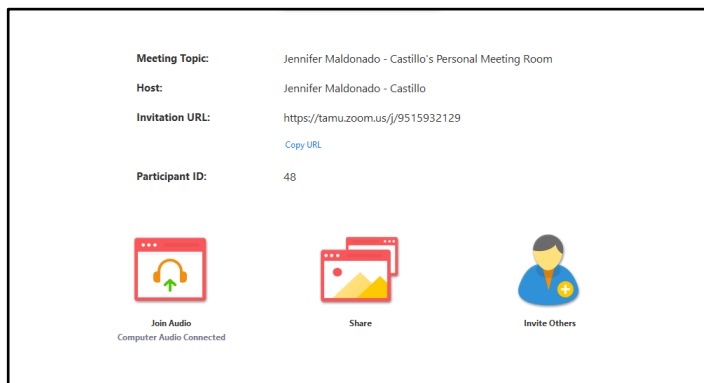
8. Once selected, a list of your established meetings will appear. Included in this list is **My Personal Meeting ID**. Select **Start** to begin your session.



9. Select **Join with Computer Audio**.

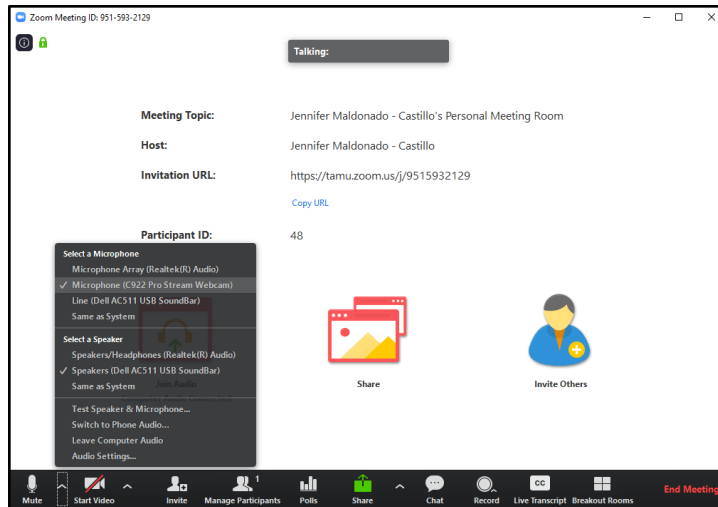


10. Hover the mouse over the lower portion of the **Zoom** window for the settings bar to appear.

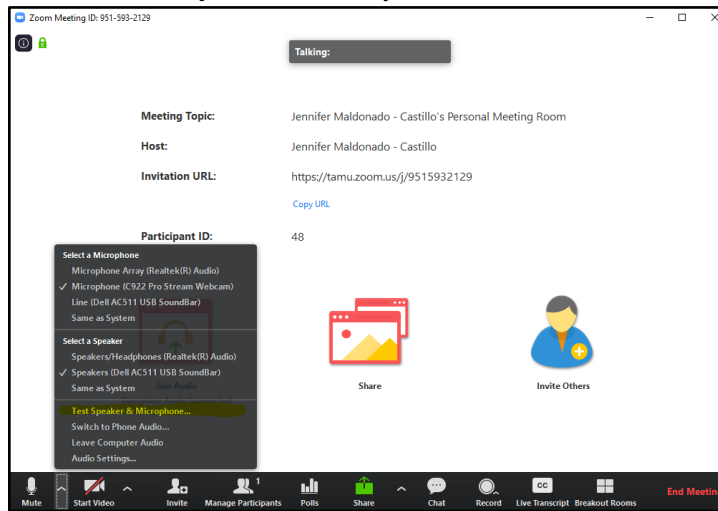


11. Select the carrot (^) located next to the **Microphone** icon. Select the microphone that is to be used for the recording. Clicking the **Microphone** icon will allow for the muting/unmuting of the mic.

Note: Mic selections will vary depending on each system.



12. Select **Test Speakers & Microphone** to verify the mic and audio are functional.



13. Select the carrot (b) located next to the **Video Camera** icon. Select the camera that is to be used for the recording, if applicable. Clicking the **Video Camera** icon will allow for the turning on/off of the video.

