

You can use Zoom for school or personal meetings. This guide covers creating a UWEC Zoom account and using Outlook to schedule a session.

## Login to Zoom Account

Use the option below to log into your Zoom account.

1. Go to <https://zoom.us>, click **Sign In** on the upper-right, and click the **black key**  **SSO icon** at the bottom.
2. Enter **wisconsin-edu** as your company domain and click **Continue**.
3. Enter your UWEC credentials.

If you previously had a UWEC Zoom account, you may also need to complete the steps below.

1. Click **Confirm your email address**; you should receive an email within 3-5 minutes.
2. Open the email, click **Switch to the new account**, and click **I Acknowledge and Switch**.  
**NOTE:** It takes a few minutes to switch your account. The page does not automatically refresh, but you will receive an email when the process is complete.

## Check/Change Recording Settings

You can record to your local computer or in the cloud. We recommend cloud recording if you wish to share recordings with others.

Zoom recordings are automatically deleted after 180 days. Refer to the [Download Zoom Recordings](#) guide if you want to keep them longer.

1. Login to Zoom; instructions are in the *Create Zoom Account* section above.
2. Click the **Settings** tab on the left.
3. Click the **Recording** tab along the top middle.
4. Toggle *Local recording* off  and *Cloud recording* on .
5. Toggle *Allow cloud recording sharing* on .
- HINT:** Steps 4 and 5 are automatically saved every time you make a change.
6. **OPTIONAL:** You can also change some Cloud recording options. If you do, make sure to **Save** your changes.
7. Refer to the [Zoom Cloud Recording](#) page for directions for starting and sharing cloud recordings.

## Schedule Meeting

You can schedule Zoom meetings from your UWEC Outlook calendar.

1. Login to your [student email](#) and click the **calendar** icon .
2. Follow the steps on the [Zoom Schedule a meeting guide](#).