


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 login to 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 need to also 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 into the cloud. We recommend cloud recording if you wish to share recordings with others.

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 of the 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](#).