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.