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

Create Zoom Account

You should first create an account with your UWEC email address.

1. Go to https://zoom.us.
2. Click Sign In on the upper-right.
3. Click Sign in with SSO from the list of options at the bottom.

4. Enter uwec-edu as your company domain and click Continue.
   
   **HINT:** You will likely need this code many times as you will need to login to Zoom every few days.

5. Enter your UWEC credentials.
   
   **NOTE:** If you’ve already created a personal account with your UWEC email, you will receive an email that looks like the following. Craig Ernst is the main admin for Zoom, so it is okay to Switch to the new account. Contact the LTS Help Desk with any Zoom questions or issues.

   You are currently a member of the Zoom account , and you are trying to sign into the new Zoom account emes2@uwec.edu (uwec-edu.zoom.us). If you want to switch to become a member of the account emes2@uwec.edu, click the button below within 24 hours.

   ![Switch to the new account](https://example.com)

   If the button above does not work, copy the link below and paste it into your browser.

   https://example.com

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.