How to Set Up Zoom for Web Conferencing

This set of instructions will walk you through how to properly set up Zoom web conferencing at the Larner College of Medicine. After you complete these steps you will be able to create and join Zoom meetings.

Step 1: Open a Web Browser

Open a web browser of your choice and navigate to http://outlook.office365.com/

Step 2: Sign in using your College of Medicine Credentials

Sign in using your College of Medicine username in the format of “first.last@med.uvm.edu”.

Select Next.

You will be directed to the UVM Larner College of Medicine login page.

Enter your email in the same format “first.last@med.uvm.edu” and your College of Medicine password. If you do not know your password, you can reset it here.

You will be prompted to choose if you would like to remain signed in. If this is a device you frequent, select yes. If this is a public or shared machine, select no.
Step 3: Set Up Zoom within the Outlook Web App

Outlook will open to your Inbox. Please navigate to your Calendar by selecting the calendar icon in the lower left.

Select New event in the top left of the screen.

A new meeting box will open. Click on the ellipsis on the right of the top bar.

A menu will drop down. Select Zoom. Then on the menu to the right, click Settings.

Now navigate to the bottom of the Zoom menu and choose Sign in with SSO by clicking on “SSO”.
You will now enter “uvmcom” into the “Domain” box.

Choose **Continue**.

Select **Allow** on the subsequent prompt.
Step 4: How to create a zoom meeting

Navigate back to your Calendar, select **New event**.

Click on the **ellipsis** on the right of the top bar.

Select **Zoom** and then **Add a Zoom Meeting**.

You will notice the title and location of the meeting change.

All of the details can be customized at this point, but do not change the location link.

Select **Save**.

As an alternative to using the Outlook Calendar, Zoom offers a web interface for creating and managing meetings. To log directly into the Zoom site, navigate to the following URL: [https://uvmcom.zoom.us](https://uvmcom.zoom.us) and use your **first.last@med.uvm.edu** account to authenticate.

Zoom also offers an extensive online support page, which can be found here: [https://support.zoom.us/hc/en-us](https://support.zoom.us/hc/en-us)

If you require assistance, please contact the COMTS service center at 802-656-7300 or submit at footprint ticket at: [https://comis.med.uvm.edu/footprints](https://comis.med.uvm.edu/footprints)