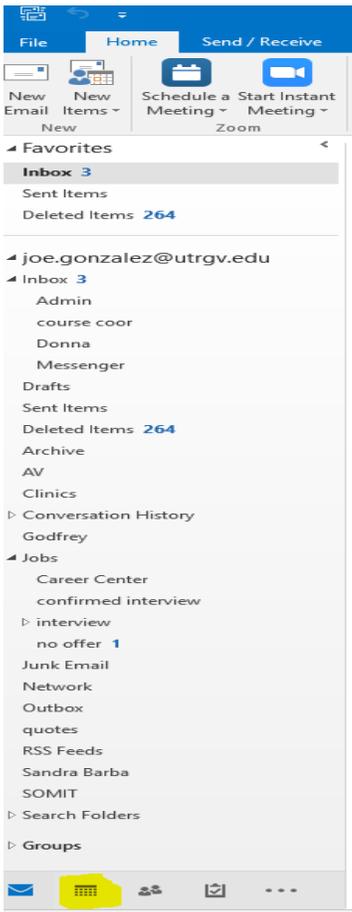


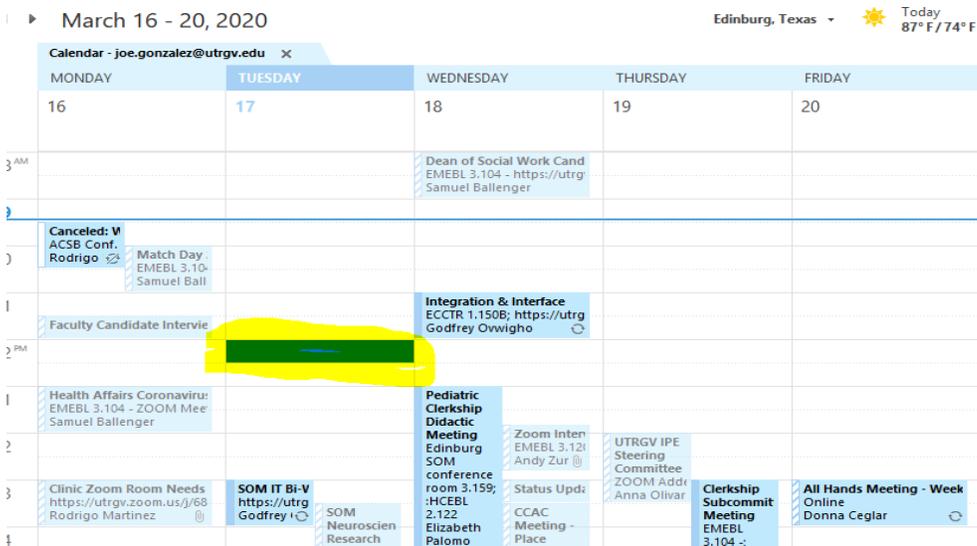
How to schedule a Zoom Meeting in Outlook using the Zoom App

Do NOT do this for Rooms 3.104, 3.102, 2.125 & Auditorium **Open Video Conference Request**

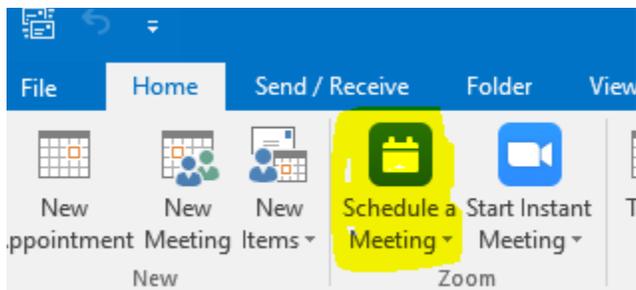
Click on your calendar in Outlook



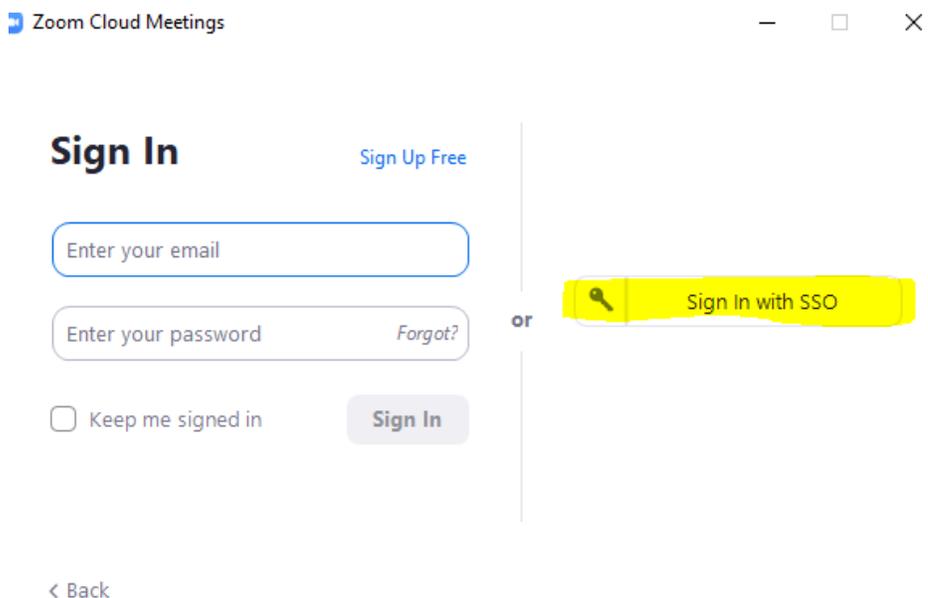
Select the date & time, you wish to create your Zoom



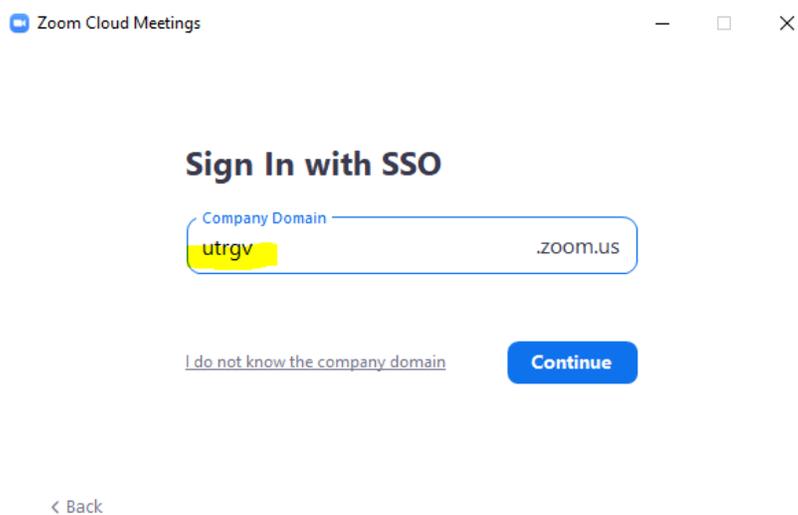
Click on Schedule a Meeting



Sign In Zoom Cloud Meetings “Sign in with SSO”



“UTRGV” should be the only typed in if needed – click Continue



Type in Your UTRGV Credentials and Sign In



Online Services Login

Sign in with your UTRGV account

Sign In

[Can't access your account?](#)

To protect your personal information, please close ALL open browser windows when you sign out.



By pressing the Sign in button, you agree to:

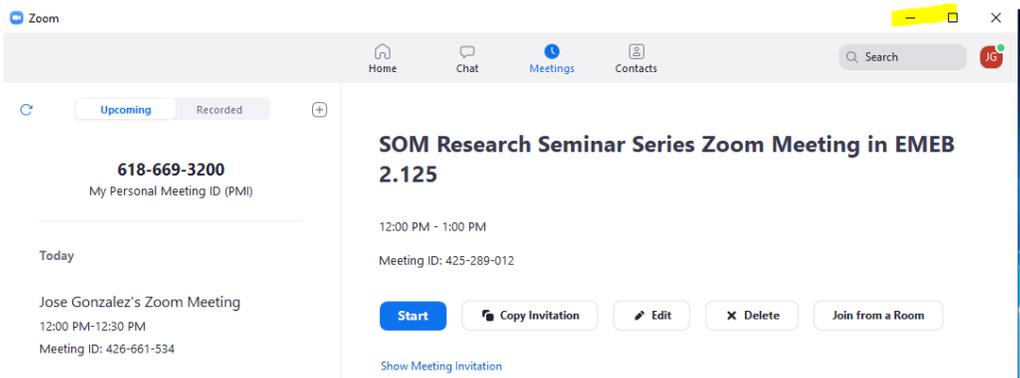
- Use the system and data only for official University transactions.
- Never share your password or access.

Help

- Brownsville: (956) 882-HELP (4357)
- Edinburg: (956) 665-2020

Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution. Usage may be subject to security testing and monitoring.

After login - Minimize this screen and continue with the Outlook app Zoom Scheduler



Under Meeting ID select "Generate Automatically"

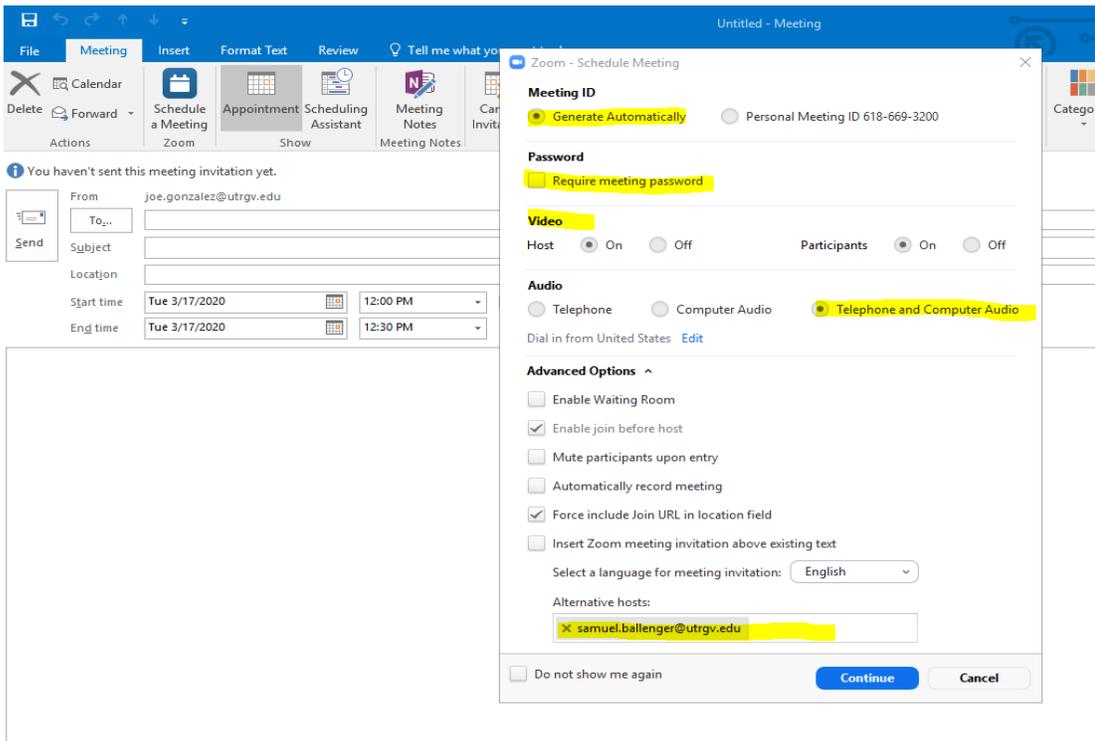
Under Password Meeting password uncheck "Require meeting password"

Under Video both should be set to "On"

Under Audio "Telephone and Computer Audio"

Alternative hosts: type in a backup host via the utrgv email address

Click Continue



Type in Attendees

Adjust Subject Line (Title your Meeting)

Adjust Location (Bldg and room number of your meeting)

Adjust Start time (Make time Changes if needed)

Adjust End time (Select the end time of your meeting)

Send your Invite

