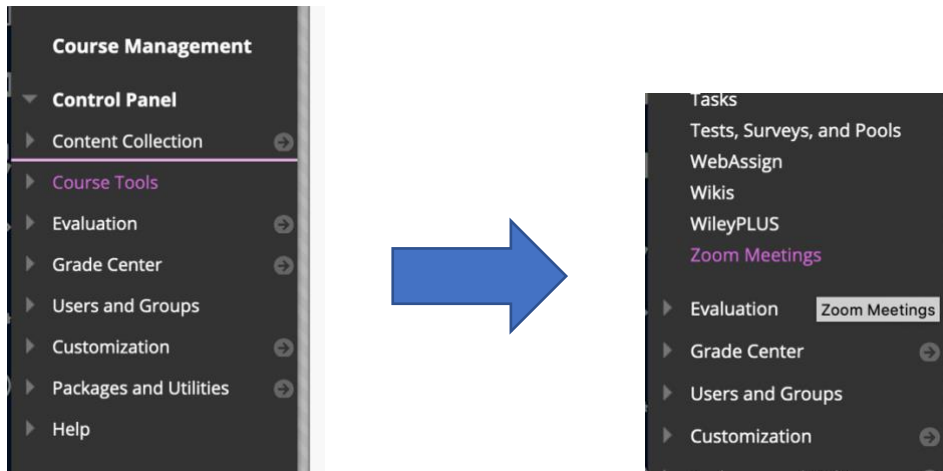




Setting Up Zoom in a Blackboard Shell

1. Navigate to the course tools section in your Blackboard shell, scroll down and select Zoom Meetings.

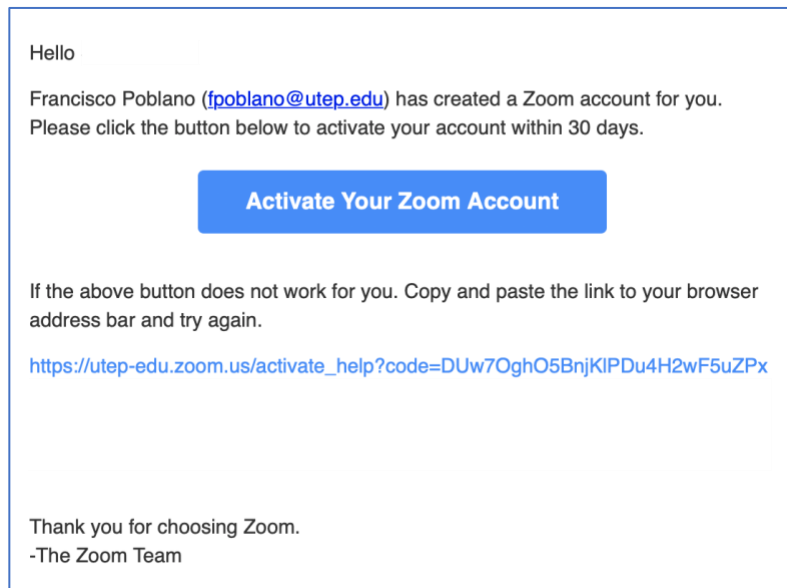


2. If this is first time you have accessed this tool in your Blackboard shell, it will automatically create an account for you with your UTEP information. You will have to check your UTEP email

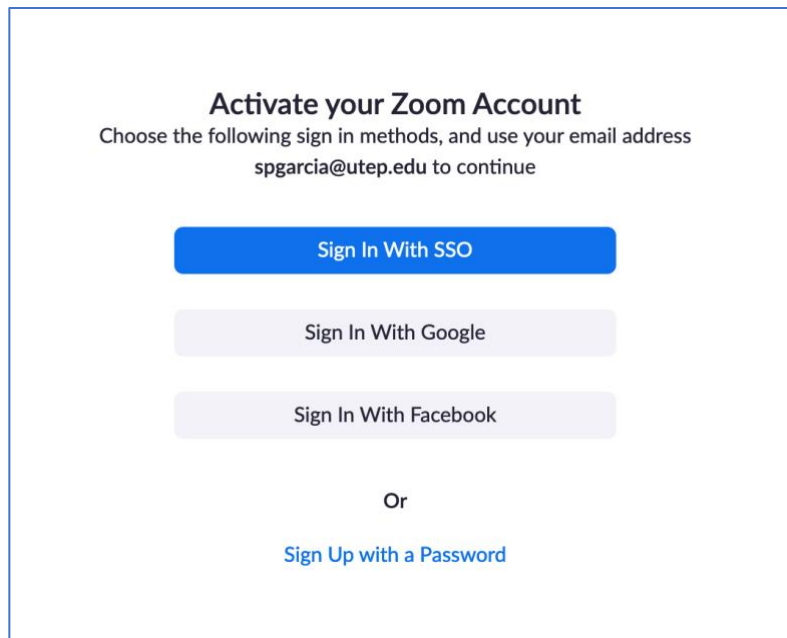
We have sent an email to [redacted]
Please check your inbox for more information and next steps.



3. Once you navigate to your email account it will ask you to activate your account.



4. Choose sign in with SSO.





5. Return to your Blackboard shell, follow step 1 again. Now you will be able to create and schedule meetings

A screenshot of the Zoom web interface. At the top left is the Zoom logo. Below it, the text reads "Your current Time Zone is (GMT-06:00) Mountain Time (US and Canada)." followed by a small edit icon. To the right, there is a link "All My Zoom Meetings/Recordings" and a blue button "Schedule a New Meeting" next to a three-dot menu icon. Below this is a navigation bar with four tabs: "Upcoming Meetings" (which is selected and highlighted in blue), "Previous Meetings", "Personal Meeting Room", and "Cloud Recordings". To the right of these tabs is a link "Get Training" with an external link icon. Below the navigation bar is a checkbox labeled "Show my course meetings only" which is currently unchecked. Underneath is a table with three columns: "Start Time", "Topic", and "Meeting ID". The table is empty, and in the center of the table area, there is a folder icon and the text "No Data".