

UNIVERSITY of HOUSTON

C.T. BAUER COLLEGE of BUSINESS

Office of Digital Learning

USING YOUR COUGARNET ACCOUNT WITH ZOOM STUDENT GUIDE

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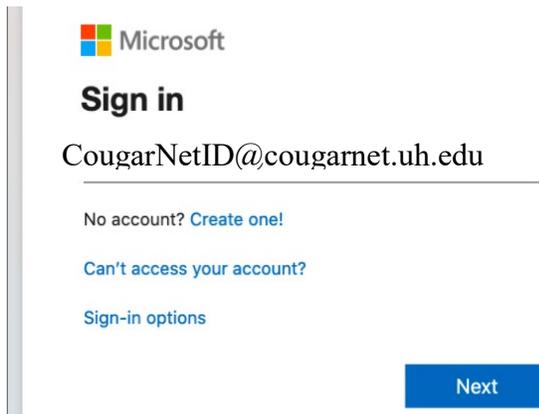
What is Zoom?

Zoom is a free web conferencing application you may use to attend classes or other course activities remotely.

Your CougarNet Account & Email

All University of Houston students have an email address associated with their CougarNet ID. You can access this email address and other useful cloud applications by [logging in to Microsoft 365](#) using your CougarNetID@cougarnet.uh.edu and CougarNet password.

You can also log in to this account using [AccessUH](#): click the Microsoft 365 icon.



Your cougarnetID@cougarnet.uh.edu is also email the address you must use to communicate with your Professors, NOT your uh.edu email or Gmail/Yahoo!/other accounts.

Configuring and Verifying Your University of Houston CougarNet Zoom Account

In this course, you will use a Single-Sign-On (SSO) process now in effect at the University of Houston. This means that you must use your verified CougarNetID@cougarnet.uh.edu email address to join a class and NOT a previously created Zoom account address.

In the past, you may have created a Zoom account using your uh.edu or cougarnet.uh.edu account as you were authenticated to join a class. Starting the fall 2021 semester, you will be required to use your verified CougarNet email account described in this document.

Every student now has a pre-assigned Zoom account under the CougarNet domain (similarly to Microsoft 365 applications) that requires an initial authentication. For the first time you use of your University of Houston Zoom account, go to <https://cougarnet-uh-edu.zoom.us/> and click on the “Sign In” button to “Configure your Account” as shown below.



Next, you will be asked to verify your CougarNet email address by logging into your [University of Houston Office 365 account](#) (your password is your UH CougarNet password). You will have to verify and “Confirm your email address” by clicking the link in the email you received in your [Microsoft 365 Outlook account](#).

You can reset your CougarNet password here: <https://uh.edu/cougarnet-wizard/#/>

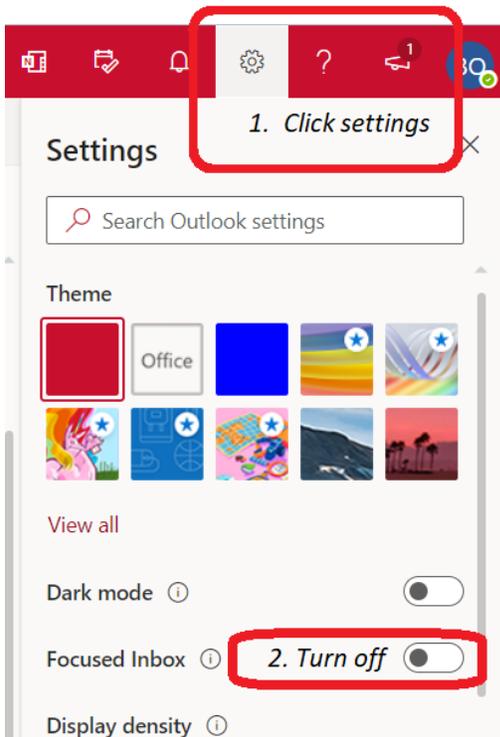
Confirm your email address

Welcome! Please confirm your email below to get started.

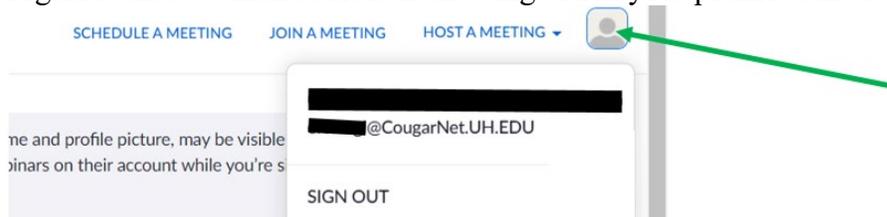
██████@CougarNet.UH.EDU

[Confirm your email address](#)

If you do not see this email in your Microsoft 365 Outlook account, then please be sure to check in your SPAM folder or **turn off Focused Inbox** as shown below under your settings accessible from the top right corner of your Outlook interface.



Once done, you will be redirected to your profile and you can confirm that your cougarnet.uh.edu email address is showing. Click your profile icon to check.



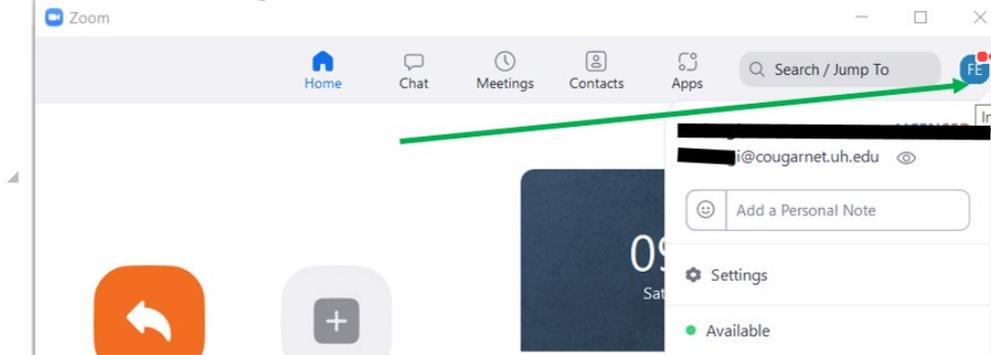
If your account does not show your cougarnet.uh.edu address, then please switch to a different browser and attempt the process again. If you run into issues after you have tried that, then please contact <https://uh.edu/infotech/help/> via email or Call or Text UH IT Support at 713-743-1411.

Download and Install the Zoom Application

In order to fully participate in class activities, you will have to download and install the Zoom desktop application on your computer from <https://zoom.us/download>. Do this after completing the steps in the previous section. Then, login to the Zoom desktop application using your CougarNet email address and password.

If you already had the Zoom Desktop Client App installed on your computer, you must confirm in your Profile that you are indeed using the CougarNetID@cougarnet.uh.edu email address. You will not be able to participate in the Zoom classes with any other email or

account. This means that a previously installed version of the Zoom app has to be checked with care according to the directions below. Click your profile icon in the application to check as shown in the image below.



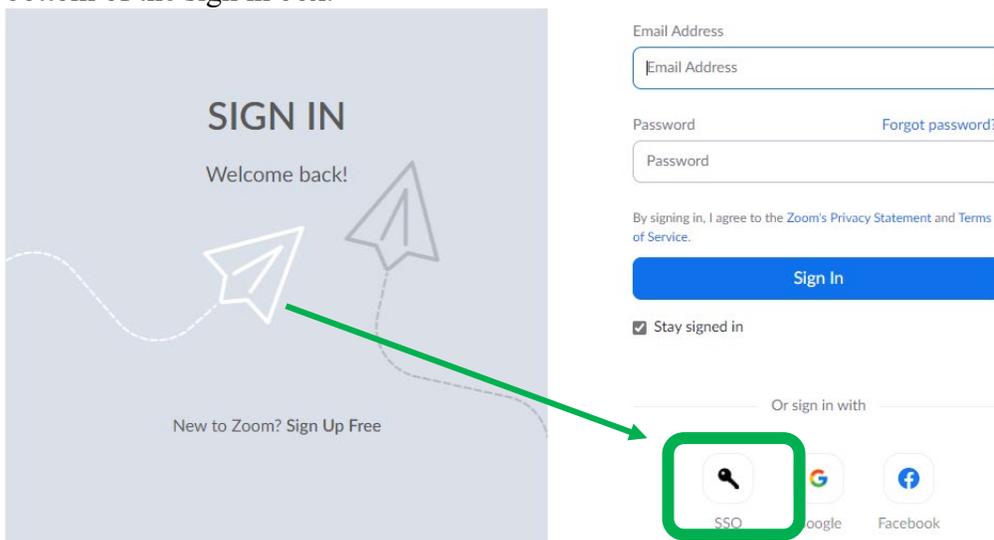
If your account does not show your cougarnet.uh.edu address, then please login again or uninstall and reinstall the Zoom app. If you run into issues after you have tried that, then please contact <https://uh.edu/infotech/help/> via email or Call or Text UH IT Support at 713-743-1411.

Joining a Zoom Classroom

Your professor will share a Zoom link either via email or via Blackboard with <https://cougarnet-uh-edu.zoom.us/> in the meeting link. When you click that link, it will prompt you to open the Zoom Application.

If your class uses Zoom Polling to track your attendance and participation you must download the Zoom application and login to use that using your cougarnet email address, otherwise, you will not be able to earn credit.

Open the Zoom application and confirm that you are signed into your UH Zoom account using the “SSO” (Single-Sign-On) Option (NOT the Google or Facebook options) at the bottom of the sign in box.



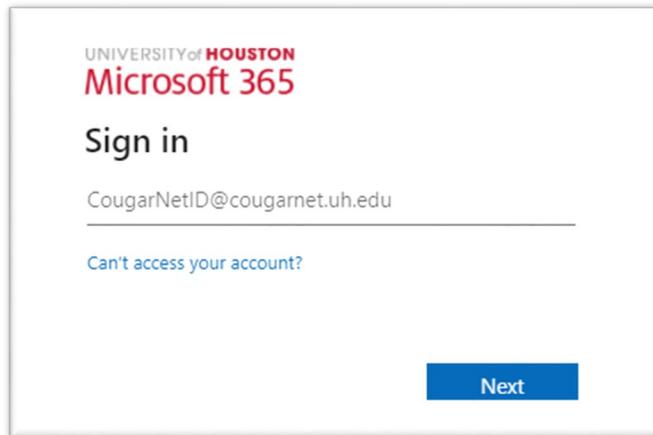
A pop-up will then appear asking for Company Domain: type in “cougarnet-uh.edu” in this box.

Sign In with SSO

Company Domain

Continue

Continue the sign in process using your University of Houston CougarNetID@cougarnet.uh.edu email address and password (same as when you sign in to your Microsoft 365 account).



UNIVERSITY of HOUSTON
Microsoft 365

Sign in

CougarNetID@cougarnet.uh.edu

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

Next

You will enter the Zoom meeting or a Waiting Room where you will wait for the Professor or their Teaching Assistant to let you in to the class.

After you complete the initial verification and sign in to your Zoom account and your first class, when you click on a Zoom link you received for your class from your professor, you will be directed into the Zoom class and you will not need to use the SSO sign in step.

Once you have logged in with your Cougarnet email to the desktop app, you may also join a Zoom class by entering the Meeting ID and Passcode.

Professional Conduct in a Zoom Classroom

Class attendance and participation are vital for your success in this course. There are steps you can take in order to stay on task and make the most of your class experience.

- Sit in an area where you can focus on class.
- Have your camera on if your circumstances allow it. Interact with your peers and the Professor when the circumstances call for it. Make sure that your camera is angled and focused appropriately.
- Take notes as you would in a face-to-face class.
- Use earphones or earbuds, mute your microphone when not speaking.

Class Recordings

Students may not record all or part of class, livestream all or part of class, or make/distribute screen captures, without advanced written consent of the instructor. If you have or think you may have a disability such that you need to record class-related activities, please contact the [Justin Dart, Jr. Student Accessibility Center](#). If you have an accommodation to record class-related activities, those recordings may not be shared with any other student, whether in this course or not, or with any other person or on any other platform. Classes may be recorded by the instructor. Students may use instructor's recordings for their own studying and notetaking. Instructor's recordings are not authorized to be shared with *anyone* without the prior written approval of the instructor. Failure to comply with requirements regarding recordings will result in a disciplinary referral to the Dean of Students Office and may result in disciplinary action.