Zoom Guide



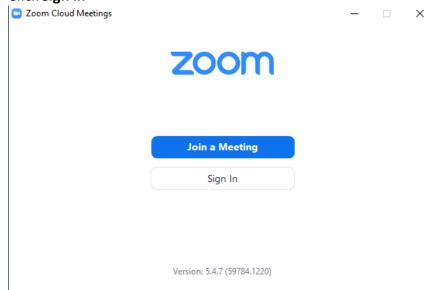
Ideal use of Zoom is achieved through use of the Zoom desktop client and Zoom Outlook Plugin.

Log into the Zoom desktop app for the first time:

• Launch the Zoom desktop client



• Click Sign In



• Click Sign in with SSO

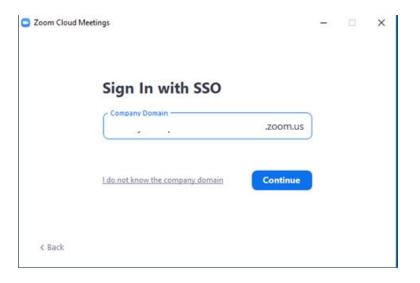
Zoom Cloud Meetings – – ×
Sign In

Enter your email			٩	Sign In with SSO
Enter your password	Forgot?	or	G	Sign In with Google
C Keep me signed in	Sign In		f	Sign In with Facebook

< Back

Sign Up Free

• Enter your company name and click Continue:

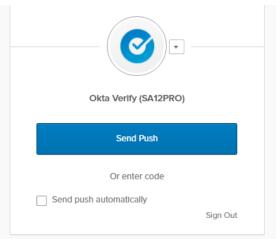


- You will be prompted to sign into Okta
- Enter your credentials and click Sign In

Connecting to ZOOM	
Sign In	
Username	_
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Remember me	
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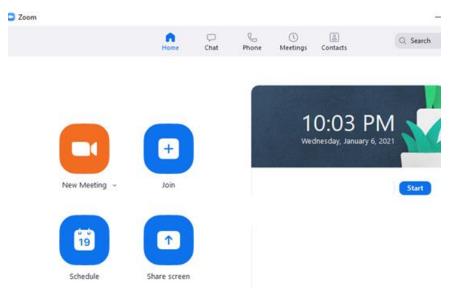
Ip signing in?

• You will then be prompted for your Okta Verify multi-factor authentication credentials:



• Use your mobile device to send the MFA response:

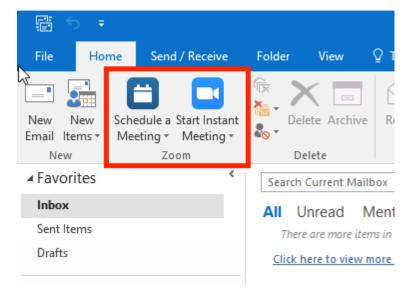
9	.11 5G 🗩
	Did You Just Try to Sign In?
1	Wellesley Hills, Massachusetts, Uni More Info
0	Just now
	Yes, It's Me No, It's Not Me



You are now signed into Zoom successfully:

Scheduling a Meeting in Outlook

Note: Your scheduler settings are synced from the Zoom web portal. If you do not install the plugin then you must create a meeting from the Zoom desktop app.

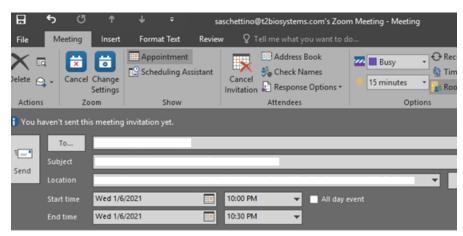


- Click the **Schedule a Meeting** button. This brings up your calendar invite.
- The **Settings** window may appear. Select the options you'd like and click **Save**.
- A standard Outlook calendar invite opens up. Add participants to the meeting in the usual manner within Outlook.

The settings menu. You can set passcodes, and do things like mute all participants upon entry to the meeting from this screen:

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Schedule a meeting in Outlook. The Zoom information automatically populates the calendar invite.



Making an existing event a Zoom meeting

- Open an existing calendar **event** in Outlook.
- Select schedule the meeting type of your choice.
- Select your desired settings for scheduling a meeting. See the above <u>Scheduling a</u> <u>Meeting</u> section for more details.
- Click Save
- The invitation will now automatically fill in the details
- Click Save & Close

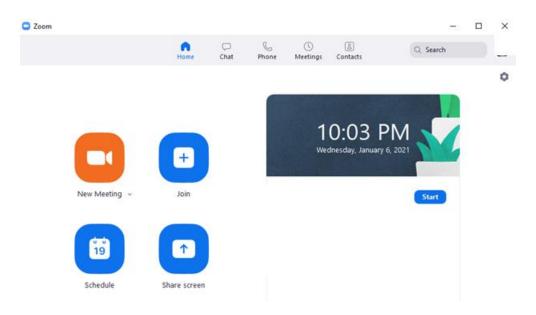
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Subject		Meeting								
Location Start tim		10/11/2017	0	12:00 AM	* 🗸	All day event				_
End time	Wed	10/11/2017		12:00 AM	*					

Create a Meeting from the Zoom desktop app:

• Launch the Zoom desktop client



- To start a meeting instantly, click New Meeting
- To schedule a meeting in the future, click Schedule



Sharing Documents

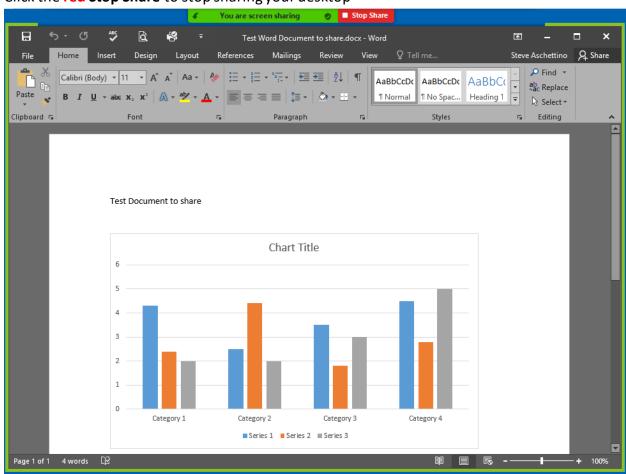
• While in the Zoom application, go to the toolbar and click the green Share Screen icon



• You have the option to share a specific application or window only (you probably want to do this) or the entire screen. Click **Share**

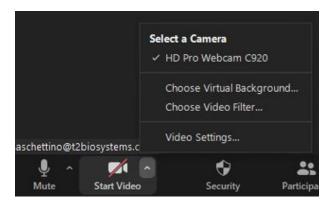
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Share sound Optimize for video of	lip		Share

- A green bar will appear around the screen that is shared
- Click the red Stop Share to stop sharing your desktop

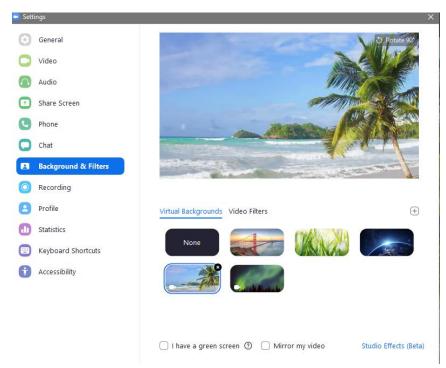


Changing the Zoom background image

• Click the arrow next to Start Video and click Choose Virtual Background



• Select from the collection of Virtual Backgrounds or upload your own



Chatting within Zoom

- Using the chat button, you can chat directly with everyone or directly to a specific person in the meeting.
- Be careful when sending chat messages. You need to select who you are chatting with from the drop-down menu, and the messages appear in the same space as seen below:

