Carnegie Mellon University
Dietrich Computing and Operations

Downloading Zoom

1. Open a browser and follow this URL to the zoom download page.

   https://cmu.zoom.us/download

2. From the download page, select the download for "Zoom Client for Meetings."
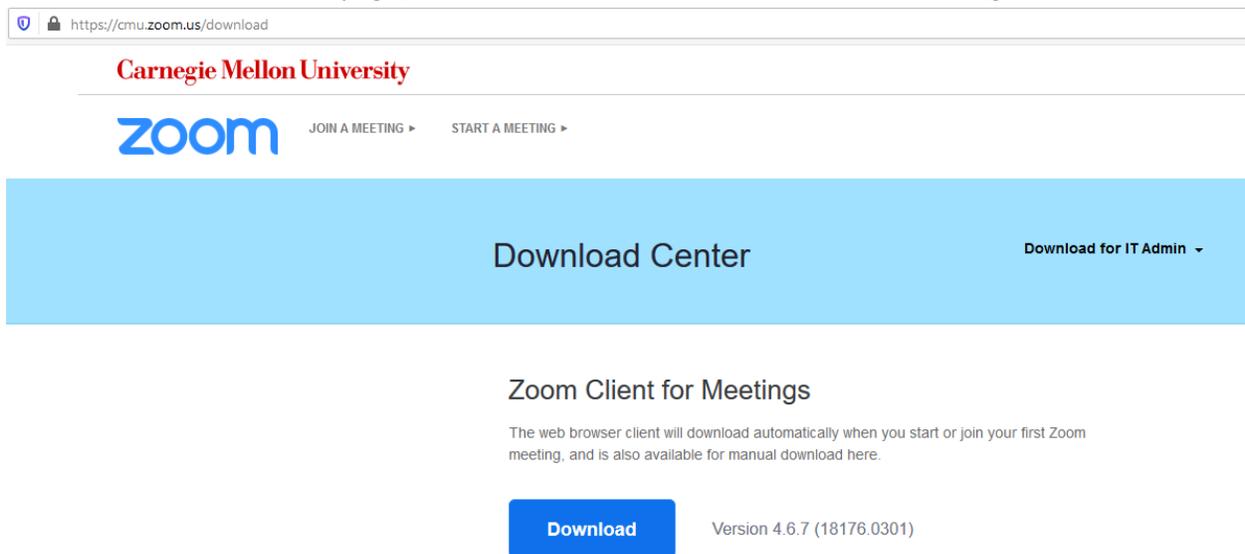

Figure 1 zoom download page

3. Select the "Zoom installer," located in the download folder.
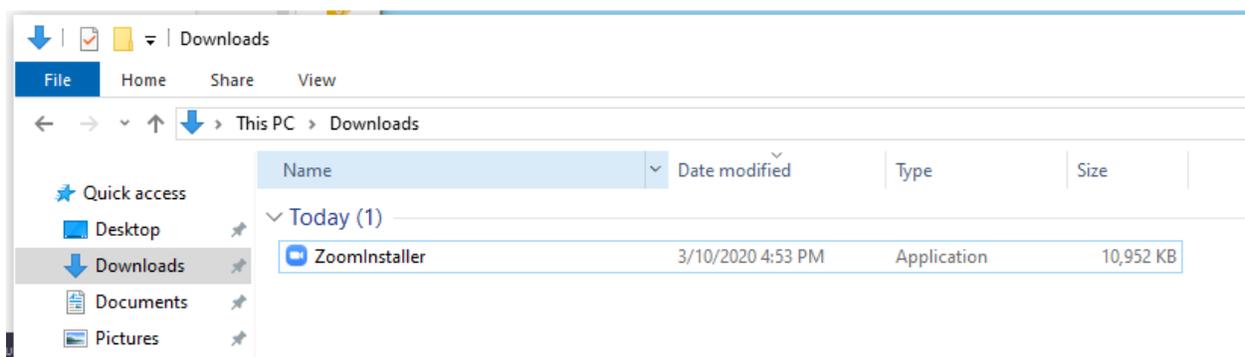

Figure 2 Zoom installer in the downloads folder

4. After selecting the installer, a task bar will appear and start downloading zoom.

Figure 3 installation bar

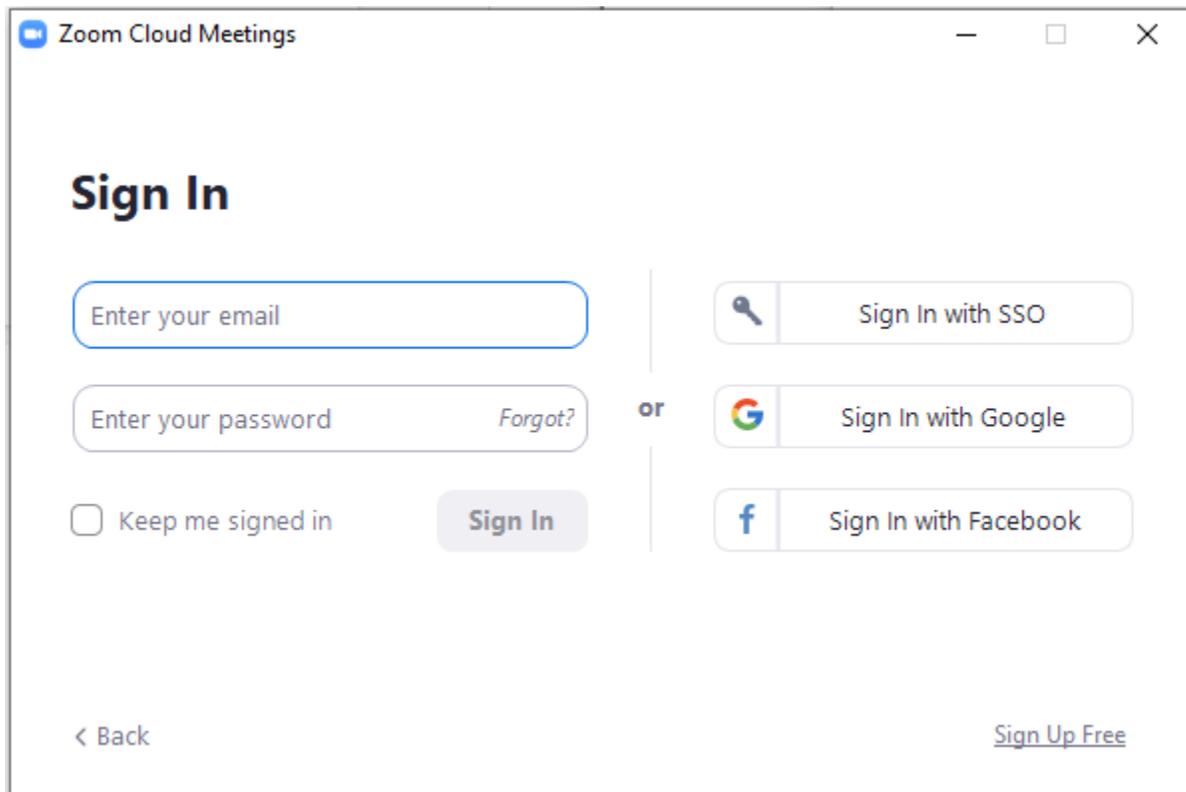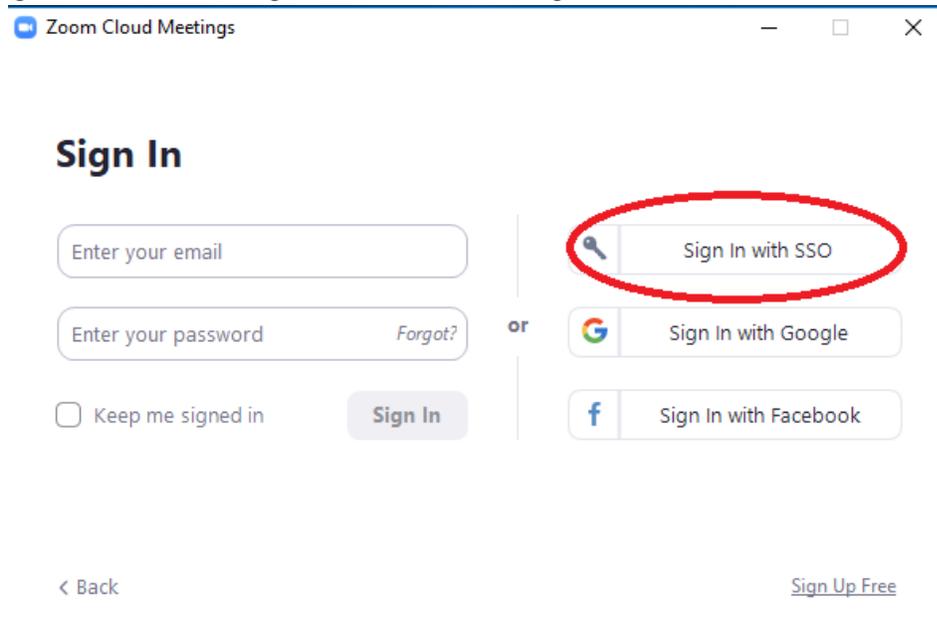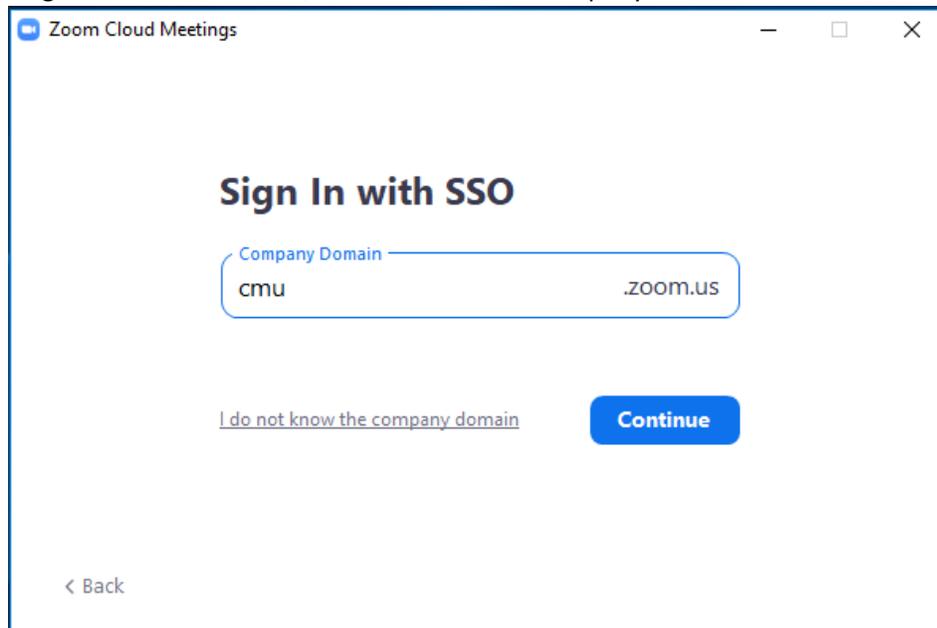5. When zoom finishes installing, the login screen appears.

Figure 4 log in page

ZOOM CLIENT INITIALIZATION (Windows)

1. Launch the Zoom App from the Start Menu or Desktop.
2. On the Sign in Screen, select Sign In With SSO on the right-hand side of the screen.
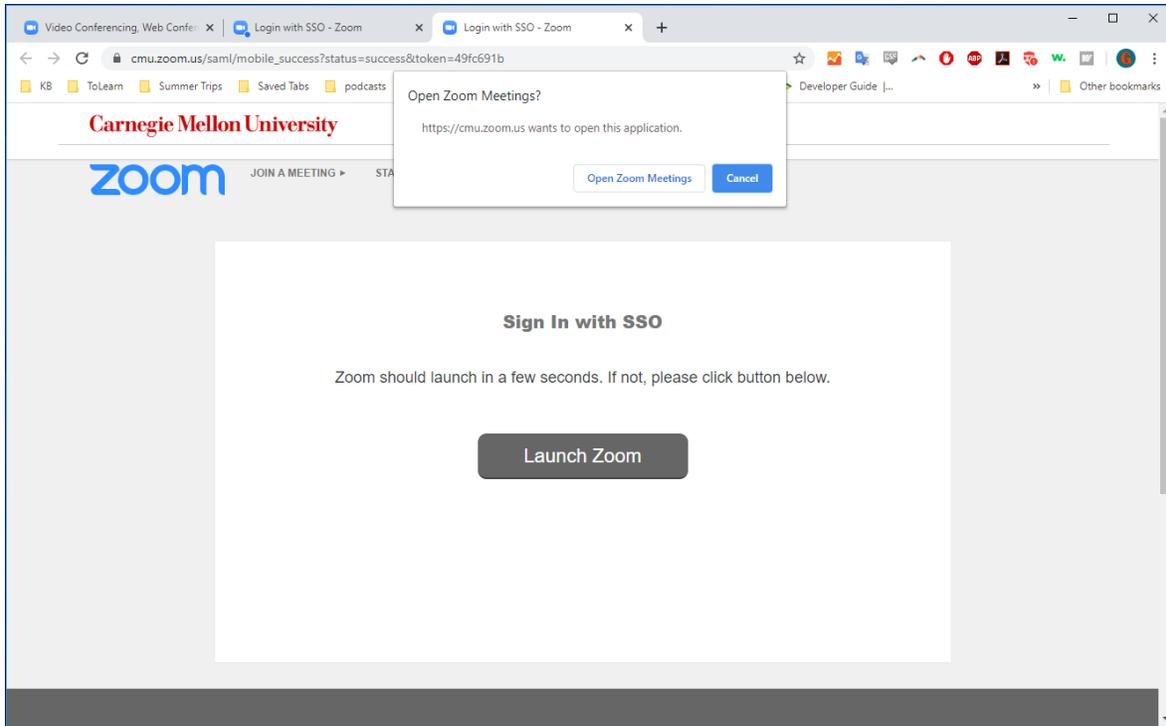

3. From the Sign In With SSO Screen, enter cmu for the Company Domain and select continue.
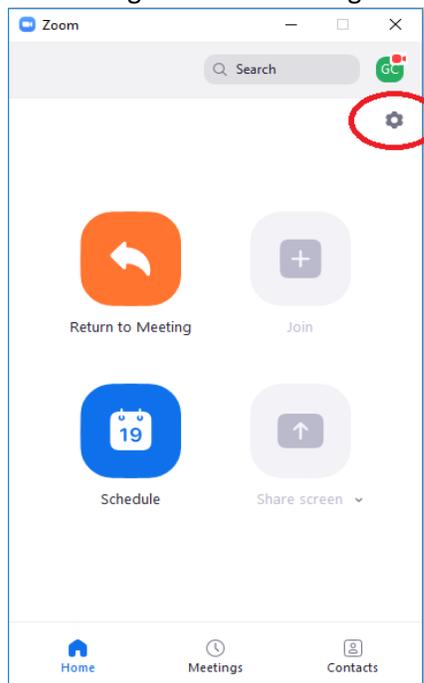
4. You will be directed to a CMU log on page. Log in with your Andrew ID and Password.
5. After logging in, click Launch Zoom. If you are using Chrome, you can also select Open Zoom Meetings.
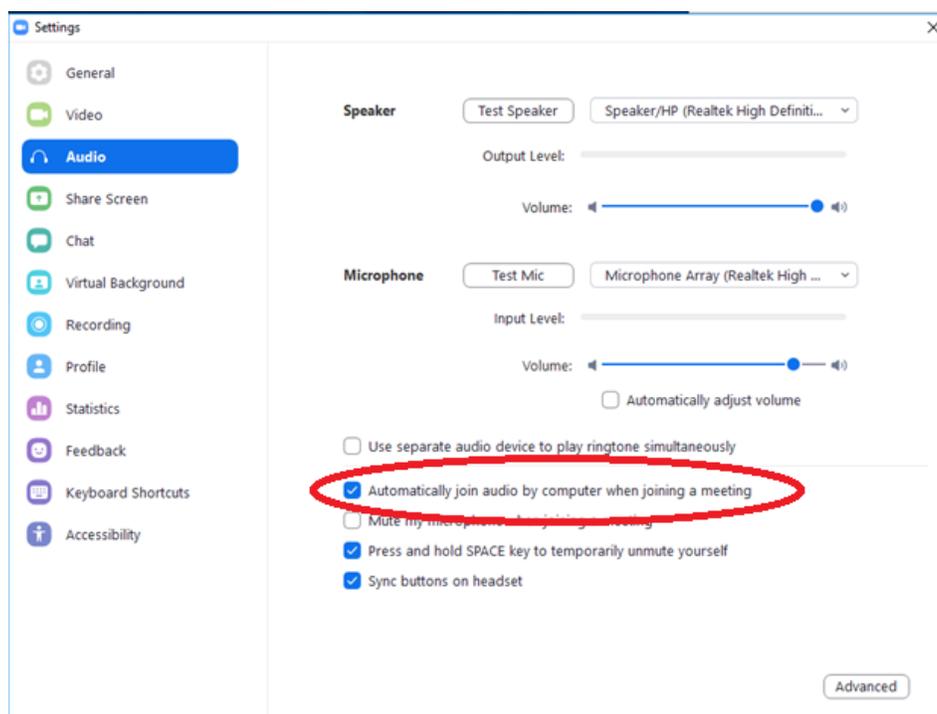

6. From the Zoom Screen, select the Settings button on the right-hand side of the screen.
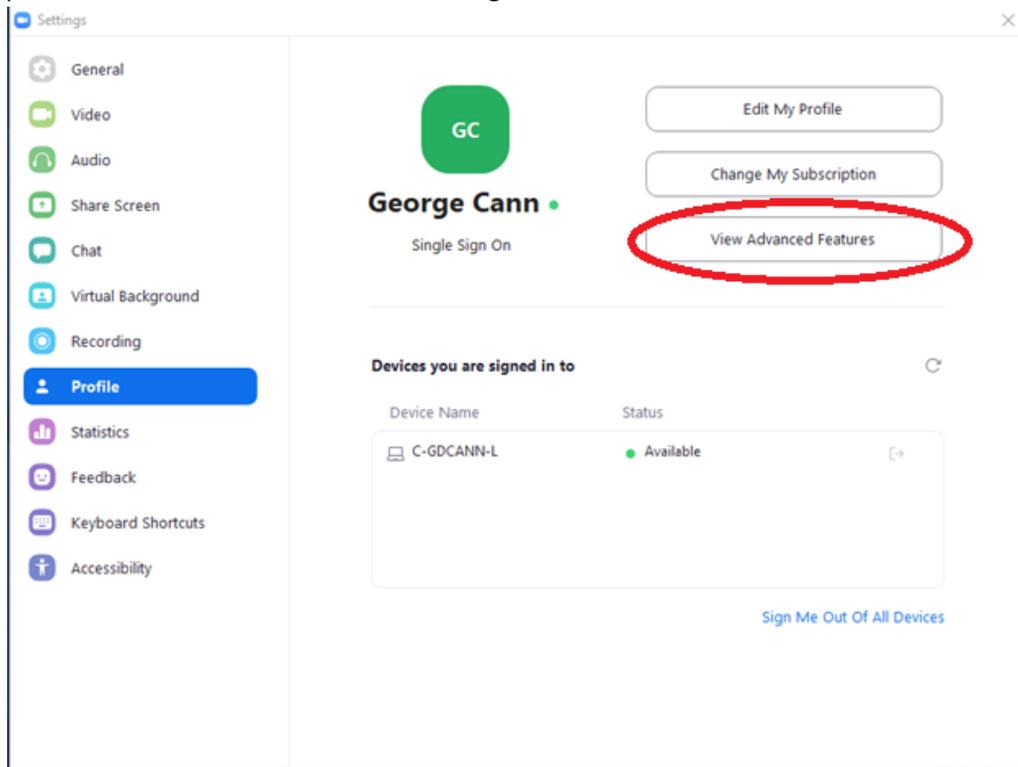
7. From the settings window, select Video along the left-hand side of the screen. Make sure to unselect Mirror my video in the settings.
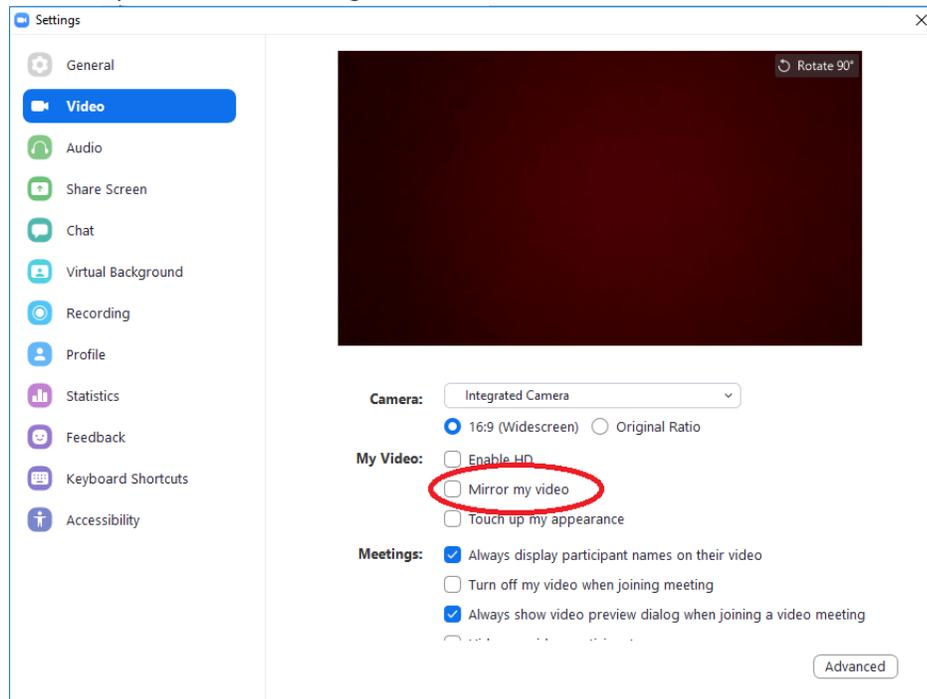
8. Select the Audio tab along the left-hand side of the settings page.Select "Automatically join audio by computer when joining a meeting."

9. Click profile on the left-hand side of the settings window. Select "View Advanced Features."

10. A separate Internet Browser window will open with the advanced settings window.
11. From the settings, enable the following four settings:

Use Personal Meeting ID (PMI) when scheduling a meeting

You can visit Personal Meeting Room to change your Personal Meeting settings.

Use Personal Meeting ID (PMI) when starting an instant meeting
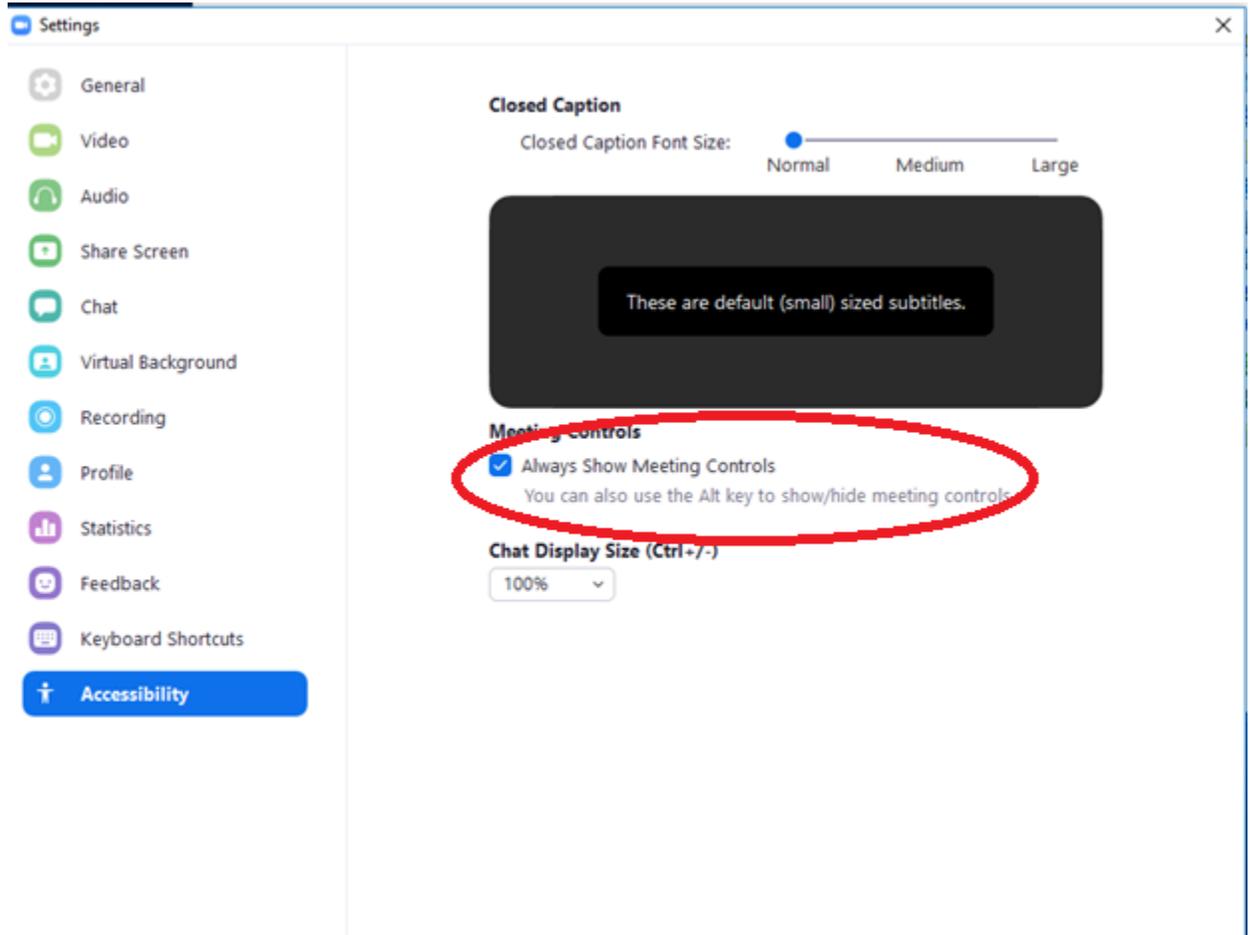
Auto saving chats

Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.

Allow host to put attendee on hold

Allow hosts to temporarily remove an attendee from the meeting.

12. Under the Accessibility Settingsin the Zoom Client Settings, select "Always Show Meeting Controls."

If you have any issues with this please contact hsshelp@andrew.cmu.edu or call 412-268-5136 for assistance.