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#### ZOOM CLIENT INITIALIZATION (Android)

1. Install Zoom from the Play Store



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- 2. Launch the Zoom App.
- 3. Click Sign In when Zoom launches.



4. On the Sign in Screen Select SSO:

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	Email A <mark>ddress</mark>	
	Password	
	Sign In	
	Forgot Password?	
OR, S	IGN IN WITH	
٩	sso	>
G	Google	>
f	Facebook	>

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5. From the Sign In With SSO Screen enter cmu for the Company Domain and hit continue.



- 6. This should forward you on to a CMU log on page, log in with your Andrew ID and Password.
- 7. After logging in you should be forwarded back into Zoom. From the main Zoom Screen Select Settings.



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8. From the settings window select Meeting

Settings							
GC George Cann LICENSED	>						
Contacts	>						
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Meeting	>						
About	>						
Copyright ©2012–2020 Zoom Video Communications, Inc. All rights reserved.							
Home Meetings Contacts Setting	js						

9. From the meeting settings make sure Always Mute My Microphone and Always Turn off My Video are turned OFF.

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C Meeting	Settings	;	
Auto-Connect to Aud	io		Off >
Always Mute My Mici	rophone	(	$\bigcirc$
Always mute my microphor	ne when joir	ning a m	leeting
Always Turn Off My V	'ideo	(	
Always turn off my video w	hen joining	a meeti	ng
Always Show Video F	review	(	
Always show video preview a video meeting	dialog whe	en joinin	g
Show Non-Video Part	icipants	(	
See the avatar of non-video in gallery view	participant	S	
Show Name when Par	ticinante	loin	
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- 10. The rest of the instructions need to be done with an Internet Browser. On your device open a web browser (usually Chrome but any browser will work)
- 11. Go To <u>https://cmu.zoom.us</u> and sign in if you are not signed in. If you need to sign in you will get forwarded on to a CMU log on page.
- 12. Once signed in, click the Settings button on the left hand side of the screen

Carnegie Mellon University					
zoom	JOIN A MEETING >				
Profile					
Meetings					
Webinars					
Recordings					
Settings					
Account Profile					
Reports					

13. There is a large list of settings, you will want to enable these four. The first two are near the top

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.	

Zoom should now be configured for use on Android. If you have any issues with this please contact <u>hsshelp@andrew.cmu.edu</u> or call 412-268-5136 for assistance.