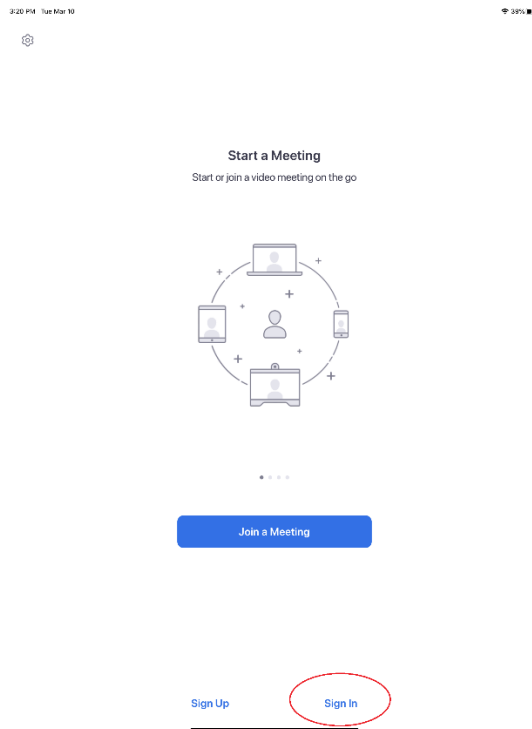
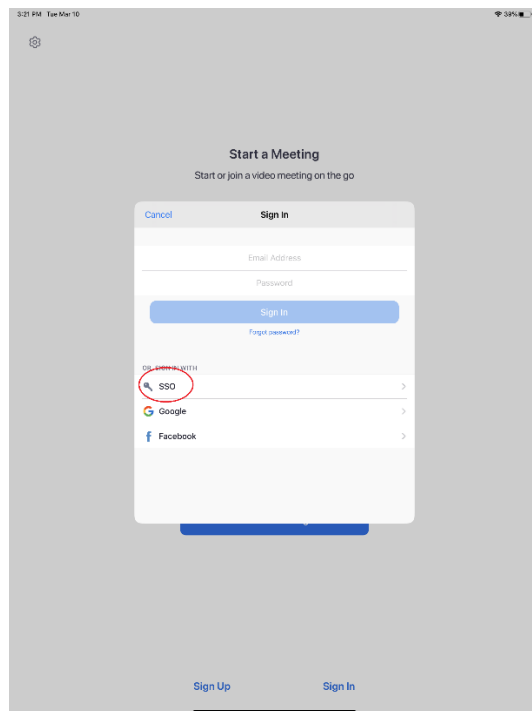


ZOOM CLIENT INITIALIZATION (iPad)

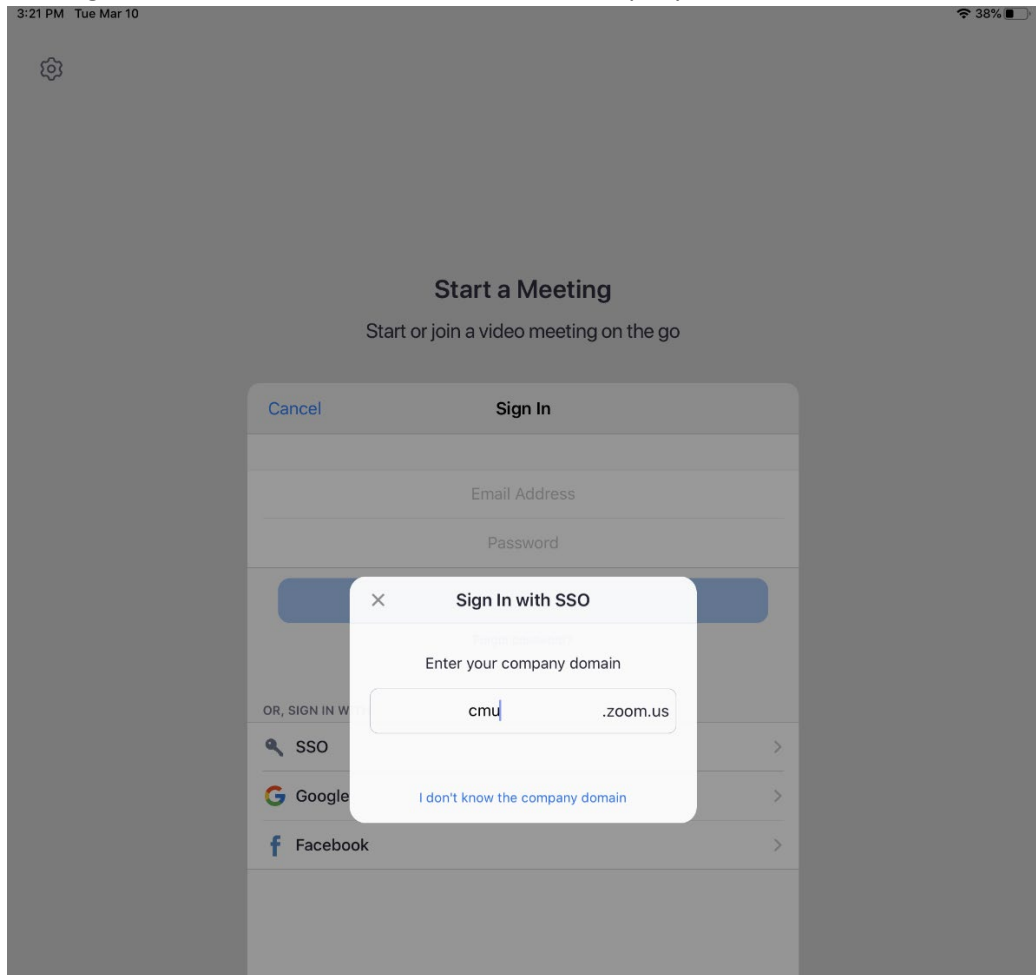
1. Install Zoom from the Apple Store.
2. Launch the Zoom App.
3. Click Sign In when Zoom launches.



4. On the Sign in Screen Select SSO:



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

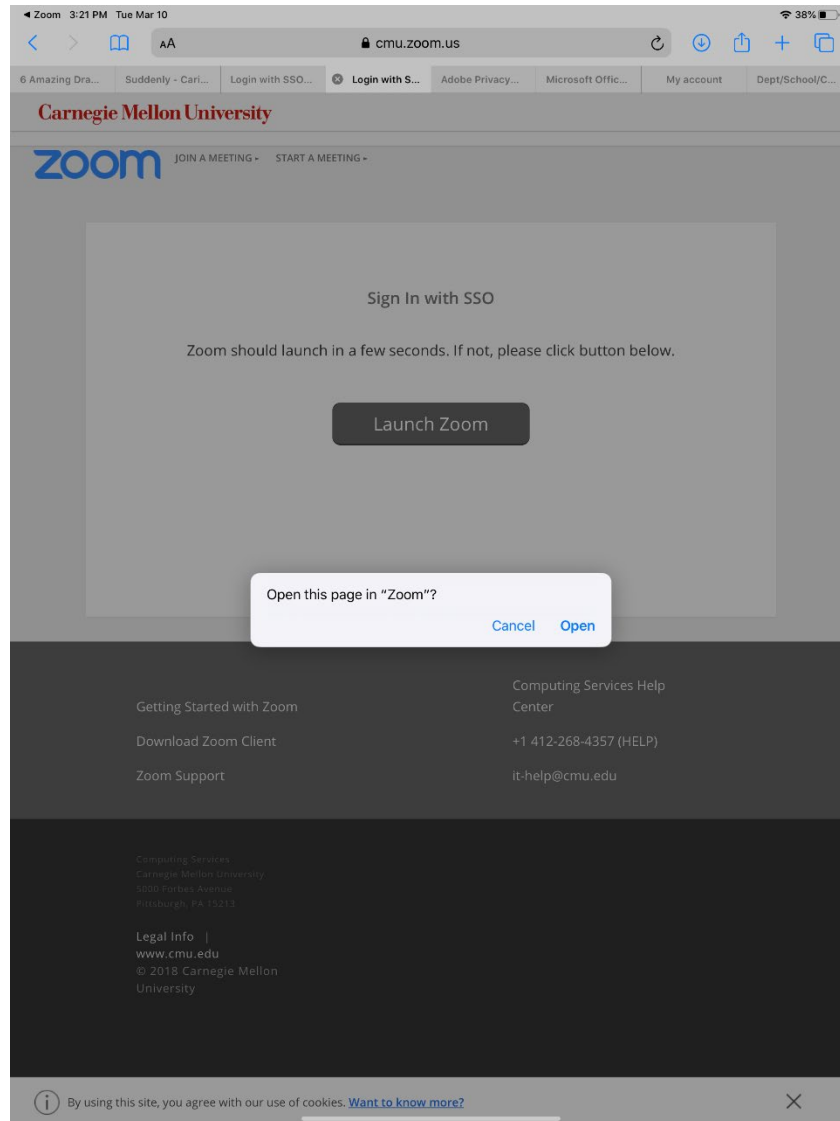


6. This should forward you on to a CMU log on page, log in with your Andrew ID and Password.

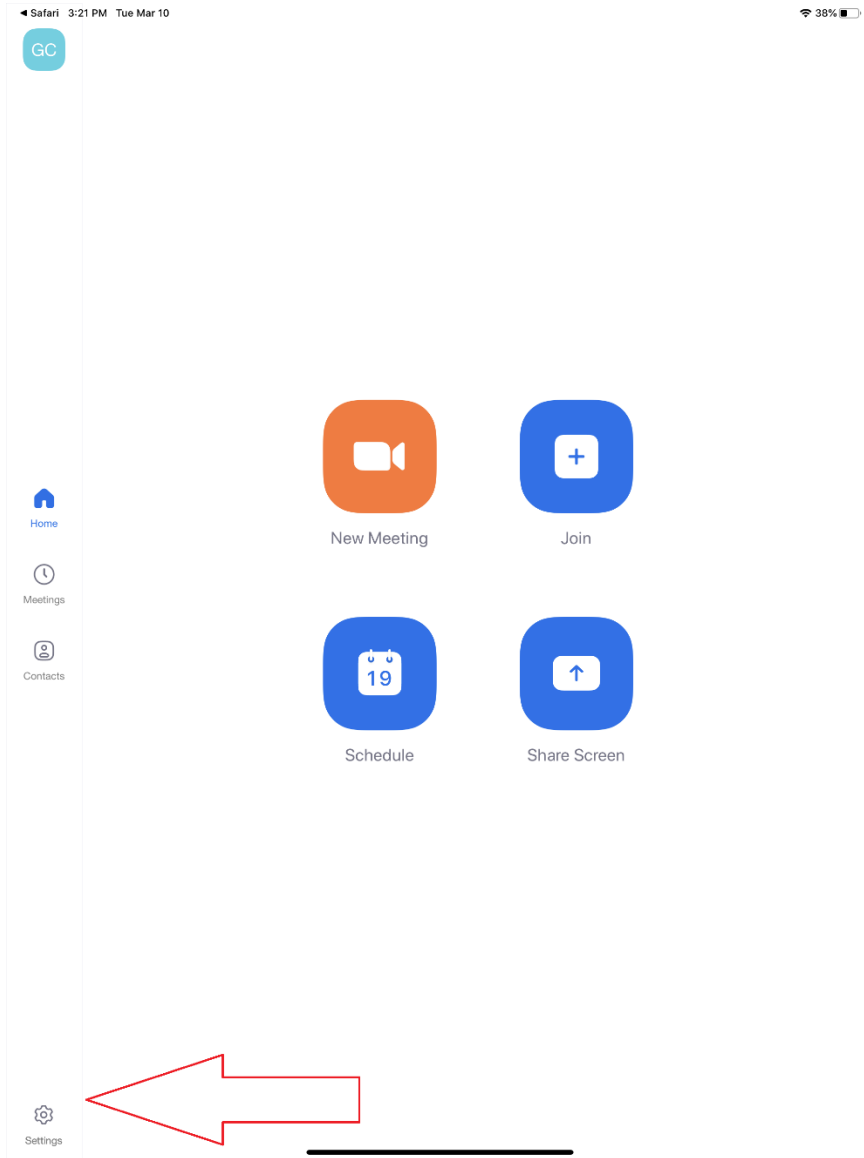
Carnegie Mellon University

Dietrich Computing and Operations

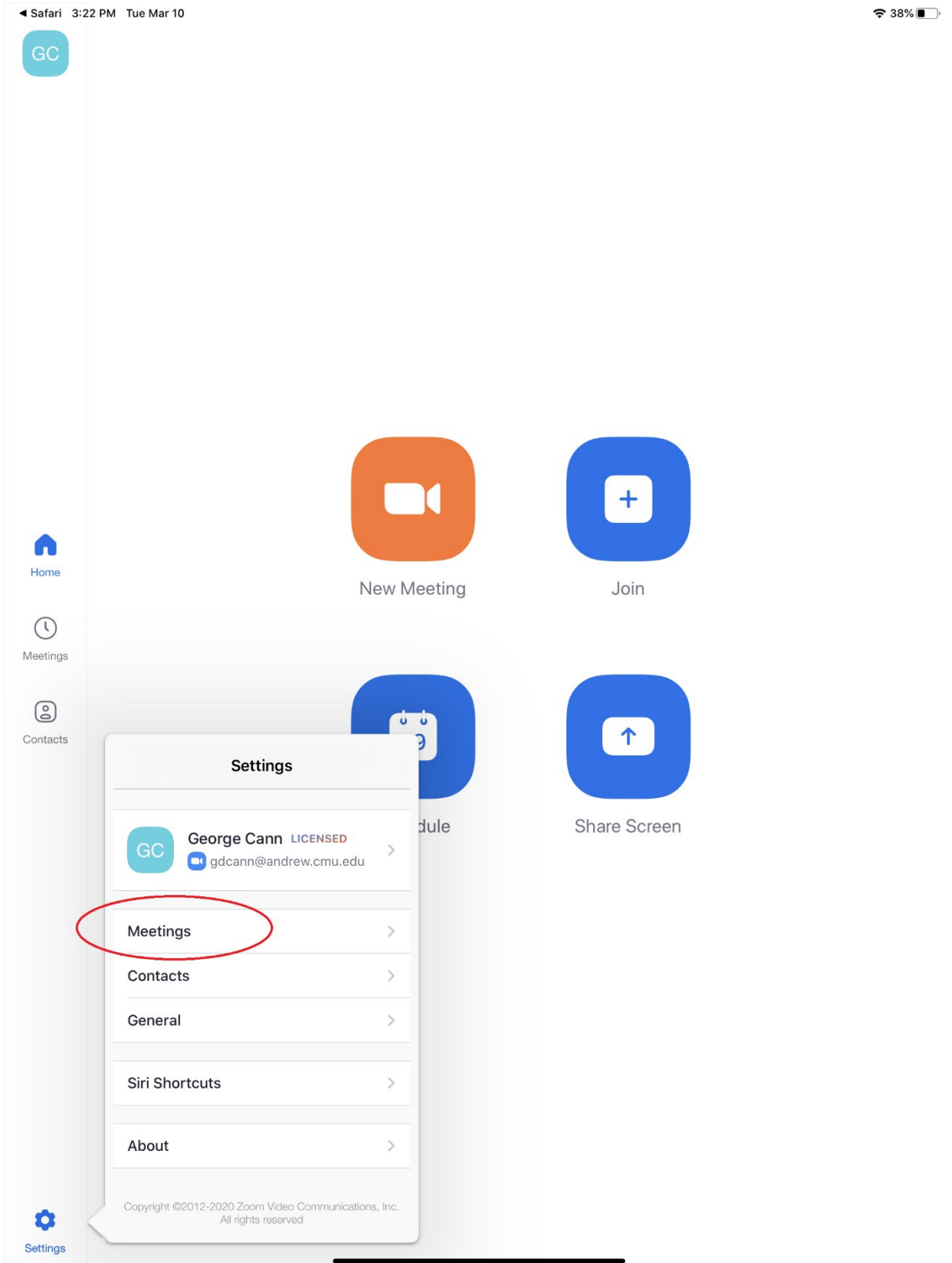
7. After logging in click Launch Zoom. If you get prompted to allow Zoom to launch click Open, otherwise click Launch Zoom.



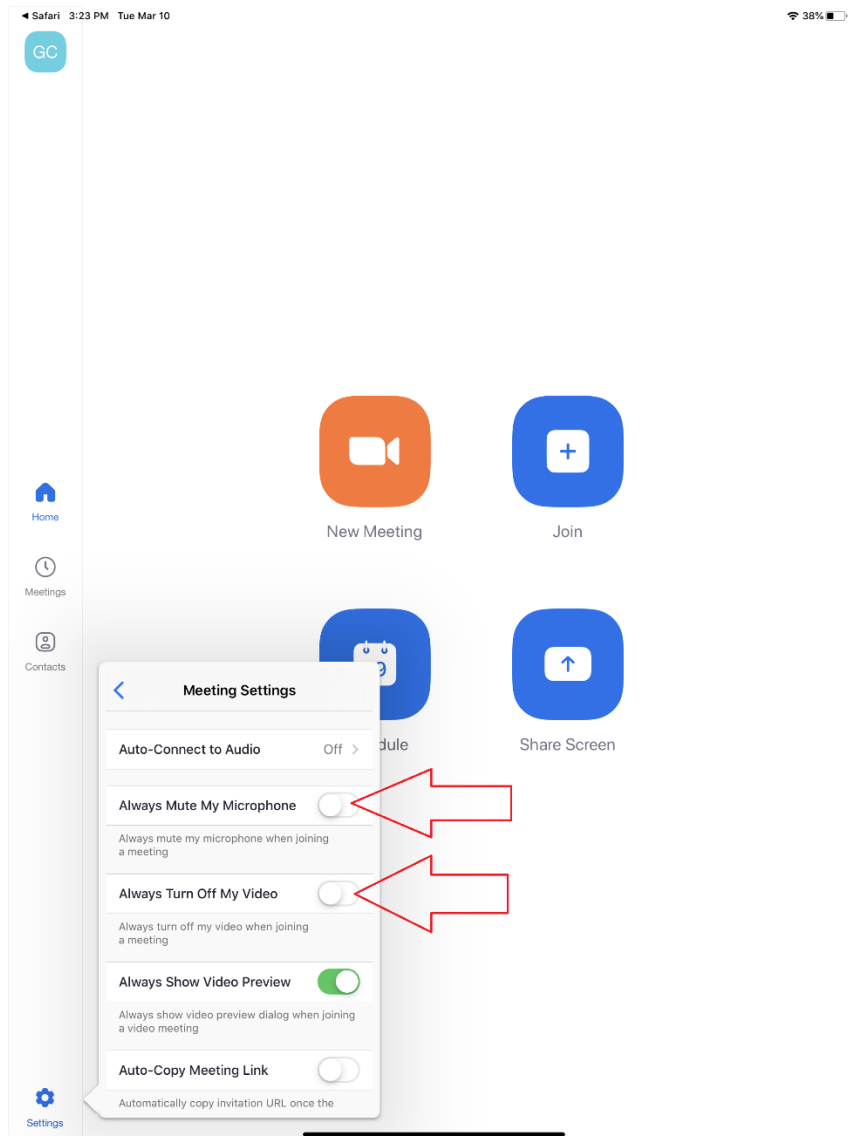
8. From the Zoom Screen select the Settings button on the lower left-hand corner.



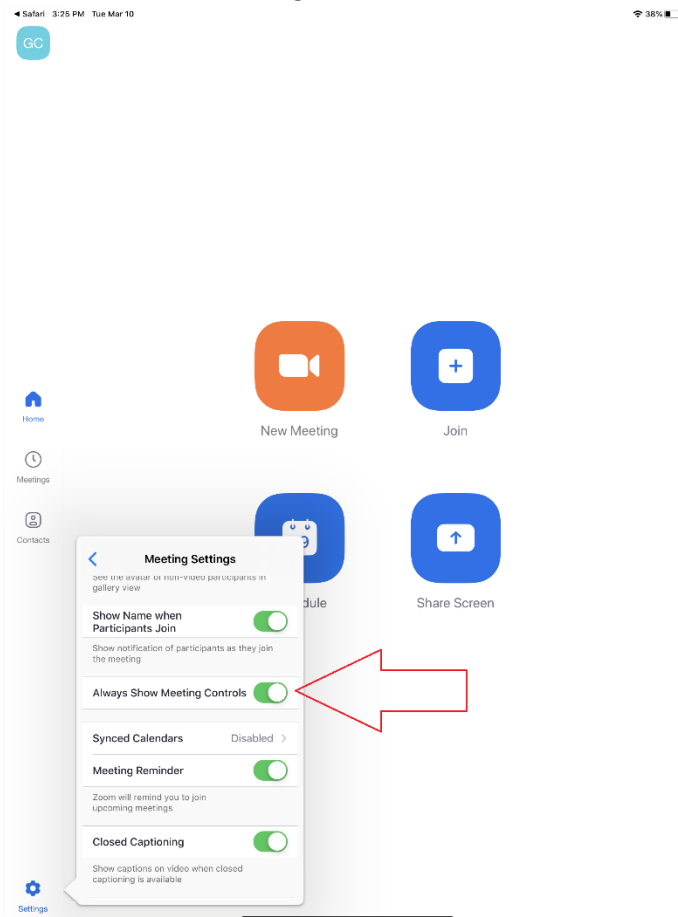
9. From the settings window select Meetings



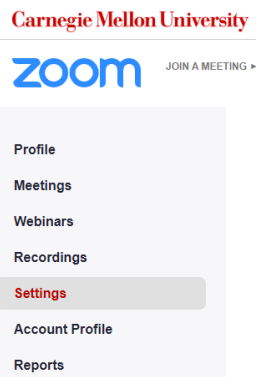
10. From the meeting settings make sure Always Mute My Microphone and Always Turn off My Video are turned OFF.



11. Scroll down in the Meeting Settings and make sure “Always Show Meeting Controls” is turned on, then close the settings.



12. The rest of the instructions need to be done with an Internet Browser. On the iPad open a web browser (usually Safari, but Chrome, Firefox, etc will work)
13. Go To <https://cmu.zoom.us> 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.
14. Once signed in, click the Settings button on the left-hand side of the screen



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