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ZOOM CLIENT INITIALIZATION (Mac)

- 1. Launch the Zoom App from the Applications Menu or Dock.
- 2. Click Sign In when Zoom launches.

••	ZOOM	
	Join a Meeting	
	Sign In	
	Version: 4.6.7 (18176.0301)	

3. On the Sign in Screen Select Sign In With SSO on the right hand side:

oom Cloud Meetings				_
Sign In				
Enter your email				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

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

Zoom Cloud Mee	tings		-	×
	Sign In with SSO			
	Company Domain	.zoom.us		
	l do not know the company domain	Continue		
< Back				

- 5. This should forward you on to a CMU log on page, log in with your Andrew ID and Password.
- 6. After logging in click Launch Zoom. If you get prompted to allow the zoom.us app to launch click Allow. Otherwise you can click Launch Zoom.

		Cancel	Allow
	Sign In with SSO		
Zoom should	launch in a few seconds. If not, please	click button below.	

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- 0 8 0 . . . Q Search GC Meetings Contacts 1:53 PM Tuesday, March 10 + New Meeting ~ Join 19 1 No upcoming meetings today Schedule Share Screen
- 7. From the Zoom Screen select the Settings button on the right hand side:

- 8. From the settings window select Video along the left hand side.
- 9. If you get prompted to Enable camera access for Zoom, click Go To Settings. If not proceed to step 13.



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10. Click the lock in the lower left-hand corner of the settings page to authenticate as an administrator on the computer. Then enter a username and password that is used for logging onto the computer.

	Security & Privacy	Q Search
General	FileVault Firewall Privacy	
Location Services	Allow the apps below to acces	ss your camera.
Contacts		
Calendars		
Reminders		
Photos		
Camera		
العام Microphone المالية		
Speech Recognition		
Accessibility		
Click the lock to make changes.		Advanced ?

11. Make sure the check box next to zoom.us is selected then close this window.

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	Security & Privacy Q Search
General	FileVault Firewall Privacy
Location Services	Allow the apps below to access your camera.
Contacts	Z zoom.us
77 Calendars	
Reminders	
Photos	
Camera	
المرابع Microphone	
Speech Recognition	
Accessibility	
Click the lock to prevent further of	changes. Advanced ?

- 12. If you had to do step 10 and 11 Zoom will close, so re launch it from the Applications Folder or dock and then log back in.
- 13. Back in Zoom, from the settings screen, under the Video tab, you want to unselect Mirror my video in the settings.



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14. Select the Audio tab along the left hand side of the settings page, and then select "Join audio by computer when joining a meeting."

•	Se	ettings	
General	Speaker Te	est Speaker	MacBook Pro Speakers (MacBook Pro 🗘
🖸 Video		Output Level:	
∩ Audio	Ou	utput Volume:	a a)
Share Screen			
Chat	Microphone	Test Mic	MacBook Pro Microphone (MacBook Pr 🗘
Virtual Background		Input Level:	۹ هر
Recording		input volume.	Automatically adjust microphone volume
Profile	Use separate audio	o device to play ri	ngtone simultaneously
J Statistics			
🕑 Feedback	Join audio by com	puter when joining	g a meeting
Keyboard Shortcuts	Mute microphone	when joining a me	eeting
	Press and hold SP	ACE key to tempo	
Accessionity			Advanced

15. Then click profile on the left-hand side of the settings window, and then select View Advanced Features.

Setti	ings					×
\odot	General					_
0	Video		GC		Edit My Profile)
\bigcirc	Audio			Ch	ange My Subscription	
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0	Chat	Sing	le Sign On	Vi	ew Advanced Features	
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0	Recording	Devices	au are signed in th			~
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٠	Statistics	Device	Name DCANN-L	Available	Ca.	
Θ	Feedback					
	Keyboard Shortcuts					
t	Accessibility					
					Sign Me Out Of All Devi	ces

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- 16. This should open an Internet Browser window with the advanced settings window.
- 17. 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.	

18. Finally, under the Accessibility Settings, back in the Zoom Client Settings, you want to select Always Show Meeting Controls.

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