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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:

Zoom Cloud Meetings				_		×
Sign In						
Enter your email				Sign In with S	so)
Enter your password	Forgot?	or	G	Sign In with Go	ogle	
C Keep me signed in	Sign In		f	Sign In with Face	book	
< Back				Si	<u>gn Up Fr</u>	'ee

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

Zoom Cloud Me	eetings		_	×
	Sign In with SSO			
	Company Domain	.zoom.us		
	I do not know the company domain	Continue		
< Back				

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

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5. After logging in click Launch Zoom. If you are using Chrome you can also select Open Zoom Meetings.

🕒 Video Conferencing, Web Confer 🗙 📔 📮 Login with SSO - Zoom	× 🖸 Login with SSO - Zoom × +		– 🗆 X
← → C	ess&token=49fc691b	🖈 🌌 💺 🐺 🔶 🕐 💷	3 😳 w 🔟 🚺 E
📙 KB 📙 ToLearn 📙 Summer Trips 📙 Saved Tabs 📙 podcasts	Open Zoom Meetings?	 Developer Guide 	» 🛛 🦲 Other bookmarks
Carnegie Mellon University	https://cmu.zoom.us wants to open this application.		
ZOOM JOIN A MEETING > STA	Open Zoom Meetings Cancel		
Zoom sł	Sign In with SSO nould launch in a few seconds. If not, please click buttor Launch Zoom	n below.	

6. From the Zoom Screen select the Settings button on the right hand side:



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7. From the settings window select Video along the left hand side, then you will want to unselect Mirror my video in the settings.



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

Settings X						
\odot	General					
0	Video	Speaker Test Speaker Speaker/HP (Realtek High Definiti ~				
\cap	Audio	Output Level:				
•	Share Screen	Volume: 📹 🔷 🐠				
0	Chat					
٢	Virtual Background	Microphone Test Mic Microphone Array (Realtek High)				
0	Recording	Input Level:				
8	Profile	Volume: ┥ 🔷 🔷 🚽 🗤				
٠	Statistics	Automatically adjust volume				
Θ	Feedback	Use separate audio device to play ringtone simultaneously				
•	Keyboard Shortcuts	✓ Automatically join audio by computer when joining a meeting				
t	Accessibility	Mute my merophene in pining and high statements Press and hold SPACE key to temporarily unmute yourself				
		Sync buttons on headset				
		Advanced				

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

C Setti	General				
0	Video	60		Edit My Profile	
0	Audio			Change My Subscription	
⊙	Share Screen	George Cann 🔹			-
0	Chat	Single Sign On		View Advanced Features	
	Virtual Background				
0	Recording	Devices you are signed in to			C
:	Profile	 Devices you are signed in to			0
0	Statistics	Device Name	Status		
0	Feedback		Available	E	[·*
	Keyboard Shortcuts				
t	Accessibility				
				Sign Me Out Of A	II Devices

- 10. This should open an Internet Browser window with the advanced settings window.
- 11. There is a large list of settings, you will want to enable these four:



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



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