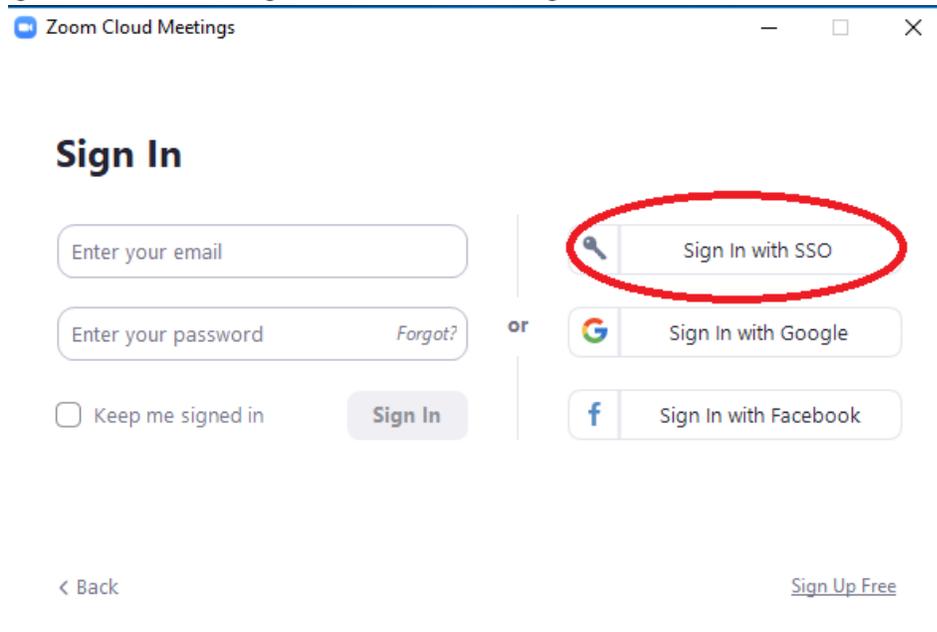
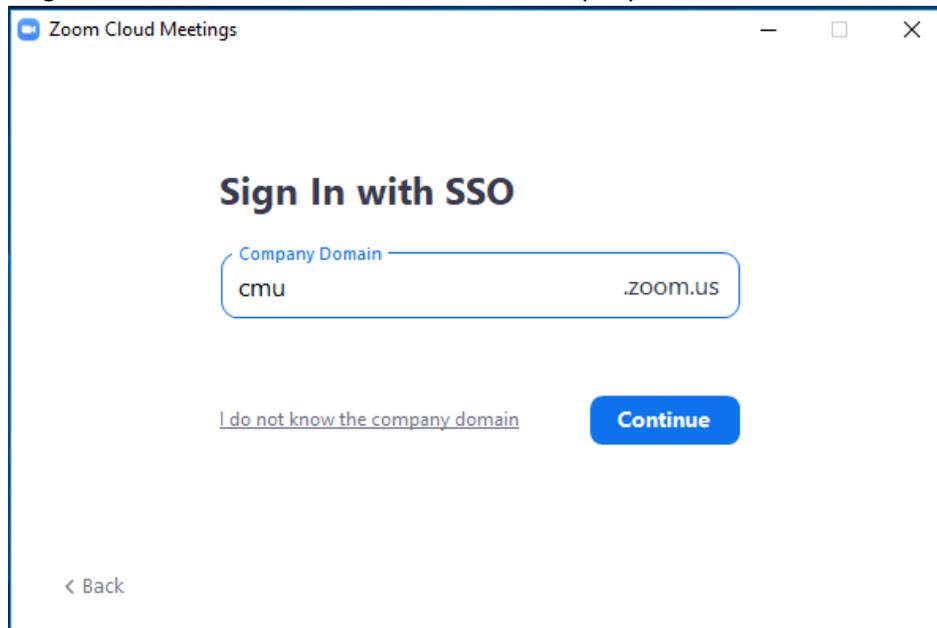


ZOOM CLIENT INITIALIZATION (Windows)

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:



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

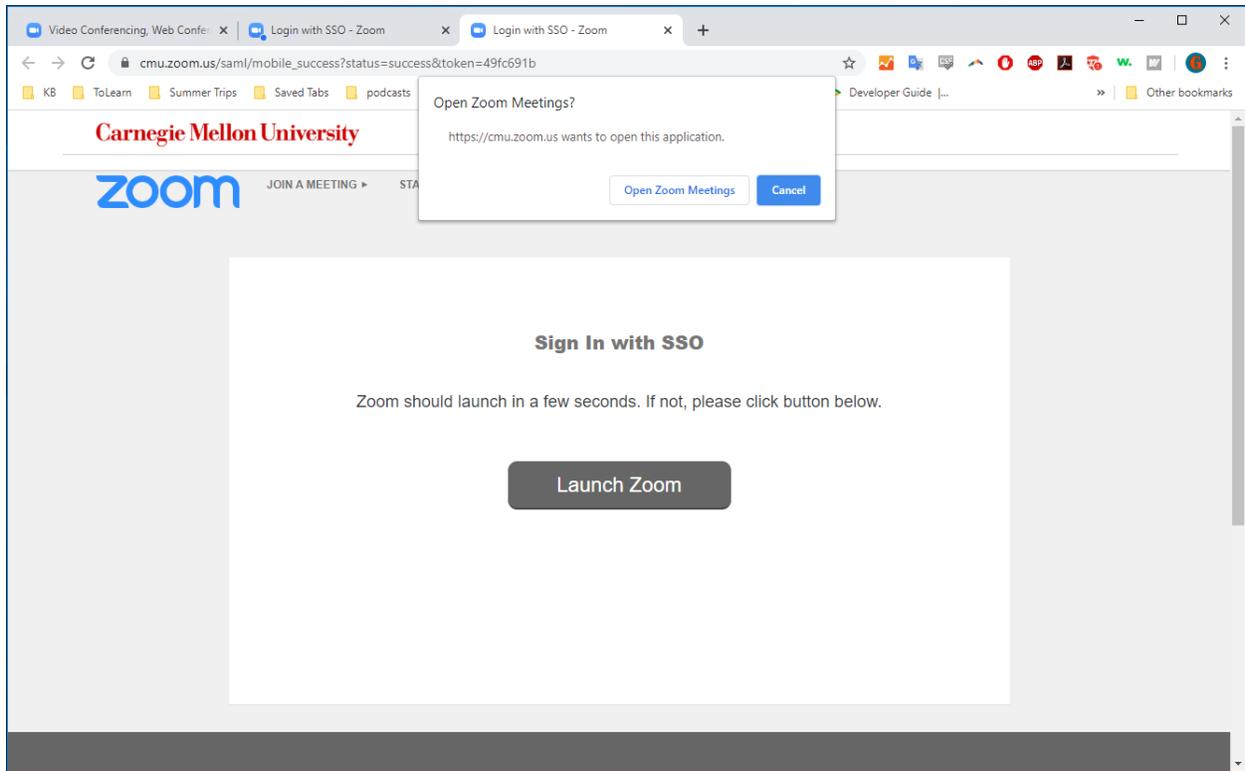


4. This should forward you on to a CMU log on page, log in with your Andrew ID and Password.

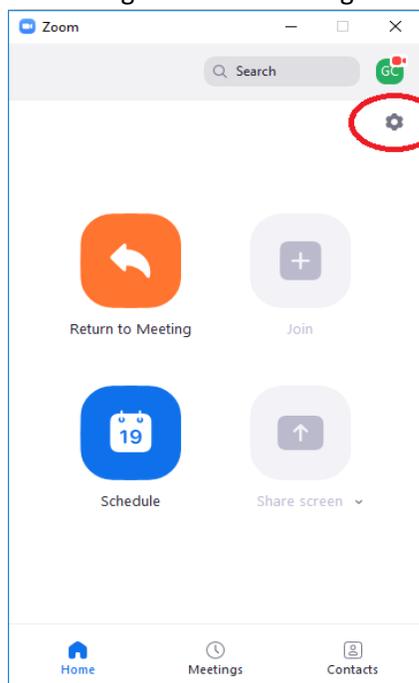
Carnegie Mellon University

Dietrich Computing and Operations

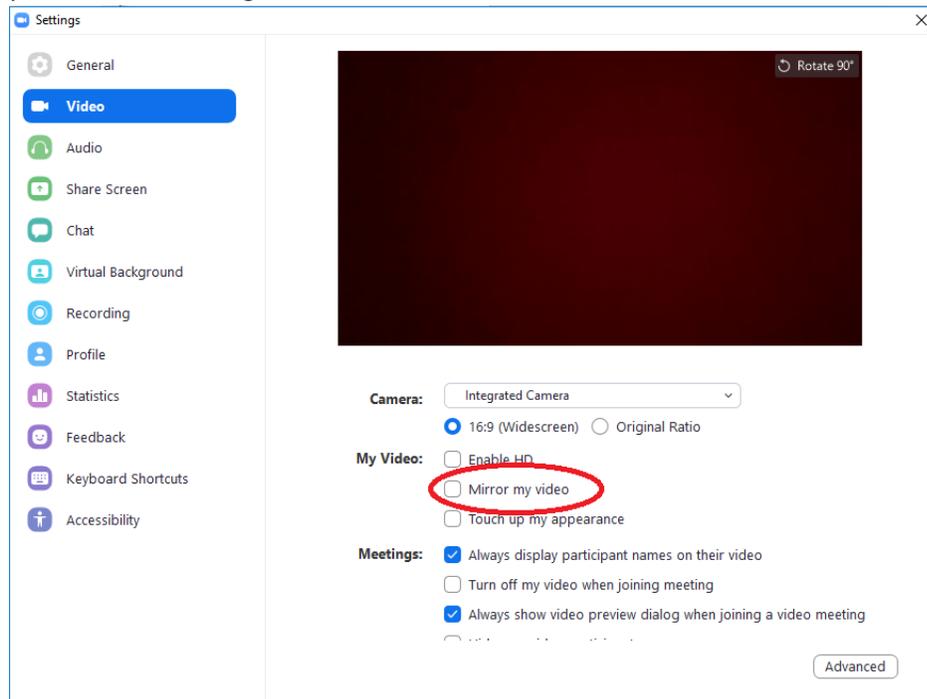
5. After logging in click Launch Zoom. If you are using Chrome you can also select Open Zoom Meetings.



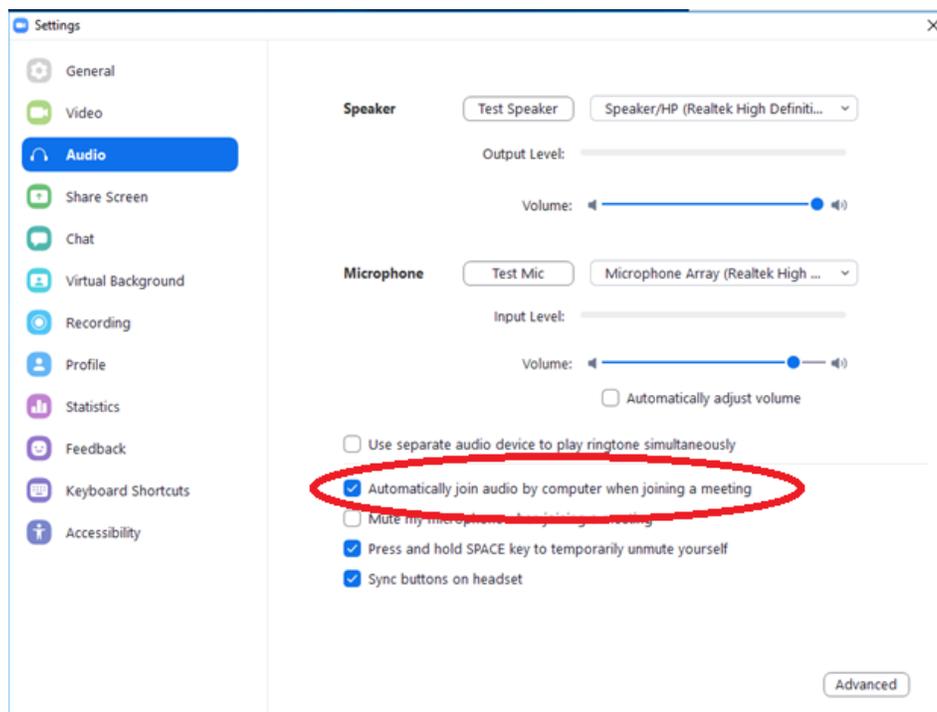
6. From the Zoom Screen select the Settings button on the right hand side:



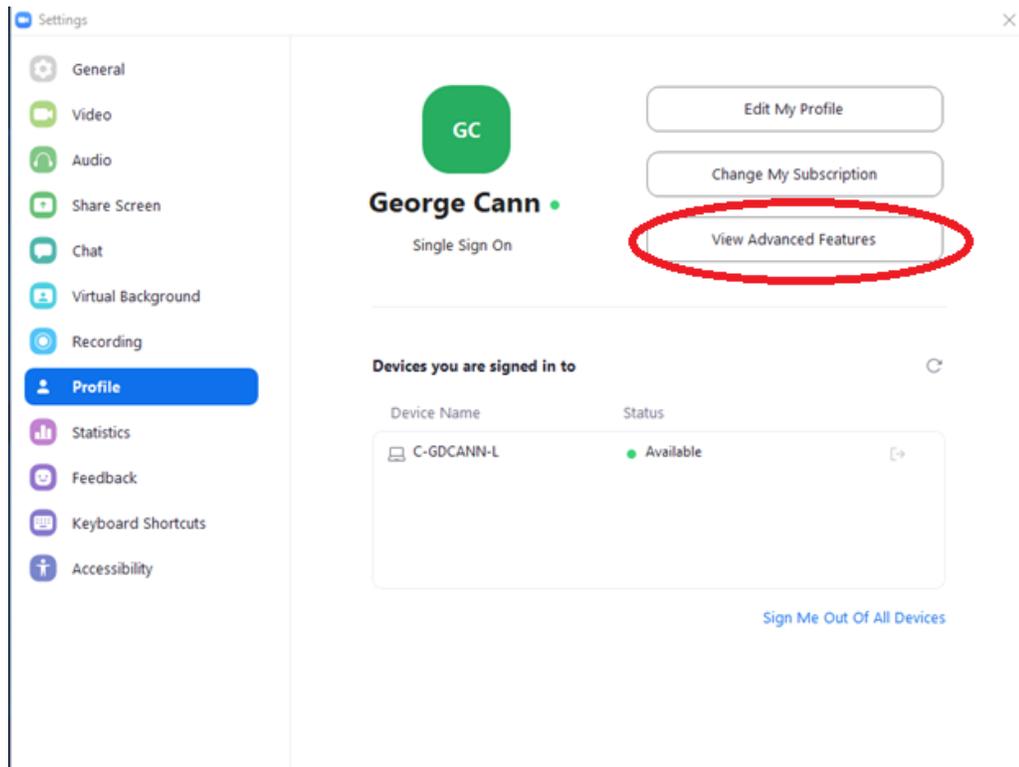
7. From the settings window select Video along the left hand side, then you will want to unselect Mirror my video in the settings.



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"



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



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:

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

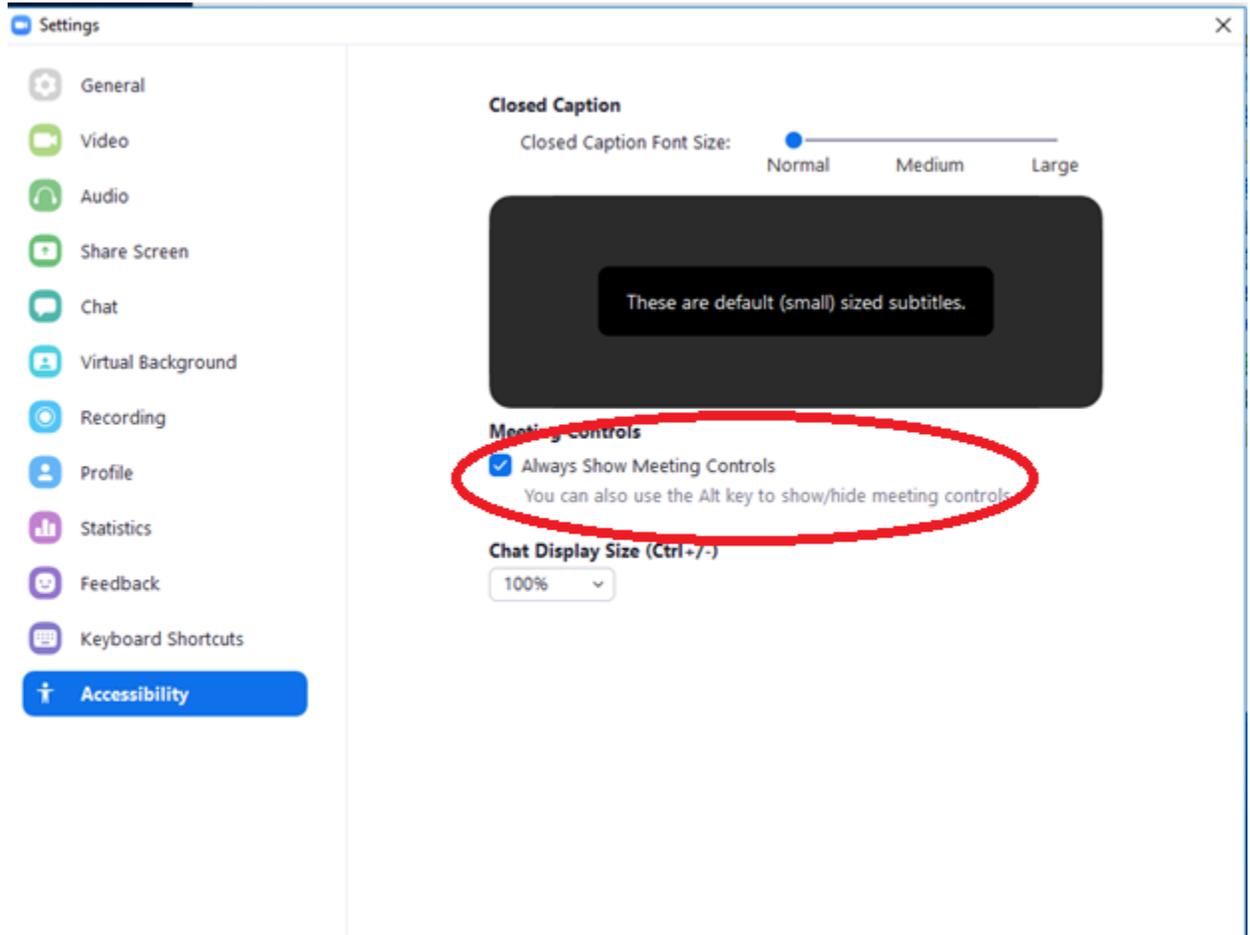
Auto saving chats

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. 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 hsshelp@andrew.cmu.edu or call 412-268-5136 for assistance.