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:

   ![Sign In Screen]

   - Enter your email
   - Enter your password
   - Keep me signed in
   - Sign In
   - Sign In with SSO
   - Sign in with Google
   - Sign in with Facebook

   ![Sign In with SSO Screen]

   - Company Domain
     - cmu
     - .zoom.us
   - I do not know the company domain
   - Continue

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.
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. There is a large list of settings, you will want to enable these four:

- **Use Personal Meeting ID (PMI) when scheduling a meeting**
- **Use Personal Meeting ID (PMI) when starting an instant meeting**
- **Auto saving chats**
- **Allow host to put attendee on hold**
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.