

Downloading Zoom

1. Open a browser and follow this URL to the Zoom download page.

<https://cmu.zoom.us/download>

2. From the download page, select the download for “Zoom Client for Meetings.”

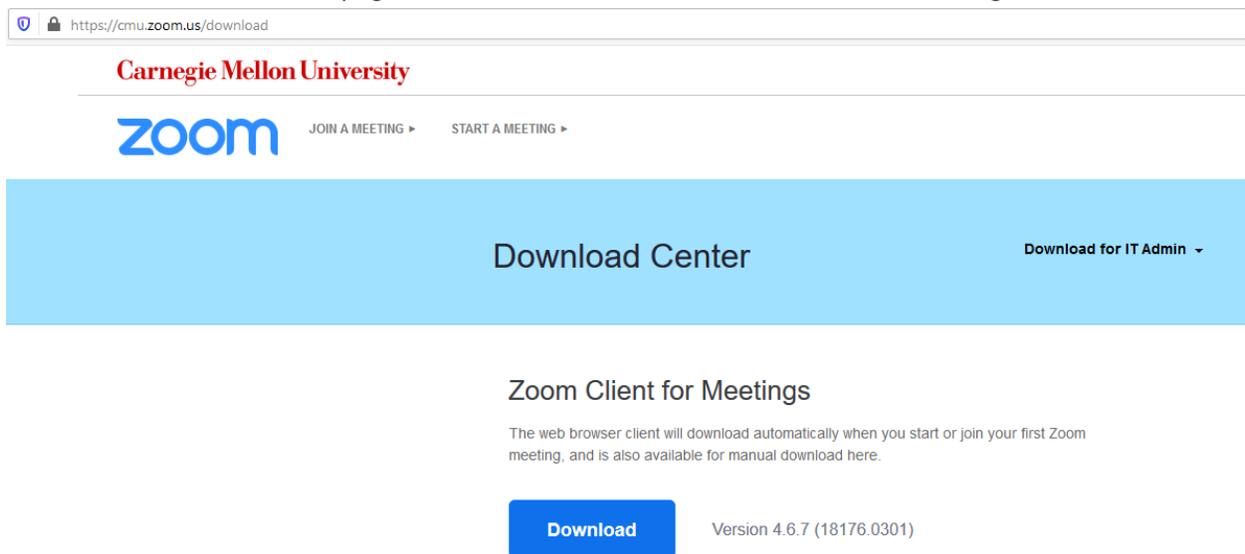


Figure 1 zoom download page

3. Select the “Zoom installer” from the Downloads folder.
4. After selecting the installer, a task bar will appear and show the progress of the download session.



Figure 2 installation bar

5. When zoom finishes installing, the login screen appears.

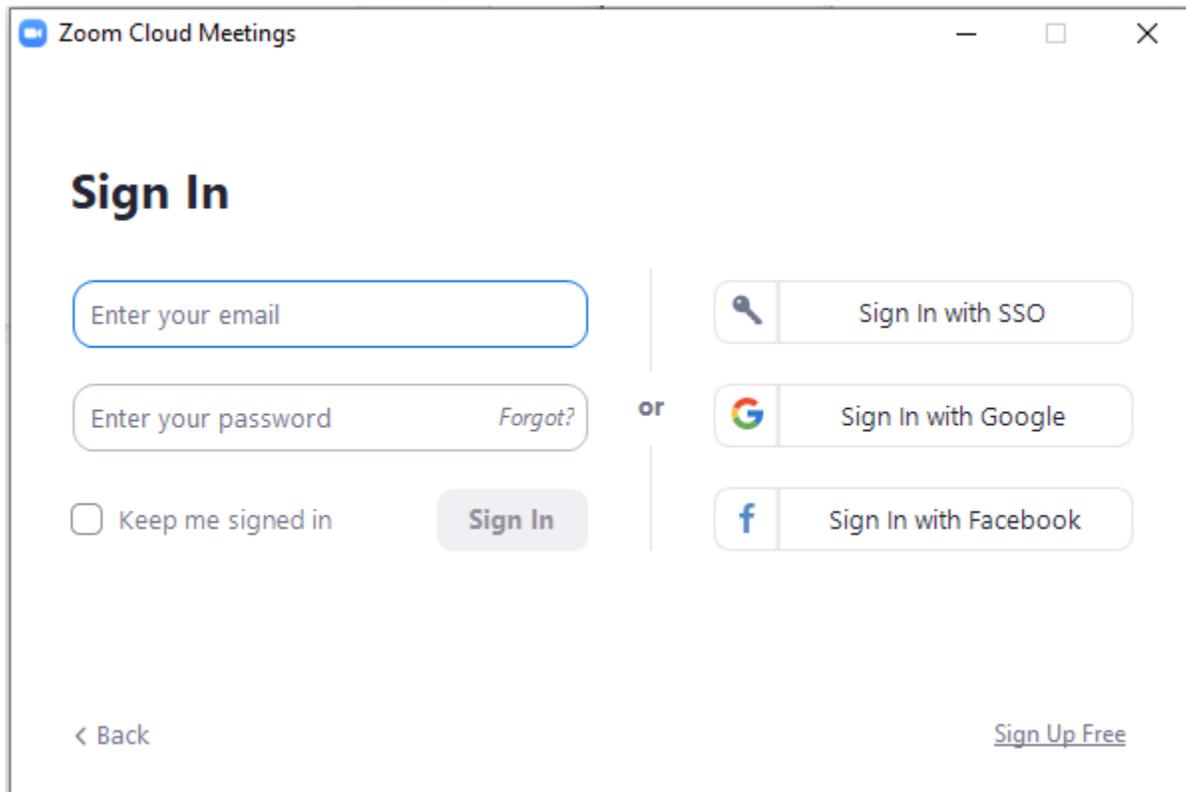
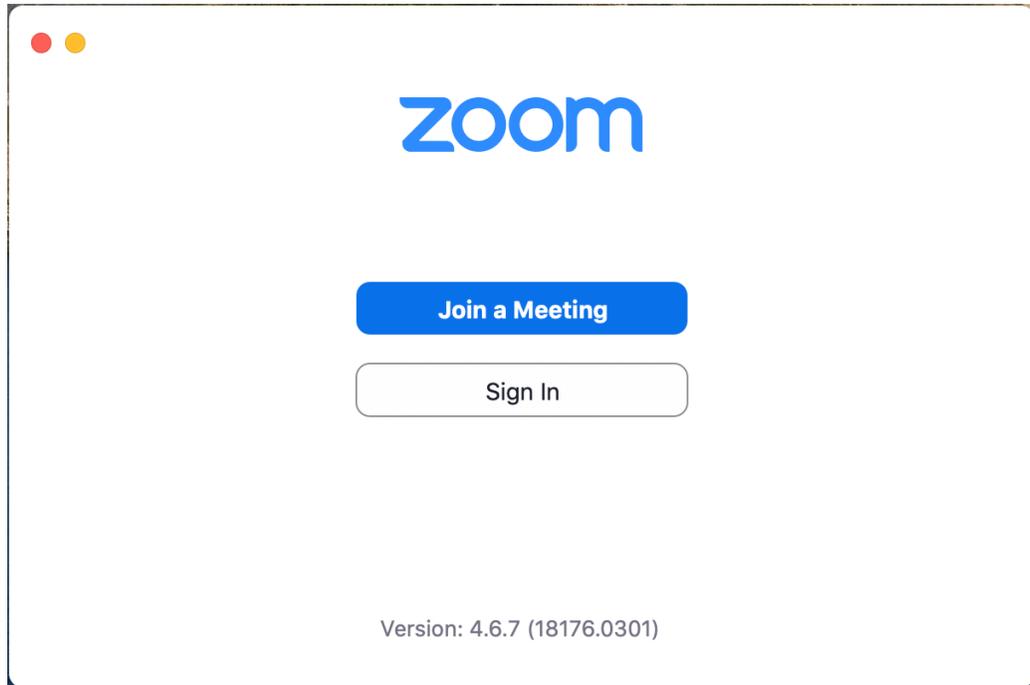


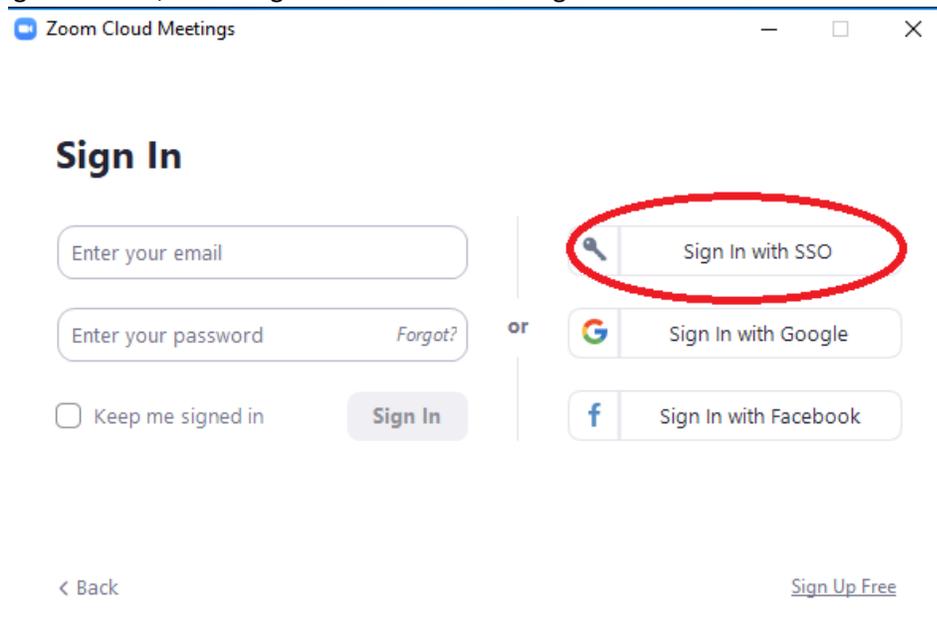
Figure 3 log in page

ZOOM CLIENT INITIALIZATION (Mac)

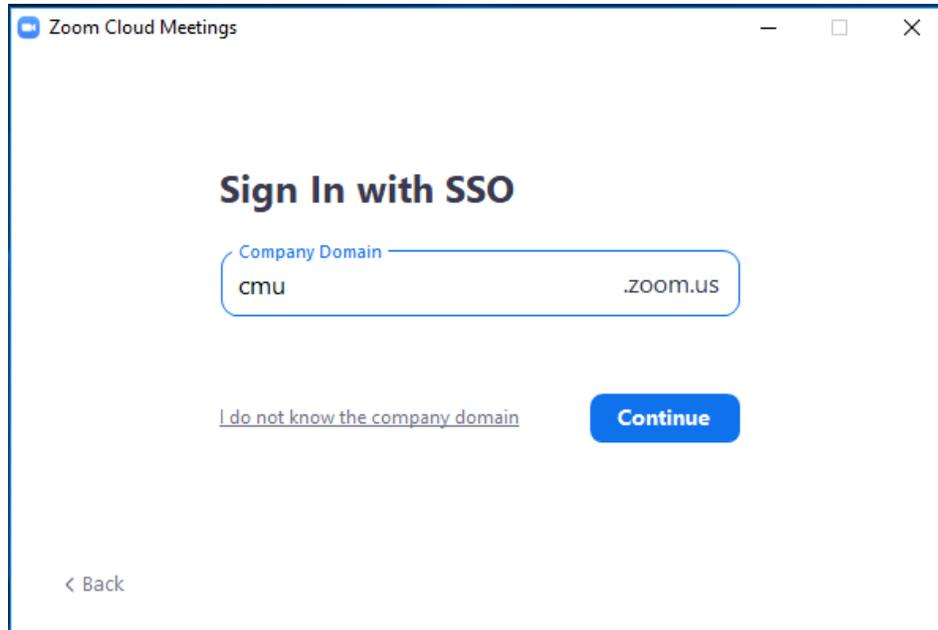
1. Launch the Zoom App from the Applications Menu or Dock.
2. Select Sign In when Zoom launches.



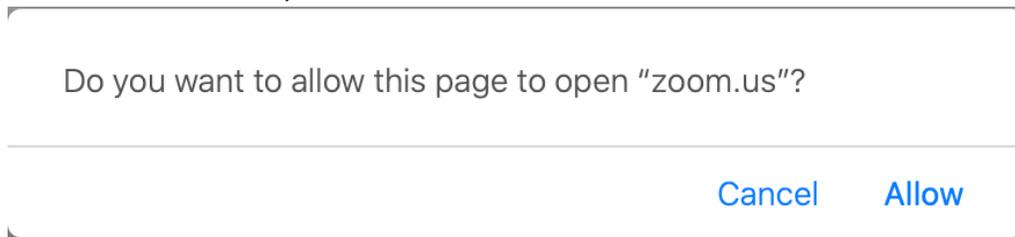
3. On the Sign in Screen, Select Sign In With SSO on the right-hand side of the screen.



4. From the Sign In With SSO Screen, enter cmu for the Company Domain. Select continue.

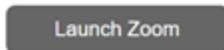


5. You will be directed to a CMU log on page. Log in with your Andrew ID and Password.
6. After logging in, click Launch Zoom. If you get prompted to allow the zoom.us app to launch click Allow. Otherwise you can click Launch Zoom.

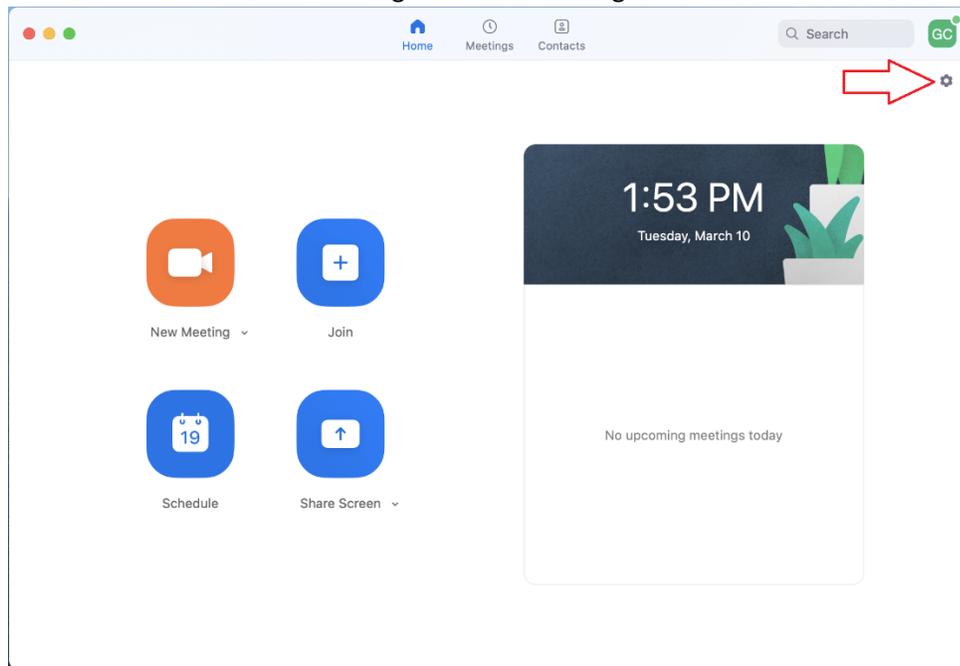


Sign In with SSO

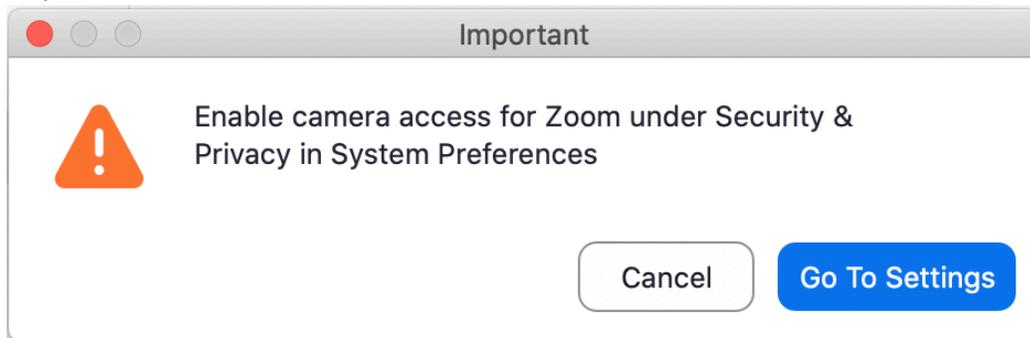
Zoom should launch in a few seconds. If not, please click button below.



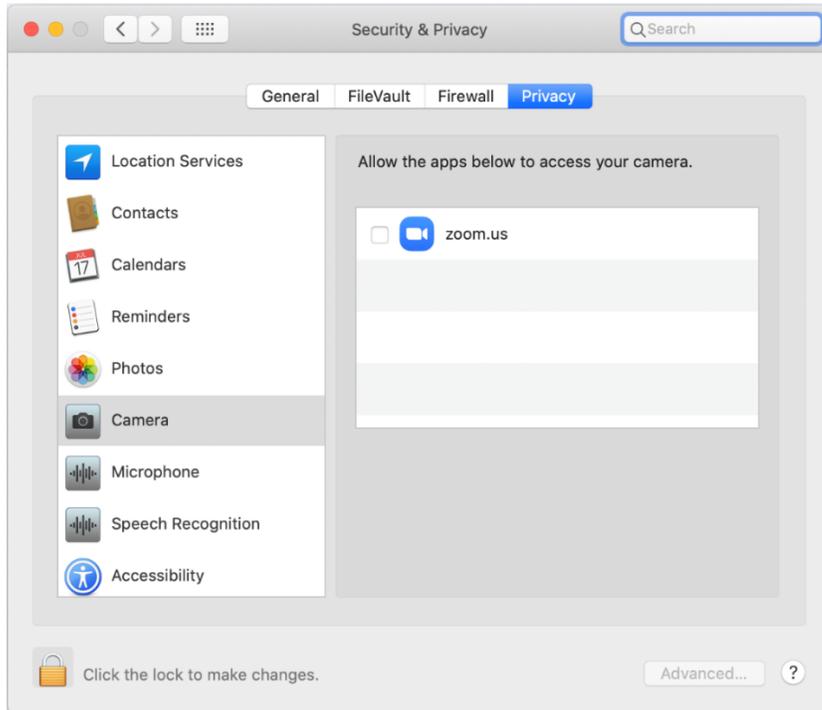
7. From the Zoom Screen. select the Settings button on the right-hand side of the screen.



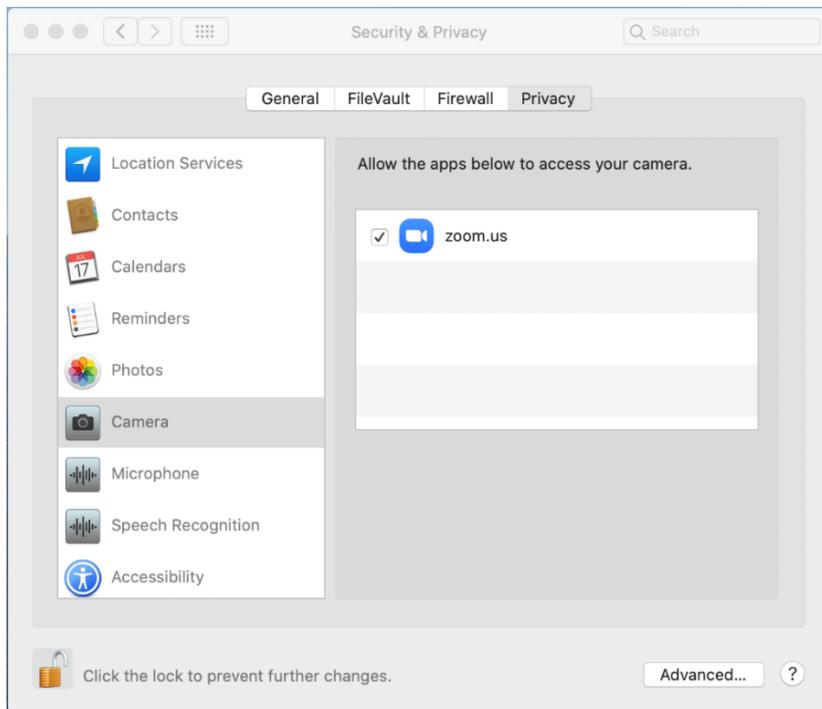
8. From the settings window, select Video along the left-hand side of the screen.
9. If you are prompted to Enable camera access for Zoom, click Go To Settings. If not proceed to step 13.



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.

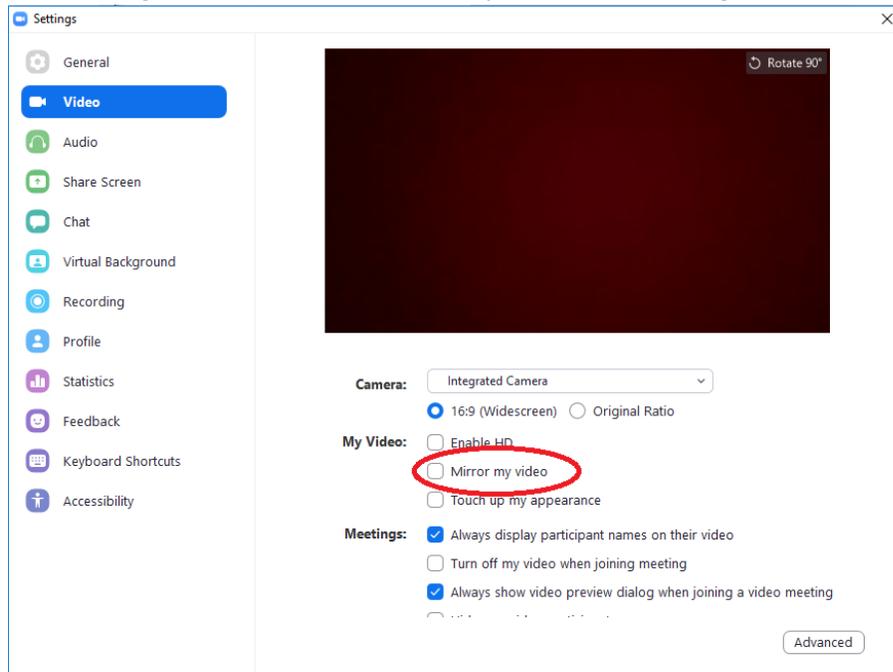


11. Make sure the check box next to zoom.us.

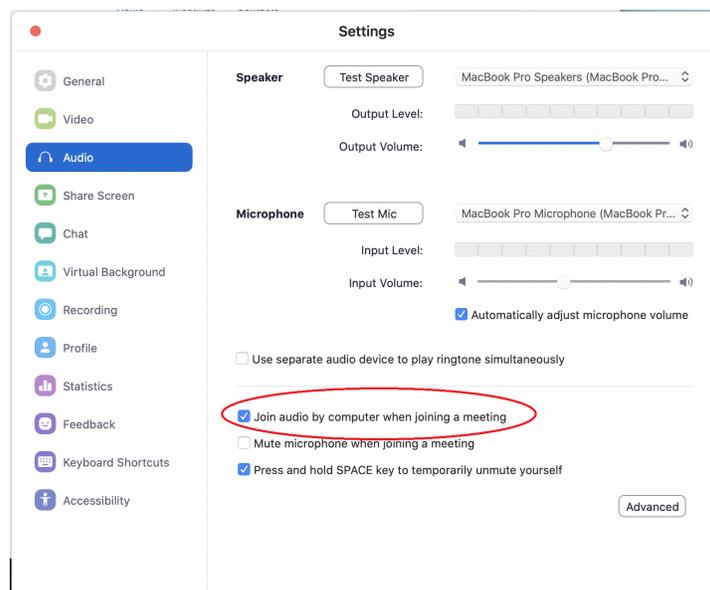


12. If you had to do step 10 and 11 Zoom will close, relaunch the program from the Applications Folder or dock. Log into the program.

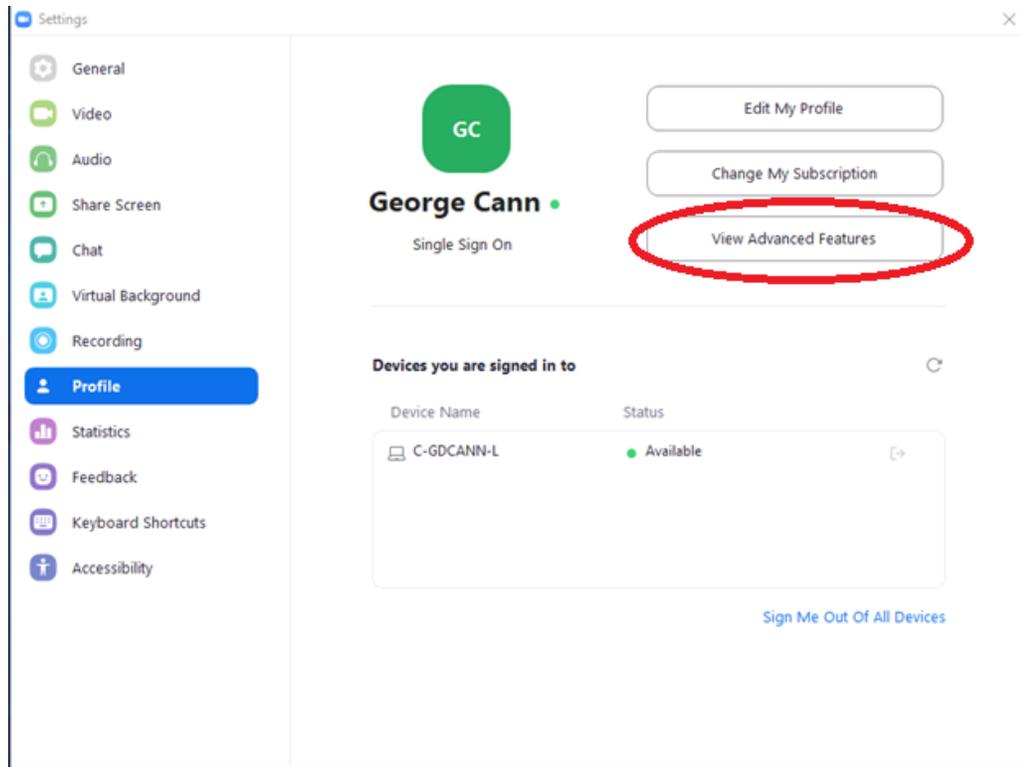
13. From the Zoom settings screen, unselect Mirror my video in the settings under the Video tab.



14. Select the Audio tab along the left-hand side of the settings page. Select “Join audio by computer when joining a meeting.”



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



16. Open an Internet Browser window with the advanced settings window.

17. From the list of settings, enable the following four settings:

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

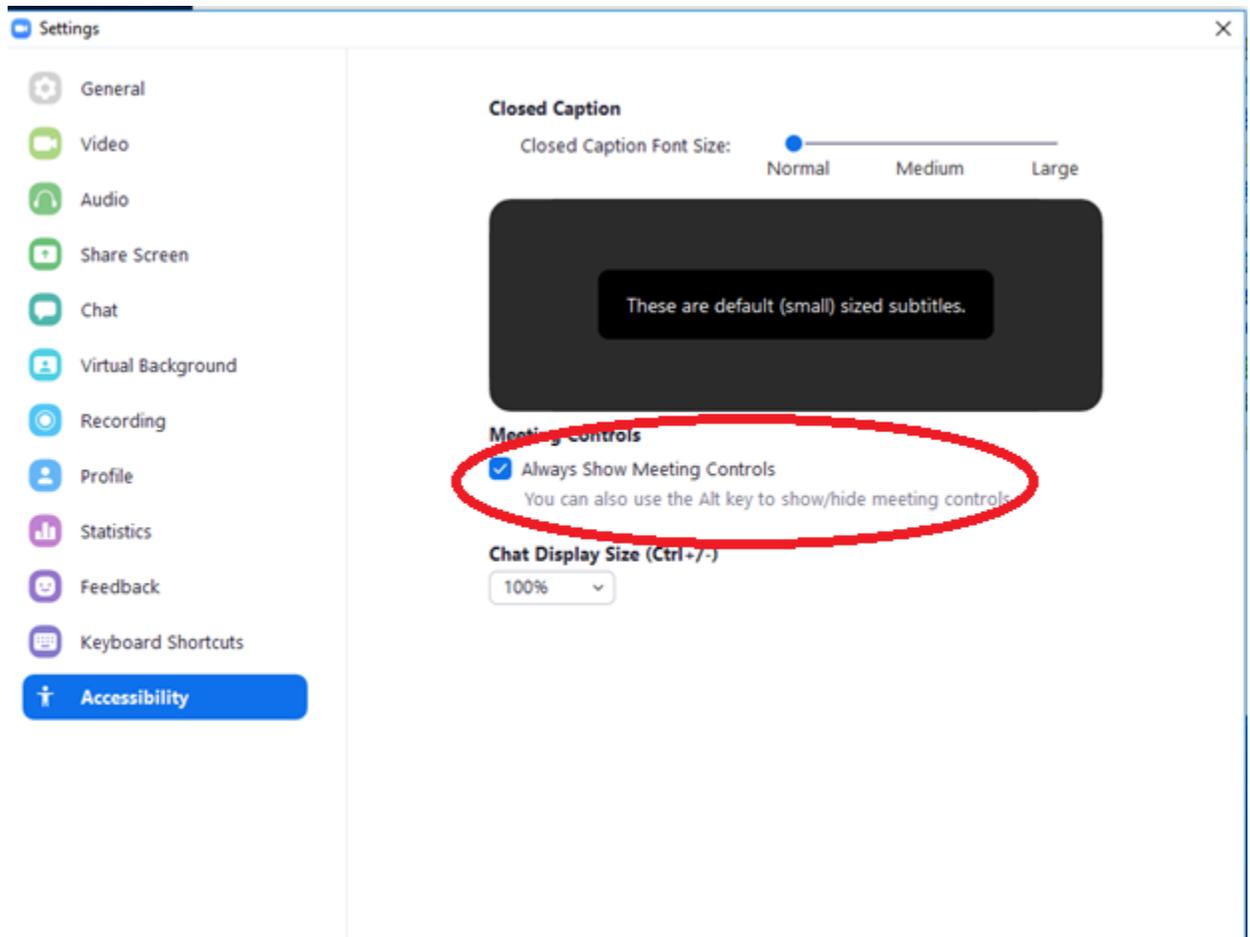
Auto saving chats

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. Under the Accessibility Settings in the Zoom Client Settings, 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.