

Getting Started with the Zoom Desktop Application

Zoom is Clarion University's video conferencing solution for online meetings. You can host up to 100 participants for unlimited duration. Participants do not need a Clarion Zoom account to join a meeting. The Zoom application has already been installed on faculty/staff university computers. If you don't have the Zoom app, please contact the help desk at x2640.

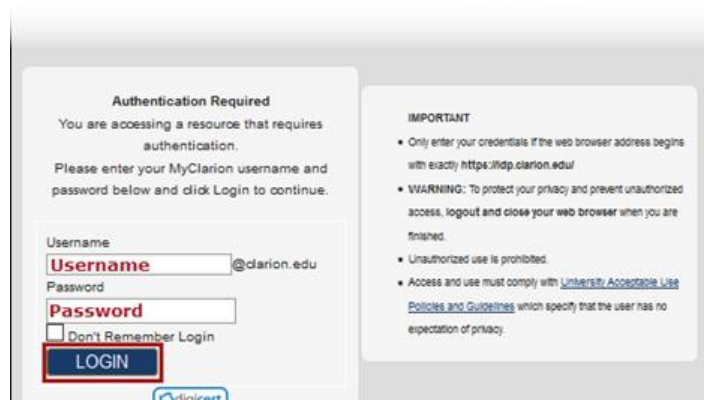
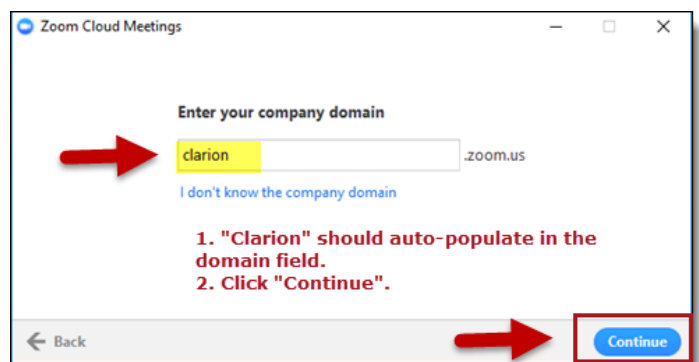
This article will describe how to sign-in to Zoom, launch the app, create and start a meeting. Please visit www.clarion.edu/zoom for support links and training videos.

Click a link below to jump to specific instructions:

[Sign-in](#) | [Create a Meeting](#) | [Start/Join a meeting](#)

Locate the Zoom App and Sign in:

1. Locate the the Zoom client (application) on your computer and launch it:
 1. **Windows 10** – Click the **Start menu** and look under “recently added”, or scroll to “Z” in the program list. Alternatively, perform a search by clicking the magnifying glass next to the start menu.
 2. **Mac** - Click Launchpad (bottom dock), type “zoom.us”, then click on logo. Alternatively, click magnifying glass (top right) type “zoom.us”, enter. Alternatively, go to finder (bottom dock) -> applications -> zoom.us
2. Choose to sign in with SSO.



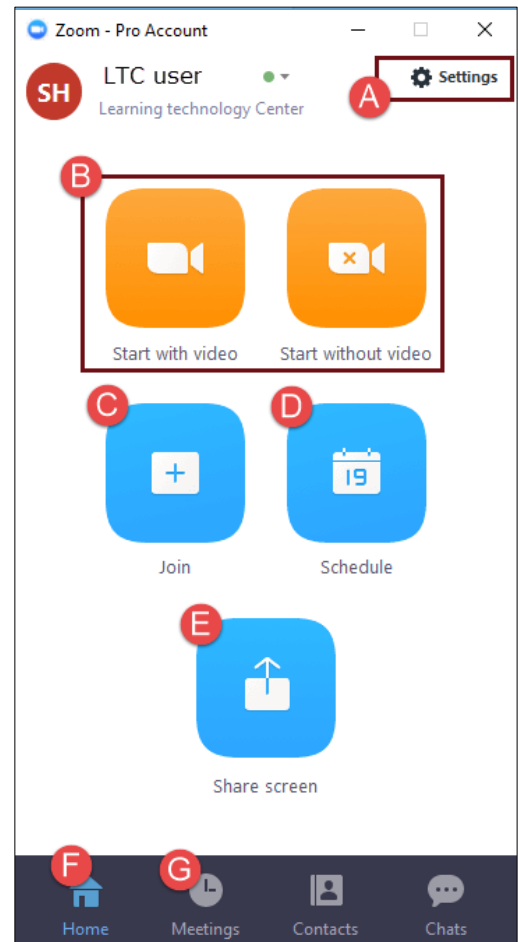
3. Enter your CU login credentials on the Single Sign-in Login page.
4. On first use/launch, you will see various prompts depending on which browser is the default on your system. Click Windows or Mac below to view specific browser prompts as needed.

[WINDOWS](#) | [MAC](#)

The Zoom App:

After the application launches, you will see the Zoom Home Screen:

- A. Zoom client settings:** Adjust application and sharing settings, as well as test audio and video.
- B. Ad hoc/Instant meetings:** Start an instant meeting with or without video. Send an invite or give participants the meeting ID from inside the meeting.
- C. Join Meeting:** Click to enter a Meeting ID.
- D. Schedule:** Create/schedule new meetings.
- E. Share screen:** This feature is mainly for zoom rooms/conference rooms.
- F. Home Screen:** As pictured.
- G. Meetings:** Review scheduled meetings; start, edit, or delete a meeting, copy a meeting invite.



NOTE: Some settings, such as advanced features, include links that will open your Zoom account on the web. Users can also create and start meetings in Zoom Web as well as edit a profile, and customize meeting settings. Please visit www.clarion.edu/zoom for details on using the Zoom web interface.

Schedule a Meeting in the App

- Open the Zoom App.
- Click Sign In with SSO and sign in with your CU username and Password.
- Click the Schedule icon.
- In the *Zoom – Schedule a Meeting* window:
 - a. Enter a topic, or title, for the meeting
 - b. Set the meeting start date, time and duration. Or, select “Recurring” if the meeting will occur at the same time every week. *Note: additional “recurrence” options are available in the Zoom web meeting scheduler.

- c. Under *Video*, leave the default of “Off” for Host and Participants since video can be enabled in the meeting. (*recommended*)
 - d. Under *Audio Options*: Leave the default Telephone and Computer audio (*recommended*)
 - e. Under *Meeting Options*, click Advanced Options and select **Enable Join Before Host** to allow attendees to enter before the host (*recommended*)
 - f. *Optional*: Give host permissions to other Clarion uses who have previously signed in to clarion.zoom.us. Note: Alternatively, you may give host permissions to *any* participant once they have joined the meeting.
 - g. Under *Calendar*: You may choose to engage a specific calendar for this meeting. If the *Other* option is selected, the meeting invitation will automatically appear on the screen after selecting Schedule. Copy this information to compose your own meeting email.
 - h. To set the meeting, click **Schedule**.
- If you are ready to meet, select **Start this meeting**.
 - To view, start, edit, or delete upcoming meetings, click “**Meetings**” on the Zoom app home screen.

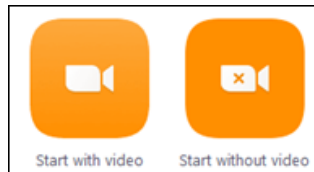
NOTE: Alternatively, schedule meetings through Zoom Web. Please visit www.clarion.edu/zoom for details on using the Zoom web interface.

Starting/Joining a Meeting

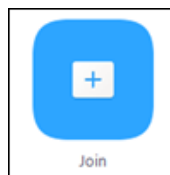
There are several ways to join a meeting:

A. Using the Zoom App:

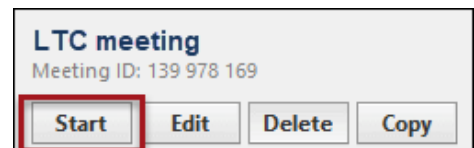
1. Open the Zoom application and sign in with SSO.
 - a. Use the orange icons on the Zoom home screen to **Start** an **instant** meeting:



- b. If you know the meeting ID, click the **Join** meeting icon:



- c. See all scheduled meetings using the **Meetings** tab at the bottom of the Zoom home screen. Click the Start button to join the desired meeting.



B. From a meeting invitation or email:

1. In the message or invite, double-click on the link next to **Join from PC, Mac, Linux, iOS or Android**:

NOTE: *If you are joining from a device or computer other than your university computer, you may be prompted to install the Zoom App.*

2. If you have a microphone, choose **Join Audio Conference by Computer**; otherwise choose **Phone Call** to use your telephone for audio in the meeting.

C. If you know the Meeting ID:

You can do one of the following to join a meeting when you know the meeting ID:

1. If you are on your university computer:
 - a. Launch the Zoom app
 - b. Click the blue **Join** icon
 - c. Enter the **Meeting ID**
 - d. If you have a microphone, choose **Join Audio Conference by Computer**; otherwise choose **Phone Call** to use your telephone for audio in the meeting.
2. Alternatively:
 - a. Browse to <https://clarion.zoom.us/>
 - b. Select **Join a Meeting**
 - c. Enter the **Meeting ID**
 - d. If you have a microphone, choose **Join Audio Conference by Computer**; otherwise choose **Phone Call** to use your telephone for audio in the meeting.

NOTE: *If you are joining from a device or computer other than your university computer, you may be prompted to install the Zoom App.*

D. If you are the host, navigate to <https://www.clarion.zoom.us>:

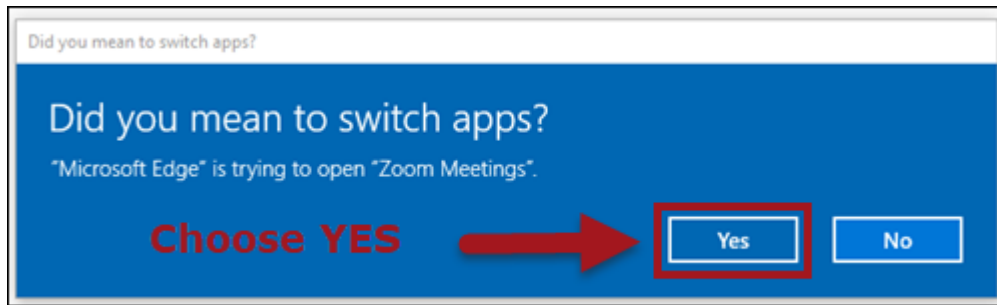
1. Click **Account Sign In** and enter your Clarion username and password.
2. Click **Meetings** in the left navigation area.
3. Locate the appropriate meeting in the list of scheduled meetings and click **Start**.

The image shows a composite of two screenshots from the Zoom web interface. On the left, a 'Zoom Video Conferencing' sidebar contains three buttons: 'Join a Meeting', 'Host a Meeting', and 'Account Sign In'. The 'Account Sign In' button is highlighted with a red border. On the right, a screenshot of the 'Meetings' page shows a list of scheduled meetings. A red arrow points to the 'Start' button of a meeting with ID 539-351-147, which is also highlighted with a red border. A text box next to the arrow says 'Click to start a scheduled meeting'.

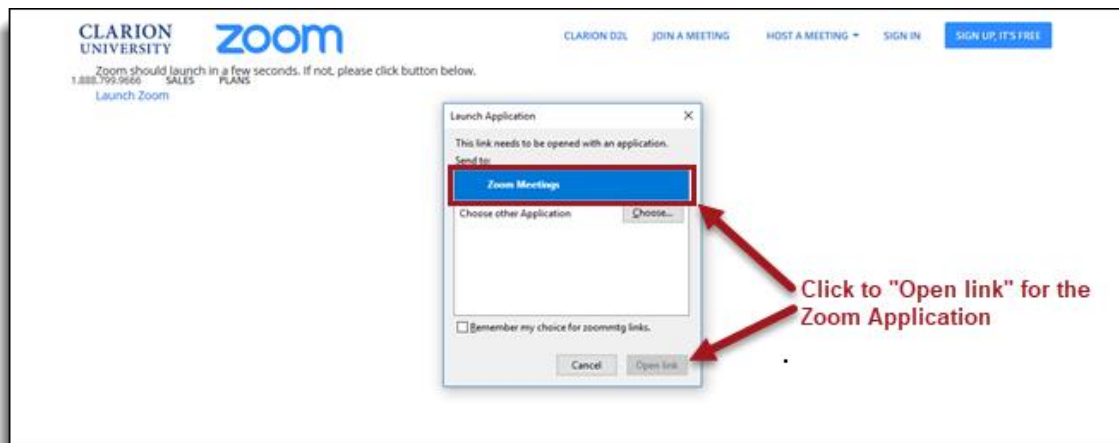
[Back to Top](#)

Windows

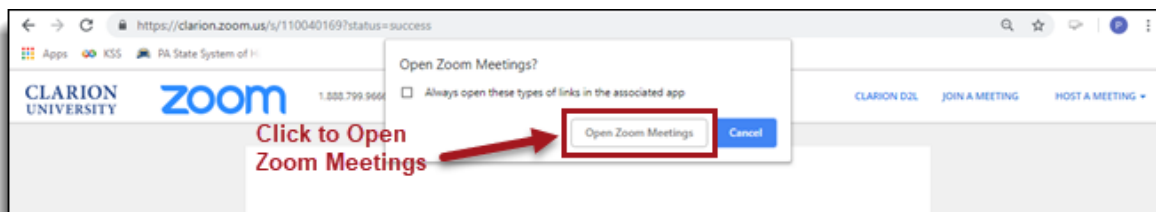
EDGE:



FIREFOX:

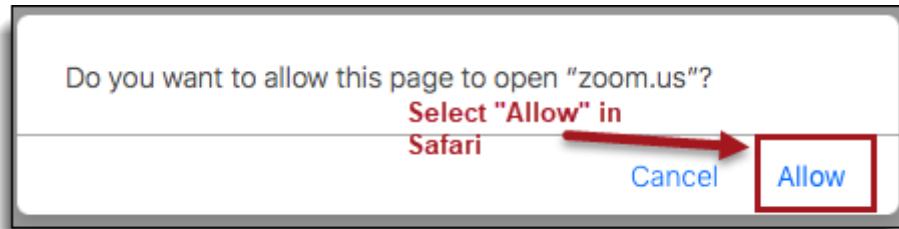


CHROME:

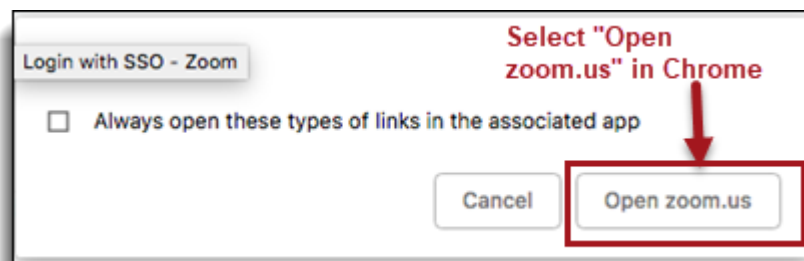


Mac

SAFARI:



CHROME:



FIREFOX:

