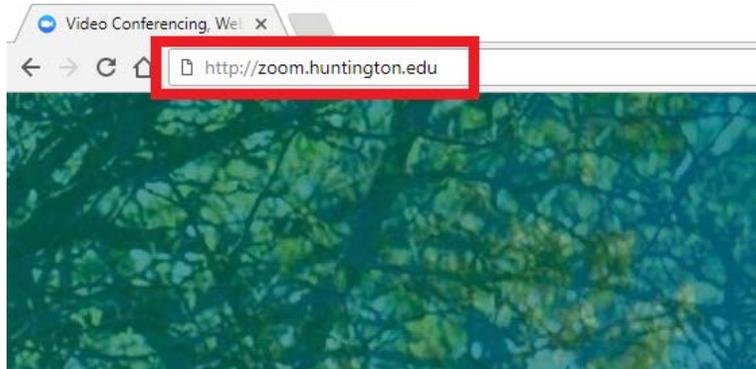


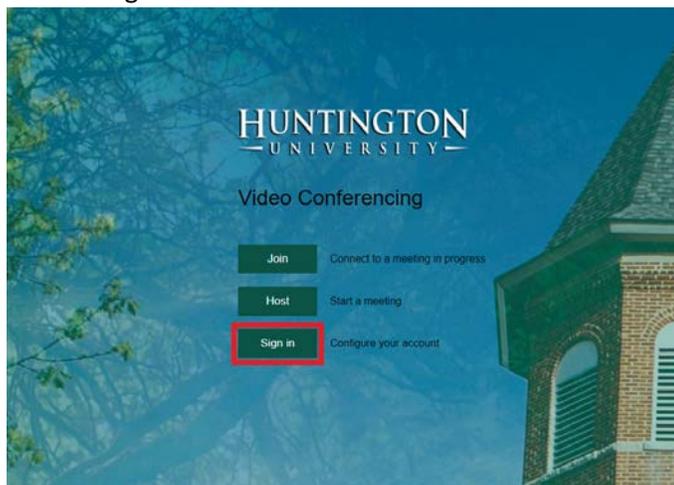
Using Zoom for the First Time

Signing into Zoom for the First Time

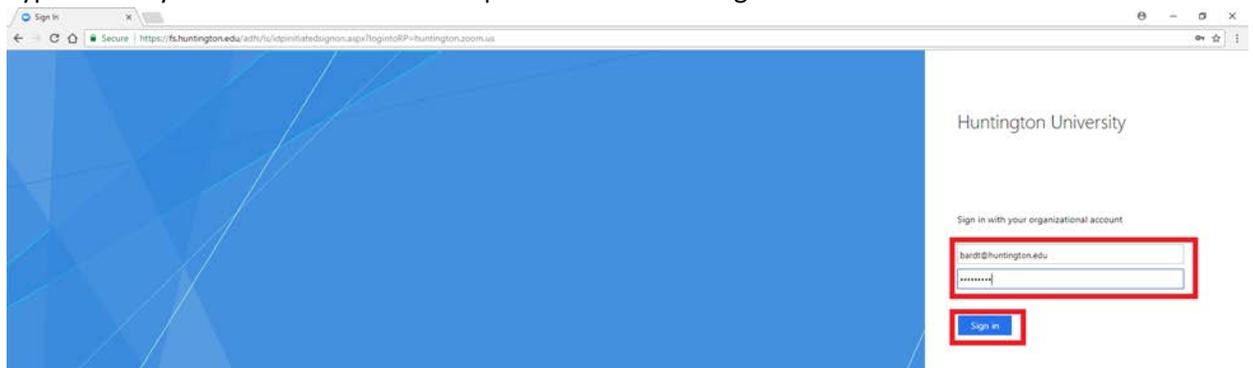
- 1) Go to <http://zoom.huntington.edu>



- 2) Click on Sign in



- 3) Type in with your HU email address and password and click Sign in

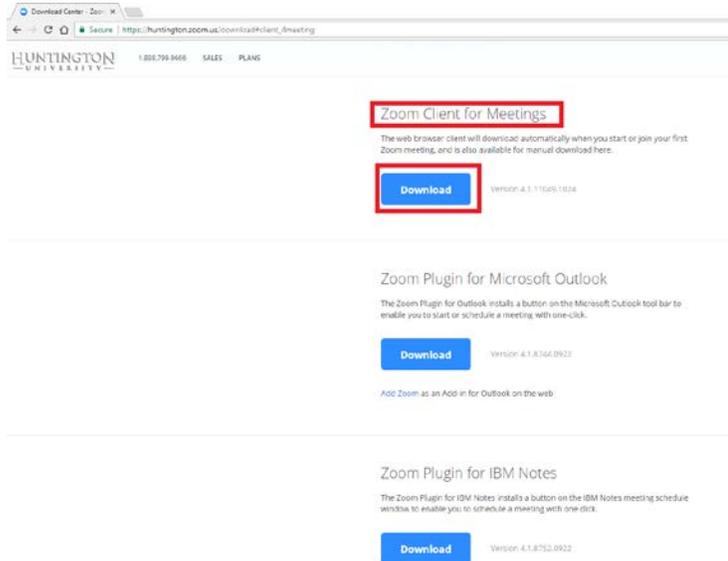


Downloading the Zoom Desktop Client

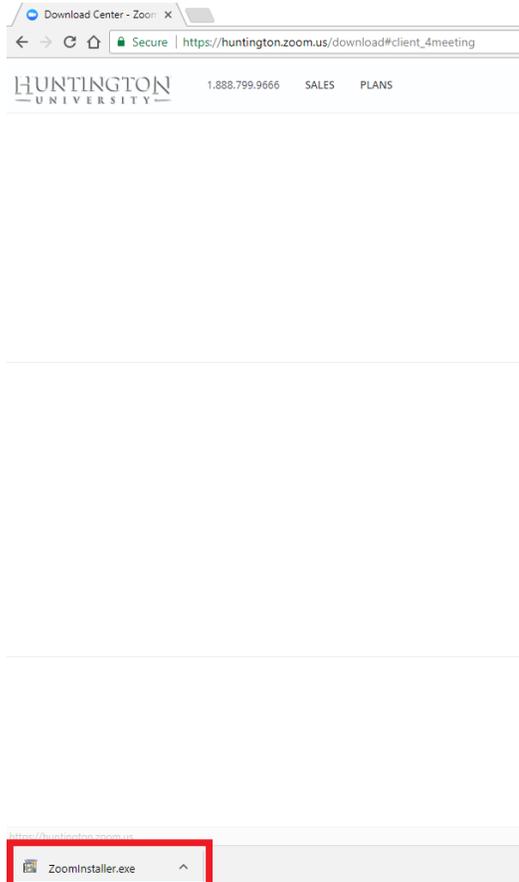
- 1) Click on Meetings Client under the Download section at the bottom of the page

The screenshot shows a web browser window with the URL <https://huntington.zoom.us/profile>. The page header includes the Huntington University logo, phone number 1.888.799.9666, and links for SALES and PLANS. The main content area is divided into two columns. The left column contains a navigation menu with options: Profile (selected), Meeting Settings, Meetings, Recordings, Webinars, Account Management, Account Profile, and Reports. Below this is a green box with links for Refer-a-Friend, Attend Live Training, Video Tutorials, and Knowledge Base. The right column displays the user's profile for Tim Bard, including a placeholder for a profile picture with a 'Change' link. Below the profile picture are several settings rows: Personal Meeting ID (with a note to use this ID for instant meetings), Sign-In Email (bardt@huntington.edu), User Type (Basic), Capacity (Meeting, 100), Time Zone (No option selected), Language (No option selected), and Signed-In Device (Sign Me Out From All Devices). At the bottom of the page, a dark blue footer contains two sections: 'About' with links for Zoom Blog, Customers, Our Team, Why Zoom, and Features; and 'Download' with links for Meetings Client (highlighted with a red box), Zoom Rooms Client, Browser Extension, Outlook Plug-in, and Lync Plug-in.

- 2) Click on the Download button found under the Zoom Client for Meetings section



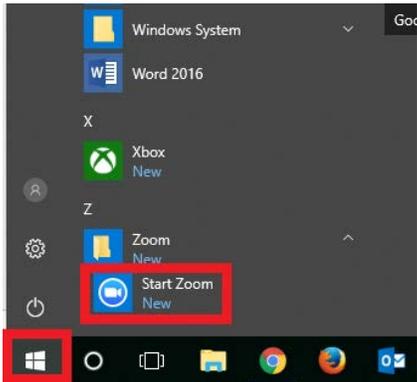
- 3) Click on the downloaded file. Depending on the browser you are using, the location of the file may be different. In Chrome, the file will appear in the lower left corner of the window while in Firefox, downloaded file appears toward the upper right portion of the screen.



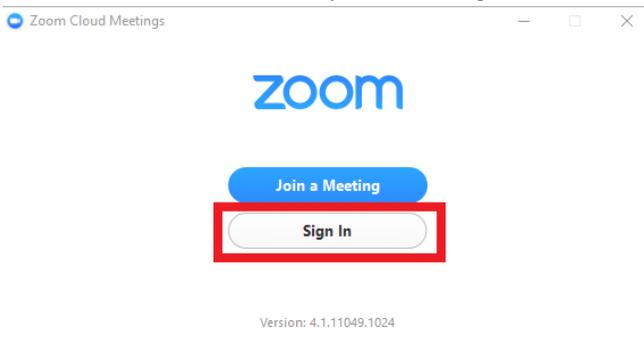
- 4) The installer will now run and install the Zoom desktop client on your computer.

Logging in to the Zoom Desktop Client

- 1) Start the Zoom client from the Start Menu



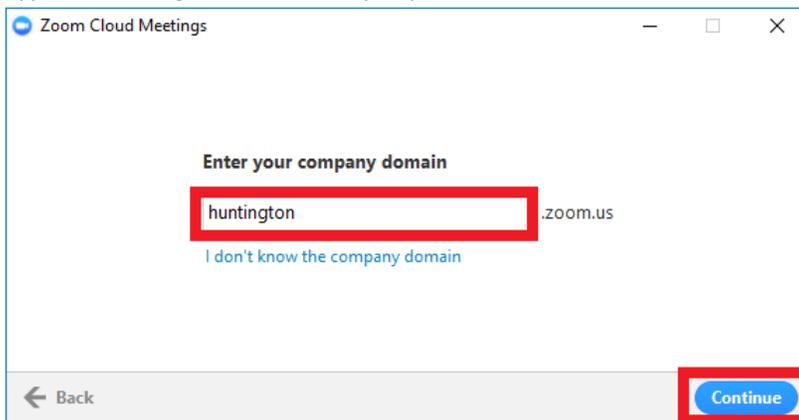
- 2) On the screen that comes up, click on Sign In



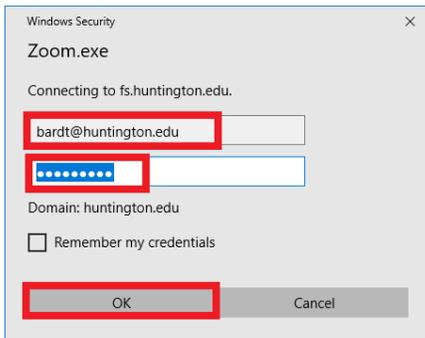
- 3) Choose the Sign In with SSO option



- 4) Type in huntington as the company domain and click Continue



- 5) Type in your HU email address and password and click OK



- 6) You are now signed into the Zoom client. From here, you can immediately start a meeting, join an existing meeting or schedule future meetings.

