Getting Started

# Introduction

Zoom is a cloud-based video communications app that allows you to set up virtual video and audio conferencing, webinars, live chats, screen-sharing and other collaborative capabilities. Zoom is available for faculty, staff, and students. More information can be found at <u>towson.edu/zoom.</u>

It is important to note that you must follow a 2-step process when getting started with Zoom. You must both sign into the Zoom portal and then download and sign into the Zoom desktop application and/or download and sign into the Zoom Cloud Meetings mobile app.

## Step 1: Signing In

1. Open your preferred web browser and navigate to **<u>zoom.towson.edu</u>**.



#### Figure 1

- 2. Click SIGN IN.
- 3. Enter your NetID and Password and click Login.

Towcon University	Authenticated Login
lowson oniversity	Authenticated Login
Use your Towson Uni	iversity NetID to log into
Zo (https://towso	oom n-edu.zoom.us)
Username	
jllama1	
Password	
L	ogin
Forgot Password	Manage My NetID
Terms and	d Conditions
Questions an	d/or Comments?



### Step 2: Downloading the Zoom Client

There are 2 ways to download the Zoom client: from the TU Zoom portal and from the software center. Instructions for both options are covered below.

#### Downloading from the TU Zoom Portal

1. Sign into the TU Zoom portal (**zoom.towson.edu** > **SIGN IN**). At the top-right of the window, hover over **RESOURCES** and click **Download Zoom Client**.

1.888	.799.0125 R	esources 🗸	SUPPORT
N A ME	Downloa	ad Zoom Clie	ent
	Video Tu	Itorials	
	Live Trai	ning	

Figure 3

2. The Downloads page will appear. Under Zoom Client for Meetings, click Download.

The web browser client w	/ill download automatically when you start or join your first Zoon
meeting, and is also availa	able for manual download here.
Download	Version 5.1.1 (28546.0628)

Figure 4

- 3. Run the installer to finish downloading the client.
- 4. The Zoom Cloud Meetings window will appear, click Sign In.



Figure 5

5. Click **Sign In with SSO**. Do **NOT** enter your email address and/or password on the left side of this box

Enter your email			٩	Sign In with SSO
Enter your password	Forgot?	or	G	Sign In with Google

6. In the text box, enter **towson-edu** and click **Continue**.

Sign In with SSO	
towson-edu	.zoom.us
do not know the company domain	Continue

Figure 7

- 7. Login with your **NetID** and **Password**.
- 8. The Launch Application window will appear. Click the checkbox beside Remember my choice for zoommtg links and click Open link.

Launch Application	×				
This link needs to be opened with an application. Send to:					
Zoom Meetings					
Choose other Application <u>C</u> hoose					
Remember my choice for zoommtg links.					
This can be changed in Firefox's preferences. Open link Cance	el				

Figure 8

9. The **Zoom** client is now installed. You may re-access the client by clicking on the **Zoom** icon on your desktop.



## Downloading from the Software Center

1. Open the software center by clicking the **Search** icon (magnifying glass at the bottom of the desktop) and typing **Software Center** in the **Search Windows** box. When the search results appear, click **Software Center**.



Figure 10

- 2. From the **Software Center** window, click in the **Search** box in upper right-hand corner and type **zoom**. Press ENTER.
- 3. Click **Zoom Meetings**.

All	Required				zoom	×
Filter:	All	•	Sort by: Most recent	•		泪 🔳 🖽
	Name			Publisher	Version	Status
New	Zoom Meetings			Zoom	5.1.28656	Available

Figure 11

- 4. Click Install.
- After installation, find and open the Zoom application by clicking the Search icon (magnifying glass at the bottom of the desktop) and typing Zoom in the Search Windows box. When the search results appear, click Zoom Desktop app.

Best m	natch
	<b>Zoom</b> Desktop app

Figure 12

6. Authenticate with your Username (NetID) and Password and click Login.

Towson University Authenticated Lo	gin
Use your Towson University NetID to log into	
<b>Zoom</b> (https://towson-edu.zoam.us)	
Username	
ccaravel	
Password	
•••••	
Login	
Forgot Password Manage My NetID	
Terms and Conditions	

Figure 13

#### Adding Zoom to your Desktop

After downloading the Zoom client from the Software Center, you may wish to create a Zoom shortcut on your desktop for easy access.

- 1. Click the **Start** button in the lower left-hand corner of your desktop.
- 2. Scroll down to the **Zoom** folder in the list of applications. Click the expand arrow to reveal the **Zoom** application.

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Figure 14

3. Hold down your left mouse button on the **Zoom** application and drag it onto your desktop.

