

zoom

INSTALLATION GUIDE

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INTRODUCTION

Zoom is a video conferencing product that is reliable and easy to use for audio and video conferencing, collaboration, chat, and webinars across mobile devices, desktops, telephones, and room systems. Using Zoom when teaching remotely can help break down the barriers of technology and distance.

Instructions below walk step by step through the process of downloading and installing the Zoom app.

It is recommended that you use a headset with Zoom to help reduce the potential for audio issues, however, a headset is not required. Also, please remember that **Zoom users can only have one meeting going at a time**. If you try to join or start a meeting while another is running, you will be prompted to close the current meeting or cancel the attempt to login.


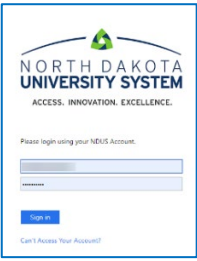
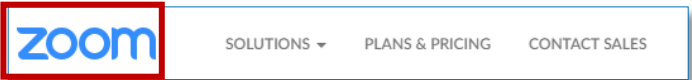
Please contact [Chris Gonnella](#) with any questions about using Zoom in the classroom. Contact the [MSU Service Desk](#) for technical support with Zoom or the equipment you need to use it.

Before You Start

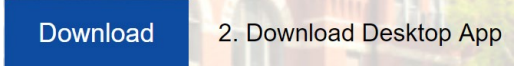
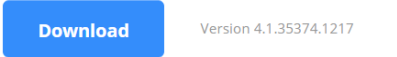


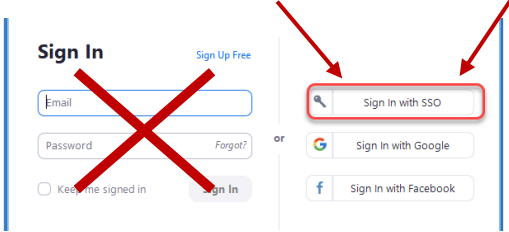
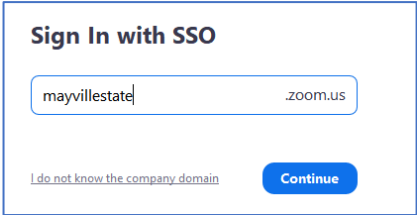



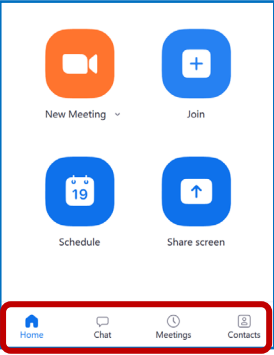
Before you host a meeting with Zoom, you need to **create a Mayville State Zoom account** and download and install the Zoom Desktop Client on your computer or device.

CREATE YOUR ACCOUNT

<p>Go to mayvillestate.zoom.us</p> <p>Click Sign In</p> <p>Use your MSU credentials to login (everything before the @ sign).</p>	 
<p>This creates your account and associates it with the Mayville State Zoom account.</p> <p>Click the Zoom logo to get back to the Mayville State Zoom page.</p>	


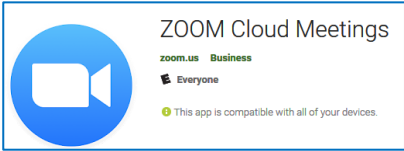
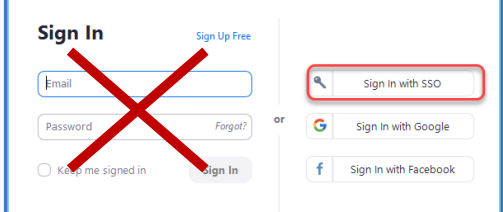
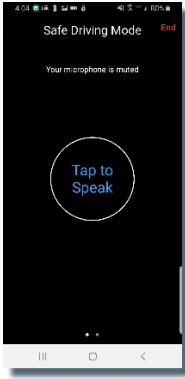
DOWNLOAD AND INSTALL THE APP

<p>Go to mayvillestate.zoom.us</p> <p>Click Download</p>	
<p>Click the Download button and follow the prompts to install.</p>	<p>Zoom Client for Meetings</p> <p>The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.</p> 
<p>To open the Zoom client, tap the Windows key on the keyboard and type "Z".</p> <p>Start Zoom Desktop app will pop up. Click it to open the Zoom app.</p>	 
<p>Click Sign In with SSO</p> <p>Do NOT use the Sign In section on the left.</p> <p>(SSO means Single Sign-On. It allows you to use the same credentials as you use for Mayville State.)</p>	
<p>Enter mayvillestate in the domain (in the future, this will automatically populate when using the same computer)</p> <p>Click Continue</p>	

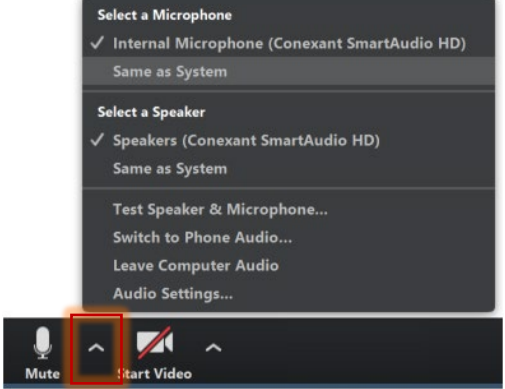
<p>Enter your MSU Username (This is usually firstname.lastname. You do not need the entire email address.)</p> <p>Use your Campus Connection password.</p> <p>Click Sign in</p>	
<p>The Zoom app will open and display the Home Page for the app. Use the icons on the bottom of the screen to navigate the app.</p>	

MOBILE APP

The Zoom mobile app is recommended. The interface is easy to use and works well.

<p>To download the iOS mobile app, go to the Apple store and search for Zoom Cloud Meetings</p>	
<p>To download the Android app, go to Google Play and search for Zoom Cloud meetings</p>	
<p>When signing into the mobile app, remember to use the SSO option rather than Google or Facebook options.</p>	
<p>The mobile app has a Safe Driving Mode which is very handy if you need to listen in on a meeting while out and about.</p> <p>Stay Safe!</p>	

TROUBLESHOOTING

<p>To troubleshoot audio, click the up arrow next to the mic icon.</p> <ol style="list-style-type: none"> 1. Check the correct mic is being used. 2. Click on Audio Settings... to explore other options. 	
<p>To troubleshoot video, click the up arrow next to the camera icon.</p> <ol style="list-style-type: none"> 1. Check the correct camera is being used. 2. Click on Video Settings... to explore other options. 	