



## **INSTALLATION GUIDE**

# 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.

Mayville State has its own Zoom account with a limited number of Pro licenses and an unlimited number of Basic licenses. Some of our faculty employ Zoom as an educational tool to help break down the barriers of technology and distance.

It is strongly recommended that you use a headset with Zoom to help reduce the potential for audio issues; however, it is not a requirement. Please remember that **Zoom users can only have one meeting going at a time**. If you try to join or start another meeting, you will be kicked out of your current meeting.

Please contact [Chris Gonnella](#) with any questions about Zoom or the equipment you need to use it.

## Before You Start




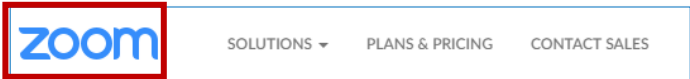
Before you host a meeting with Zoom, you need to create a Mayville State Zoom account and download and install the Zoom Desktop Client on your computer or device.

## PRO VS BASIC ACCOUNTS


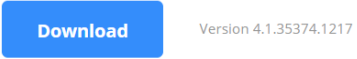

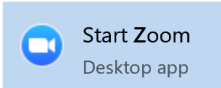
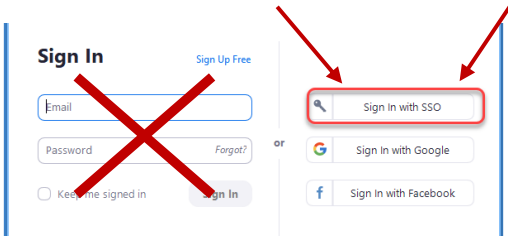
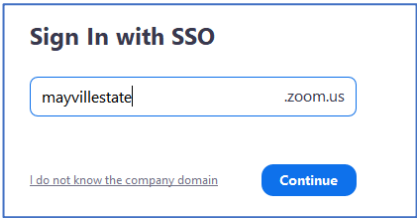
All MSU faculty, staff and students have [access to their own Zoom accounts](#). By default, you are assigned a free, basic account, which means the meetings you host can go no longer than 40 minutes. If your meeting needs to go longer, simply start a new meeting!

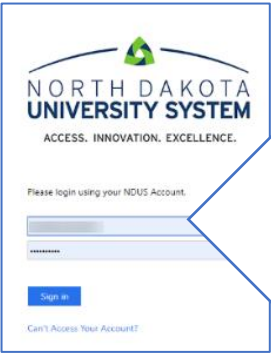
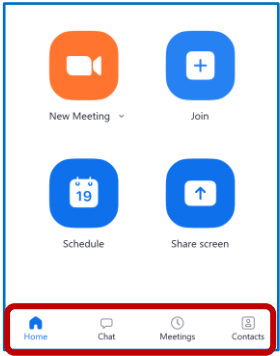
If you are a faculty member who will be using Zoom on a regular basis, please email [Chris Gonnella](#) to request a Pro account. A Pro account allows you to have unlimited meeting times and access to cloud-based recordings.

## CREATE YOUR ACCOUNT

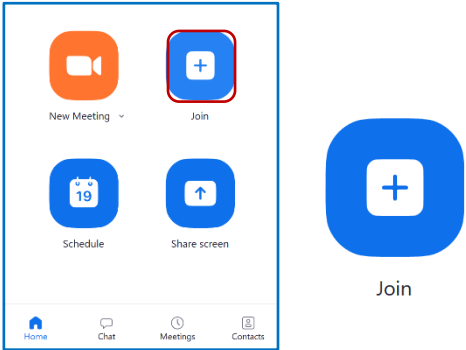
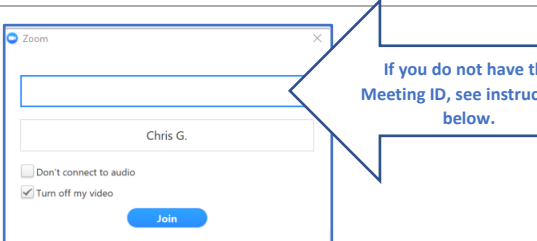
<p>Go to <a href="https://mayvillestate.zoom.us">mayvillestate.zoom.us</a></p> <p>Click <b>Sign In</b></p> <p>Use your <b>MSU credentials</b> to login (everything before the @ sign).</p>	
<p>This creates your account and associates it with the Mayville State Zoom account.</p> <p>Click the Zoom logo to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

# DOWNLOAD AND INSTALL THE APP

<p>Go to <a href="https://mayvillestate.zoom.us">mayvillestate.zoom.us</a></p> <p>Click <a href="#">Download</a></p>	
<p>Click the <a href="#">Download</a> 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 <b>"Z"</b>.</p> <p><a href="#">Start Zoom Desktop app</a> will pop up. Click it to open the Zoom app.</p>	 
<p>Click <a href="#">Sign In with SSO</a></p> <p>Do <b>NOT</b> 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 <a href="#">mayvillestate</a> in the domain (in the future, this will automatically populate when using the same computer)</p> <p>Click <a href="#">Continue</a></p>	

<p>Enter your <b>MSU Username</b> (This is usually firstname.lastname. You do not need the entire email address.)</p> <p>Use your <b>Campus Connection</b> password.</p> <p>Click <b>Sign in</b></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>	

## JOIN A MEETING

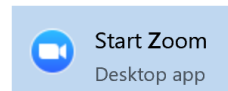
<p><b>Open the app</b></p> <p>These icons indicate your various options.</p> <p>Typically, the <b>Join</b> button is the most frequently used option on this screen.</p>	
<p>A window opens where you can type in the meeting ID.</p> <p>Click <b>Join</b>. The meeting will open.</p>	

## START A NEW MEETING

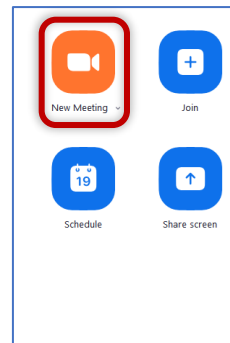
All MSU faculty, staff and students have [access to their own Zoom accounts](#). By default, you are assigned a free, basic account, which means the meetings you host can go no longer than 40 minutes. If your meeting needs to go longer, simply start a new meeting!

Open the Zoom client: Tap the Windows key on the keyboard and type “Z”.

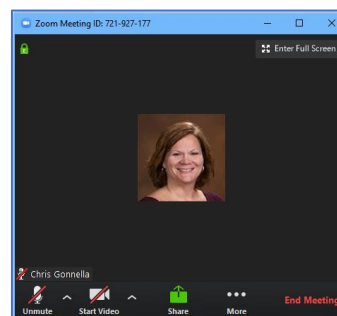
[Start Zoom Desktop app](#) will pop up. Click it to open the Zoom app.



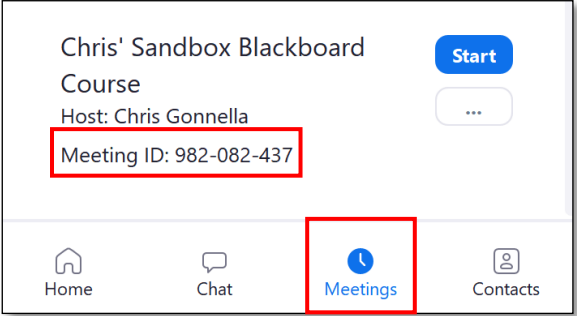
Click [New Meeting](#) to start a new meeting.



The Zoom meeting opens.



## FIND THE MEETING ID

<p>If you have scheduled a meeting but cannot find the meeting ID, you can find it in the Zoom app under the Meetings tab.</p>	
<p>If you have signed into the meeting previously, the ID number may still be in the Meeting ID drop down box in the Join a Meeting screen. It will appear when you click the Join button on the Home screen.</p>	