Zoom FAQs

How to Log In Using the Zoom Application
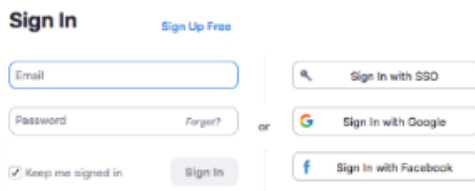
1. Download Zoom Client for Meetings desktop application
2. Click on the Zoom download to initialize the installer for the Zoom Client for Meetings application
3. Once the installation is complete and the application opens, click the **Sign In** button

4. Click the **Sign In with SSO** button

5. In the Sign In with SSO box, type *lynn-edu* and click **Continue** button

6. Enter your Lynn email address and password and click **Sign in**

7. Click the **Launch Zoom** button to open the Zoom Client for Meetings application

Sign in with SSO

Click Open link on the dialog shown by your browser. If you don't see a dialog, click Launch Zoom below.

Launch Zoom

How to schedule a meeting through Microsoft Outlook

Creating a New Meeting

- Open the Outlook desktop app and switch to calendar view.
- In the **Home** tab, click **New Meeting**
- Enter meeting details like the title, location, and guest list.
- In the **Meeting** tab, click **Add a Zoom Meeting**.
- Select your desired video, audio and meeting settings. Click **Add Zoom Meeting** to add Zoom join details to the meeting.

Viewing and Editing Meetings

- Open the Outlook desktop app and switch to calendar view.
- Double-click a Zoom meeting to display the meeting details.
- Click **Add a Zoom Meeting** to display the Zoom meeting options.
- Change your meeting options and click **Update** to apply the changes.
  Tip: Click **Load default settings** to load your default settings found in your Zoom web portal.

Zoom

Add Zoom Meeting
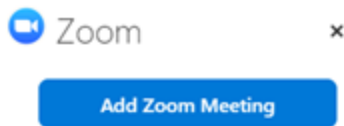
Meeting ID

- ○ One-time Meeting ID
- ○ Personal Meeting ID (PMI) 931-592-0615

Video

Host   ▮___ Off

Participant   ▮___ Off

Audio

- ○ Telephone
- ○ Computer Audio
- ● Telephone and Computer Audio

Dial from United States

Edit countries

Meeting Options

☐ Require meeting password

☐ Recurring meeting
Note: Enable this one when choose
"Recurrence"

Advanced Options ⌄

How to schedule a meeting through Microsoft Office 365

- Open your Outlook web calendar and click **New** to create a new calendar event.
- Enter meeting details like the title, location, and guest list.
- Click the three dots in the top toolbar. You will see the Zoom sidebar open, prompting for your Zoom credentials.
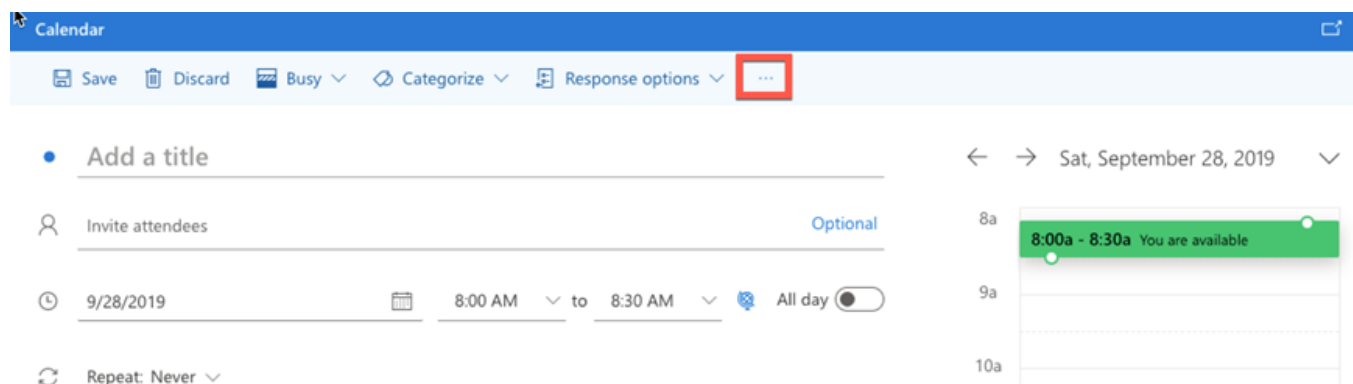
- Click **Zoom**
- Click **Add a Zoom Meeting**

- Sign into your Zoom account. If you are already signed into the Zoom web portal, it will log you in automatically.
  Note: The meeting settings will automatically populate with your default settings in your Zoom web portal.
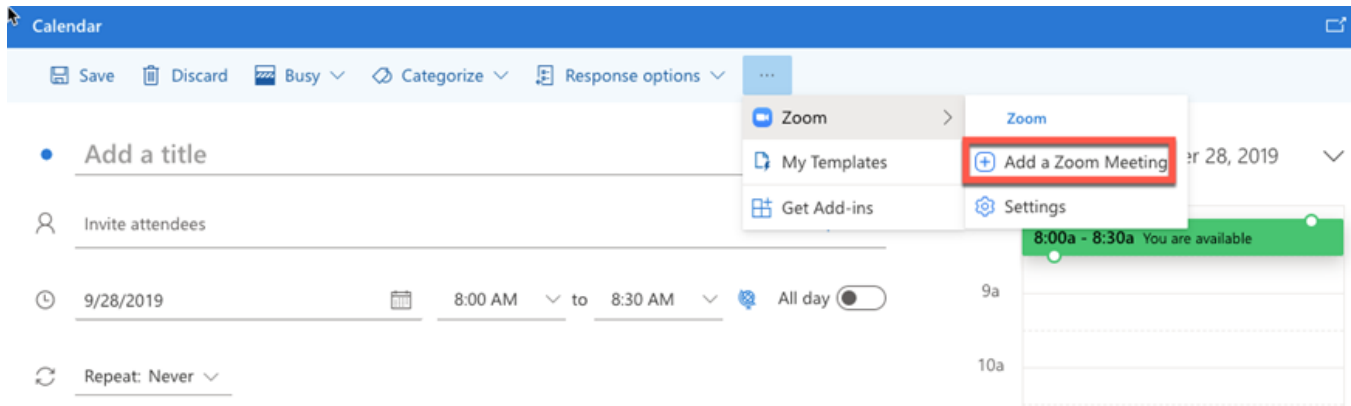
Additional Zoom Resources

Help Center

- Getting Started Guide
- Audio, video, recording and sharing
- Sharing Computer Sound
- Download Zoom
- How-To Videos
- Zoom Training
- Meeting/Webinar Comparison
- Zoom Privacy Policy