

Zoom FAQs

How to Log In Using the Zoom Application

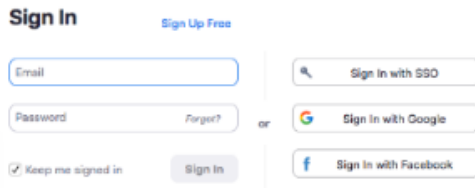
1. Download [Zoom Client for Meetings](#) desktop application
2. Click on the Zoom download to initialize the installer for the Zoom Client for Meetings application
3. Once the installation is complete and the application opens, click the **Sign In** button



Join a Meeting

Sign In

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



The image shows the Zoom Sign In page. At the top left is the 'Sign In' link, and next to it is the 'Sign Up Free' link. Below these are two input fields: 'Email' and 'Password'. To the right of the 'Password' field is a 'Forgot?' link. Below the 'Email' field is a checkbox labeled 'Keep me signed in'. To the right of the input fields is a 'Sign In' button. To the right of the 'Sign In' button is an 'or' separator. To the right of the 'or' separator are three buttons: 'Sign In with SSO', 'Sign In with Google', and 'Sign In with Facebook'.

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

Sign In with SSO

lynn-edu

.zoom.us

[I don't know the company domain](#)

Continue

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



Sign in with your Lynn email account.
Make sure to include your full email address
jdoo@email.lynn.edu (For Students) or
jdoo@lynn.edu (For Staff/Faculty)

someone@example.com

Password

Sign in

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



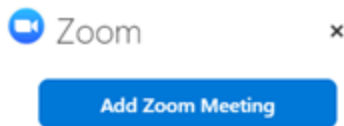
How to schedule a meeting through Microsoft Outlook

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.



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](#)

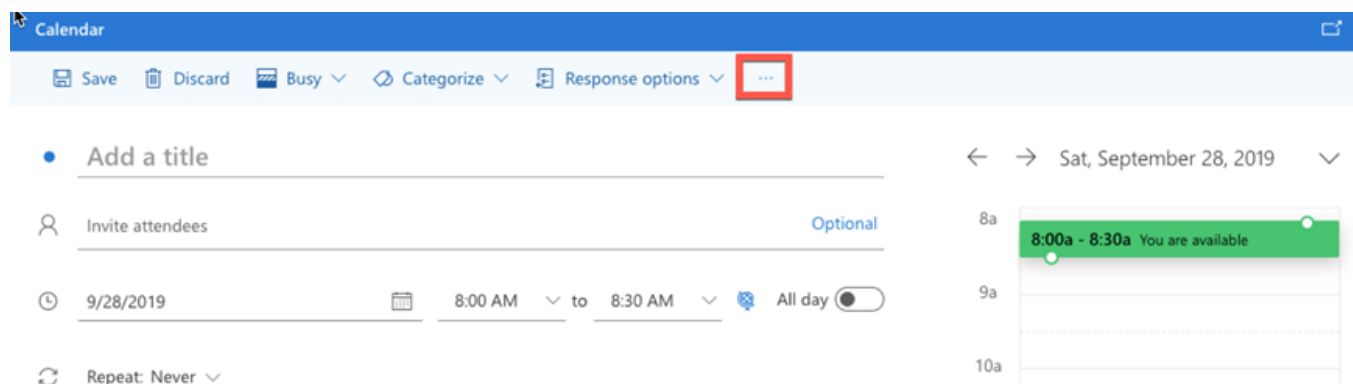
Meeting Options

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

[Advanced Options](#) ▼

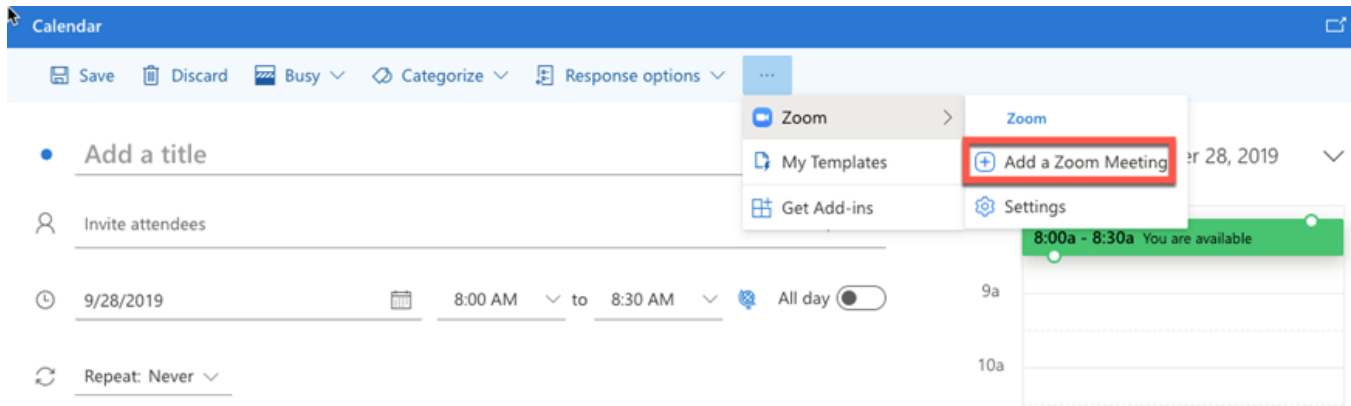
How to schedule a meeting through Microsoft Office 365

- 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



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