

Zoom FAQs

How to Log In Using the Zoom Application

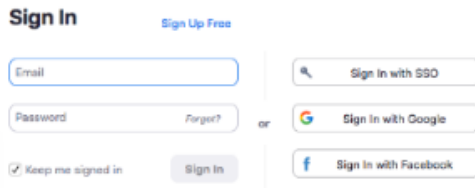
1. Download [Zoom Client for Meetings](#) desktop application
2. Click on the Zoom download to initialize the installer for the Zoom Client for Meetings application
3. Once the installation is complete and the application opens, click the **Sign In** button



Join a Meeting

Sign In

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



The image shows the Zoom Sign In page. On the left, there is a 'Sign In' section with fields for 'Email' and 'Password', a 'Forgot?' link, a 'Keep me signed in' checkbox, and a 'Sign In' button. To the right of the password field is an 'or' separator. Further right is a 'Sign Up Free' link. Below the 'or' separator are three SSO options: 'Sign In with SSO' (with a magnifying glass icon), 'Sign In with Google' (with the Google logo), and 'Sign In with Facebook' (with the Facebook logo).

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**



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



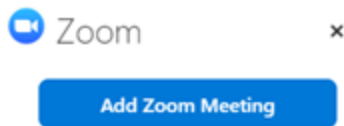
How to schedule a meeting through Microsoft Outlook

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](#)

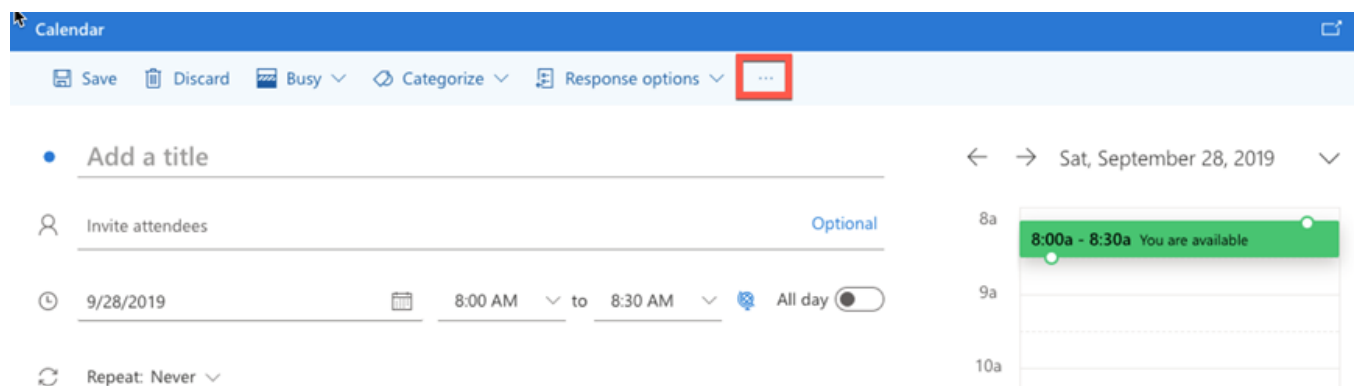
Meeting Options

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

[Advanced Options](#) ▼

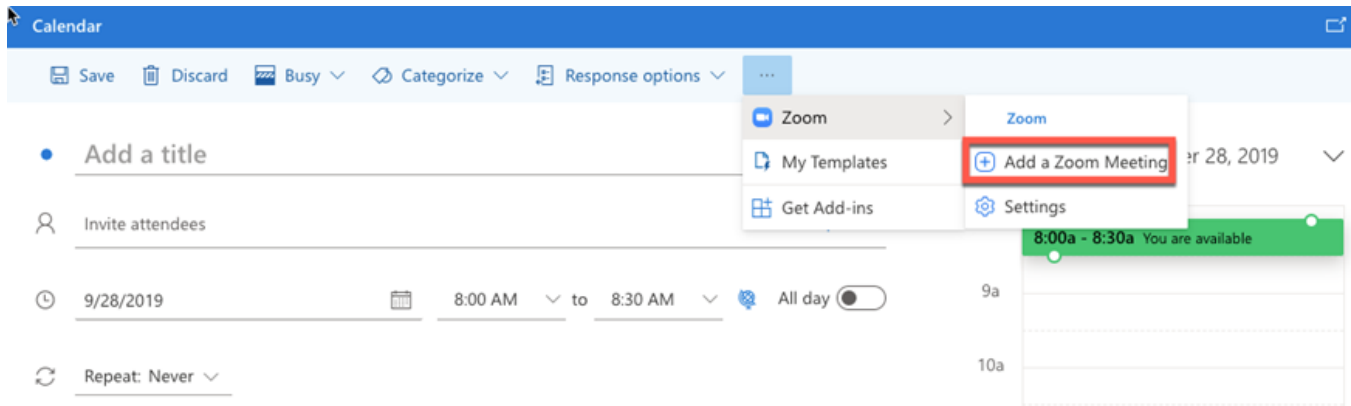
How to schedule a meeting through Microsoft Office 365

- 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](#)