Zoom at ECU guide

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PC installation guide

1. Open the **Software Centre** in the **Start Menu**:

   ![Software Centre in Start Menu]

2. Type ‘Zoom’ into the **search bar** on the right-hand side and hit enter:

   ![Search for Zoom]

3. Select **Zoom Client 3.5.6** then click **Install**. Installation will take several minutes.

   ![Select Zoom Client 3.5.6]

   ![Install Zoom Client 3.5.6]

   **Note:** Zoom Outlook Plugin will also be installed. If Outlook is already launched when Zoom installs, please quit Outlook and relaunch for the Zoom plugin to be functional.
PC: Zoom user guide

Once installed, Zoom can be found under Z in the Start Menu. Open Zoom by clicking on the icon. In the Zoom pop-up box, you can either sign in or join a meeting.

How to join a meeting
1. In the Zoom pop-up box, click on Join a Meeting.
2. Enter the Meeting ID—you should have received it from the meeting organizer.
3. Enter your name and click Join.
How to start a new meeting

1. In the Zoom pop-up box, click on **Sign In**
2. Sign In using “SSO- Sign In with SSO” - Do not use the Sign In panel on the left.

3. Enter the URL **https://ecu.zoom.us** in the textbox on this screen and click Continue.

4. Login using your ECU username and password and start using zoom.
Mac: Zoom installation guide
1. Select Self Service icon in your Mac’s Dock:
2. Select Zoom Client then click Zoom Installation. Installation will take several minutes.

Mac: Zoom user guide
How to open Zoom
1. Clicking the Finder icon
2. Click on the Applications folder, under favorites in the left hand side menu, the double click on the zoom.us icon.
3. In the Login SSO popup box, enter the SSO URL: https://ecu.zoom.us and then select Continue.
4. Login using your ECU user name and password.

5. Once you have logged in your will be presented with the Zoom software console where you can start, join or schedule a meeting.