

Help guide for accessing Zoom (Cloud Meetings)

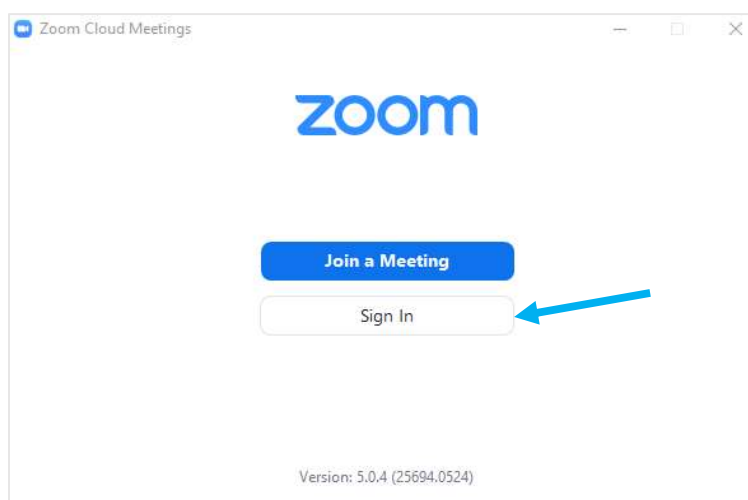
How to access your live sessions using Zoom

We provide all our students with a licenced Zoom account to make sure only our students can join any sessions. Because of this, **it is important that you do not sign up for a free Zoom account.**

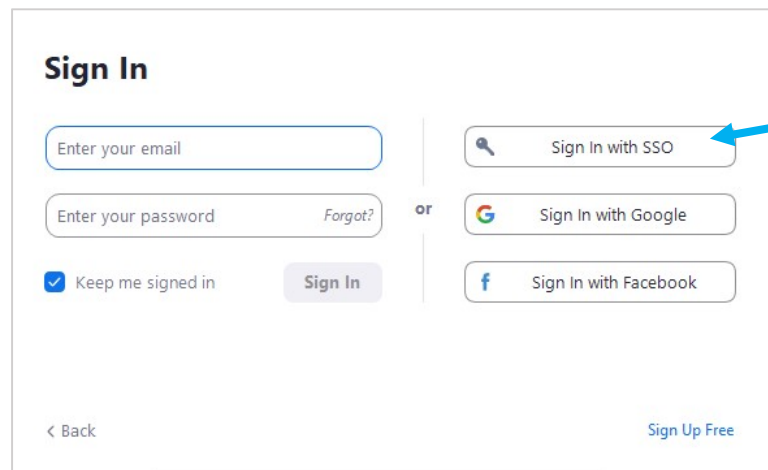


Step 1: You will need to download and install the Zoom Client for Meetings app by going to <http://zoom.us/download>

Step 2: Once downloaded, open the Zoom app (Zoom Cloud Meetings) and click '**Sign In**' (see image below).

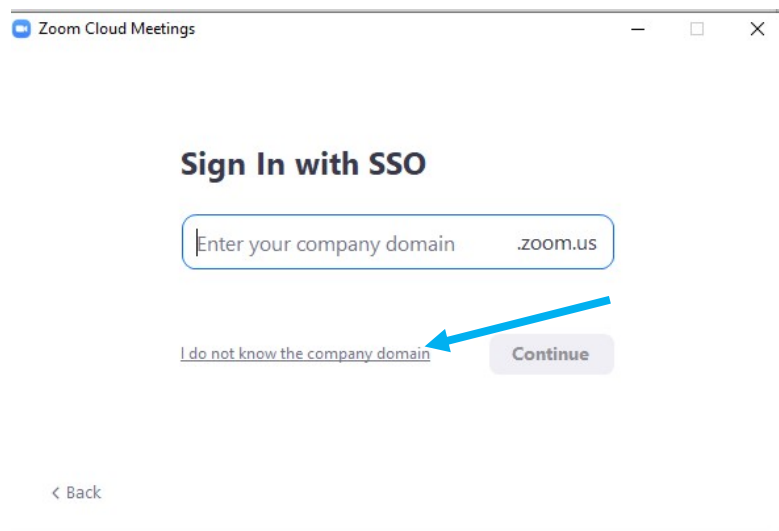


Step 3: Click 'Sign in with SSO' (see image below).



The image shows the Zoom 'Sign In' interface. On the left, there are input fields for 'Enter your email' and 'Enter your password', with a 'Forgot?' link next to the password field. Below these is a checked checkbox for 'Keep me signed in' and a 'Sign In' button. On the right, separated by a vertical line and the word 'or', are three buttons: 'Sign In with SSO' (highlighted with a blue arrow), 'Sign In with Google', and 'Sign In with Facebook'. At the bottom left is a '< Back' link, and at the bottom right is a 'Sign Up Free' link.

Step 4: The next screen will ask you to 'Enter your company domain' **but instead you must click 'I do not know the company domain' and then click 'continue'** (see image below).



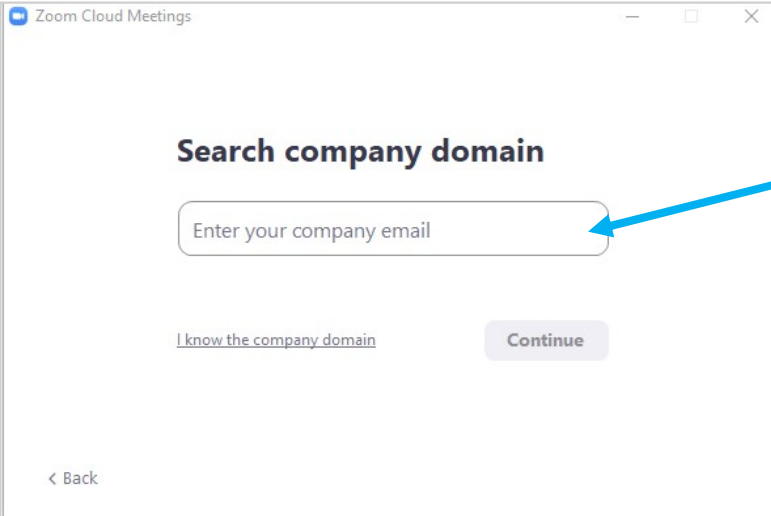
The image shows the Zoom 'Sign In with SSO' screen within a browser window titled 'Zoom Cloud Meetings'. It features a text input field labeled 'Enter your company domain' with '.zoom.us' as a placeholder. Below this field, there is a link that reads 'I do not know the company domain' (highlighted with a blue arrow) and a 'Continue' button. A '< Back' link is located at the bottom left.

Step 5: The next screen will ask you to ‘Enter your company email’ **but** instead you must enter your username, which has been sent you by email and then **click continue** (see image below).

Search for an email **Central Student Support**. It will contain the account username and password for Zoom. Please also check your **Spam/Junk** folder. You should see some blue text shown below.

Your account username:

Your password:



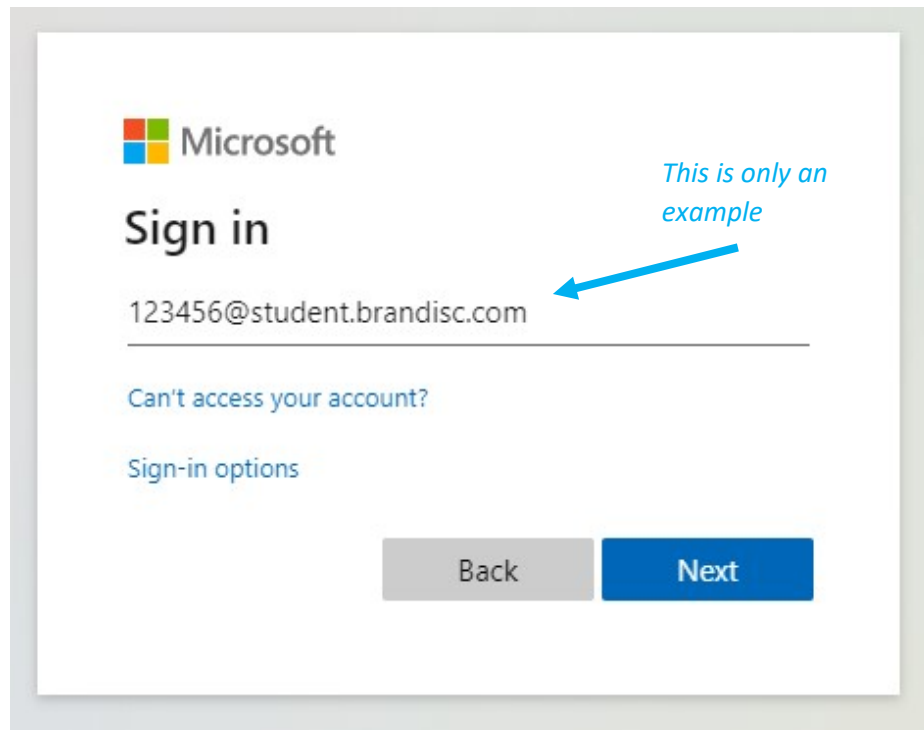
Zoom Cloud Meetings

Search company domain

[I know the company domain](#) **Continue**

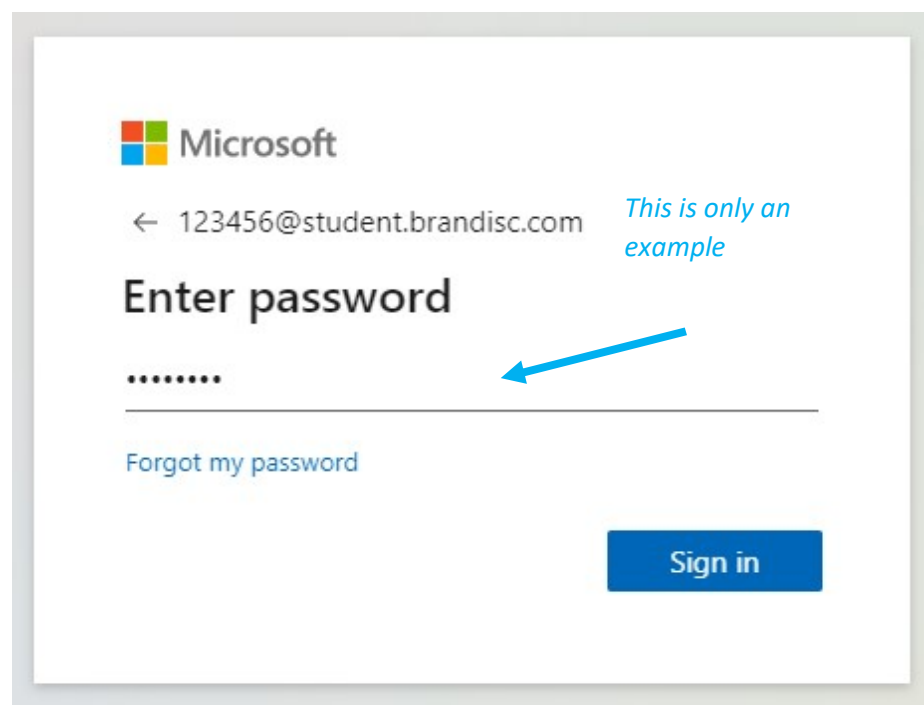
[< Back](#)

Step 6: After you click 'Continue', a browser will launch with a logon screen. This screen will ask for your 'email address' again, **but instead, you must enter your username and password, which has been sent to you by email** (see image below).



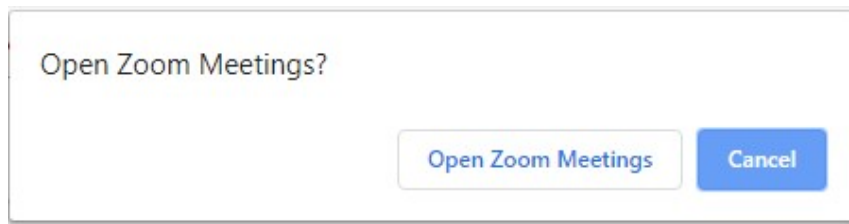
The image shows a Microsoft sign-in screen. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath, there is a text input field containing the example email "123456@student.brandisc.com". A blue arrow points from the text "This is only an example" to this input field. Below the input field, there is a link that says "Can't access your account?". Further down, there is a section titled "Sign-in options". At the bottom right, there are two buttons: a grey "Back" button and a blue "Next" button.

Step 7: Enter your password and click '**Sign in**' (see image below).



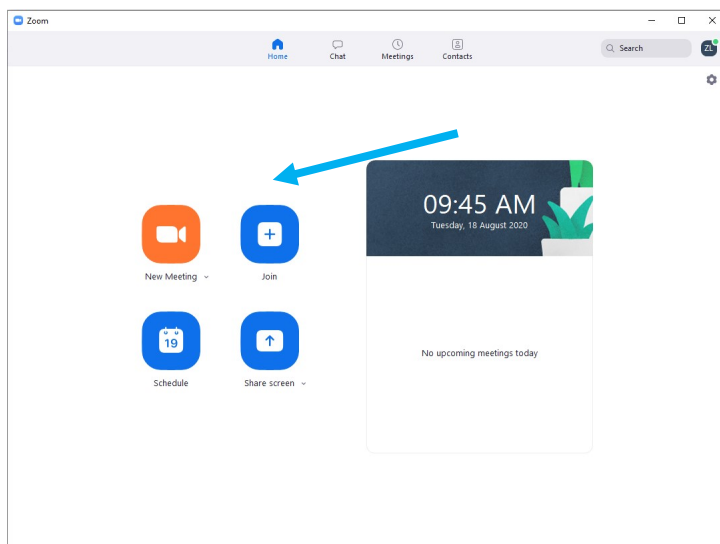
The image shows a Microsoft "Enter password" screen. At the top left is the Microsoft logo. Below it, there is a back arrow followed by the text "123456@student.brandisc.com". A blue arrow points from the text "This is only an example" to this text. Below this, the text "Enter password" is displayed. Underneath, there is a password input field represented by a series of dots. A blue arrow points from the text "This is only an example" to this input field. Below the input field, there is a link that says "Forgot my password". At the bottom right, there is a blue button labeled "Sign in".

Step 8: A pop up will appear asking if you want to Open Zoom Meetings – **click Open Zoom Meetings** (see image below).



The Zoom app will now open, and you will be logged in!

Step 9: Click on ‘Join’ in the next screen (see image below).



Step 10: enter in **Meeting ID** and click ‘Join’.