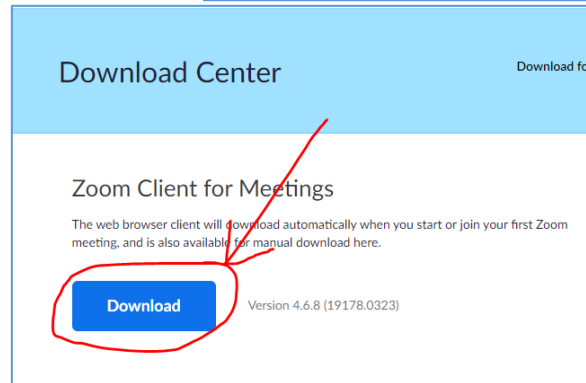
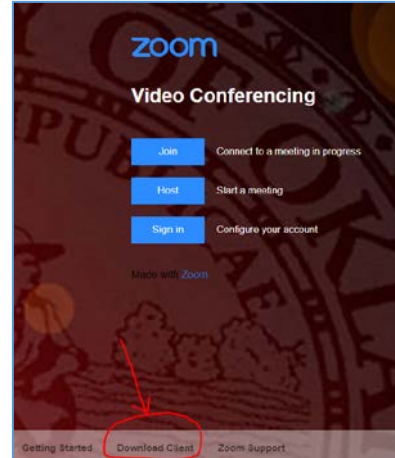


Step 1: Windows/Mac Installation

Some steps may look slightly different due to web browser differences.

1. Open a web browser and go to <https://ouhsc.zoom.us>
2. Scroll to the bottom of the screen and click on the "Download Client" link.
3. On the Zoom webpage that opens, click the blue "Download" button for the Zoom Client for Meetings.

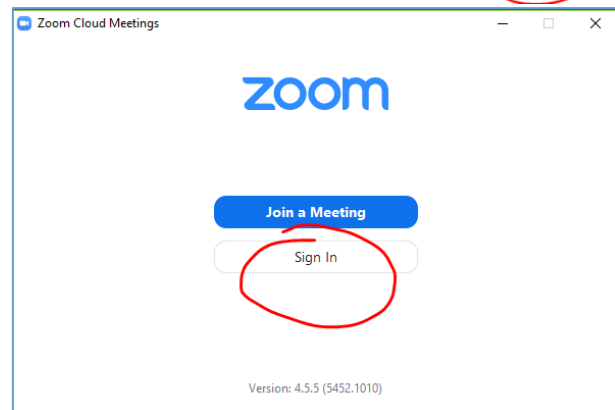


4. Install the following:
 - a. Windows - "Zoominstaller.exe" program that was just downloaded by clicking it to run. Accept any security dialogue warning of changes to your computer.
 - b. Mac - "Zoominstaller.exe" program that was just downloaded by clicking it to run. Accept any security dialogue warning of changes to your computer.
5. Once installed the application should automatically open. If it does not, open the application.
6. Zoom will launch your default internet browser. *For easy access going forward, pin the app to your Task Bar (Windows) or Keep in Dock (Mac).*



Step 2: Sign in to Zoom

1. Open the Zoom application you just installed on your computer
2. Click "Sign in."

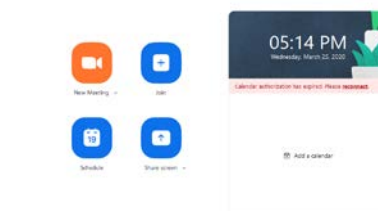


Academic Technology | Zoom Install/Sign In/Schedule Meeting-Class Instructions - Host

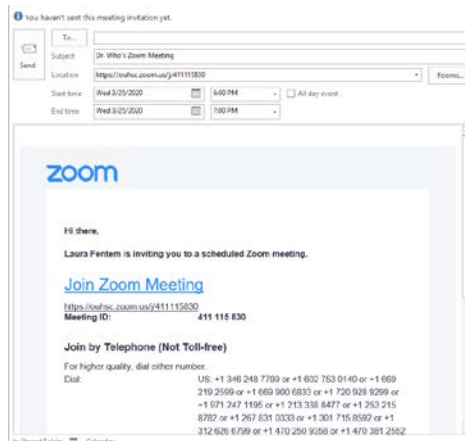
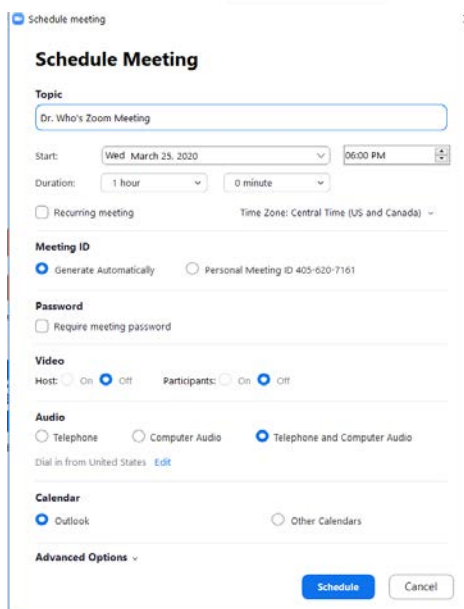
3. Click "Sign in with SSO." On the next screen you will be asked for "Company Domain." Type "ouhsc" as the company domain and click "Continue".
4. Zoom will launch the desktop client in your default web browser. If using a browser other than Chrome, you may be asked to sign in again with your OUHSC username and password.

Step 3: Schedule a Class/Meeting in Zoom

1. Open the Zoom application from your task bar or "Search" on our computer. Click on the "Schedule" button.
2. Set the name as your class name and number, and make sure "Outlook" is selected at the bottom (NOTE: you must have Outlook open already for meeting invitation to open).
3. Click "Advanced Options."
4. Select "Mute participants upon entry."



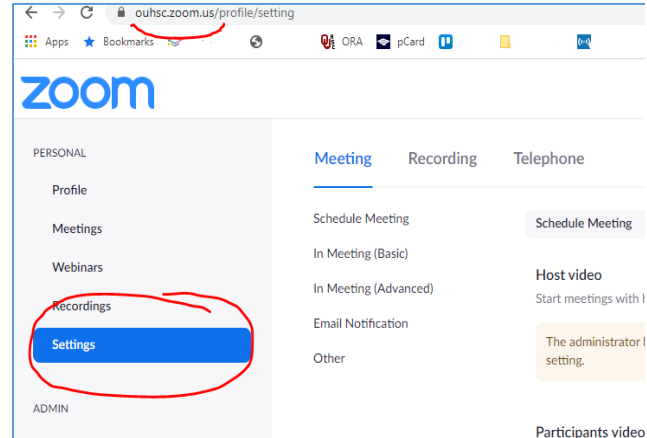
5. An Outlook event invitation will open on your computer.



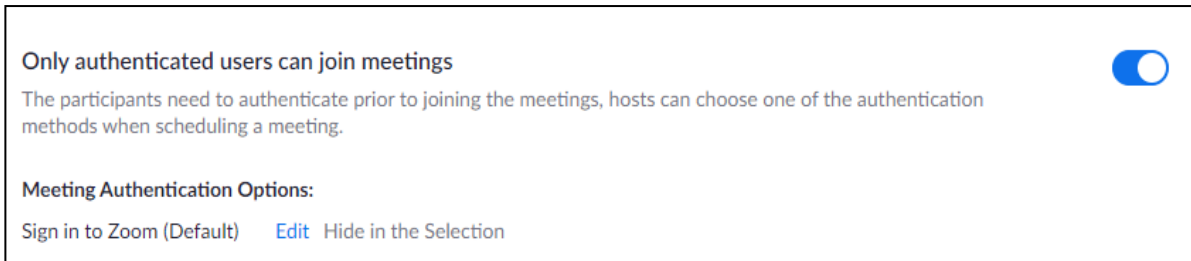
6. Copy and paste the Join Zoom Meeting link and Meeting ID into your D2L course as a content module **OR** use the Outlook meeting invitation generated to invite participants as you would any outlook meeting request.

Allowing Unauthenticated Users to Join Zoom Meeting

1. Browse to <https://ouhsc.zoom.us/> and "Login." Once logged in, click on the "Settings" link on the left.



2. Scroll down the **Settings** page until you see the **"Only authenticated users can join meetings"** toggle switch.
 - Toggle the switch on or off.
 - *If toggle is gray, the setting is disabled. ANY participant can join your meeting.*
 - *If toggle is blue, the setting is enabled. ALL participants must possess a free Zoom Basic account and be signed into Zoom to join your meeting.*



Zoom Support for Faculty

- For elevated (Pro) Zoom Account Requests: Contact your [college/departmental Tier-1](#) to begin the process.
- For general Zoom support questions: Call **(405)325-HELP (4357)**, option 2.
- For all other Zoom related inquiries: Email Zoom-Support@ouhsc.edu.