

Zoom is an easy-to-use video-conferencing tool that offers a seamless experience for collaboration across mobile devices, desktops, and conference rooms. Access is provided through HarvardKey with a single sign-on (SSO) process, and set-up is easy with this quick guide. You can start using Zoom today!

1 Set Up Your Account

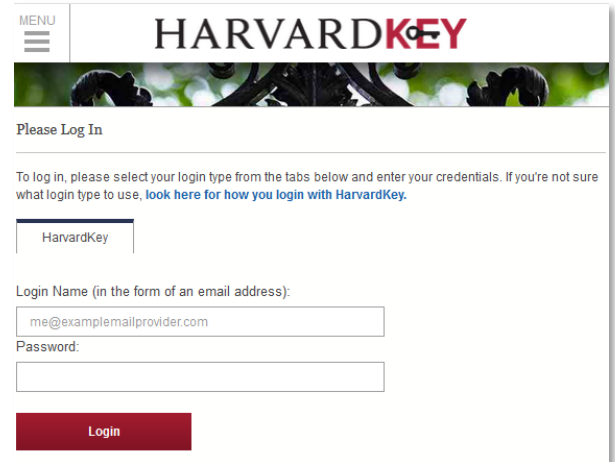
1. Go to <https://harvard.zoom.us/>

The following options appear:



2. Click **Sign in** to configure account

3. HarvardKey login screen will appear for you to enter your HarvardKey login and password:



4. Confirm that you see your name and email address on the following Zoom Profile page

2 Install and Set Up the Zoom Desktop Client

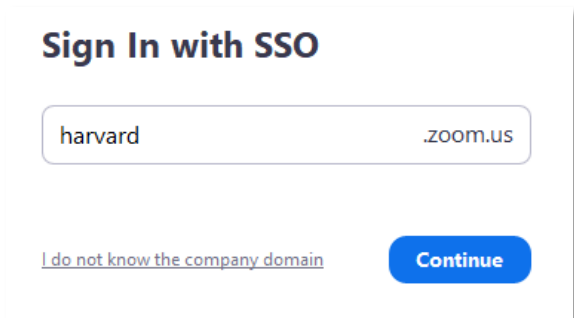
1. Download the Zoom Client for Meetings application at: <https://harvard.zoom.us/download>

If you do not have administrator access on your computer, please download the client from Self Service (Mac) or Software Center (PC).

2. Install and launch the application
3. Click **Sign In**
4. Select **Sign in with SSO** (do not enter email and password on the left):

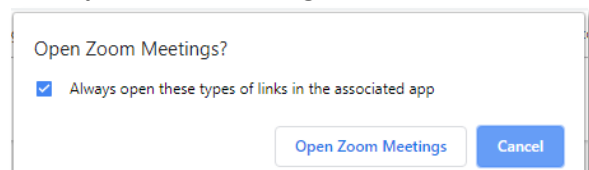


5. Enter **harvard** in the box and click **Continue**:



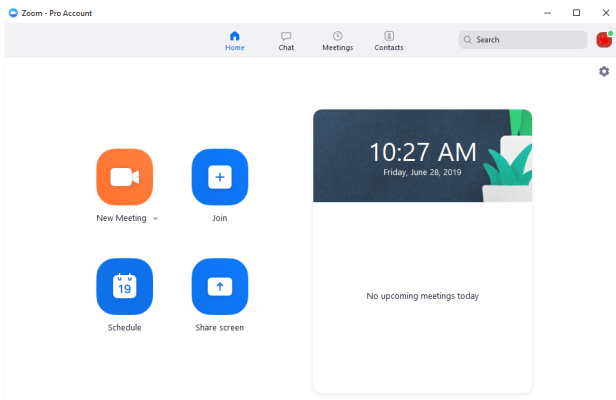
6. A web browser will launch while checking your HarvardKey

If prompted by your browser, select “Always open these types of links in the associated app” and then click **Open Zoom Meetings**:



Continued on back.

7. Your Zoom desktop application should now launch and open:



8. Click **the gear icon/Settings** to set preferences: These settings impact all of your Zoom meeting experiences.

Please note that Zoom is not a video repository. Cloud recordings stored in Zoom may be deleted when space is needed. We recommend setting the recording preference to save the video files to your computer.

9. For more information, training, and advanced setting options we recommend that you visit the Zoom Help Center:

<https://support.zoom.us>



Tip: Add a Zoom meeting directly from Outlook or O365! Find out how at <https://huit.harvard.edu/ithelp>

Cluser Look: Zoom Meeting Invitation

Subject: **Typical Zoom Meeting** ←

Location: <https://harvard.zoom.us/j/145963419> **Location:** You can add a physical location as well as the Zoom meeting to this field.

Duration: 30 Minutes All day event

Starts: 7/11/2019 9:30 AM

Ends: 7/11/2019 10:00 AM

Change Settings Remove Zoom Meeting

zoom

Hi there,

Catherine Conway is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting: Click this link to start or join your meeting. **Prompted to enter your host code?** Go to your Zoom profile page and scroll down to see your host code.

Join Zoom Meeting ←

Phone one-tap: US: [+19294362866](tel:+19294362866), [145963419#](tel:+16699006833) or [+16699006833](tel:+16699006833), [145963419#](tel:+16699006833)

Meeting URL: <https://harvard.zoom.us/j/145963419>

Join by Telephone

For higher quality, dial a number based on your current location.

Dial:

US: +1 929 436 2866 or +1 669 900 6833 or 877 853 5257 (Toll Free)

Meeting ID: 145 963 419

International numbers

Join by SIP room system

Meeting ID: 145 963 419

SIP: 145963419@zoomcrc.com ←

Phone one-tap: Click from your phone without having to enter the Meeting ID.

International numbers: Link to call-in numbers outside the U.S.

Join by SIP room system: Dial the SIP number to join from a conference room. Hosts should also join from a laptop (without audio or video) if they would like to manage their participants and meeting.