From the CU System landing page at <u>https://cusystem.zoom.us/</u>, you can:

- **Download Zoom Client** and install it on your computer
- Join a meeting in progress
- Host a meeting
- <u>SSO to manage your individual CU System account</u>
- Non-SSO to manage your Shared CU System account.

You can also do the same things directly from the locally installed Zoom application.

• Sign in with the locally installed Zoom Application

For any issues, please contact <a>zoomsupport@cu.edu</a>

### To install the Zoom client:

1. Click Download Client



2. Click Download

## Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.



3. Depending on your browser, click Save File and then execute it from where you saved it or Run to execute it directly.

Opening ZoomInstaller.exe		×
You have chosen to open:		
<b>ZoomInstaller.exe</b>		
which is: EXE file (9.1 MB)		
from: https://d11yldzmag5yn.cloudf	front.net	
Would you like to save this file?		
	Save File	Cancel

4. Once it has completed the installation, the Zoom application will launch automatically.

zoom			
Join a Meeting			
Sign In			
	ZOOM Join a Meeting Sign In	ZOOM Join a Meeting	ZOOM Join a Meeting Sign In

5. For additional sign in steps, go to the Sign in with the locally installed Zoom Application section.

## To Join a meeting in progress

1. 2. 3.

Click	Join	Connect to a mee	eting in progress		
Enter the Meeting ID or Personal Link Name and then click Join If your browser prompts you, allow it to launch the Zoom application.					
			Launch Application		
			This link needs to be op Send to:	ened with an a	pplication.
			Zoom Meeting	5	
			Choose other Applicat	ion	<u>C</u> hoose
			Remember my choi	ce for zoommto	g links.

4. You will join the meeting and then you can make your preferred audio conference options: **Phone Call** or **Computer Audio** 

 $\times$ 

Choose ONE of the audio conferen	ce option	s		$\times$
Y Phone Call			Computer Audio	
Dial:	+1 929 +1 669	9 205 6099 9 900 6833		
Meeting ID:	39.0	04010		
Participant ID:	35			
	Do	ne		

## To Host a meeting

1.



2. Select the appropriate campus to authenticate to:



University of Colorado Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Select your campus for authentication:



Colorado Springs





3. Enter your campus credentials through your respective authentication screen:





#### CU System Administration

Failure to follow University data security and confidentiality requirements may subject the user to penalties such as employment termination, suspension of access privileges, a letter of reprimand, an unsatisfactory performance evaluation and/or accountability in a court of law. By logging on you acknowledge your acceptance of this statement.

	You are logging into: ADFS	
	UserID	)
	Password	
	Submit	
This login p	age only accepts a <u>CU System ID</u> username an	d password.
	Password Help	

4. If your browser prompts you, allow it to launch the Zoom application.

Launch Application	×			
This link needs to be opened with an application. Send to:				
Zoom Meetings				
Choose other Application <u>Choose</u>				
<u>R</u> emember my choice for zoommtg links.				
Cancel Open lin	۱k			

5. You will join the meeting and then you can make your preferred audio conference options: Phone Call or Computer Audio

Choose ONE of the audio conference	options	×
🔮 Phone Call	1	Computer Audio
Dial: +	1 929 205 6099 1 669 900 6833	
Meeting ID:	19-100-000	
Participant ID: 3	5	
	Done	

### To manage your individual CU System account:





3. Enter your campus credentials through your respective authentication screen:

University of Colorado Boulder   Colorado Springs   Denver   Anschutz Medical Campus					
	CU System Administration				
Failure to follow University data security and confidentiality requirements may subject the user to penalties such as employment termination, suspension of access privileges, a letter of reprimand, an unsatisfactory performance evaluation and/or accountability in a court of law. By logging on you acknowledge your acceptance of this statement.					
	You are logging into: ADFS				
(	UserID	)			
Password					
	Submit				
This login pa	This login page only accepts a <u>CU System ID</u> username and password.				

4. If you authenticate successfully, you will be brought to your Account Profile page:

zoom

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING - SIGN OUT

My Profile		Tony Songhirom	Edit
My Meeting Settings		Account No.	
My Meetings			
My Recordings			
My Webinars	Change		
Room Management	Personal Meeting ID	TT9-700-0033	Edit
Zoom Rooms		https://cusystem.zoom.us/j/	
Calendar Integration		imes Use this ID for instant meetings	
Digital Signage Content	Descendentials		
Cisco/Polycom Rooms	Personal Link	Not set yet.	Customize
User Management	Sign-In Email		
	Sign in Ernan	@cu.edu	
Users	Sonnenan	©cu.edu Linked accounts:	
Users Group Management		@cu.edu Linked accounts:	
Users Group Management Account Management	User Type	Pro 💿	
Users Group Management Account Management Account Profile	User Type Capacity	Pro  100  100	
Users Group Management Account Management Account Profile Account Settings	User Type Capacity	Inked accounts:       Pro       Meeting     100	

# To manage your shared CU System account

1.	Non-SSO Click	Configure your Shared CU account	
2.	Enter your credentials	and click Sign In	
		Sign In	
		Email address	
		Email address	
		Password	
		Password	
		Sign In	
		Forgot password?	☑ Stay signed in
		Or, sign in with Google or	Facebook

New to Zoom? Sign Up Free

3. If you authenticate successfully, you will be brought to your Account Profile page:

	NS & PRICING CONTACT SALES	SCHEDULE A MEETING JOIN A MEETING HOST A MEETIN	NG - SIGN OUT
My Profile		Tony Sengnhirom	Edit
My Meeting Settings		Account No.	
My Meetings			
My Recordings			
My Webinars	Change		
Room Management	Personal Meeting ID	775-705-0133	Edit
Zoom Rooms	15	https://cusystem.zoom.us/j/	
Calendar Integration		$\times$ Use this ID for instant meetings	
Digital Signage Content	Deresal Lisk		
Cisco/Polycom Rooms	Personal Link	Not set yet.	Customize
User Management	Sign-In Email	@cu.edu	
Users		Linked accounts:	
Group Management			
Account Management	User Type	Pro 😡	
Account Profile	Capacity	Meeting 100 😡	
Account Settings			
Billing	Time Zone	(GMT-7:00) Mountain Time (US and Canada)	Edit

# Sign in with the locally installed Zoom Application

1.	Launch the application and cl	Coom Cloud Meetings		- 🗆 X
			zoom	
			Join a Meeting Sign In	
			Version: 4.3.3 (46336.0213)	
	a. For SSO, Click Sign in with	h SSO		
		Zoom Cloud Meetings		– 🗆 X
		Sign In	Sign Up Free	
		Email		Sign In with SSO
		Password	Forgot? or	G Sign In with Google
		Keep me signed in	Sign In	f Sign In with Facebook
		< Back		
	i. Enter compa	ny domain <b>cusysten</b>	n	
	c	Zoom Cloud Meetings		– 🗆 X
		Sign In w	vith SSO	
		cusystem		.zoom.us
		<u>  do not know the c</u>	company domain	Continue
		< Back		

ii. Select the appropriate campus to authenticate to:



iii. Enter your campus credentials through your respective authentication screen:





CU System Administration

Failure to follow University data security and confidentiality requirements may subject the user to penalties such as employment termination, suspension of access privileges, a letter of reprimand, an unsatisfactory performance evaluation and/or accountability in a court of Iaw. By logging on you acknowledge your acceptance of this statement.

	You are logging into: ADFS
	UserID
	Password
	Submit
This login p	age only accepts a <u>CU System ID</u> username and password.
	Password Help

b. For Non-SSO, enter the provided Email and Password and click **Sign In** 

Sign In	Sign Up Free			
Email			٩	Sign In with SSO
Password	Forgot?	or	G	Sign In with Google
Keep me signed in	Sign In		f	Sign In with Facebook

2. Zoom Landing Page

