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Getting started with Zoom [1]

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Whether you're new to Zoom or need a quick refresher, here are the core tips to get set up, stay up to date and customize your Zoom experience.

Accessing Zoom for the first time

Always log in at cusystem.zoom.us [3] with your CU credentials for full access to licensed features.

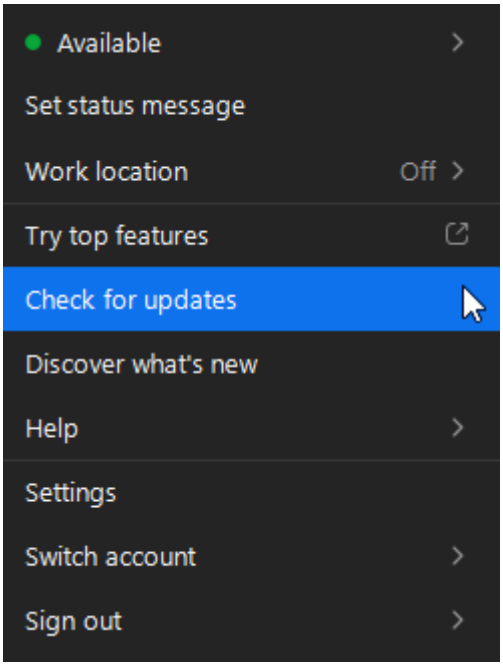
When prompted to log in to the Zoom desktop app, choose the **SSO** option and enter cusystem.zoom.us [3].

Add a Zoom profile picture [4] to help others recognize you in meetings – especially when your camera is off.

Check for Zoom updates

Outdated Zoom versions often cause common issues like missing features, an inability to join breakout rooms and security vulnerabilities. Keeping Zoom updated ensures access to new features, better security and full functionality.

1. Open the Zoom desktop app and sign in.
2. Click your profile picture in the upper-right corner.
3. Select **Check for updates** from the drop-down menu.



4. Follow the prompts to install if an update is available. Zoom will restart after the update.

Customize your Zoom experience

Blur your background

Use background blur to avoid distractions when your camera is on.

1. Click your profile picture and select **Settings**.

2. Click **Video & effects**, go to **Virtual Backgrounds** and select **Blur**.

3. During a meeting, click the arrow next to **Start video** and select **Blur my background**.

Use a virtual background

Replace your background with an image or video.

1. Click your profile picture and select **Settings.**

2. Click **Video & effects** and select **Virtual backgrounds.**

3. Choose a default background or upload your own.

TIP: CU-themed virtual backgrounds for Zoom meetings are available online [5].

Adjust your display name

Change how your name appears in a meeting.

1. Click **Participants**.

2. Hover over your name and select **Rename**.

3. Enter your preferred name.

Improve your lighting

Zoom's video settings let you compensate for low light.

1. Click your profile picture and select **Settings**.

2. Under **Video & effects**, enable **Adjust for low light**.

3. Use **Auto** or switch to **Manual** for more control.

More Tech Tips: Zoom

- Adding or changing a Zoom profile picture [4]
- Joining a Zoom meeting with the meeting ID [6]
- How to transfer the host role during a Zoom meeting [7]
- How to assign an alternative host to a Zoom meeting [8]
- Creating Zoom meeting summaries with the AI Companion [9]

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