This quick start guide outlines how to get started with Zoom video meeting software using your NMU ID.

It will walk through the following.
- Create a Zoom Account
- Download and install Zoom application
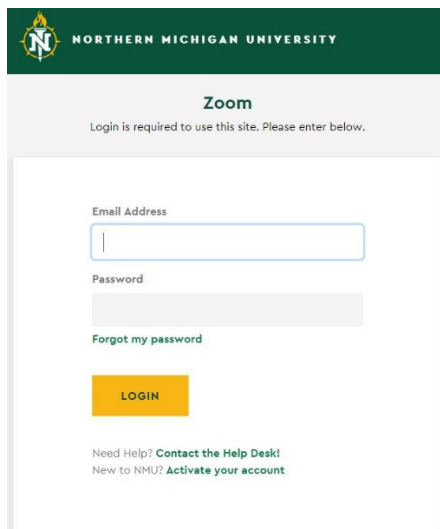- Schedule a meeting and invite attendees
- Starting a Zoom meeting

If at any time you need additional assistance, please contact NMU Audio Visual at av@nmu.edu or 906-227-2290. Zoom video tutorials can also be found here.
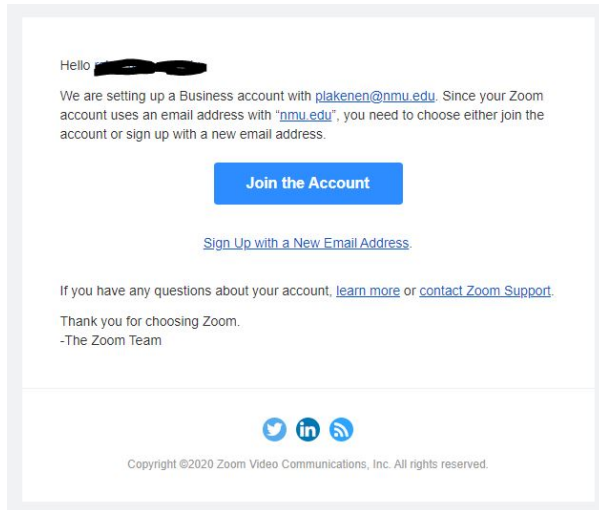
Create a Zoom Account
- Go to nmu.zoom.us
- Click "Sign In"

- Enter your NMU user ID and password.

- You may see the following.
- If you see this prompt, choose to "join the account". This adds you to the university's account.
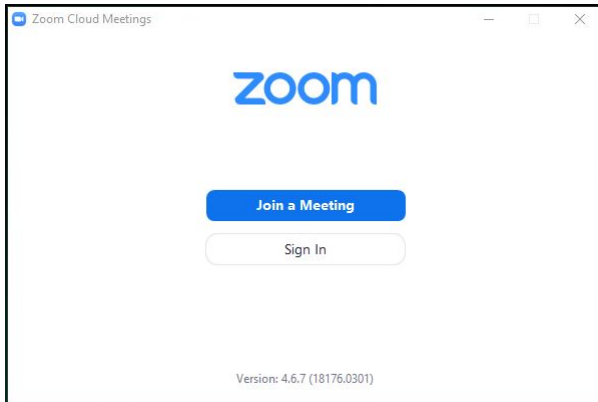

- Your account is now setup.

Download and open the Zoom application
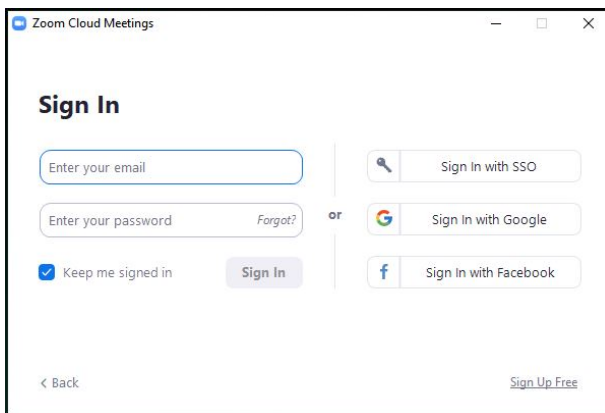- Go to nmu.zoom.us

- Scroll to bottom of page and click "Download Client"
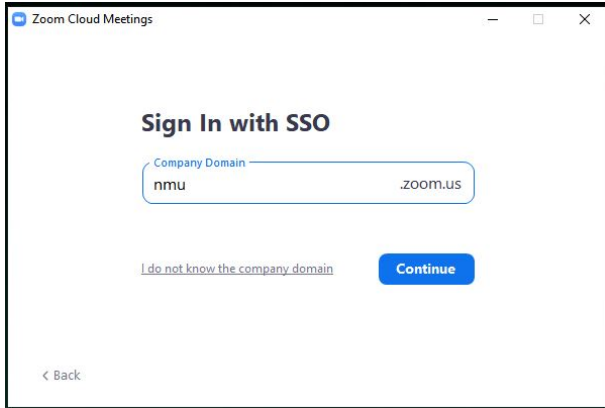- Once downloaded. Install application.

- Once installed. Open Zoom application.
- Click "Sign In"

- To Sign In, choose "Sign In with SSO"


- Next, you will have two options.
    - Option 1 - Enter company domain.
        - In the "Company Domain" field, type nmu.
        - This will take you to NMU's authentication screen.
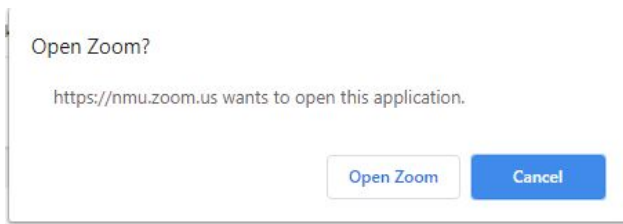   - Enter your NMU user ID and password.

- o Option 2 – I don't know the company domain.
  - Click "I don't know the company domain"
  - In the "Company Email" field, type your full nmu.edu email address.
  - This will take you to NMU's authentication screen.
  - Enter your NMU user ID and password.
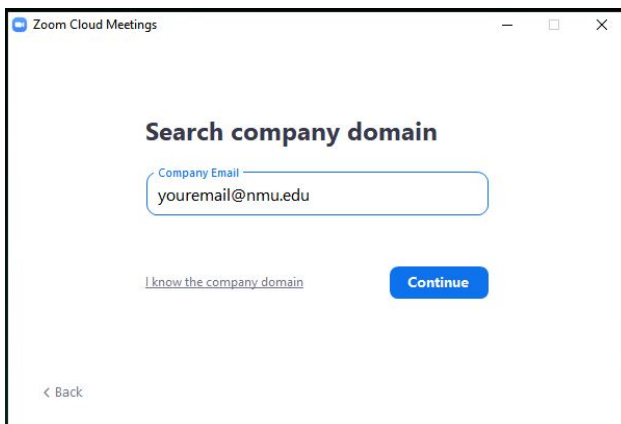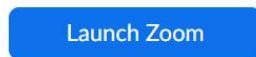

- Enter your NMU user ID and password.
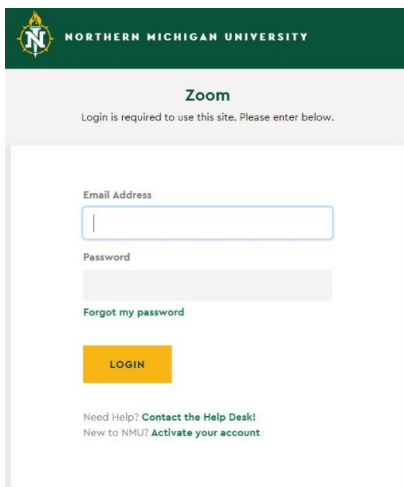
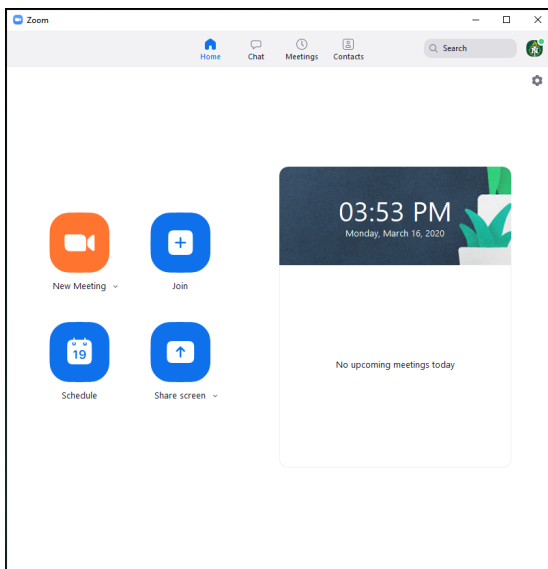- Click "Open Zoom" or "Launch Zoom" depending on your browser.
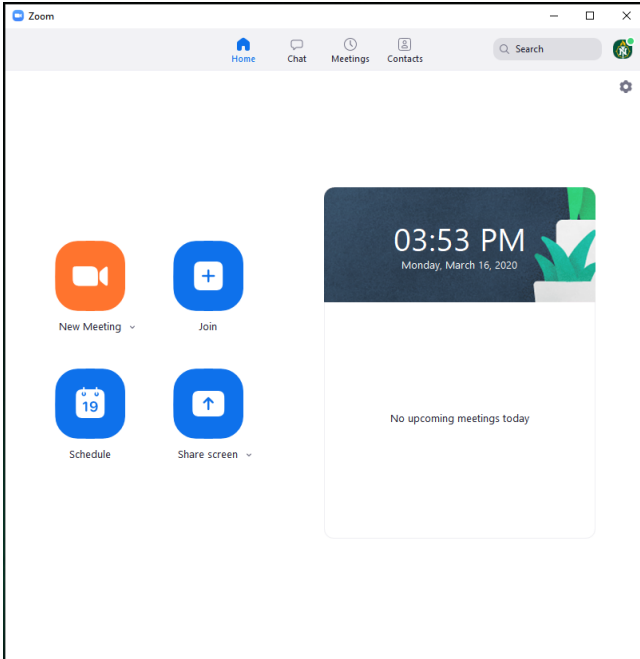

- You are now signed into the Zoom application.


Schedule a meeting and invite attendees

- Open Zoom application
- Click on Schedule

- In "Topic" field, type meeting name.

- Choose a date, time, and duration.
- Another option is to create a "Recurring meeting" if you want to use the same meeting on multiple occasions.
- More information on meeting options can be found here.

- Next, you will need to invite attendees by clicking on the "Meetings" tab on the top of the Zoom application.
- Select the meeting you created.
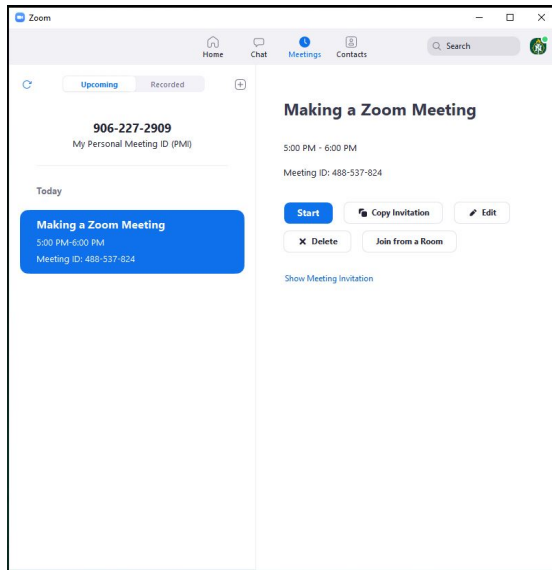
- Then click on "Copy Invitation". This will copy the meeting invitation to your clipboard.
- Compose an email to your attendees and paste the copied information into the body of the email.
- The key portion of the invitation is the link under the "Join Zoom Meeting" heading. It will look similar to the following. Participants just need to click the link to join your Zoom meeting.

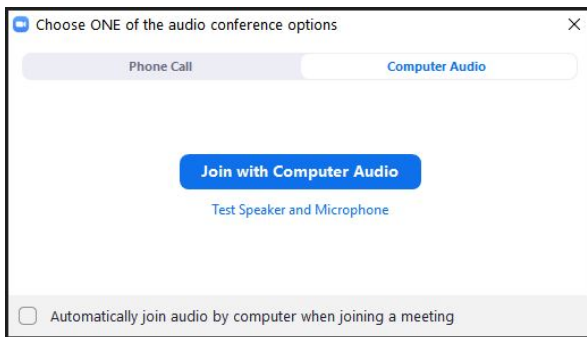   https://nmu.zoom.us/j/488537824

Starting a Zoom meeting
- Choose the meeting you want to start in the Zoom application.
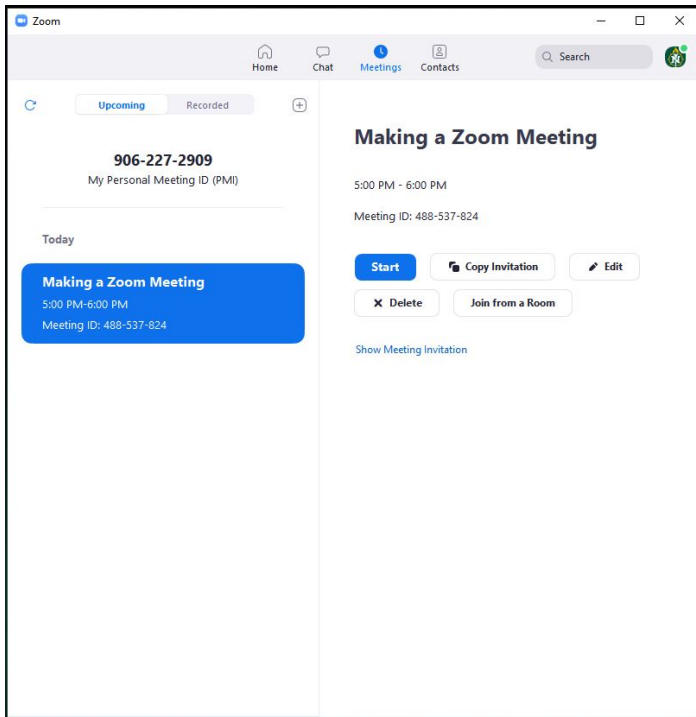
- Click on "Start" to start your video meeting.
- When prompted choose "Join with Computer Audio" to use your computer's microphone and speakers.

- You are now connected to the Zoom video meeting. Participants will appear when they connect to the meeting.

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Zoom video tutorials can also be found here.