Zoom Desktop Client and Outlook Plugin
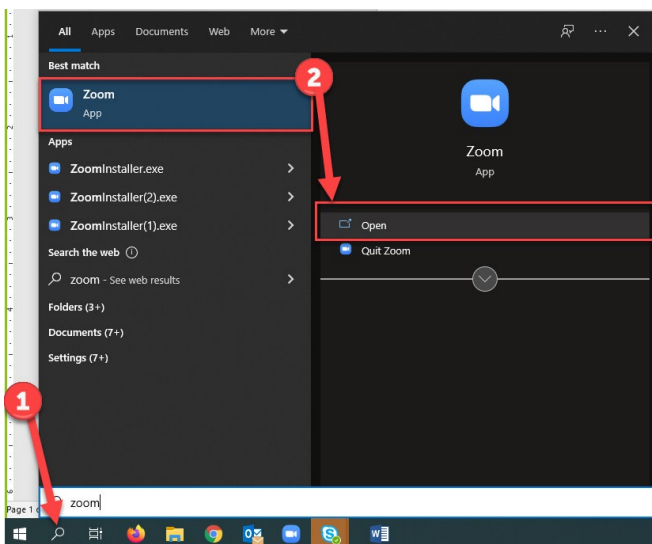
WILMINGTON UNIVERSITY
EDUCATIONAL TECHNOLOGY

Zoom Desktop Client

Before you can host a meeting in the Zoom Desktop Client, you must have the software installed on your computer or device. Visit https://zoom.us/download to download and self-install the **Zoom Client for Meetings.**
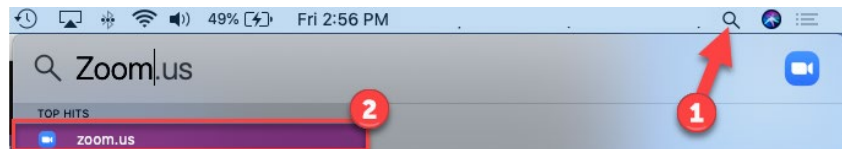
If you are unsure if you have the Zoom Desktop Client installed follow the below instructions. All University provided computers have the Desktop Client installed, please ensure you are logged in with your University account.

From the Start Menu, select the "Search" Icon and type "Zoom". Select "Open" or click the Zoom Icon.
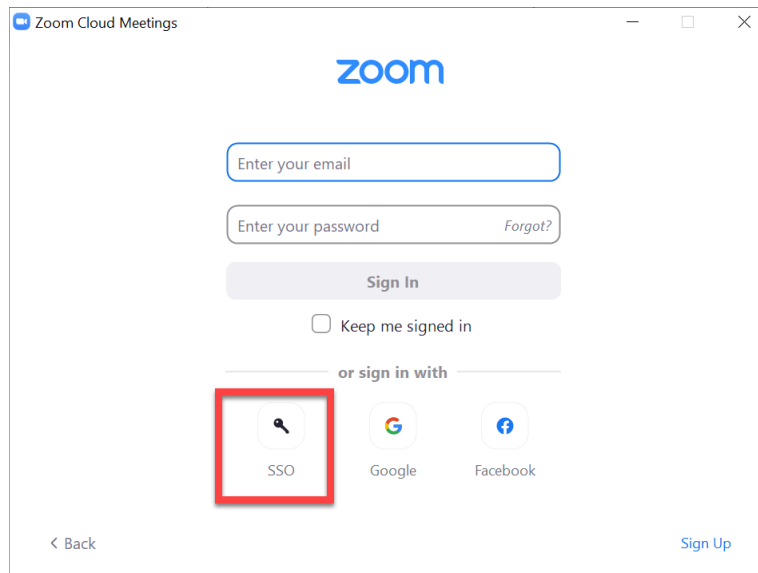
Window Computer   Mac Computer

1. Once in the Zoom Client for Meetings, click the **Sign In** button
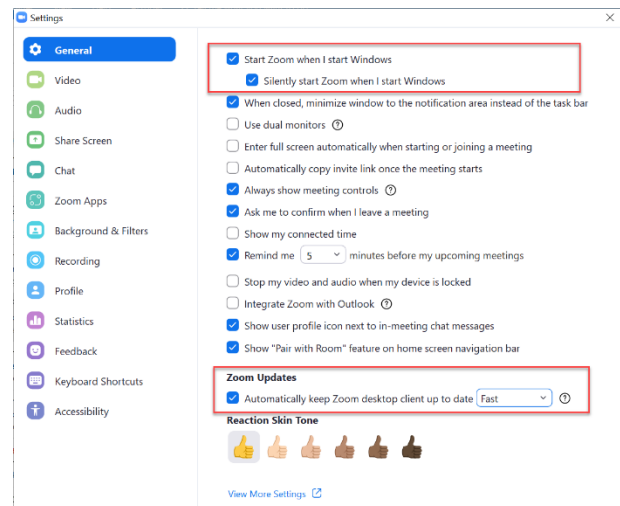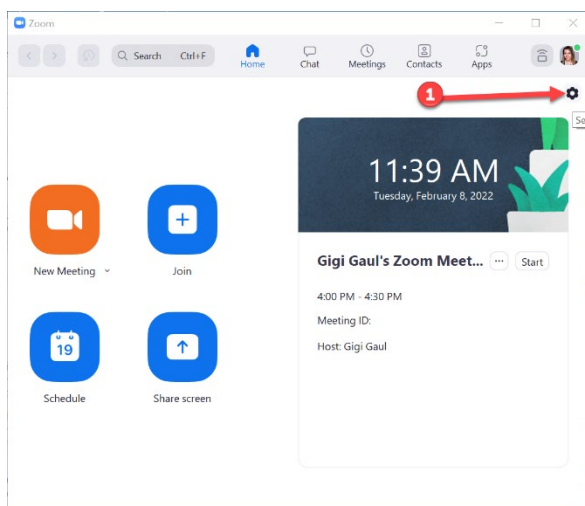2. Click 'Sign In With SSO'

3. Enter WilmU if prompted for company domain, then click "continue".
4. Enter your WilmU credentials on the login screen.

You now have the Zoom client for meetings installed. Best practice is to have Zoom start when your computer boots up and automatically update.
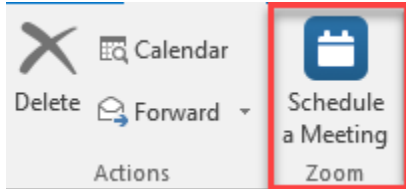Learn more: Zoom Client Settings

- On **Windows**, go to the Zoom client and click 'Settings' at the top right. Click on 'General' and then click the box that says, 'Start Zoom when I start Windows'. To enable automatic updates, click the box that says, 'Automatically keep Zoom desktop client up to date'.
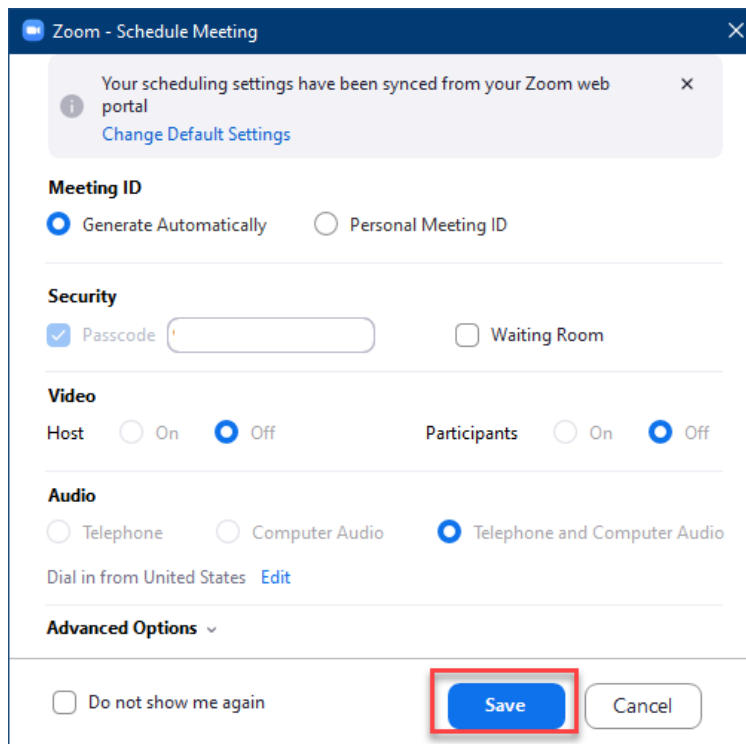- On **Mac**, right-click the Zoom app in the Dock, select Options > Open at Login.
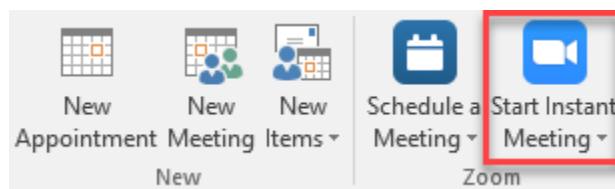
Outlook Plugin

- Download the Zoom Outlook plugin from zoom.us/download
- Create a New Meeting in Outlook and click the "Schedule a Meeting" button in the Zoom group.

- This will prompt the Zoom Scheduling page to open. Select any settings for the Zoom meeting and click "Save".

- The Zoom details for the meeting will now populate in the Meeting Information. Add any recipients for the meeting and click "Save".
- You can also "Start an Instant Meeting" from Outlook by selecting the button in the Zoom group. This will prompt a Zoom meeting to start instantly.

- Cancelling this Outlook meeting will also cancel the Zoom meeting associated with it.