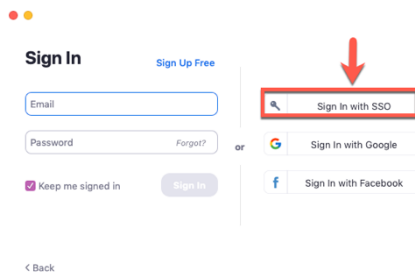


Zoom Desktop Client and Outlook Plugin

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**.

1. Once the Zoom Client for Meeting is installed, click the **Sign In** button
2. Click 'Sign In With SSO'



3. Enter your WilmU email if prompted for company domain
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.

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'.
- 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
- Click 'Add Zoom Meeting'



- Input Zoom Details for the meeting and click 'Continue'
- Update invitation details and hit 'Save'

