Colorado Mesa University

Zoom Account Set Up

CMU has a Pro Zoom account. Zoom offers **voice and video conferencing**. It is often used for **meetings** and **webinars**. It may be used for **virtual office hours**, **tutoring**, and **group projects**. When appropriate, it may also be used for **live class sessions**. Features include document and desktop sharing. Recordings of meetings are available.

This guide will walk you through the steps to **create** and **test** a Zoom account. Check out our other Zoom guides for how to:

- Host and participate in Zoom meetings with D2L
- Host and participate in Zoom meetings with desktop or mobile apps

Notes:

- Check out Zoom System Requirements.
- If you need to use keyboard shortcuts, they are available.
- If you can't use the desktop version or just prefer the app experience, there is a Zoom mobile app available.
- If you are using a **Chromebook**, please refer to How to Use Zoom on a Chromebook. Cloud recording may not be available on a Chromebook. While you can still host a Zoom session on this device, you may have to set another user as a co-host or allow others to record. You should be able to join Breakout Rooms from a Chromebook but not on the web client. You will be able to join but not manage from the mobile app.
- If you are unable to install Zoom on any device, you may join a meeting via a web browser. The Zoom web client offers limited functionality. Use the Chrome, Firefox, or Edge web browser for the best functionality.
- Zoom is **not** to be used for **live** class sessions in courses originally scheduled as **online** courses.
- Zoom enforces minimum versions, so please check for updates frequently.

Contents

Creating a Zoom Account

You will need to **create** an account if you plan to **host** a meeting. If you already have an existing free or pro Zoom account associated with your CMU email address, you will be able to switch your account with our campus pro license. If you only need to participate in a meeting, you do not need to create an account. If you just need to participate, check out the **Participate in a Zoom Meeting** section of our Zoom Host and Participate guide.
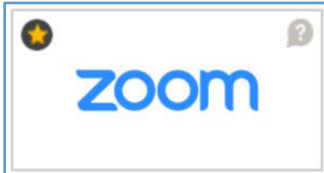
Sign up for or switch to your Colorado Mesa account

Note: If you have an existing Zoom account, please log out before completing these steps.
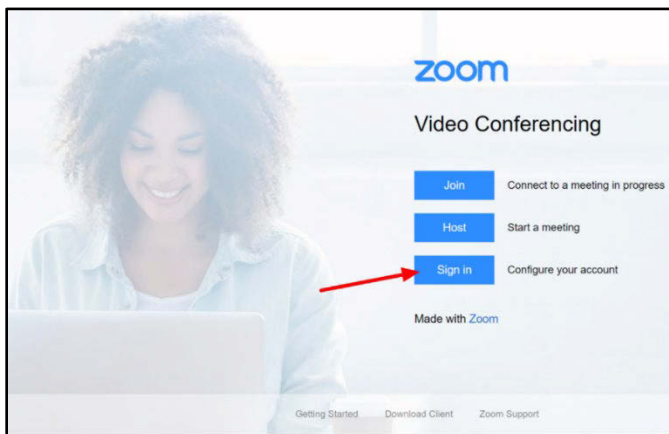
1. Go to **CMU's website**: https://www.coloradomesa.edu/
2. Log in to **MAVZone.**

3. In **Applications**, click on **Zoom**.

4. On the **Zoom Video Conferencing** screen (https://coloradomesa.zoom.us/), click on the **Sign in** button. This will allow you to configure your account, whether you are creating a new one or switching an existing account associated with your CMU email.

5. You'll be prompted to confirm your email address by clicking the **Confirm your email address** button.
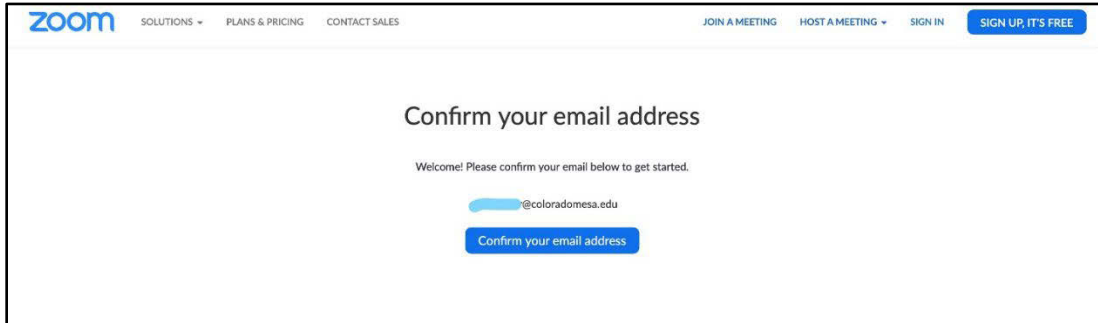

6. Zoom will inform you, "We've sent an email to xxxxx@coloradomesa.edu (or xxxxx@mavs.coloradomesa.edu)." If you do not receive an email from Zoom, this screen will prompt you to go back to try again.

7. Your confirmation email from Zoom will come to your **CMU email account** (Outlook inbox) from **Zoom <no-reply@zoom.us>**. If you don't have an existing account the email will most likely prompt you to Click on the **Activate Account** button.
   Note: If you already have a Zoom account associated with this email address, the email from Zoom will prompt you to Switch to the new account by clicking the **Switch to the new account** button.
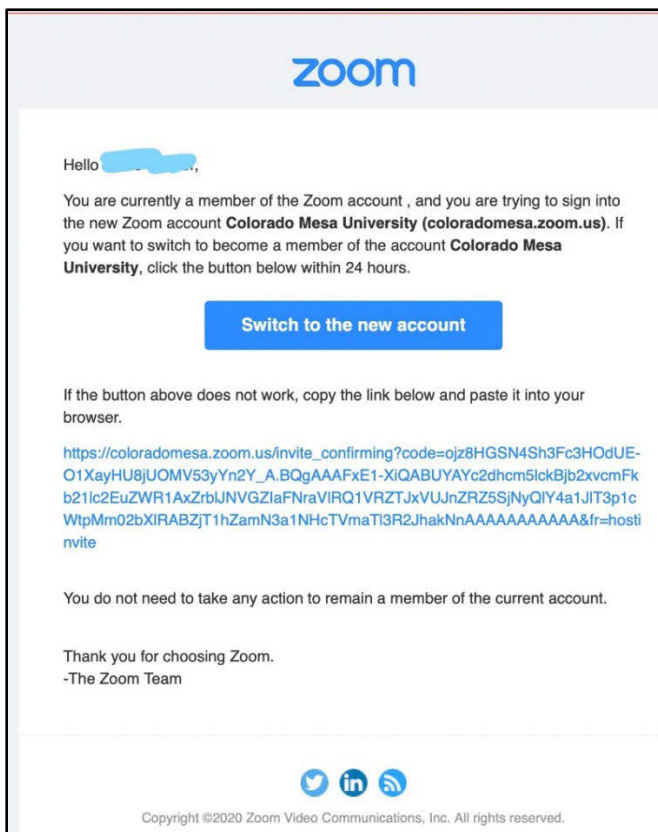
Then, you'll receive a list of items to be aware of before switching. Click the **Acknowledge and Switch** button to switch to a new Zoom account.
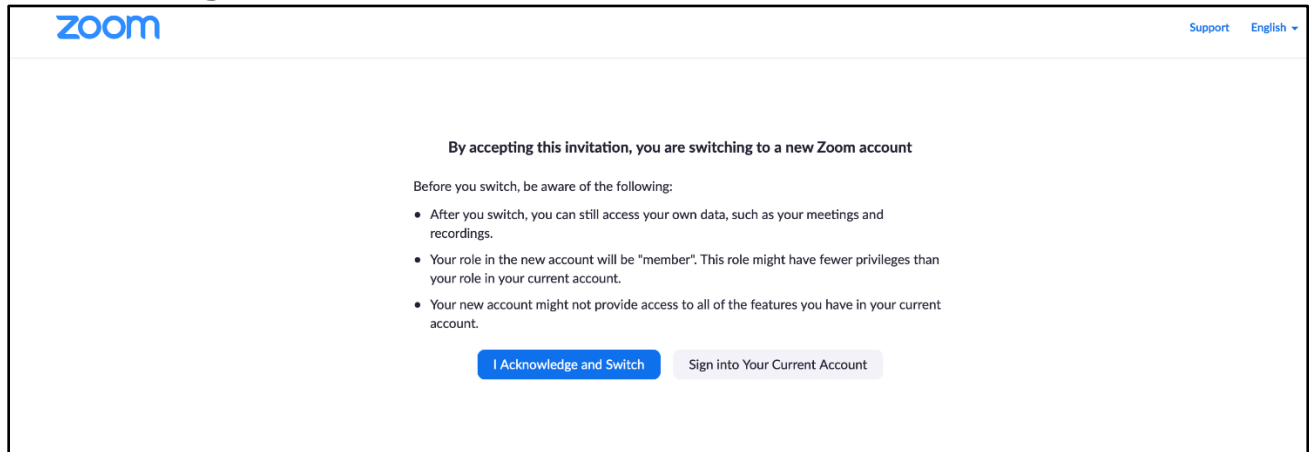
8. Zoom will inform you that **Your account has been switched successfully**. You are now a member of the Zoom account Colorado Mesa University. You will then click on the **Sign In to Profile Page** button.
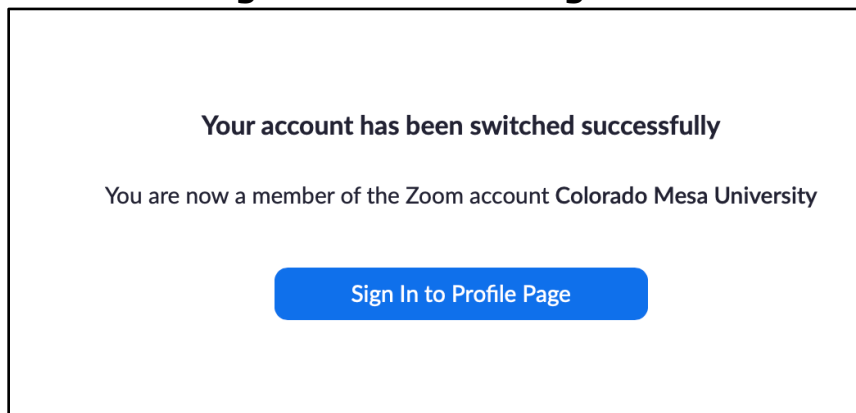
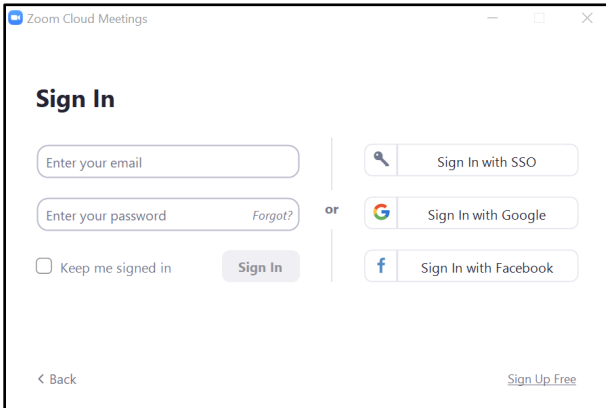9. You'll be directed to your Zoom **Profile** page.
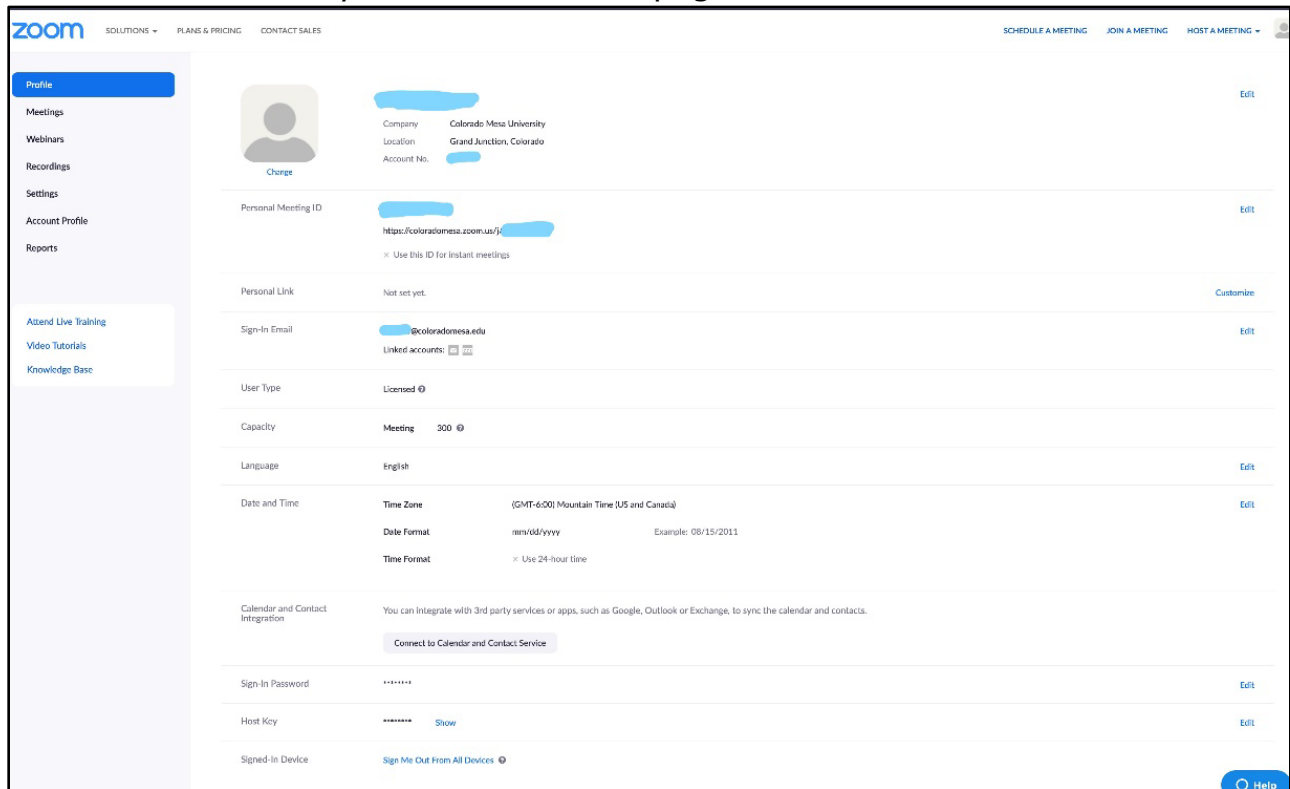
Note: In the **Date and Time** area, double check your **Time Zone** is correct. Click the **Edit** if needed.

10. You may use the top navigation options to **Schedule a Meeting**, **Join a Meeting**, or **Host a Meeting**. You'll also be able to schedule **Meetings** or **Webinars**, access **Recordings**, adjust **Settings**, and/or view usage **Reports** by clicking on the left-hand navigation items. Links are also available for accessing **Live Training** and **Video Tutorials** from Zoom, as well as their **Knowledge Base**.

11. Once you've set up your account, you'll automatically be signed in to Zoom if you click on the **Zoom** app again from **MAVzone**.
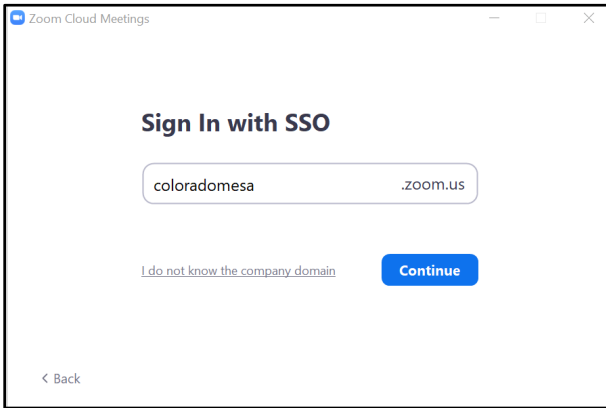
Signing in to the Zoom Desktop or Mobile App

If you are logging in via the desktop or mobile app, you'll use the SSO (single sign on) option.

Type **coloradomesa** when prompted for the domain.

Then, you'll use your **MAVzone credentials** to sign in if prompted. Then you should be able to launch Zoom.

Test your Zoom meeting features

1. When starting a meeting for the first time, you will need to download and run the Zoom client application. Click the **download & run Zoom** link. Once downloaded, run the **Zoom_launcher.exe** (application) file.
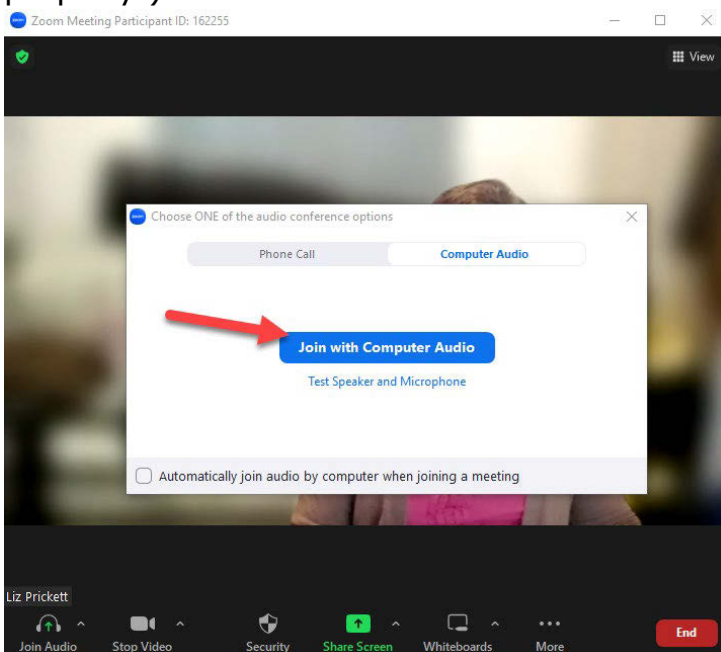
    Launching...

    Please click **Open Zoom Meetings** if you see the system dialog.

    If nothing prompts from browser, **click here** to launch the meeting, or **download & run Zoom.**
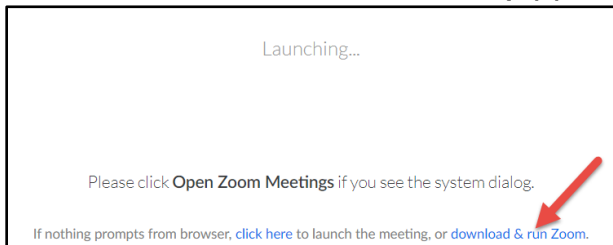
2. If you have previously downloaded and run Zoom, your web browser will request your permission to open zoom meetings. Click the **Open Zoom Meetings** (or Open Zoom) button.

    Open Zoom Meetings?

    https://coloradomesa.zoom.us wants to open this application.

    Open Zoom Meetings   Cancel
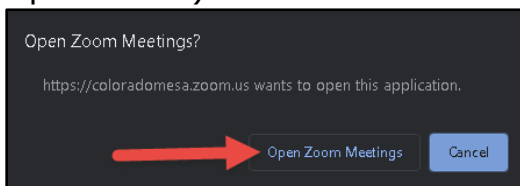
3. Once you're in your Zoom meeting room, you'll be prompted to **Choose ONE of the audio conference options**: **Phone call** or **Computer Audio**. Select **Computer Audio** (default) and then click the **Join with Computer Audio** button. (You may select the **Test speaker and microphone** option if you've never used Zoom on your computer before and wish to double-check everything is working properly.)

    Zoom Meeting Participant ID: 162255

    View

    Choose ONE of the audio conference options

    Phone Call   Computer Audio

    Join with Computer Audio

    Test Speaker and Microphone

    Automatically join audio by computer when joining a meeting

    Liz Prickett

    Join Audio   Stop Video   Security   Share Screen   Whiteboards   More   End

4. Take some time to experiment with the **View**, **Audio**, **Video**, **Participants**, **Polls**, **Chat**, **Share Screen**, **Record**, **Show Captions**, **Breakout Rooms**, **Reactions**, and **Whiteboards** options in Zoom.
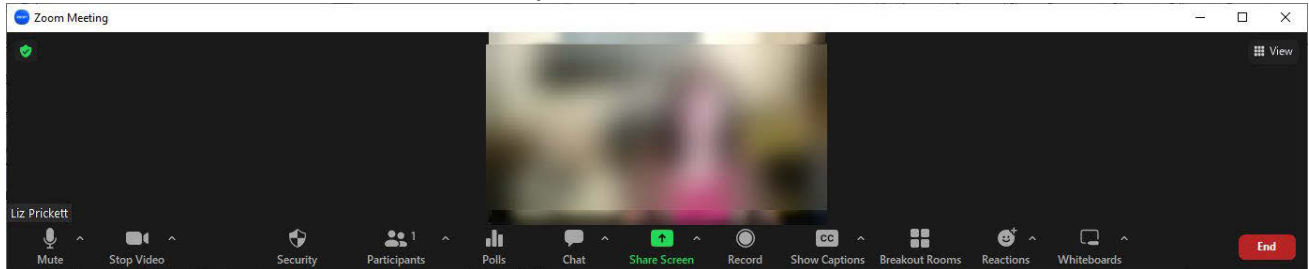
5. Once you've finished exploring the user interface, you may end the meeting.