

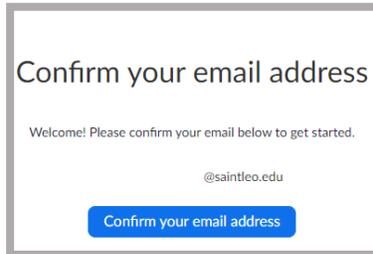
# Welcome to ZOOM for Saint Leo University



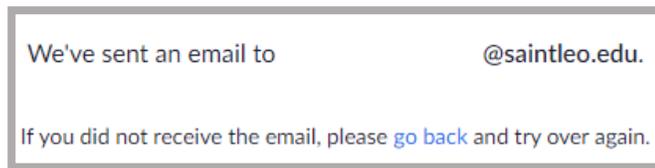
1. Visit [saintleo.zoom.us](https://saintleo.zoom.us) and click Sign In, or Click the Zoom tile landing page.

within the OKTA

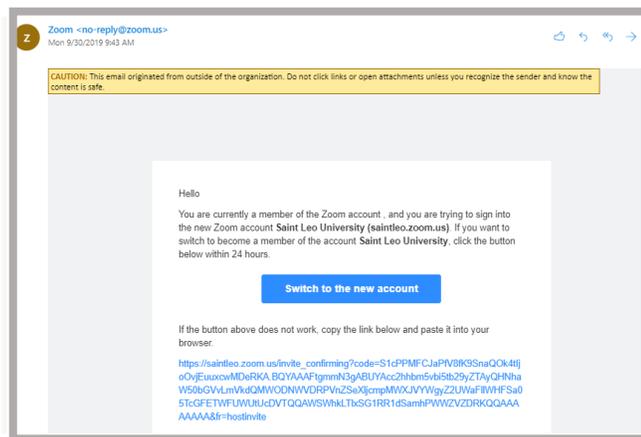
2. Click the “Confirm your email address” button.



3. After confirming your email address, you will receive this message:



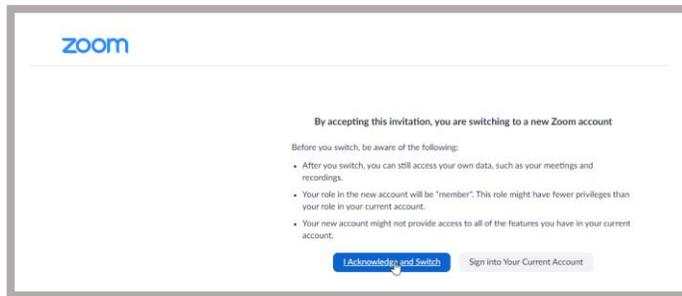
4. Navigate to your Saint Leo University email and confirm your ZOOM email address.



**NOTE:** If you already have an account with ZOOM, you will receive a message asking you to switch to the new account.

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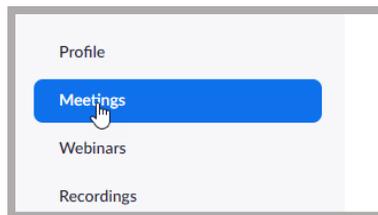
5. By clicking the “Switch to the new account” button, you will receive the acknowledgement message shown below:



6. Click the “I acknowledge and Switch” button.
7. If you had a personal ZOOM account, you may need to establish a new password. It is recommended to use your existing OKTA password and update accordingly when your OKTA password changes.
8. After completing these steps, you will be able to manage your ZOOM account from the OKTA landing page or by Clicking Sign In on the SLU Zoom landing page <https://saintleo.zoom.us/>

## Creating Meetings with ZOOM

1. Logon to ZOOM from OKTA
2. Click the “Meetings” menu option from the left side of the ZOOM homepage



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3. Click the “Schedule a New Meeting” button and complete the meeting form as shown below:

Upcoming Meetings Previous Meetings Personal Meeting Room

Schedule a New Meeting Join a meeting from an H.323/SIP room system

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic ZOOM Training

Description (Optional) Enter your meeting description

When 10/01/2019 11:00 AM

Duration 1 hr 0 min

Time Zone (GMT-4:00) Eastern Time (US and Canada)

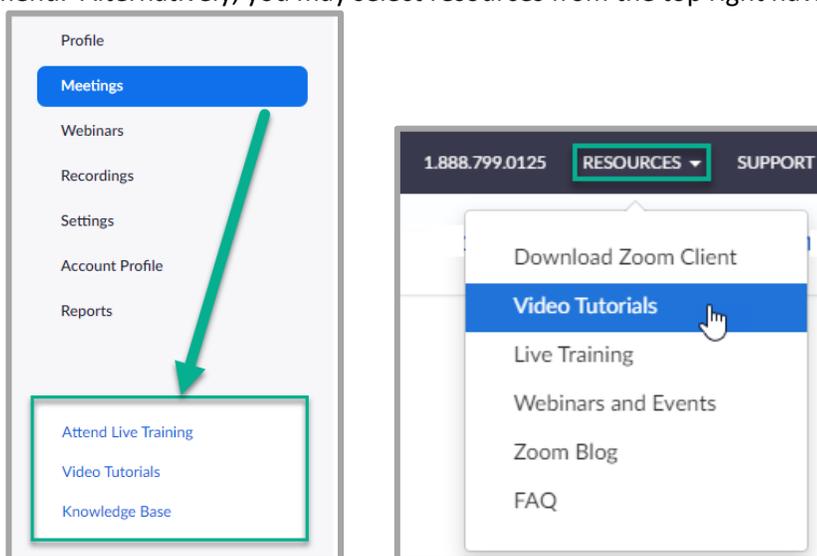
Recurring meeting

Registration  Required

Meeting ID  Generate new meeting ID  Personal Meeting ID (PMI) 741-095-1115

**IMPORTANT:** By default, Zoom will generate a new meeting ID which is important for sensitive topics and to prevent others from accidentally joining a meeting in progress. However, you can select your Personal Meeting ID for generic topics, trainings, etc.

To access “Meetings” training and tutorials, click one of the options toward the bottom of the left hand navigation menu. Alternatively, you may select resources from the top right navigation menu.

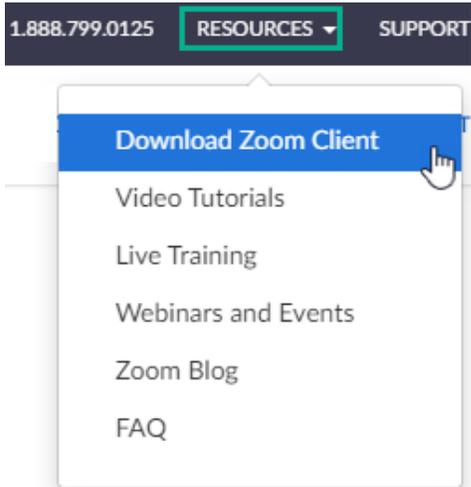


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## Downloading ZOOM for Outlook

You have the option of downloading the Zoom “Add-In for Outlook on the web” (this is for users selecting Saint Leo University email from OKTA) or downloading the “Plugin” for older versions of Outlook.

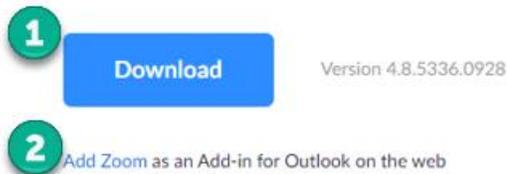
1. To download either the Plugin or Add-In click the Resources menu



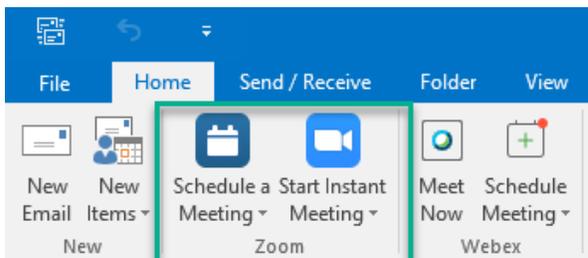
2. Select the appropriate option, 1 or 2, for the version of Outlook you are using

### Zoom Plugin for Microsoft Outlook

The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.



3. Click through the setup wizard.
4. Once the download is complete, in older versions of Outlook you will see the Zoom icons at the top of the page as shown below:

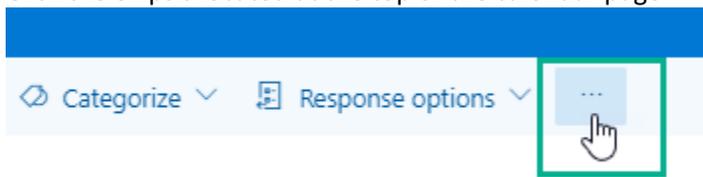


For Outlook on the web, you will see Zoom options available on the Calendar when creating a new meeting.

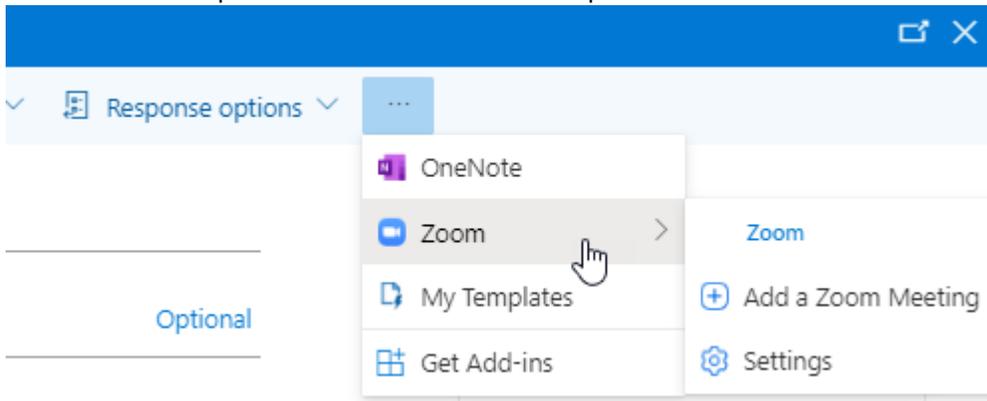
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To create a Zoom meeting from Outlook on the web follow the steps below:

1. Create a new meeting
2. Click the ellipsis located at the top of the calendar page



3. Select Zoom to expand the menu for additional options



For additional questions, please contact the TI3 Help Desk at (352) 588-8888 or [helpdesk@saintleo.edu](mailto:helpdesk@saintleo.edu).