



## Zoom Use Quick Reference Sheet - University of Arizona

### To download the Zoom application:

Use a web browser (Chrome, Internet Explorer) to go to: **<https://arizona.zoom.us>**

Click on the 'Download Client' link, which will take you to the 'Downloads Center' page

From here, click 'Download' under the 'Zoom Client for Meetings' heading

Run the installer package you just downloaded

Once application installs and opens, click 'Sign In'

Or, if you need to immediately join a meeting, click 'Join a Meeting' and enter Meeting ID

Click 'Login with SSO' on the right side of the application window, then enter 'Arizona' in the 'Company Domain' text field

Hit continue, then login with your NetID and password, and allow the website to open Zoom

### Personal Meeting ID:

Once in the Zoom app, click on the 'Meetings' link at the bottom of the application window

Here you will find your 'Personal Meeting ID'

Take note of this for reference later

Optional: Select 'Always use PMI for instant meetings on this computer' for convenience in the future

### Starting a Meeting:

From the Zoom application, click on 'Start with Video' or 'Start without Video' to quickly start a meeting

To allow others to join, share the 'Meeting ID' in the upper section of the application window

Note: If you selected 'Always use PMI for instant meetings on this computer,' the Meeting ID is your PMI

When prompted to choose audio conference options, select your preference, and the meeting window will open

### Accessibility:

For more information on Zoom's accessibility, please visit:

<https://itaccessibility.arizona.edu/content/academic-technology/zoom>

