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PC installation guide

1. Open the **Software Centre** in the **Start Menu**:

2. Type ‘Zoom’ into the **search bar** on the right-hand side and hit enter:

3. Select **Zoom Client 3.5.6** then click **Install**. Installation will take several minutes.
PC: Zoom user guide

Once installed, Zoom can be found under Z in the Start Menu. Open Zoom by clicking on the icon. In the Zoom pop-up box, you can either sign in or join a meeting.

How to join a meeting
1. In the Zoom pop-up box, click on Join a Meeting.
2. Enter the Meeting ID—you should have received it from the meeting organizer.
3. Enter your name and click Join.
How to start a new meeting

1. In the Zoom pop-up box, click on **Sign In**
2. Sign In using “**SSO- Sign In with SSO”** - Do not use the Sign In panel on the left.

3. Enter the URL [https://ecu.zoom.us](https://ecu.zoom.us) in the textbox on this screen and click Continue.

4. Login using your ECU username and password and start using zoom.
**Mac: Zoom installation guide**

1. Select **Self Service** icon in your Mac’s Dock:

2. Select **Zoom Client** then click **Zoom Installation**. Installation will take several minutes.

![Zoom Installation](image1)

**Mac: Zoom user guide**

**How to open Zoom**

1. Clicking the **Finder icon**

2. Click on the **Applications folder**, under favorites in the left hand side menu, the double click on the **zoom.us icon**.

![Finder Icon](image2)

3. In the Login SSO popup box, enter the **SSO URL**: [https://ecu.zoom.us](https://ecu.zoom.us) and then select **Continue**.

![Login SSO](image3)
4. Login using your ECU user name and password.

5. Once you have logged in you will be presented with the Zoom software console where you can start, join or schedule a meeting.