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Installing the Zoom Desktop Application

As a Bard staff member, you can login to Zoom using the Bard web portal (<u>https://bard.zoom.us/</u>) or by using the **Zoom desktop application**. The desktop application is considered by some to be a more efficient way of logging in and adjusting settings in Zoom. You only have to do the following procedure ONCE.

1. Go to <u>https://zoom.us/support/download</u>. Click **Save File**. The application will begin to download.

We're now downloading Zoom ...

Opening ZoomInstaller.exe		×
You have chosen to open:		
ZoomInstaller.exe		
which is: Binary File (11.4 MB)		
from: https://d11yldzmag5yn.cl	oudfront.net	
Would you like to save this file?		
	Save File	Cancel

2. Find the installation file in your **downloads** folder and run it.



3. You'll see the Zoom login window. Click Sign In.



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4. Click Sign in with SSO (Single Sign On).

Zoom Cloud Meetings				-	□ ;
Sign In					
Enter your email			٩	Sign In with SSO	
Enter your password	Forgot?	or	G	Sign In with Googl	e
Keep me signed in	Sign In		f	Sign In with Facebo	ok

5. Enter the Bard domain name. (bard) Click Continue.

Zoom Cloud I	Vleetings			×
	Sign In with SSO			
	Company Domain	.zoom.us		
	I do not know the company domain	Continue		

6. Sign in with your Bard email address and password in the gray window and click LOGIN.

G a	Zoom	
BARD ACCOUNT SIGN-IN		
Email Address		
Password		Reset
		12 6 6
		LOGIN

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7. Click Open Zoom.



8. The Zoom desktop application opens. You can now use this application to join, create or schedule a Zoom meeting. It will also show any Zoom meetings you have scheduled for today.

Coom							-	×
	Home	⊂ Chat	() Meetings	© Contacts		0	Search	¢
								٥
New Meeting	+ Join			06:31 ^{Tuesday, Ma}	PM ay 5, 2020			×
tig Schedule	Share screen	v		No upcoming m	eetings today			

This application is located in your applications group on your computer. It is also accessible by clicking a video camera icon in the status bar (Windows).

