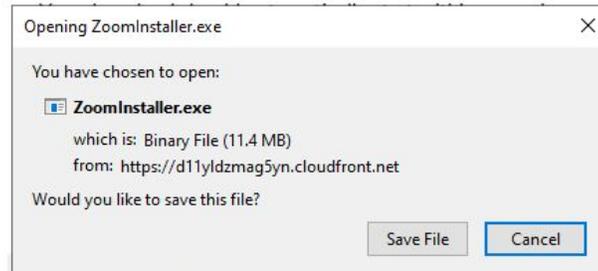


Installing the Zoom Desktop Application

As a Bard staff member, you can login to Zoom using the Bard web portal (<https://bard.zoom.us/>) 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 <https://zoom.us/support/download>. Click **Save File**. The application will begin to download.

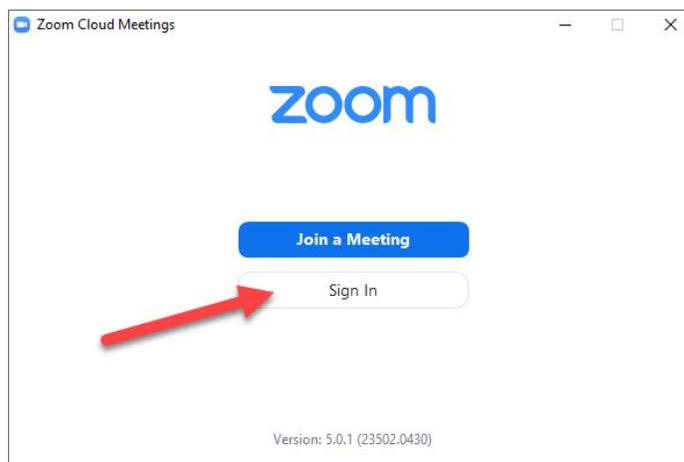
We're now downloading Zoom ...



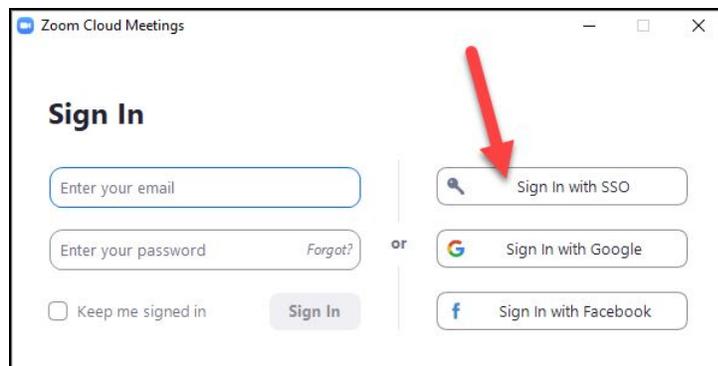
2. Find the installation file in your **downloads** folder and run it.



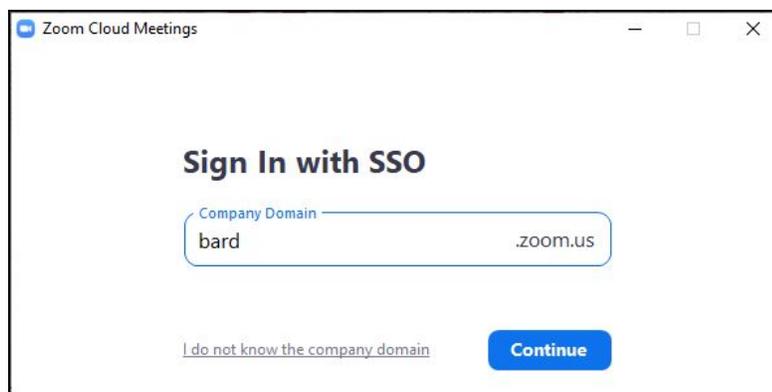
3. You'll see the Zoom login window. Click **Sign In**.



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



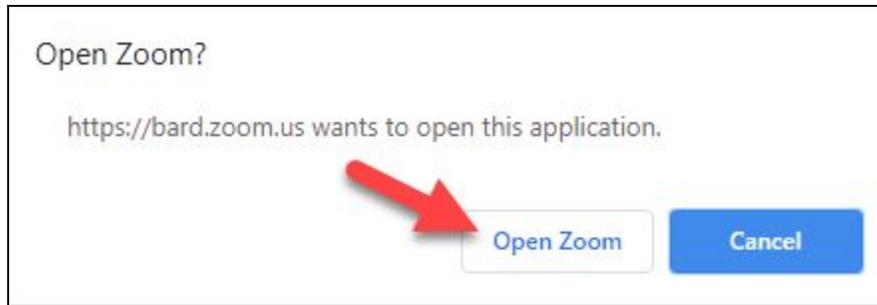
5. Enter the Bard domain name. (**bard**) Click **Continue**.



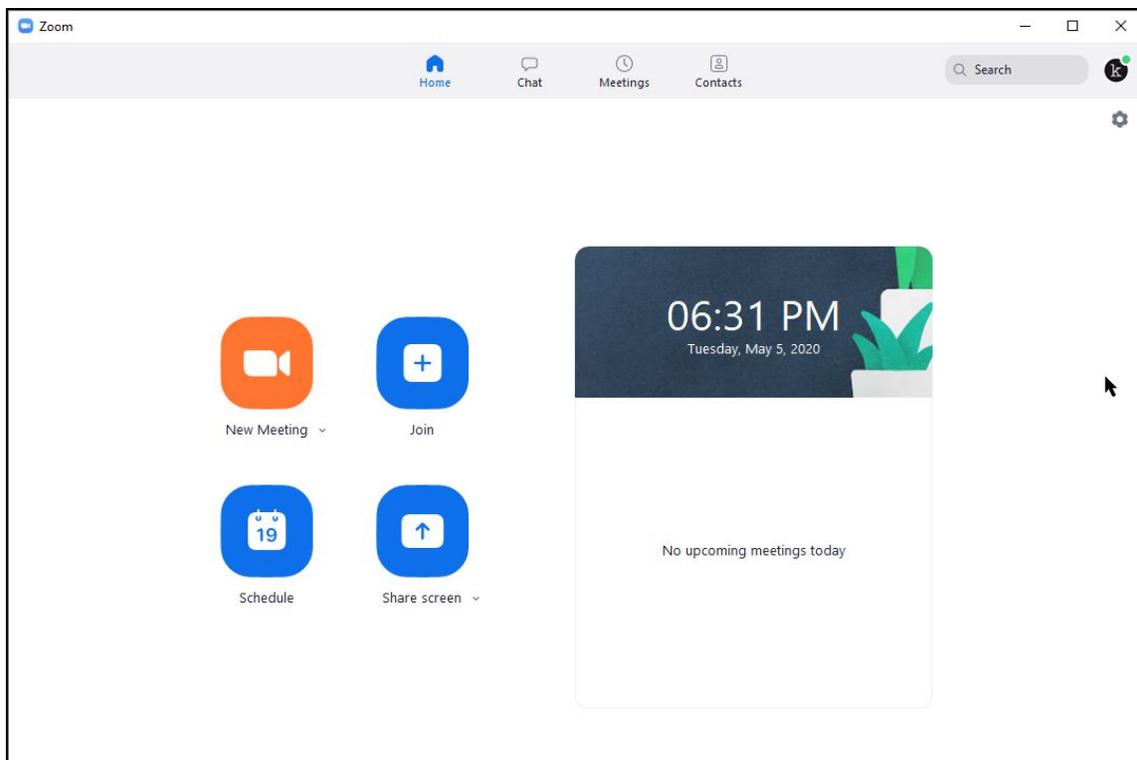
6. Sign in with **your Bard email address and password** in the gray window and click **LOGIN**.



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.



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).

