When you use Zoom for official Drexel University College of Medicine activities, you must follow these steps.

One-Time Configuration

- 1. Be sure that the Zoom App is installed on your computer, iPad and any other device that you use to connect to Zoom sessions
 - a. The Zoom App is usually installed the first time that you access Zoom using a web link
 - b. You can install Zoom manually by navigating to the Zoom Download Center (<u>https://zoom.us/download</u>) and download the **Zoom Client for Meetings** or the iOS or Android version of the **Zoom Mobile Apps**
- 2. Open the Zoom App (NOT the Zoom website) on each of the devices that you use to connect to Zoom sessions
 - a. Windows PC click the Windows logo at the bottom left of the screen and EITHER select Zoom from the list of programs OR type "Zoom" and then click "Start Zoom"



b. Mac – click Finder, select "Applications" and click "zoom.us"



c. iOS and Android – tap the Zoom App icon



3. Tap or click "Sign In" and then "Sign in with SSO" (DO NOT enter your email address and password here)

Coom Cloud Meetings	- 🗆 X	Zoom Cloud Meetings	- 🗆 X
zoom		Sign In	
		Enter your mat	Sign In with SSO
Join a Meeting		Enter your assured Forgot? or	G Sign In with Google
Sign In		Keep me signed in Sign In	f Sign In with Facebook
Version: 4.6.8 (19178.0323)		< Back	Sign Up Free

4. SIGN IN WITH SSO (To your Drexel Zoom account)

Enter "drexel" as the domain and tap or click "Continue". This step is critical to configure your Zoom account properly to access official Drexel University College of Medicine Zoom meetings.

Zoom Cloud Meetings —	
Sign In with SSO	
drexel .zoom.us	
I do not know the company domain Continue	
< Back	IMPORTANT!!!

5. The Drexel Connect web page will open in your browser. Enter your Drexel User ID (e.g., xyz123) and password. Tap or click "Open Zoom" when the popup window appears.

Enter your user ID and password.	Drexel Connect allows you to
USER ID	access many Drexel services without needing your password
xyz123	again.
PASSWORD	
•••••	
CONNECT	
HELP & SETTINGS	

6. Your Zoom App is now configured to use your Drexel email address (e.g., xyz123@drexel.edu). You can verify this by tapping or clicking on your initials at the top right of the Zoom App. Your name and Drexel email address will appear. You will also see the word "LICENSED" next to your name and email address.



Connect to Zoom for a Meeting

1. Open the Zoom App as described in Step 2 above. Tap or click "Join"



2. Enter the meeting ID (your name should appear in the box below the meeting ID) and tap or click "Join"

Zoom	×
Join Meeting	
Meeting ID or Personal Link Name	~
Xavier Y Zygoma	
Do not connect to audio	
🗹 Turn off my video	
Join	Cancel