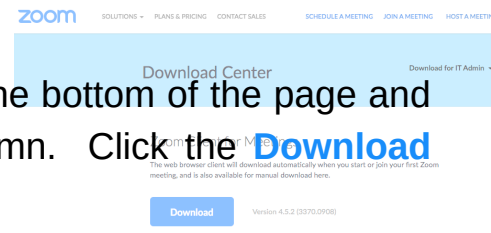


**1 Zoom**

Go to <https://stmarytx.zoom.us/> and click Sign-in. Login with your StMU credentials.

**2 Download**

Once your profile is set up, scroll down to the bottom of the page and click Download located in the second column. Click the **Download** button.



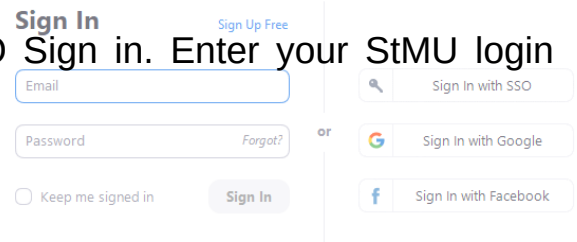
**3 Install**

Click the icon that appears on the bottom left corner of your screen. If the file does not appear, search for the file in your Downloads folder.



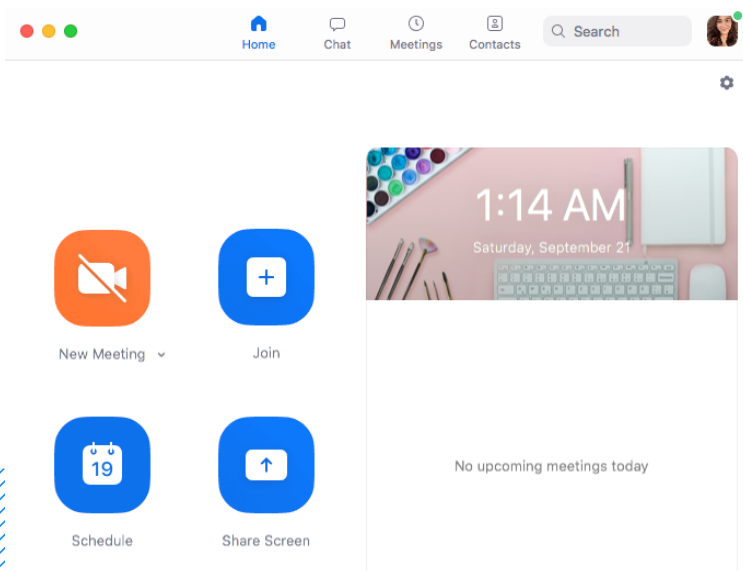
**4 Sign in**

Open the Zoom app and click SSO Sign in. Enter your StMU login credentials.



**5 Home Tab**

After signing in, you will see the Home tab, where you can click these options:



- **New Meeting:** Start an instant meeting. Click the downwards arrow to enable video or use your personal meeting ID (PMI) for instant meetings.
- **Join:** Join a meeting that is in progress.
- **Schedule:** Set up a future meeting.
- **Share Screen:** Share your screen in a Zoom Room by entering in the sharing key or meeting ID.
- **Date and time with background image:** To change the background image, hover over the picture and click the camera icon.



# ZOOM SUPPORT

Zoom Help Center - Training provided by Zoom

<https://support.zoom.us/hc/en-us>

**Getting Start Mac & Windows** - <https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac>

**One-minute-video introductions** - View these for quick learning



# ZOOM TRAINING

## ATS Workshops

group training



Check out our workshops offered every semester.

## Schedule an Appointment

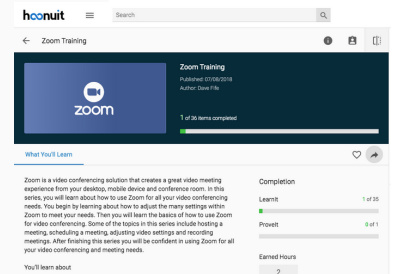
one-on-one training



Email Felicia Cruz at [fcruz4@stmarytx.edu](mailto:fcruz4@stmarytx.edu) or book a time at <https://calendly.com/fcruz4>

## Hoonuit

self-paced training



Access video training at <https://learnit.hoonuit.com/5902/learnit?cn=stmarytxcas>



Kathe



Felicia



Angel



Yolanda



Liza



Kevin

# Academic Technology Services

Create • Innovate • Transform



Jeff Schomburg  
Exec. Dir. of Academic  
Technology Services

Academic Technology Services provides faculty, students, and staff with the training, support, and development to infuse educational technology and media services throughout St. Mary's teaching and learning environment.

Our offices are located in the Charles L. Cotrell Learning Commons.

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