

## INSTALL AND DOWNLOAD

### GET STARTED

Before you can use Zoom, you must install the Zoom software for your device. Start by going to [acuonline.zoom.us](https://acuonline.zoom.us) and select **Download** in the footer. Download the **Zoom Client for Meetings** or the **Zoom app** for your Mobile Device.

## LOG IN AND SET UP

### WEB PORTAL (ACUONLINE.ZOOM.US)

Go to [acuonline.zoom.us](https://acuonline.zoom.us) and log in with your **ACU Single Sign-On** and password.

### ZOOM CLIENT

1. Once the Zoom Client is installed, click the **Sign In** button.

2. Click **Sign In with SSO**.

3. Enter **acuonline** when prompted for your company domain.

4. Enter your **ACU username** and password on the ACU Single Sign On screen.

## SCHEDULE A MEETING

### MEETING DETAILS

1. Set the **Topic** of your meeting.
2. Set the **When** and **Duration**
3. Check the **Recurring meeting** box for any meetings that will regularly occur and set options.
4. Uncheck the **Meeting Password** box.
5. Select **Host** and **Participant** Videos as on for all videos to start as each person joins the conference.
6. Leave **Audio** as **Both** so that participants can call in if video is not available.
7. Select **Enable join before host**, **Mute participants upon entry**, and **Enable waiting room**.
8. Select **Save** to get the **Join URL**, to Add the meeting to your Google Calendar or to **Start this Meeting**.

### PERSONAL MEETING ROOM

This URL is assigned to you automatically as a permanent virtual room. You can start it at any time or schedule it for future use. Pro users can **Edit** their **Personal Meeting ID** on their **Profile**.

### WEB PORTAL (ACUONLINE.ZOOM.US)

1. Go to [acuonline.zoom.us](https://acuonline.zoom.us)

2. Log in with your **ACU SSO** and password.

3. Click **Schedule a Meeting** in the top navigation bar.

4. Input **Meeting Details** and **Save**.

5. Copy the **Join URL** or click **Copy the Invitation** and send to attendees through email or Google calendar.

### CANVAS

1. As a faculty, go to your course in [acu.edu/canvas](https://acu.edu/canvas)

2. In **Settings**, change your course **Navigation** to include **Zoom** in the available items. Select **Save**.

3. Select **Zoom** in your Course Navigation.

4. Select **Schedule a New Meeting** and update Meeting Details.

5. Upon selecting **Save**, all the members of the course will be scheduled into a Zoom meeting on their Canvas Calendar/To-Do and will receive notifications.

