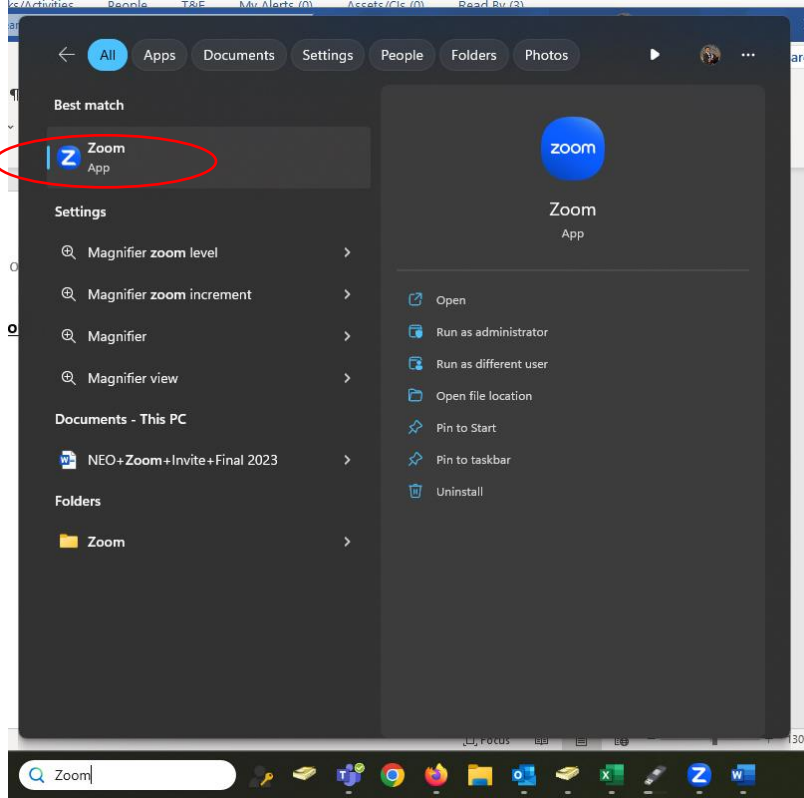
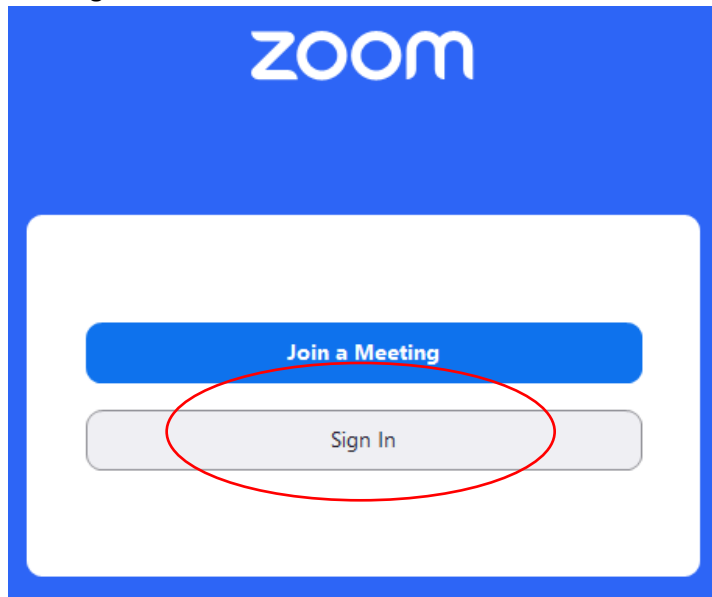


Using Zoom Application Installed on your PC

1. Locate Zoom Application (Searching on Windows bar)



2. Click Sign in



3. Click SSO

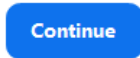


4. Company Domain Window May Appear. Enter "nmsu" and select continue

Sign In with SSO

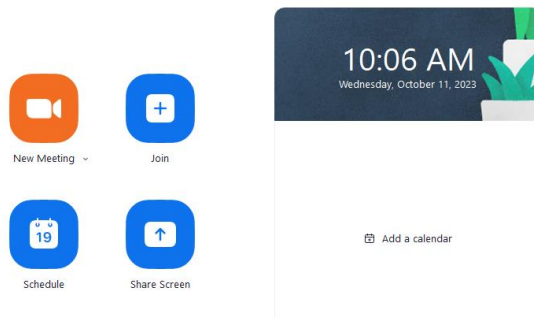
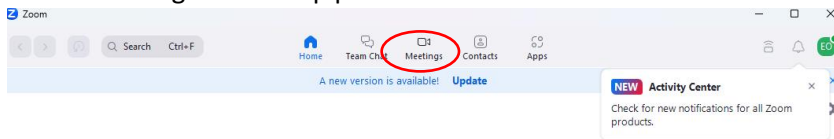
Company Domain .zoom.us ▾

[I do not know the company domain](#)

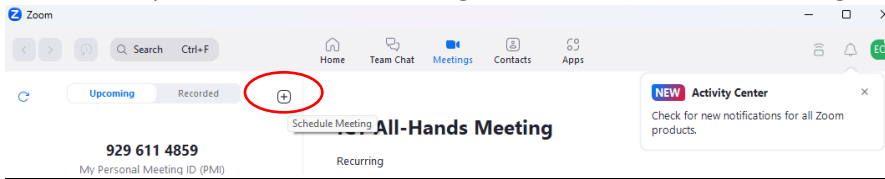


5. Sign in through AGGIE ACCESS using your nmsu email and password. You will need to use Two Factor Authenticator.

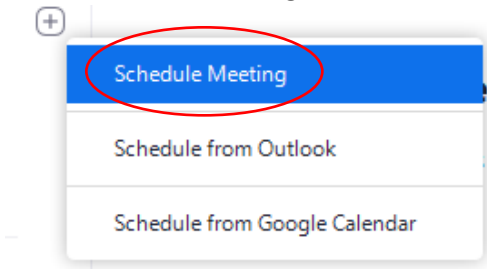
6. Select Meetings on the top pane of Zoom Window



7. Select the Square Icon with the Plus sign inside of it (Schedule Meeting)



8. Select Schedule Meeting



9. Fill out the Details and enter Email's of Attendees

Edit Meeting

Topic

Attendees

Date & Time
 to to

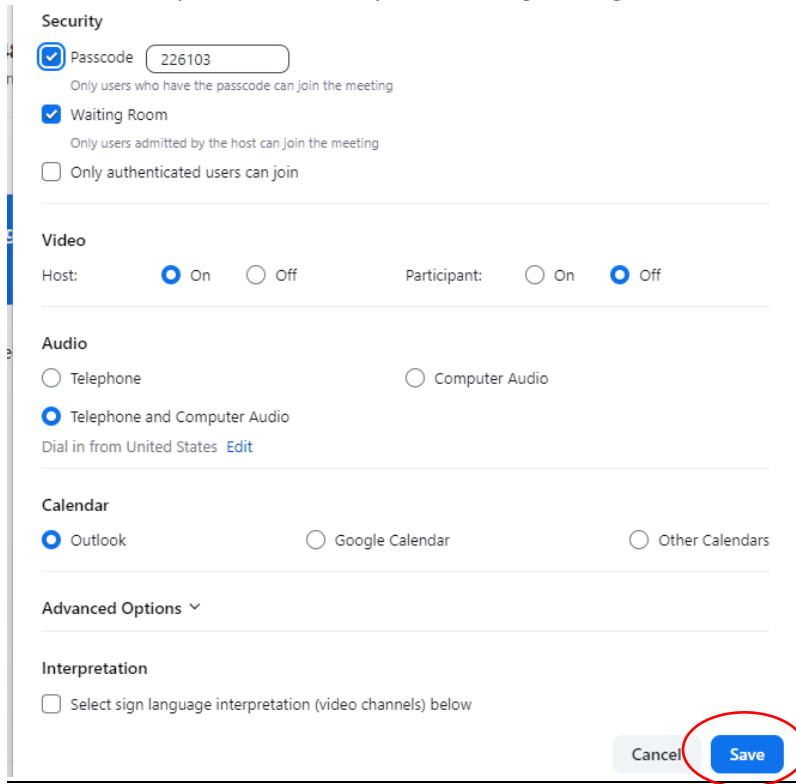
Time Zone:

Recurring meeting

Meeting ID
 Generated ID 845 6346 6714 Personal Meeting ID 929 611 4859

Security
 Passcode
Only users who have the passcode can join the meeting
 Waiting Room
Only users admitted by the host can join the meeting
 Only authenticated users can join

10. Hit Save once you have edited your Meeting Settings



11. Meeting is Successfully Created

12. Outlook may open if Microsoft Office is installed on your Computer. You can send this email to anyone you may have forgotten to add in the Attendees section of the Zoom Application.

