Using Zoom Application Installed on your PC
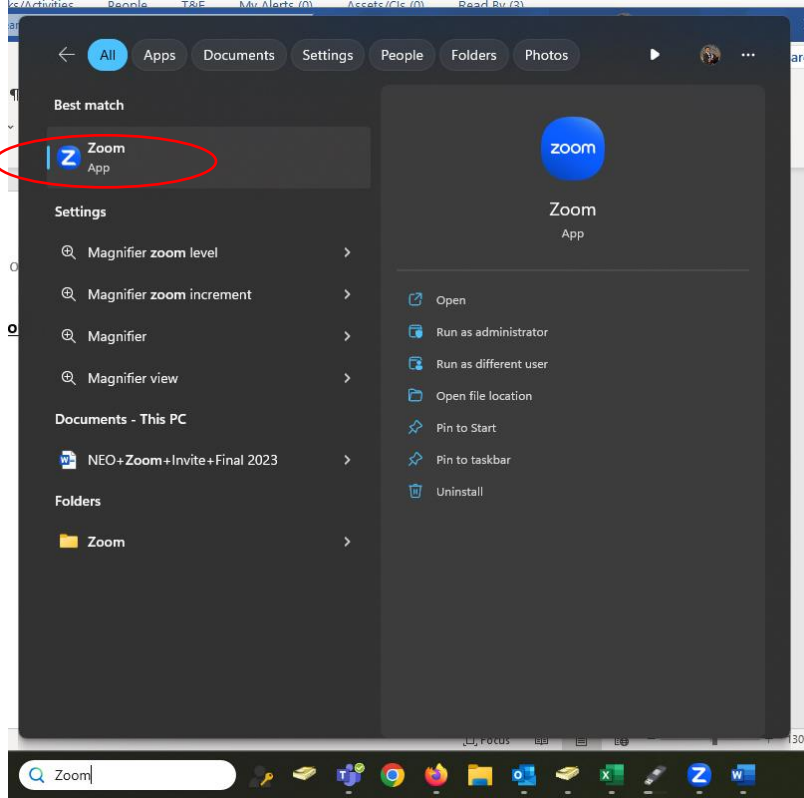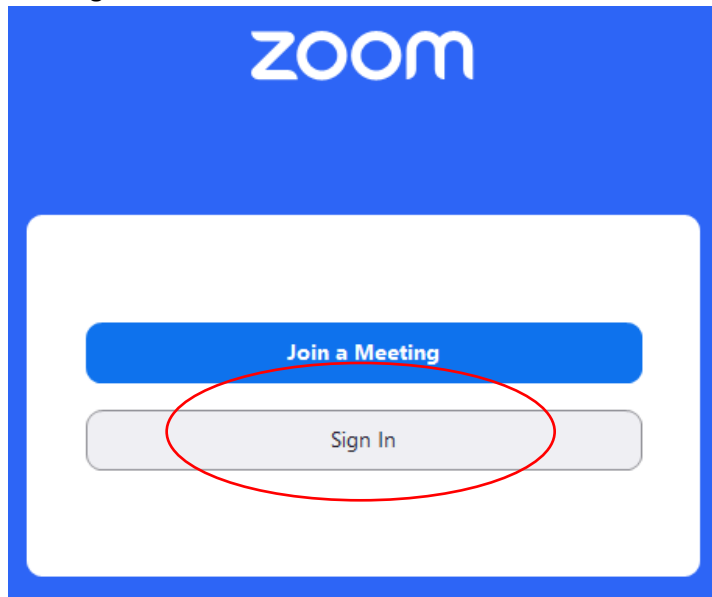
1. Locate Zoom Application (Searching on Windows bar)

2. Click Sign in

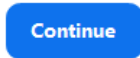**3.** Click SSO

ZOOM ˅

SSO   Apple

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

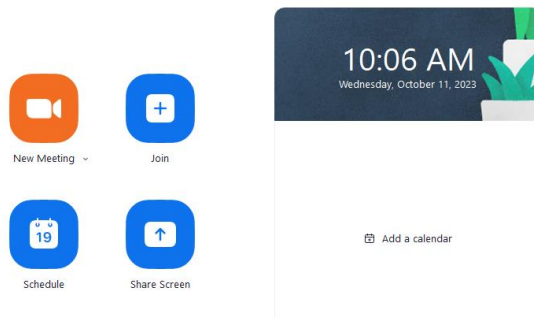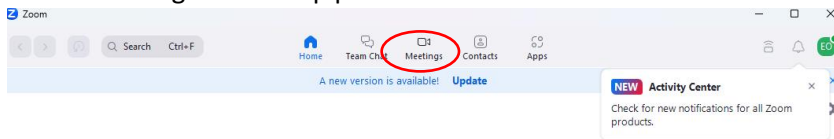## Sign In with SSO

Company Domain
| nmsu | .zoom.us ˅ |

I do not know the company domain   **Continue**
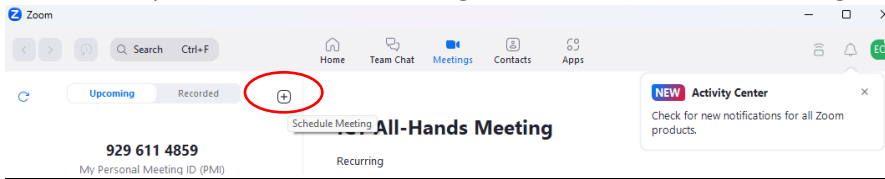
5. Sign in through AGGIE ACCESS using your nmsu email and password. You will need to use Two Factor Authenticator.
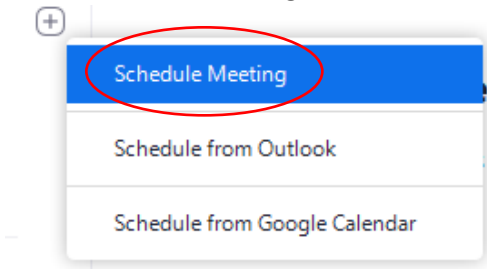
6. Select Meetings on the top pane of Zoom Window

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

10. Hit Save once you have edited your Meeting Settings
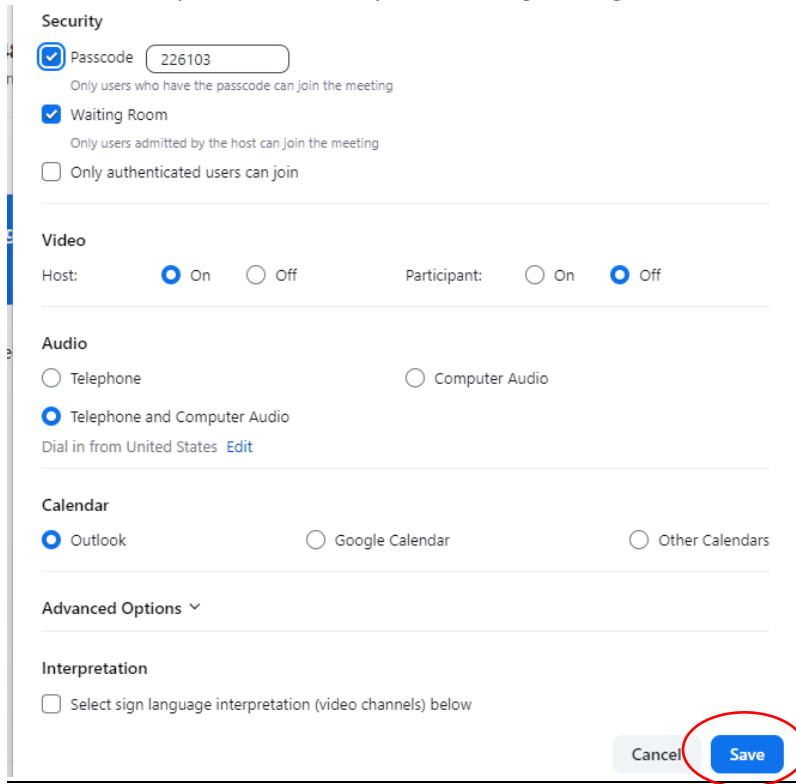
11. Meeting is Successfully Created

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.