### Using Zoom Application Installed on your PC

1. Locate Zoom Application (Searching on Windows bar)

16:	← All Apps Documents	Settings	People Folders Photos	▶ 🔞 … are
۹	Best match			
$\langle$	Z Zoom		zoom	
	Settings		Zoom <sub>App</sub>	
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	NEO+ <b>Zoom</b> +Invite+Final 2023		🔗 Pin to taskbar	
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2. Click Sign in



3. Click SSO

ZOOP	<b>n</b> ~
SSO	Apple

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

# Sign In with SSO

nmsu	.zoom.us 🗸
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

(+)	Schedule Meeting	
	Schedule from Outlook	
-	Schedule from Google Calendar	

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

Торіс	
Test for CollegeIT	
Attendees	
Jeffery Mickle ×	
Date & Time	
10/11/2023 V 10:30 AM V to 11:00 AM V 10/11/2023 V	
Time Zone: (Mountain Time (US and Canada) ~	
Recurring meeting	
Meeting ID	
O Generated ID 845 6346 6714 O 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	

## **Edit Meeting**

#### 10. Hit Save once you have edited your Meeting Settings

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Passcode 226103					
Only users who have the pa	asscode can join the mee	ting			
🕑 Waiting Room					
Only users admitted by the	host can join the meetin	9			
<ul> <li>Only authenticated users can join</li> </ul>					
Video					
Host: O On	⊖ Off	Participant:	🔿 On	Off	
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- 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.

<b>8</b> 90			Test for CollegelT - Meeting			
File Meet	t <b>ing</b> Schedu	ling Assistant Insert Format Text Review Help ${\mathbb Q}$ Tell me what you want to do				
🔟 Delete -	→ Forward ∽	📫 Teams Meeting 👻 🗱 Meeting Notes 🗧 Response Options 👻 🖬 Show As:	♥			
(i) You haven't	1) You haven't sent this meeting invitation yet.					
$\triangleright$	Title	Test for CollegeIT				
Send	Required	<u>V Jeffery Mickle <jmick02@nmsu.edu></jmick02@nmsu.edu></u>				
	Optional					
	Start time	Wed 10/11/2023 🗮 10:30 AM 🔻 🗌 All day 🗌 👰 Time zones				
	End time	Wed 10/11/2023				
	Location	https://nmsu.zoom.us/j/84563466714				

Ed Orozco is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting https://nmsu.zoom.us/j/84563466714

Meeting ID: 845 6346 6714