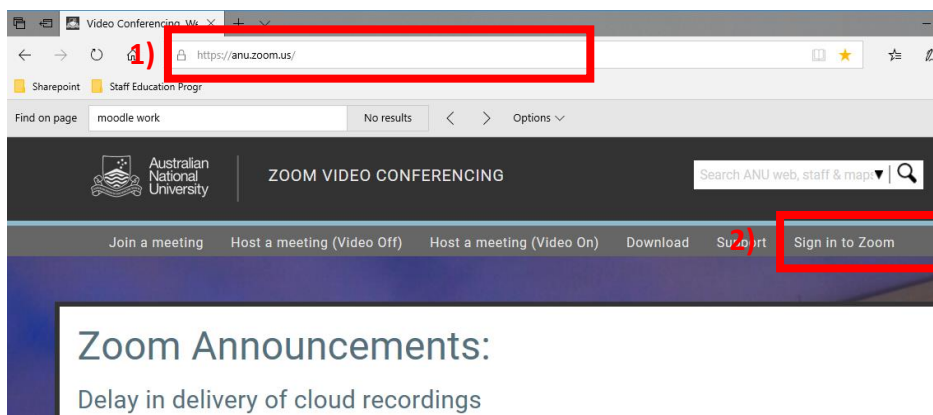# Pre-Class Activity: Log in using SSO
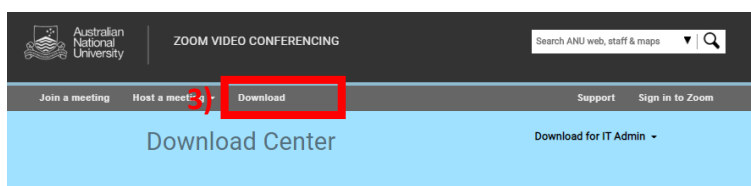
## 1.1  Log in thru Web portal

1) Enter https://anu.zoom.us/

2) Click **Sign in to Zoom**

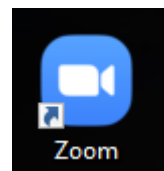Once you click 'Sign in to Zoom', you will be able to see your profile page with other menus

## 1.2 Log in thru App (Zoom client)

3) Click **Download**

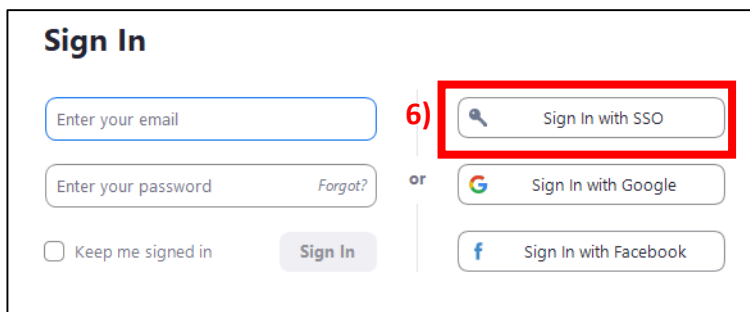4) Find **'Zoom Client for Meetings'** to download Zoom app
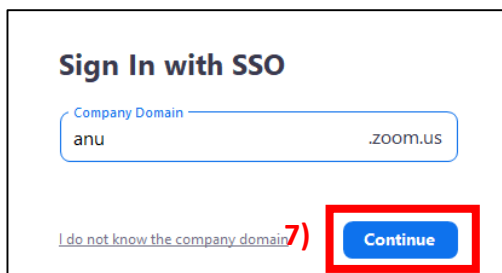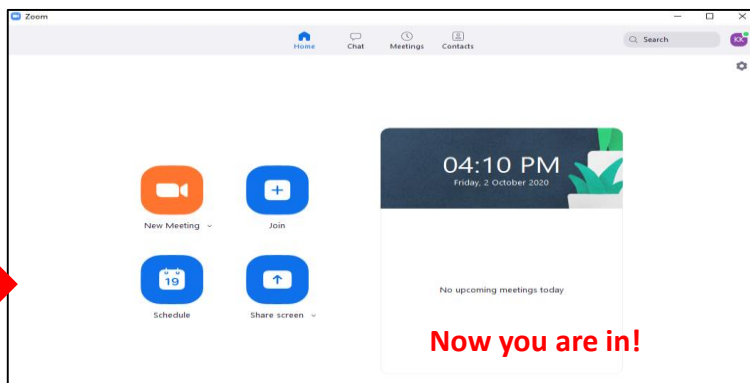
5) It will create 'Zoom' icon on your desktop.

6) Click **Sign In with SSO**

This will allow you to log in ANU account

7) Click **Continue**

8) Now you are logged in.

**Now you are in!**

zoom
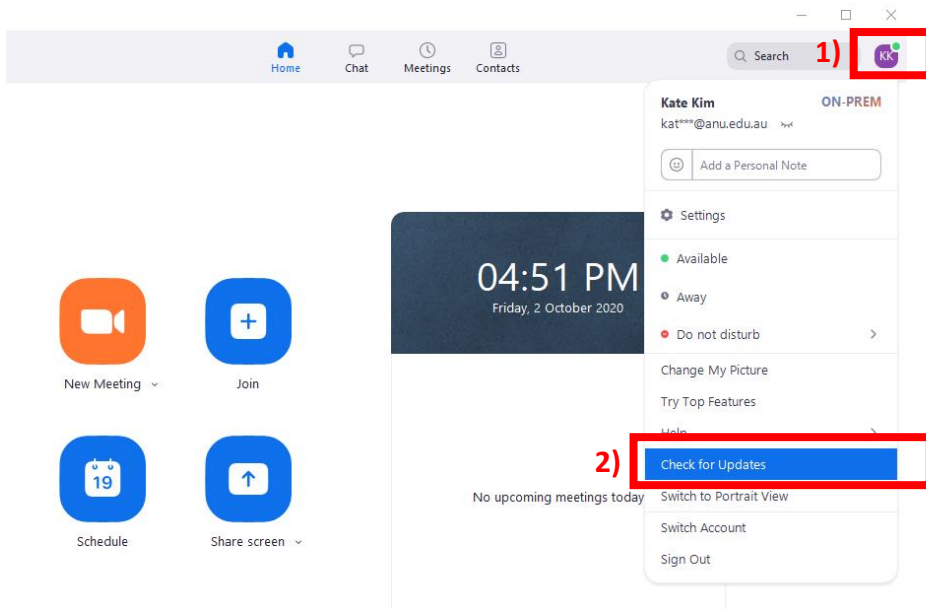
## 2. Update your Zoom

1) Click your profile icon
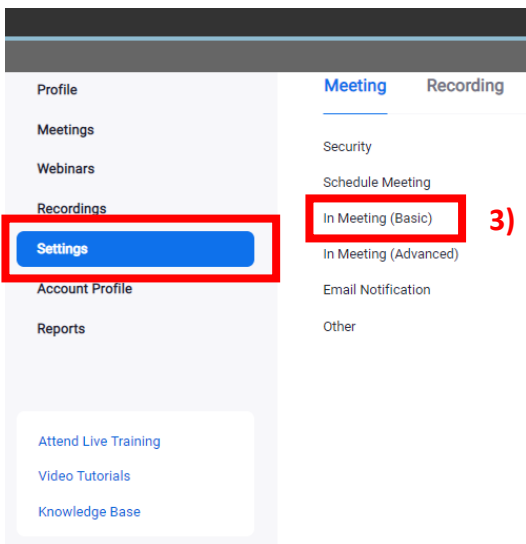
2) Navigate yourself to **'Check for updates'**

It will let you have the latest Zoom version.
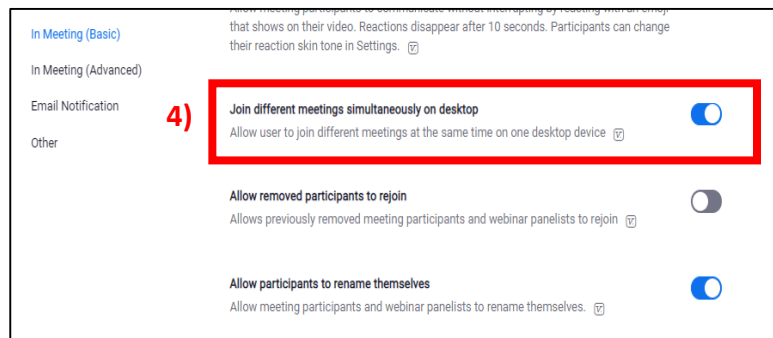
# Please make sure you update through Zoom App

## 3. Set up 'Enable join different meetings simultaneously on desktop'

1) For setting, you still need to log in through http://anu.zoom.us/

2) Navigate yourself to **'Setting'** menu

3) Then **'In Meeting (Basic)'**

4) Click the toggle to enable it.

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## Joining multiple meetings simultaneously

To join multiple meetings simultaneously, you can join the <u>first</u> meeting by:
• Clicking the **Join** button in the Zoom desktop client
• Clicking the join URL **OR** Navigate to https://anu.zoom.us/join and enter the meeting ID.

**Note**: For each additional meeting you want to join, you will need to navigate to the join URL in your browser and the Zoom client will automatically launch the meeting.
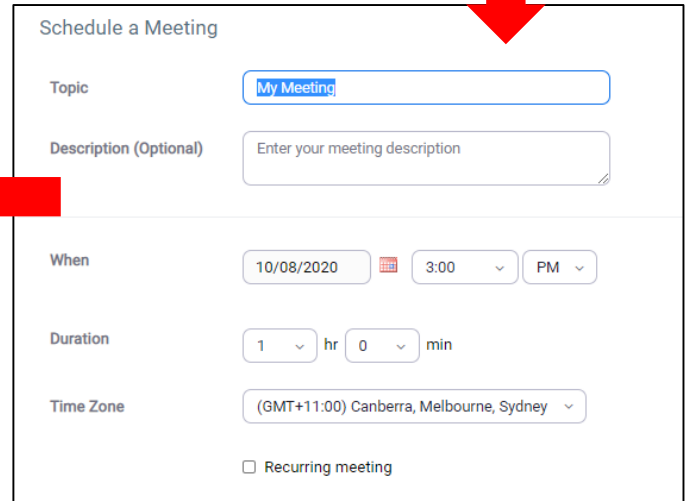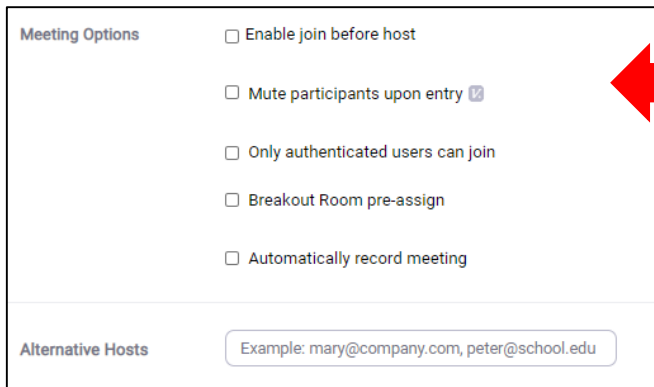
## 4. Create a Zoom Meeting

### 1) Using Web portal
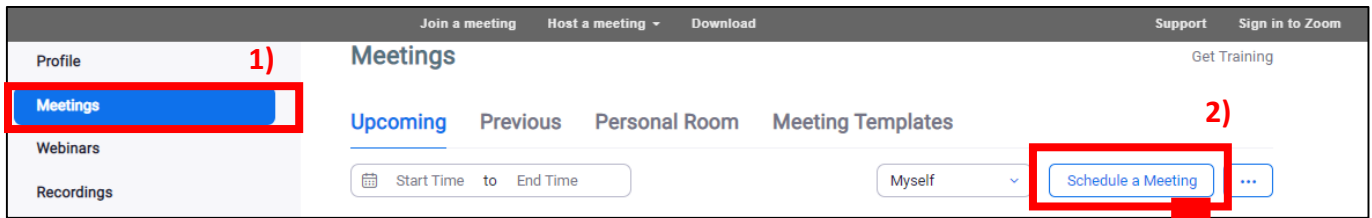


a) Navigate yourself to 'Meeting' menu

b) Click 'Schedule a Meeting'

c) Set up time and choose options



### 2) Using Zoom Client (app)

a) Open your Zoom client and sign in to Zoom

b) Click on 'Schedule' icon

c) Select your meeting settings

ZOOM