zoom
tips & tricks

Installing Zoom

Go to zoom.us/download#client_4meeting

Click "Download" to download the latest installer for PC or Mac.

Double click the download item and install the Zoom application on your computer.

Note: When logging in, be sure to click the "Sign In with SSO" option and type in "vanderbilt" if prompted for Company Domain.

Log in with your vuNetID and ePassword.

Scheduling Meetings

Open your Outlook client, click on "New Items" and select "Meeting."

Look to the right-hand side of the meeting menu ribbon and click "Add a Zoom Meeting."
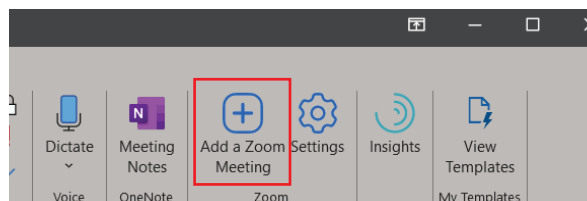
The meeting should auto-populate all the details for your new Zoom meeting.

Joining Meetings

Open your meeting invite and find "Join Zoom Meeting." If joining from your computer, click on the link.

Join Zoom Meeting
https://vanderbilt.zoom.us/j/556315063

If calling in from your phone for voice only, you can tap on the hyperlinked phone numbers under "One tap mobile" or dial in from a phone using the "Dial by your location" numbers.

One tap mobile
+16465588656,,556315063# US (New York)
+13462487799,,556315063# US (Houston)

Dial by your location
+1 646 558 8656 US (New York)
+1 346 248 7799 US (Houston)

NOTE: SAMPLE DATA

Using Features

Use a virtual background while you present by going to your settings and selecting the "Virtual Background" option. You can upload a still image or a movie file.

Touch up your appearance with a very subtle filter. "Touch up my appearance" is in your personal settings under "Video."

Chat with everyone in your Zoom meeting by clicking the chat button in your meeting window.

Download the Zoom Mobile app to do nearly everything you can on your computer while on the go!

vu.edu/zoom

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