

Introduction

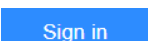
All members of the Harvard T.H. Chan School of Public Health Community are provided with a Zoom account and have the capability to host web and video conference meetings. Access to the application is provided through HarvardKey with a single sign-on (SSO) process, and set up is easy. You can start using Zoom today!

Set Up Your Account

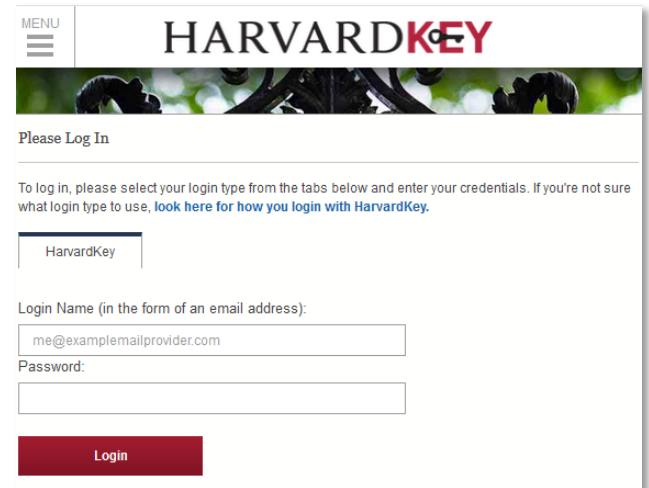
1. Go to <https://harvard.zoom.us/>

The following options appear:



2. Click  to configure account

3. HarvardKey login screen will appear for you to enter your HarvardKey login and password:



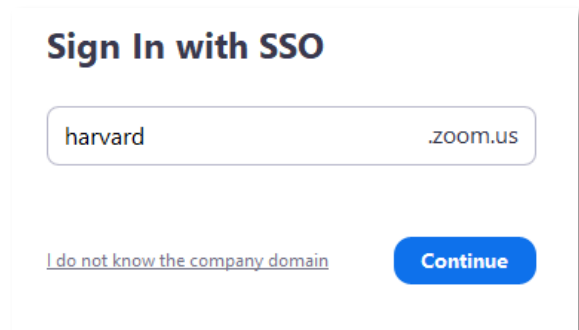
4. Confirm that you see your name and email address on the following Zoom Profile page

Install and Set Up the Zoom Desktop Client

1. Download the Zoom Client for Meetings application at: <https://harvard.zoom.us/download>
2. Install and launch the application
3. Click **Sign In**
4. Select **Sign in with SSO** (do not enter email and password on the left)

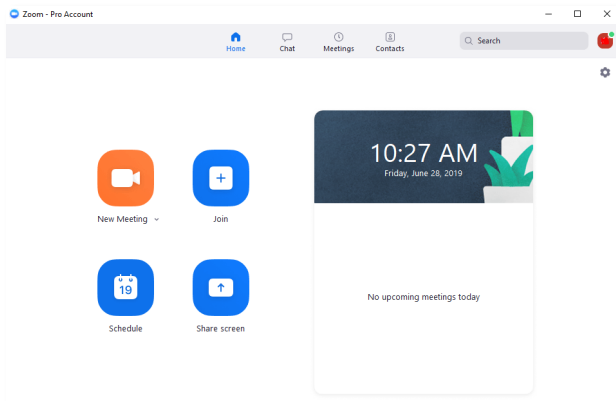


5. Enter **harvard** in the box and click **Continue**:

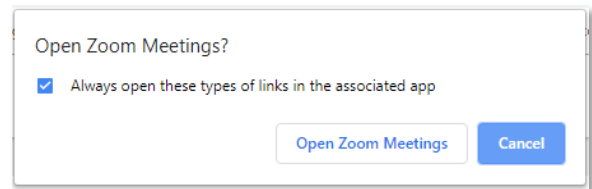


6. A web browser will launch while checking your HarvardKey
 - a. If prompted by your browser, select "Always open these types of links in the associated app" and then click **Open Zoom Meetings**

7. Your Zoom desktop application should now launch and open:



8. Click **the gear icon/Settings** to set preferences:



These settings impact all of your Zoom meeting experiences.

Please, note that Zoom is not a video repository. Cloud recordings will be automatically deleted at the end of every month. We recommend setting the recording preference to save the video files to your computer.

9. For more information, training, and advanced setting options we recommend that you visit the Zoom Help Center:

<https://support.zoom.us>

* If logged into Zoom through <https://harvard.zoom.us/> you can **Schedule** or **Join a Meeting** from the top right corner. However, the desktop application is required to **Host a Meeting**. We strongly recommend downloading and using the Zoom Client for Meetings application for a full functioning experience in a user-friendly interface.



Request Assistance

If you need assistance, please select one of the options below:

- Visit <https://support.zoom.us>
- Email helpdesk@hsph.harvard.edu
- Call 617-432-HELP (4357)