Installing Zoom
On Campus with an Ethernet Connected Windows Computer

Purpose

These are the instructions you need to follow to install Zoom on a Windows computer that is connected to the University wired network and has the Software Centre software installed. If you have a Windows computer connected via Wi-Fi or a home network, then you need to follow the ‘Off Campus’ instructions/document.

Procedures

1. Close all Microsoft Office programs (outlook, Word, Project etc.)

2. From the Start menu, select/run the program Software Center.

   Note: You can also search for Software Center in the search bar on the Start menu.

   ![Software Center](image)

   If you do not have Software Center installed please contact the IT Helpdesk (email: it.helpdesk@essex.ac.uk or phone: 2345).

3. From the Software Center screen, select Zoom With Plugins under Applications.

   Then click Install and wait for applications to install.

   ![Zoom Installation](image)
4. **Open Zoom**, either from the Start menu or using the desktop and click sign in.

   Note: You can quickly start Zoom by clicking the Start menu then type zoom and you should be prompted with the Start Zoom Desktop app and so you can then press the enter key (e.g. Start - zoom - enter).

5. You will now be presented with the sign in screen where you need to click the button **Sign In with SSO**.

6. The company domain **essex-university** should be automatically filled in otherwise you can manually type it in.

   Click **Continue**.

7. You will then be redirected to the University of Essex sign in page. Enter your Essex ID (**email address**) and **password**, and then click **Sign in**.

8. You will be prompted with a security popup. Click Allow or Open (this will look different depending on what browser you use).
9. When prompted to Open Zoom Meetings? Click the option "Open Zoom Meetings."

10. Zoom will then sign in and you are ready to use the application.

If you have any issues please contact the IT Help desk
E-mail: it.helpdesk@essex.ac.uk
Phone: 2345