

Zoom Account Sign-in Procedure

All staff and students to sign-in to obtain for a Zoom Meetings account. It is preferable for **Bond staff** to follow the steps listed in '**Option 1**'. If for some reason the staff member is unable to sign up using all those steps or if the staff member is using a personal device. Please follow the steps for **student and personal device sign-in**, '**Option 2**'

OPTION 1: Bond provided workstation

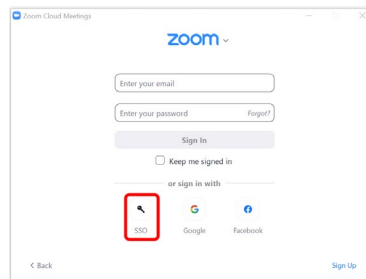
1. If using a work provided desktop or laptop. Open '**Software Center**' by using the search function in the Windows taskbar and look for two '**Zoom**' icons as shown below. Click on each to install.

To sign-in using their own personal device. Follow the steps for students in '**Option 2**'.

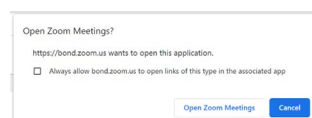
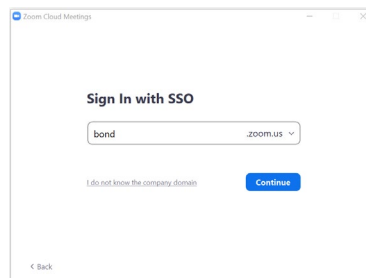
*Please note: If the icons are missing from the 'Applications' tab. Check if they have already been installed by clicking the 'Installation Status' tab. Also it is best practice to **close Outlook** when installing the 'Outlook Plugin'.*



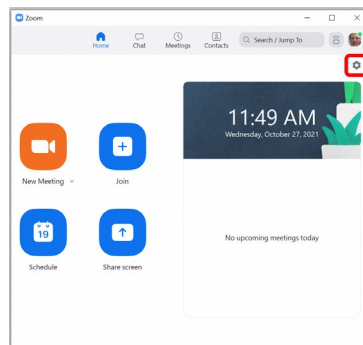
2. Once installed start the Zoom application and choose the **Single Sign-On, 'SSO'** option at the login screen as shown below.



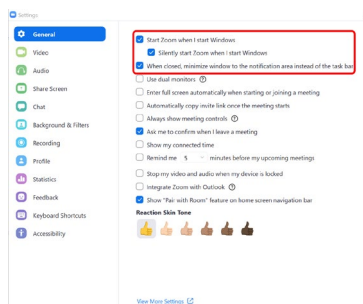
3. Enter 'bond' into the text box to complete the login domain. It will then open a browser window and should automatically sign in. If not just sign in using your standard Bond network credentials. It will then pop up another window, as in the second picture below, to '**Open Zoom Meetings**'. You may also tick the option to '**Always allow**' if you wish to.



- Once the application has launched. Click on the **Settings icon** as shown below. This will open the 'Settings' options window in step 5 below.

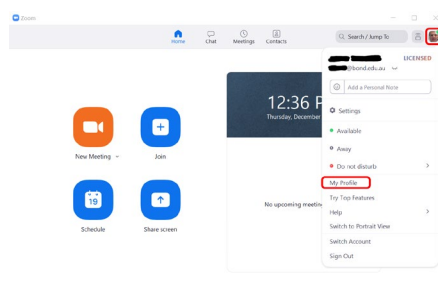


- Checking the three options below in the applications settings will ensure that you receive necessary updates such as University branded backgrounds and other global user updates and option as set by ITS Zoom admin staff.



- To update your Zoom profile, other Zoom settings and reports. Click on your profile icon in the top right of the Zoom application and then on 'My Profile' from the drop-down box as shown below. This will then open your profile in a web browser.

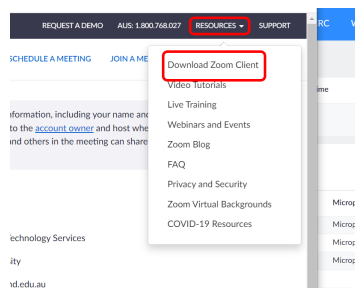
Alternatively just open a web browser and enter the following URL in to its address bar - <https://bond.zoom.us/>



****For additional support with Zoom you may also like to visit the links at the end of this document.****

OPTION 2: Student and personal device Sign-in and application download

- Open a browser and navigate to the following URL - <https://bond.zoom.us/>. If you aren't automatically signed in via SSO then follow the prompts to sign in.
- Once signed in it will redirect to the web management page for your Zoom account. Click on 'Resources' then choose 'Download Zoom Client'.



- Download the appropriate application for your device and install.
- Go to **step 2** in 'Option 1' and continue.

Useful support links for additional support

How-to video tutorials - <https://support.zoom.us/hc/en-us/articles/206618765>

Zoom support and knowledge base - <https://support.zoom.us/hc/en-us>

Free Zoom training webinars - <https://support.zoom.us/hc/en-us/articles/360029527911>

Securing your Zoom Meeting - <https://explore.zoom.us/docs/doc/Securing%20Your%20Zoom%20Meetings.pdf>