

To create a Zoom Meeting

Page 1

Task:

Confirm one host or administrator has a licensed account if meetings > 40 minutes

Confirm all other hosts have a basic (free) or licensed account (Participants do not need accounts)

If accounts need to be created, follow these steps

Process:

Step 1: Go to: <https://t.jh.edu/ZoomSignUp>

Zoom Resource Request

This form is for requesting new Zoom resources.

▼ More information

* Which Zoom resource are you requesting?

-- None -- Step 2: Click Triangle →

Zoom User Account(s) ← Step 3: Select "Zoom User Accounts"

Zoom Large Meeting Add-on [add \$17.92 | add \$17.92 Monthly]

Zoom Webinar Add-on

Zoom Room [add \$49.00 | add \$49.00 Monthly]

Premium Audio

Step 4: Identify JHED ID of account holder (do not include jh.edu...)

* Please enter the names / JHED IDs of the users you are requesting.

^

You may select up to 10 users.
Users who are already registered will not appear in this list. Each user chosen below will have their own Zoom user account, tied to their JHED username and password.

Enter JHED in this field and select from results (may take several seconds). If no matches found, user already has an account

What license type will these users have? ←

Step 5: Select account type licensed or basic

Licensed Basic

* SAP (Cost Center/IO/WBSE) Number:

ⓘ Please enter your SAP billing number (CC, IO, WBSE) without spaces.

Fund Number:

ⓘ Required when using a JHU cost center.

Step 6 (Licensed only) : Enter billing information in this field

Order Now

Step 7: Click "Order Now" (right hand side of screen)

Step 8: Close the window and proceed to next page

To create a Zoom Meeting Page 2

Task:

All participants must download and *install* Zoom software

Create/Schedule/Join a meeting

Process:

Step 1: Goto <http://jhjhm.zoom.us/download>
Select "Zoom Client for Meetings" (or options for mobile device)

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.



Version 4.6.7 (18176.0301)

Step 2: Install Zoom Client

Step 3: Open Zoom Client from computer and click "Sign In"

Step 4: Select "Sign in with SSO"

Sign In

Sign Up Free

Email

 Sign In with SSO

Step 5: When the company domain is requested, enter **JHJHM**

Sign In with SSO

Your company domain .zoom.us

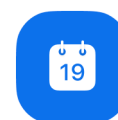
Step 6: Select the appropriate entry and then follow the directions



New Meeting ▾



Join

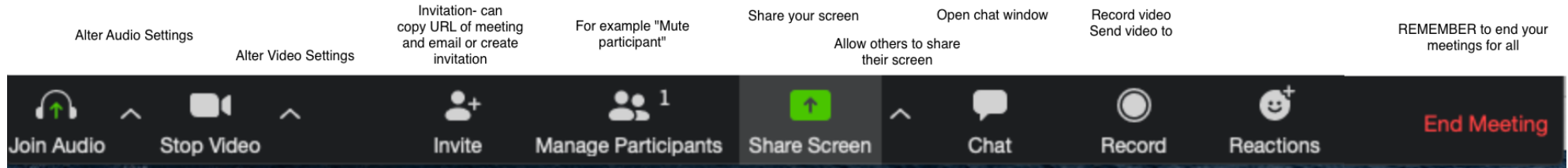


Schedule



Share Screen ▾

Run a meeting



For more information see <https://jhjhm.zoom.us>

The Office of Academic Computing
410-955-2359