**Zoom Mobile Quick Start Guide**

**Installing:**

1. Download the Zoom Cloud Meetings App from your app store
2. Choose to sign in with SSO, our company domain is ‘iastate’, then log in with Okta

**Starting a Meeting:**

1. Click New Meeting; choose whether to use your Personal Meeting ID. For your prospective grad student meetings you will want to enable this.
2. If you are not using your Personal Meeting ID Zoom will assign your meeting a random ID number
3. Your device may ask for permission to use your camera and/or microphone, make sure to grant Zoom these permissions
4. A Basic Zoom account, which is standard, will have a 40-minute time limit for anything other than one on one meetings.

**Joining a Meeting:**

1. Other people can join your meeting with your Personal Meeting ID or random Meeting ID
2. They will not need to register for an account if they do not have one; they only provide their name for the meeting.

**During your Meeting:**

1. Click the More button on the menu bar to access Meeting Settings
2. There are several settings you can change from here, including putting people into a waiting room when they join your meeting.
3. You can share content, mute your audio or video, and manage meeting participants.