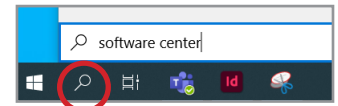


Install Zoom and the Outlook Plugin on your computer

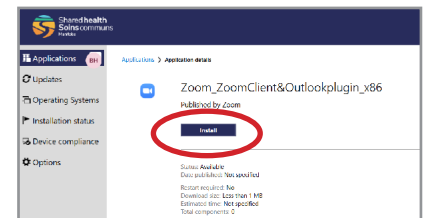
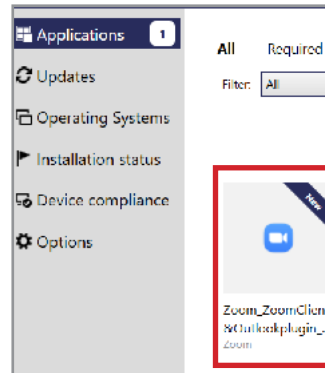
(If you are from a site outside Winnipeg, contact the service desk for the install procedures.)

- 1 Click the **search** icon in the bottom left corner of your computer screen and type **software center** in the search box and click to select it.

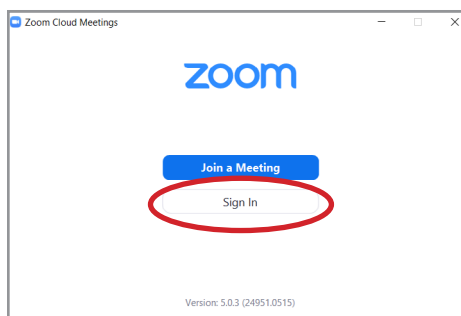


- 2 Click **Zoom_ZoomClient & Outlookplugin** and then click **Install** (you may need to restart Outlook once done).

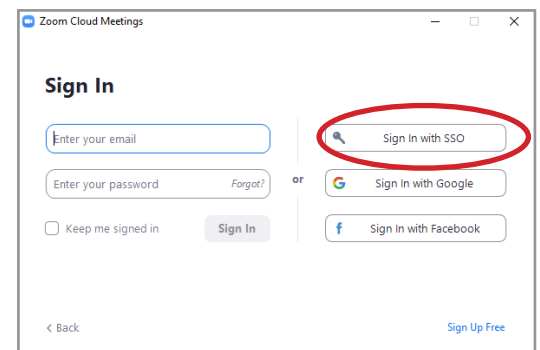
! If the Zoom icon does not appear on your taskbar, search for Zoom and then right click on the **Start Zoom** app and select **Pin to taskbar**.



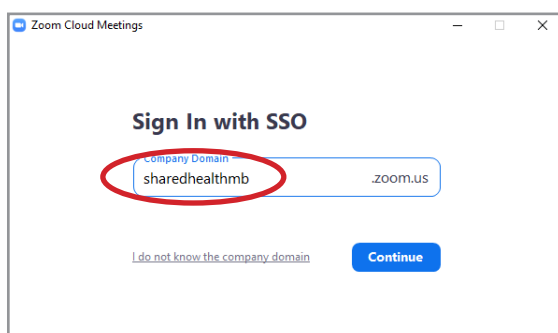
- 3 Click **Sign In**.



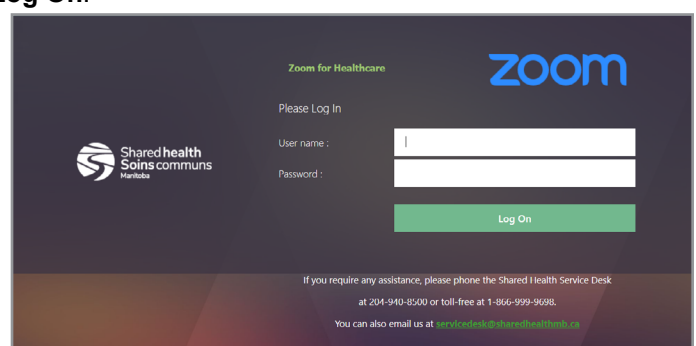
- 4 Click **Sign In with SSO**.



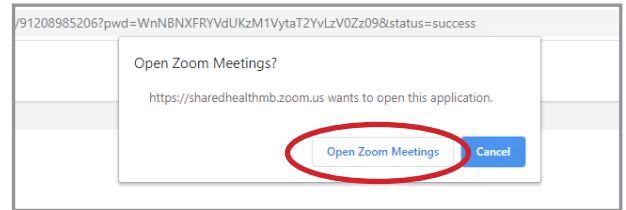
- 5 Enter **sharedhealthmb** and click **Continue**.



- 6 Enter your network username and password and click **Log On**.

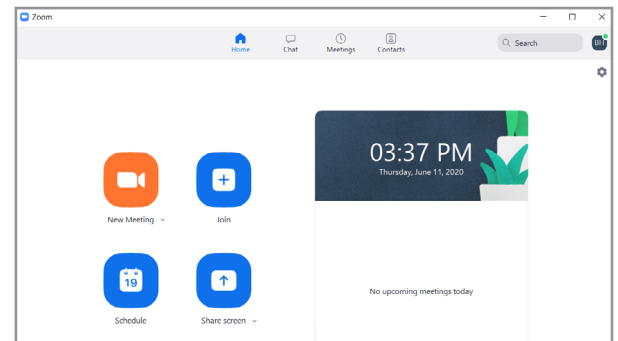


7 Click **Open Zoom Meetings**.

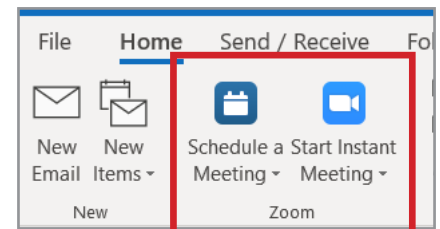


8 You'll end up on the main screen of the Zoom app.

! You'll need to log into Zoom each day, if you don't, you'll be prompted to log in if you schedule, host or join a meeting.




9 Open Outlook to confirm the new Zoom icons appear in your toolbar.



Outlook Scheduling Tip

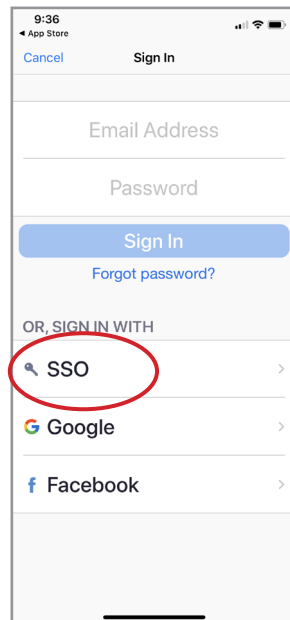
If you're using the Outlook plug in, you can schedule your meetings using the Zoom button in Outlook or schedule from within Zoom itself; either way the meetings will show up on your calendar.

Install the Zoom Cloud Meetings app  on your work smartphone. If not, you will not have access to your meetings on your work Outlook calendar. (screenshots below are based on iPhone).

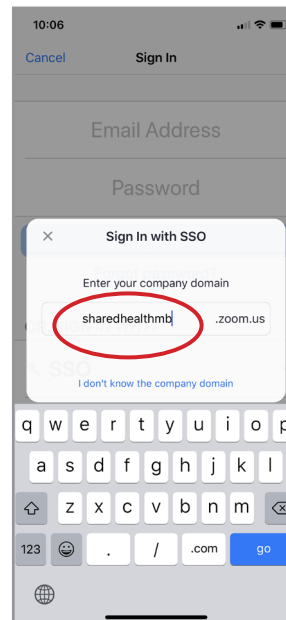
1 Download the app and click **Sign In**.



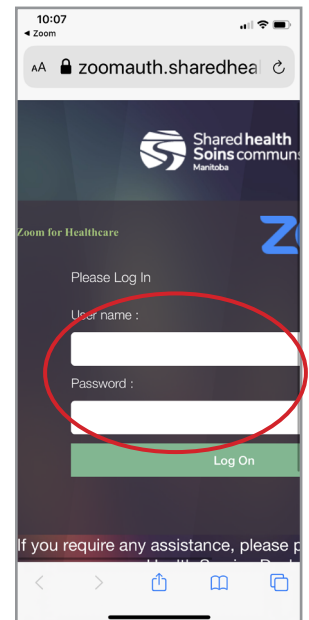
2 Tap SSO.



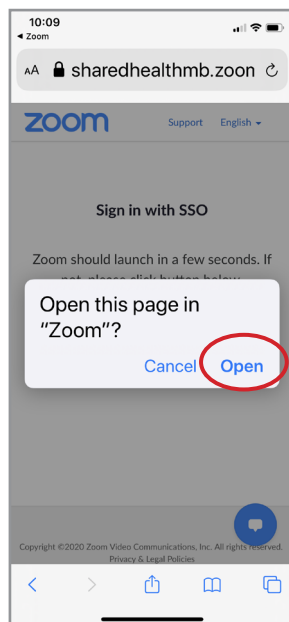
3 Enter **sharedhealthmb** and tap **Go**.



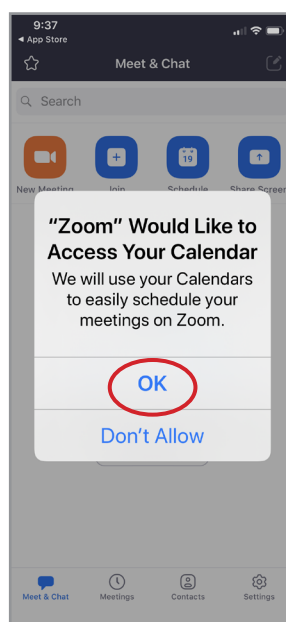
4 Enter your network username and password and tap **Log On**.



5 Tap **Open**.



6 Tap **Allow** for access to the Calendar, and select other prompts as required.



7 You will land on the **Meet & Chat** screen.

