How to Login to Zoom and Schedule a Meeting

1. Download the zoom desktop app through this link: <https://zoom.us/support/download>
2. Open the desktop app and click “**sign in**”
3. On the log in window, select “**sign in with SSO**”
4. On the window that says “**enter your company name**” enter “**echo**”
5. When it asks you to authenticate yourself, enter your Account name and the password listed for your [Regional group here.](https://cqii.glasscubes.com/share/s/qlqbpkpi51avbr01gvo8o0ruq2)
6. Click the “**schedule**” button and set your meeting times (you can send a meeting invite out directly through your calendar)
7. To start your meeting, you can click the link in your calendar (logging in if it prompts you to do so) **OR** open the desktop app and select the “meetings” button along the bottom panel
8. As the host, you have the ability to mute and unmute participants. When you log in as the host, your name will always start as your regional group, you can change it by right clicking on your tile and selecting “rename.”

Be sure to review the resources [available here](https://support.zoom.us/hc/en-us) before hosting a meeting for the first time.

Please contact [CollaborativeSupport@CQII.org](mailto:CollaborativeSupport@CQII.org) if you need help setting up for your first meeting.