

# MSU Zoom – Cloud Web Conferencing Access

The following will help users properly navigate the MSU Zoom website to successfully login to a Zoom account.

**Step 1** – In your preferred web browser, browse to the MSU Zoom – Cloud Web Conferencing website:

- <https://msu.zoom.us/>

**Step 2** – Login to Zoom by clicking the login button on the top left of the webpage. You will be immediately prompted with an MSU login. If you are already signed in to other MSU systems, Single Sign On (SSO) may already sign you in.

The screenshot shows the MSU Zoom website interface. At the top left is the Michigan State University logo and name. A search bar is located at the top right. Below the header is the main title "Zoom - Cloud Web Conferencing". Navigation links for "Login", "Join a Meeting", and "Host a Meeting" are visible. The main content area is divided into three columns. The left column contains a "MSU Zoom" section with a "Login" button highlighted by a red box, and links for "HIPAA Compliant Login", "Community ID Login", "MSU Zoom Basics", and "Common Questions". Below this is an "Important Links" section with links for "Download Zoom", "Join a Meeting", "Host a Meeting", "Zoom New Release", and "Zoom Live Training Webinars". The bottom left section is "Need Help?" with contact information for the MSU IT Service Desk. The right column contains an "About Zoom" section with an "Important Notice" about software updates, a description of Zoom's capabilities, and information about MSU's HIPAA Business Associate Agreement (BAA) with Zoom, including instructions for signing in and switching accounts.

**MICHIGAN STATE UNIVERSITY** Search...

## Zoom - Cloud Web Conferencing

[Login](#) [Join a Meeting](#) [Host a Meeting](#)

### MSU Zoom

**Login**

- HIPAA Compliant Login
- Community ID Login
- MSU Zoom Basics
- Common Questions

### Important Links

- Download Zoom
- Join a Meeting
- Host a Meeting
- Zoom New Release
- Zoom Live Training Webinars

### Need Help?

MSU IT Service Desk:

- Local: **(517) 432-6200**
- Toll Free: **(844) 678- 6200**  
(North America and Hawaii)
- Web: Zoom Contact Form  
Zoom Support

### About Zoom

**Important Notice: Starting Nov. 1, 2021, customers will need to update their Zoom client to ensure their software is no more than nine months behind the current version before using the platform. Learn more about the change here.**

Zoom is a cloud-based solution for video and audio conferencing, mobile collaboration, and online meetings and Webinars. Zoom's web-based conferencing uses high-quality video and audio and is accessible on MacOS, Windows, iOS and Android mobile devices. Additionally, Zoom can be used with conventional phone lines for audio conferencing. Finally, this online solution can also connect to existing Polycom, Tandberg, LifeSize, and similar devices.

Centrally supported Zoom is available for MSU faculty, staff and students for the Zoom Pro Meeting and Zoom Webinar 1000.

#### MSU has signed a HIPAA Business Associate Agreement (BAA) with Zoom

If you would like your data to be protected in accordance with HIPAA guidelines, please sign into <https://msuhipaa.zoom.us/signin> with your MSU NetID and password. Otherwise, continue using <https://msu.zoom.us>.

All personal settings in your account including profile, meeting and webinar schedules, audio conference will be moved over automatically once you switched to the HIPAA compliant account, and all data will be kept in the original order.

Please use "msuhipaa.zoom.us" as the company domain to sign in with SSO for Zoom Client (App).

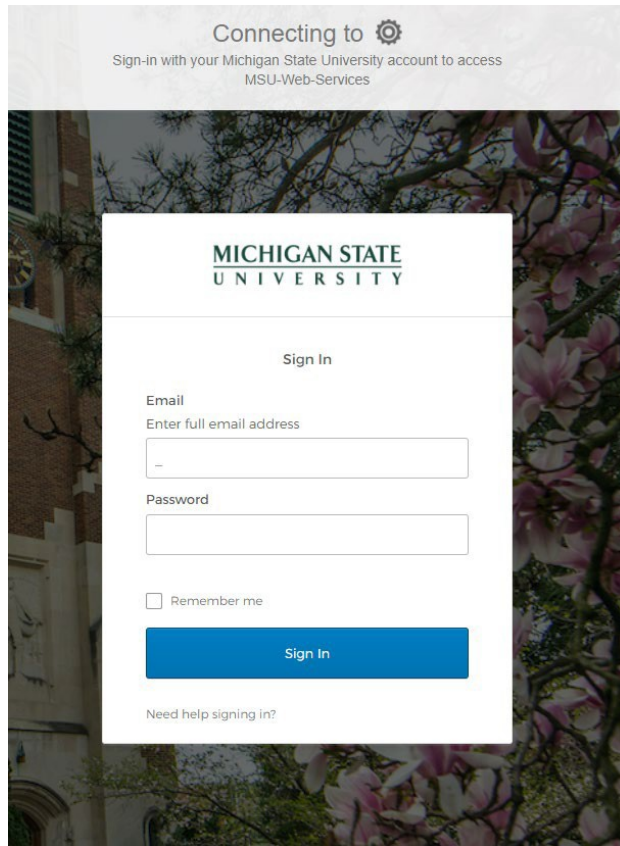
Instructions on how to switch between accounts from the web and Zoom Client (App) is [here](#). Additional HIPAA Compliant information is [here](#).

#### Why community ID users sign into free Zoom account directly

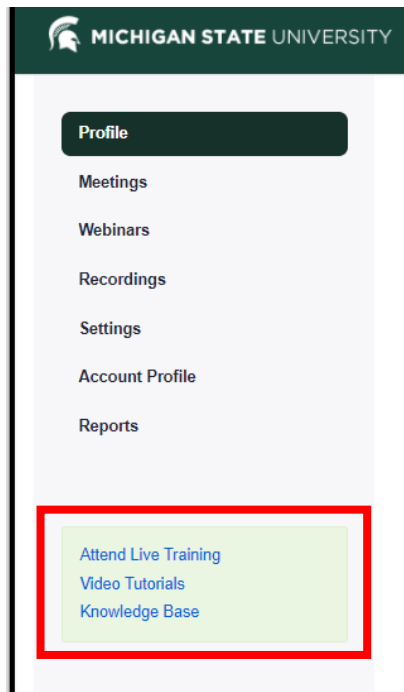
MSU community ID users will sign into Zoom free account directly because the community ID users are not owned by MSU and they are supposed to be managed by another entity/institution. Browse to <https://zoom.us/signin> to log in to Zoom service for MSU community ID users. Please use your email address and password.

#### How to get started with Zoom

- Enter your MSU NetID and Password to login.

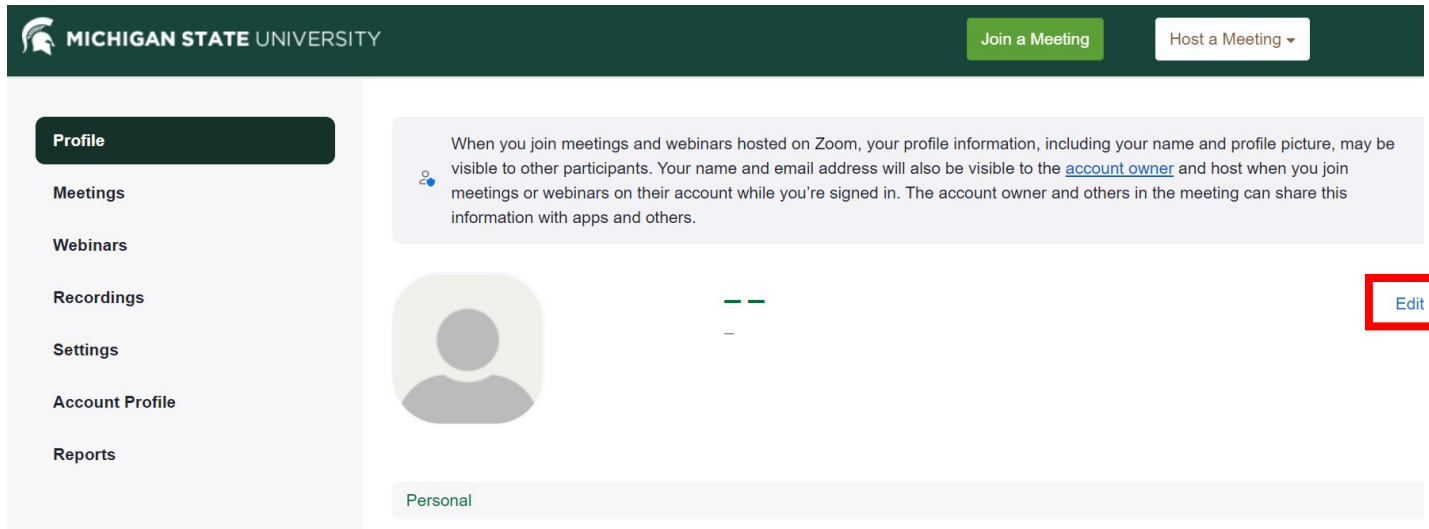


**Step 3** – Use the navigation pane on the left side of the webpage to view and make changes to the user profile, view and schedule meetings and webinars, view recordings from prior meetings, change setting, and view account profile and report. Links to helpful tutorials and additional information can be found here by clicking on the hyperlinks.

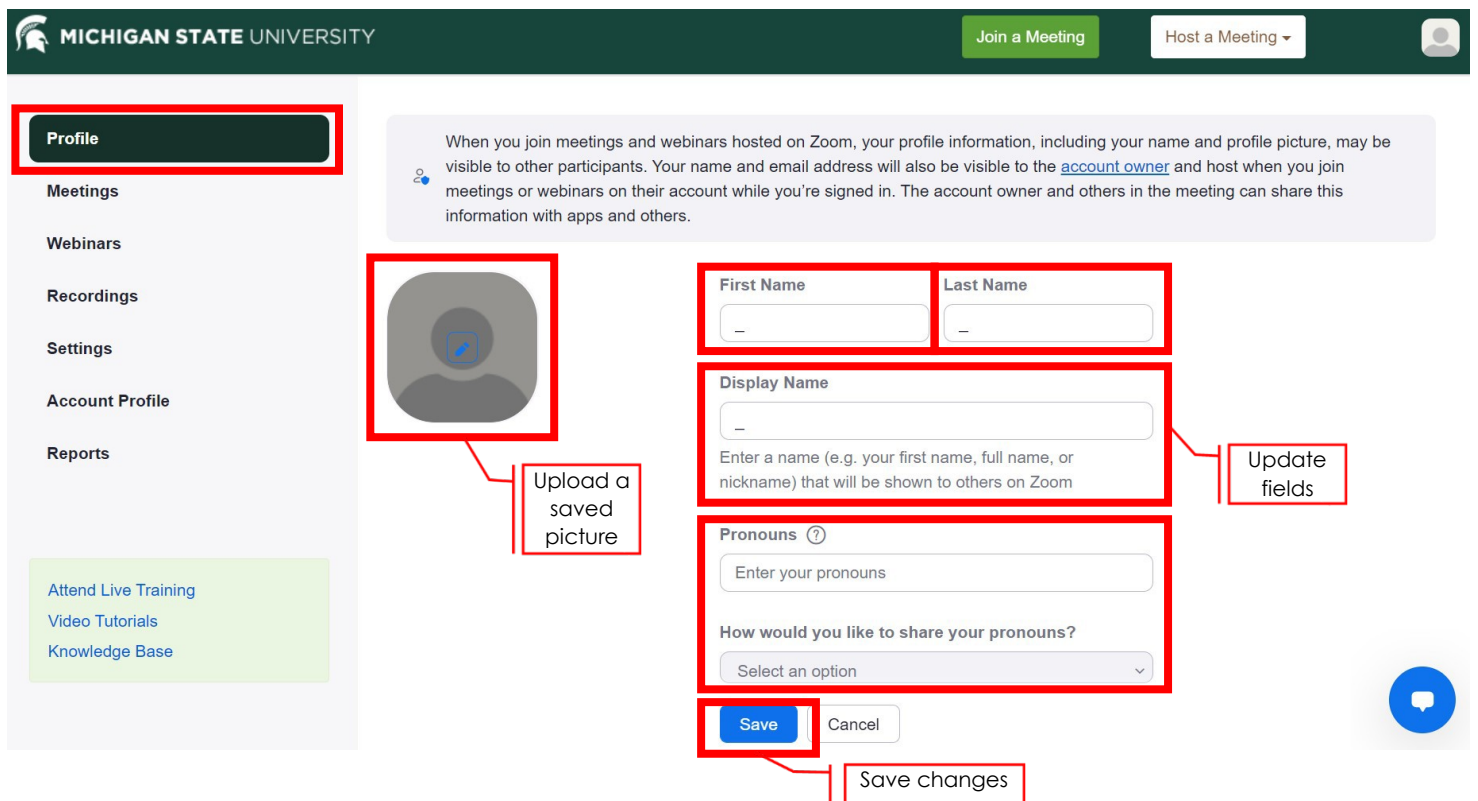


**Step 4** – Make any desired changes to the profile information including name, name that that will be displayed during zoom meetings, pronouns, job title, etc. This is also where a profile picture can be added by clicking on the person icon and uploading the chosen image.

- Click “Edit” in the section to be changed.



- Update fields and profile picture preferences, as necessary.



**Step 5** – Navigate to the settings tab to make changes to meeting, recording, audio conferencing, collaboration device, and Zoom App preferences.

The screenshot shows the Zoom settings interface for Michigan State University. The left sidebar contains navigation options: Profile, Meetings, Webinars, Recordings, **Settings** (highlighted), Account Profile, and Reports. Below the sidebar are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The top navigation bar includes 'Join a Meeting' and 'Host a Meeting' buttons. The main content area shows the 'Meeting' settings tab selected, with sub-tabs for Recording, Audio Conferencing, Collaboration Devices, and Zoom Apps. The 'Security' section is expanded, showing a toggle switch for 'Require that all meetings are secured with one security option' which is currently turned on. A 'Reset' button is located to the right of this toggle. Below this, the 'Waiting Room' section is visible, with a toggle switch turned off. A 'Reset' button is also present for the Waiting Room settings. A 'Turn function on/off' callout points to the Security toggle, and a 'Revert to original settings' callout points to the Reset button.

**Step 6 (optional)** – Download Zoom Desktop Client (Zoom App) to device. Some features in Zoom require the desktop client (Zoom App) to function properly.

- Click "Download Zoom" to start download.

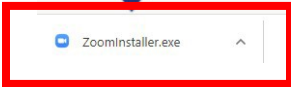
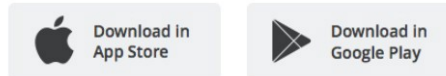
The screenshot shows the Zoom - Cloud Web Conferencing page for Michigan State University. The page header includes the MSU logo and a search bar. The main content area is divided into two columns. The left column, titled 'MSU Zoom', contains a 'Login' button and links for 'HIPAA Compliant Login', 'Community ID Login', 'MSU Zoom Basics', and 'Common Questions'. Below this is an 'Important Links' section with a 'Download Zoom' link highlighted in a red box, along with links for 'Join a Meeting', 'Host a Meeting', 'Zoom New Release', and 'Zoom Live Training Webinars'. The right column, titled 'About Zoom', contains an 'Important Notice' about updating the Zoom client, a description of Zoom as a cloud-based solution, and information about MSU's HIPAA Business Associate Agreement (BAA) with Zoom.

- A screen indicating Zoom is downloading will appear and the Zoom Installer file should automatically download. Click on the Zoominstaller.exe file and follow instructions to install the Zoom Desktop Client (Zoom App) on the device.

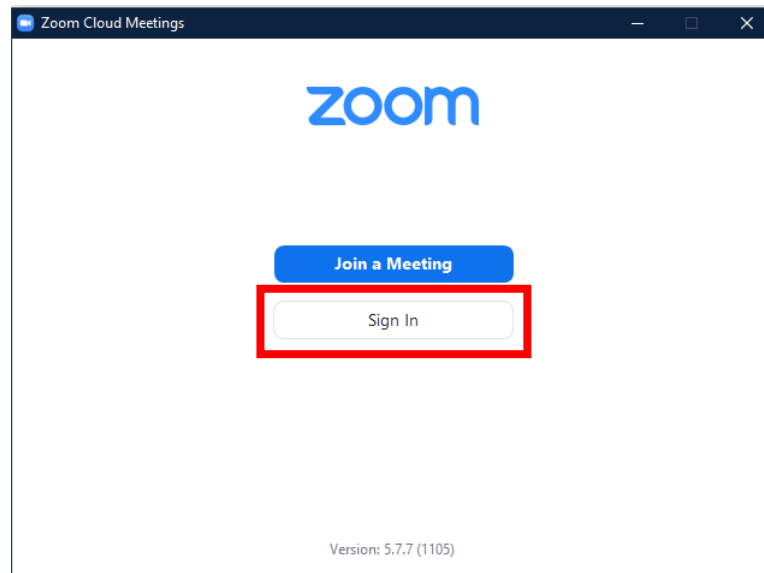
## We're now downloading Zoom ...

Your download should automatically start within seconds.  
If it doesn't, restart the download

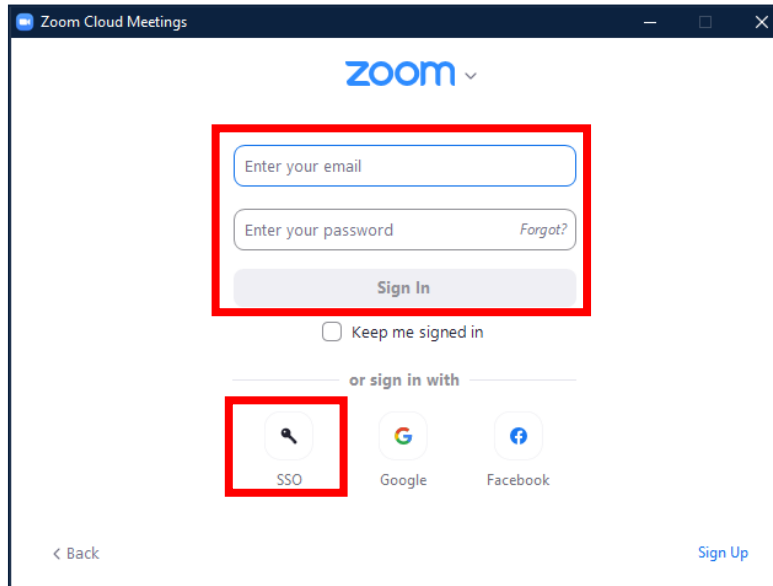
Zoom is available on Mobile and Tablet.



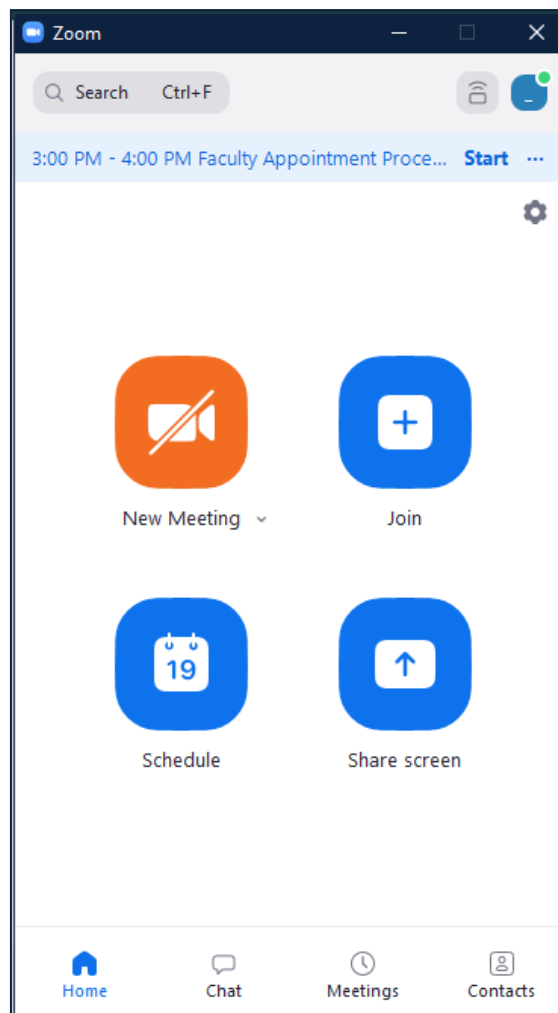
- After the Zoom Desktop Client (Zoom App) is installed, the following dialogue box should appear prompting the user to either "Join a Meeting" or "Sign In." Choose "Sign In."



- Sign In by either entering your credentials, or If you are already signed in to other MSU systems, the user may choose Single Sign On (SSO) to sign in.

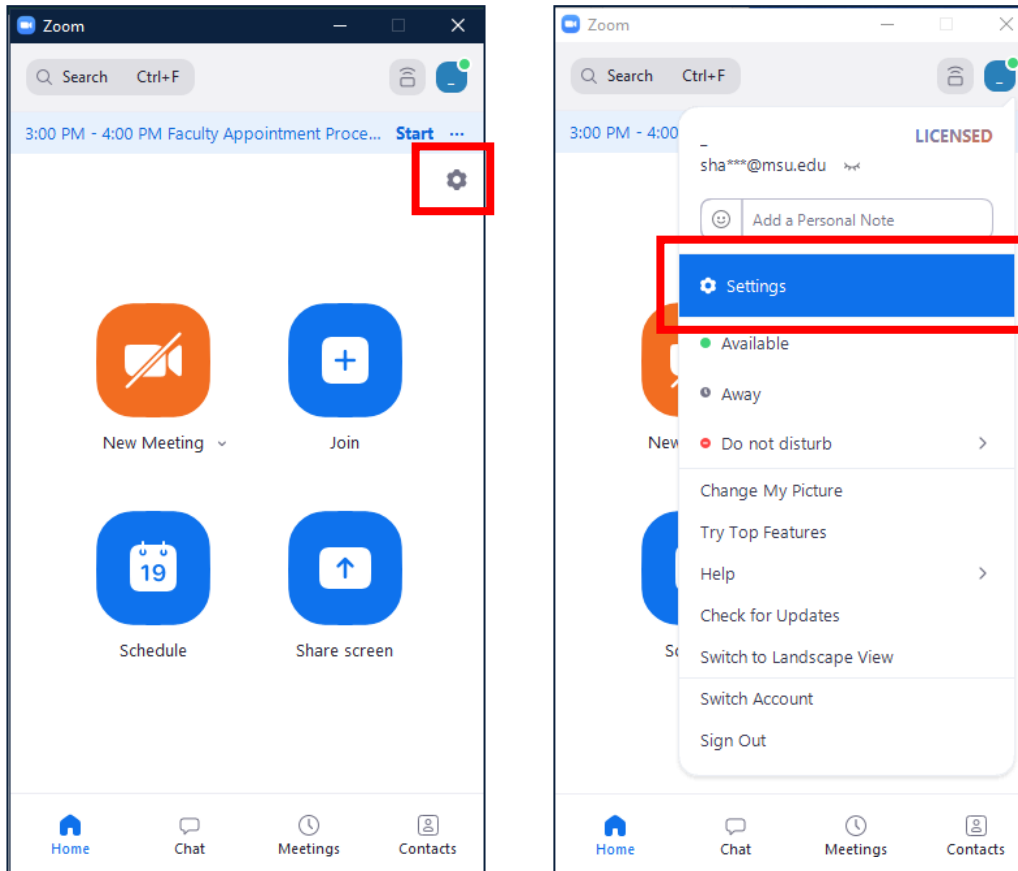


- The Zoom Desktop Client (Zoom App) program will launch.

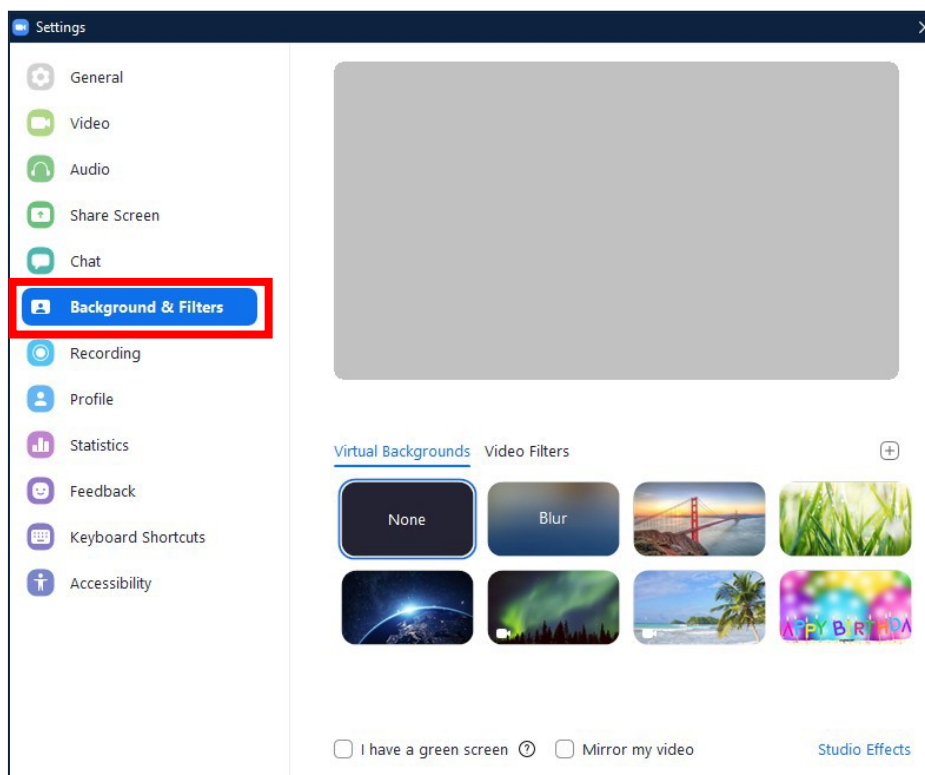


**Step 7 (optional)** – To change the virtual background when video is turned on, you must have Zoom Desktop Client (Zoom App) installed.

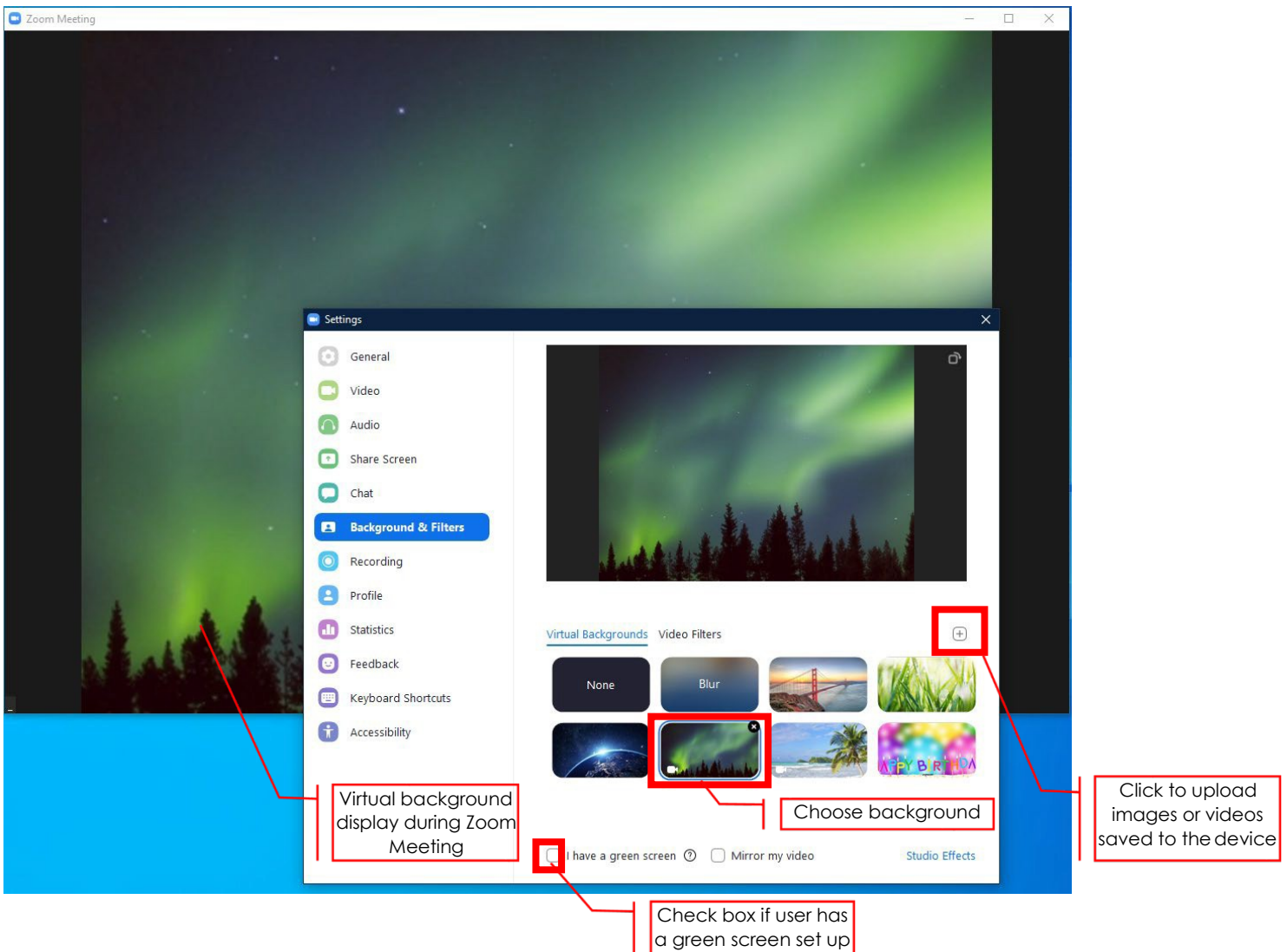
- After signing in to Zoom Desktop Client (Zoom App), click on the settings either by clicking on the settings icon or by clicking on the profile picture and choosing settings.



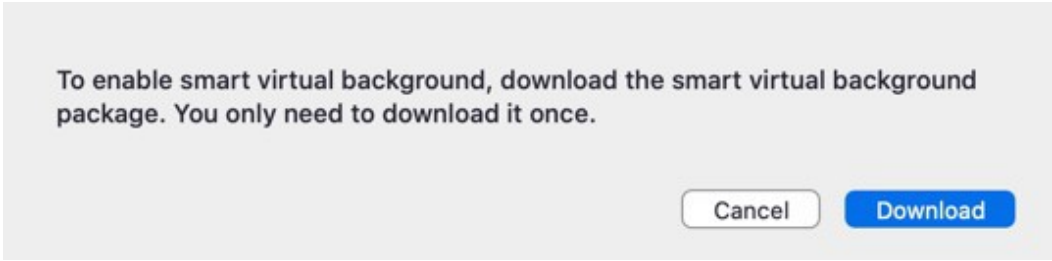
- Select background and filters.



- Select the desired virtual background from the images provided or click the + button on the left of the settings dialogue box to upload an image or video saved on the device.
- Check the box labeled “I have a green screen” if the user has a physical green screen set up. The user can then click on the video to select the correct green screen color. Using a solid background color will provide the best virtual background performance.

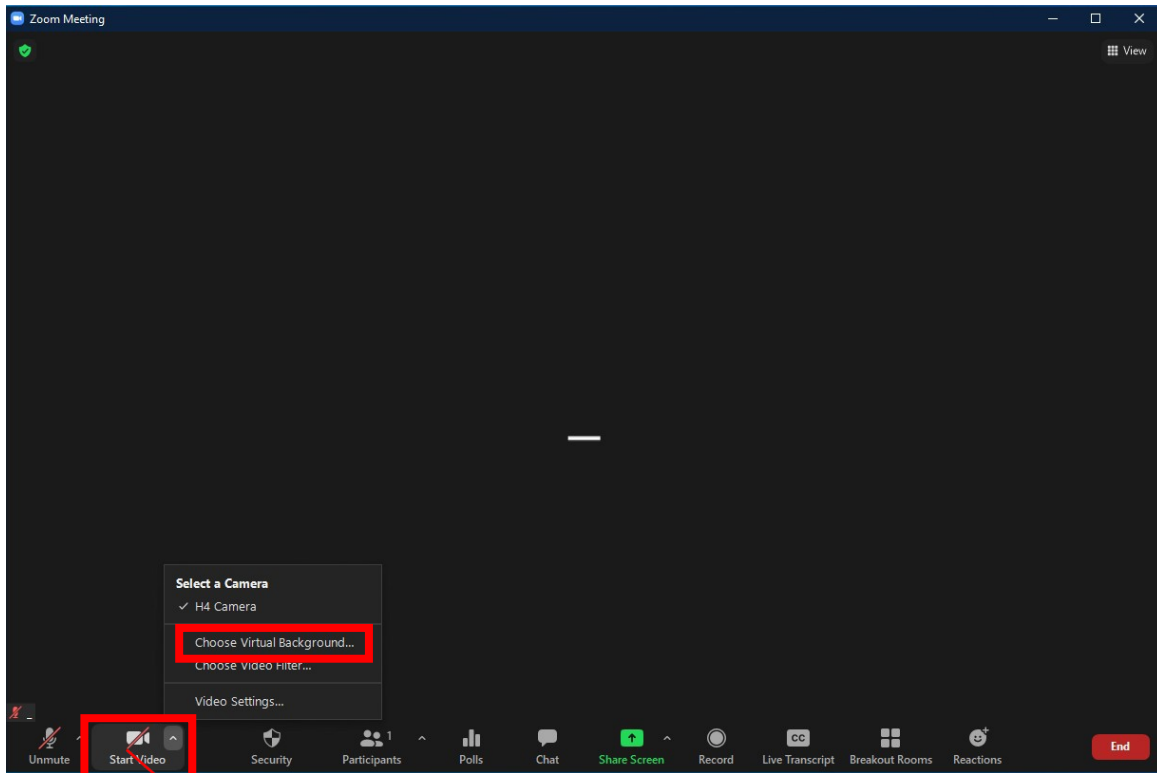


- If prompted, click the download button to download the package needed for virtual backgrounds without a green screen.



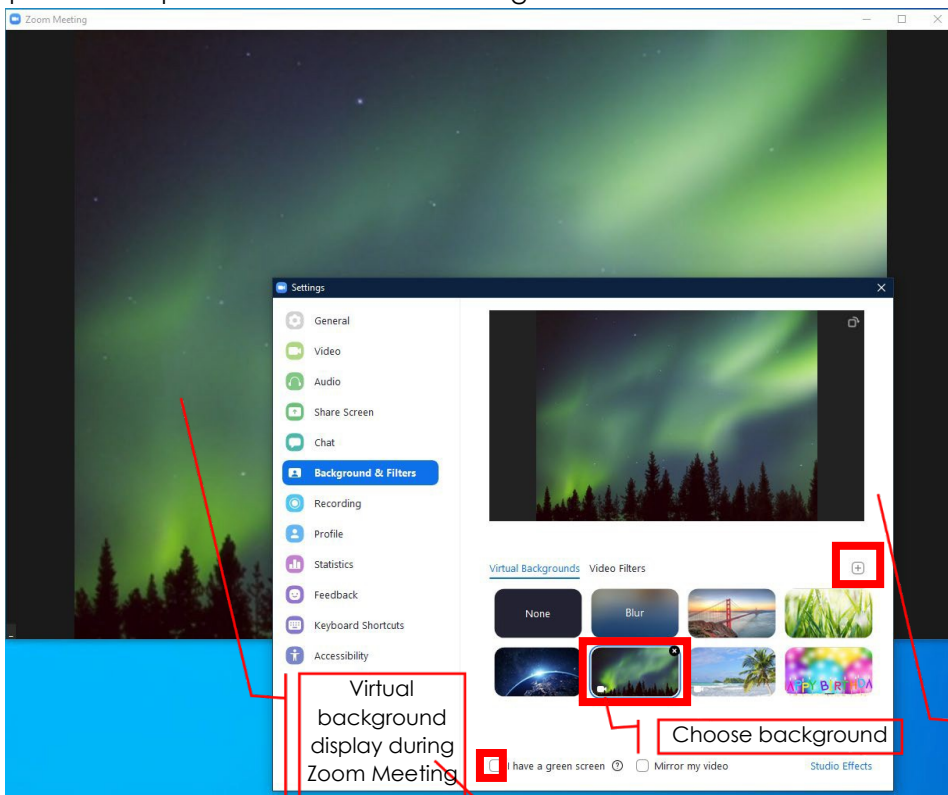


- After virtual backgrounds are enabled, the user can turn on the virtual background during a meeting. Click the ^ symbol next to the video on/off button at the bottom of the Zoom meeting window and select "Chose a virtual background."



Click on the ^ to open options

- Use the previous steps to choose a virtual background.



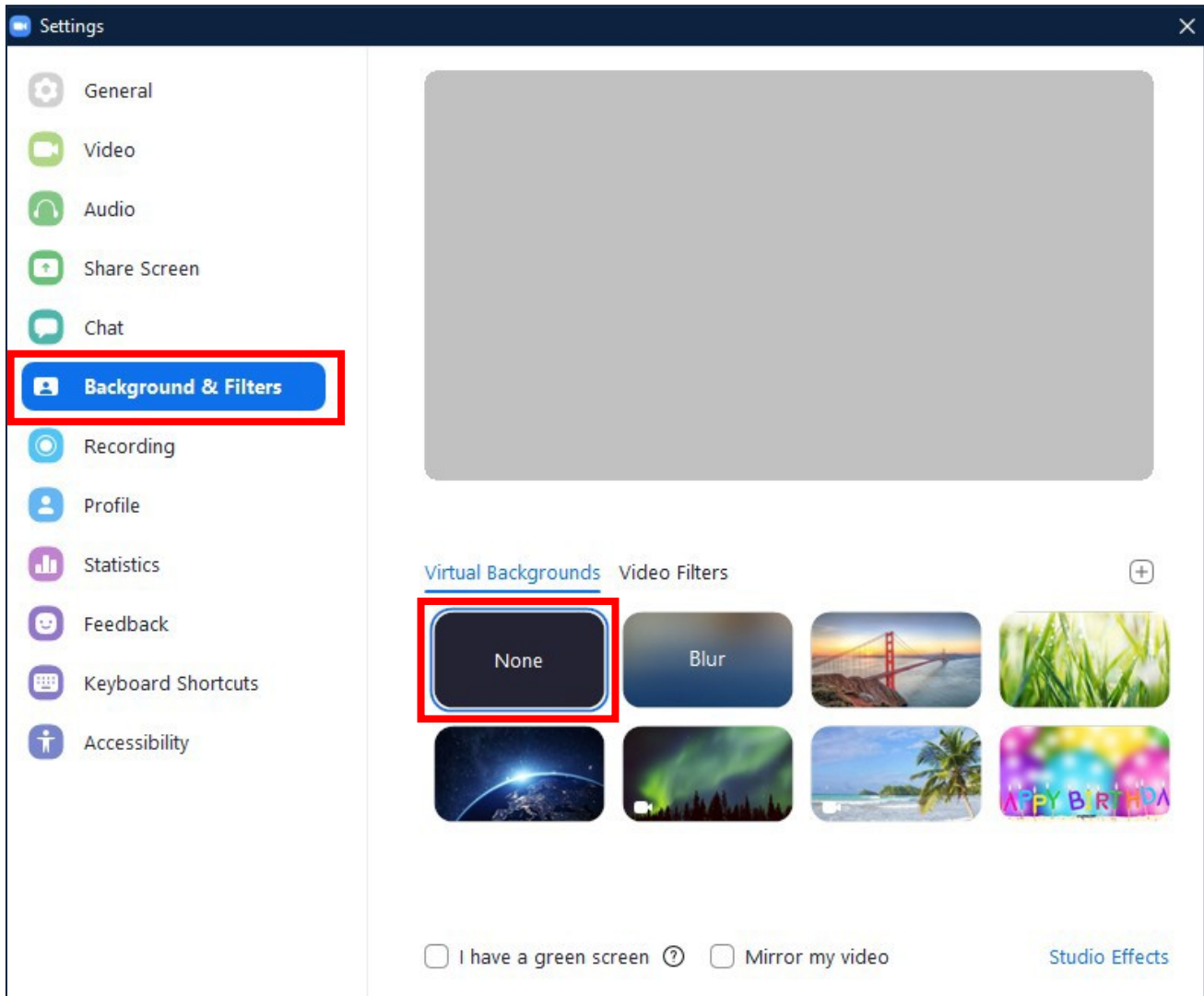
Virtual background display during Zoom Meeting

Choose background

Click to upload images or videos saved to the device

Check box if user has a green screen set up

- After selecting a virtual background, that background will be used for your future meetings. At the conclusion of a Zoom meeting, choose none to disable the virtual background if the user does not wish to automatically use the selected virtual background during future Zoom meetings.



**Access additional information and tips through the IT service Desk Link:**

<https://itservicedesk.msu.edu/CAisd/pdmweb.exe>

**Access additional information and tips through the Zoom Help Center Link:**

<https://support.zoom.us/hc/en-us>