

Washburn Specific Zoom Information

- The Zoom application is already installed on university computers.
- To install the Zoom application on your personal (home) computer:
 1. Go to <https://washburn.zoom.us>
 2. At the very bottom center of the screen, click Download Zoom
 3. The download should start automatically (if you haven't changed your browser settings, it will automatically save in your Downloads folder)
 4. Open your Downloads folder on your computer
 5. Run the install file (it should be named something like ZoomInstaller)
 6. Follow the on-screen prompts

If you have any problems getting Zoom installed, contact Support, support@washburn.edu or 785.670.3000.

- If you want to use the Zoom website that they refer to in the Zoom trainings, you can sign in to Washburn's version at <https://washburn.zoom.us> (the login link is in the upper right). However, you will still need to install Zoom to be able to host a meeting.
- In the Zoom application, when you sign in, use the "Sign in with SSO" option (right side, top button) to ensure you get a licensed copy (this give you the benefit of meetings longer than 40 minutes and the ability to record to the Zoom Cloud) – You will be asked what the company domain is, it is "washburn".
- Check and make sure you have a licensed copy by clicking your initials or picture in the upper right corner of the Zoom application (after you have signed in). Next to your name, if it doesn't show "Licensed" send an email to support@washburn.edu and let them know you need your Zoom account upgraded.
- If you plan to record your class sessions, please use the "In the cloud" option and make sure you have a Panopto Video account. If you don't have one or aren't sure if you have one, email: video@washburn.edu