

MCC Quick Primer – Signing in to Zoom on a Desktop Computer

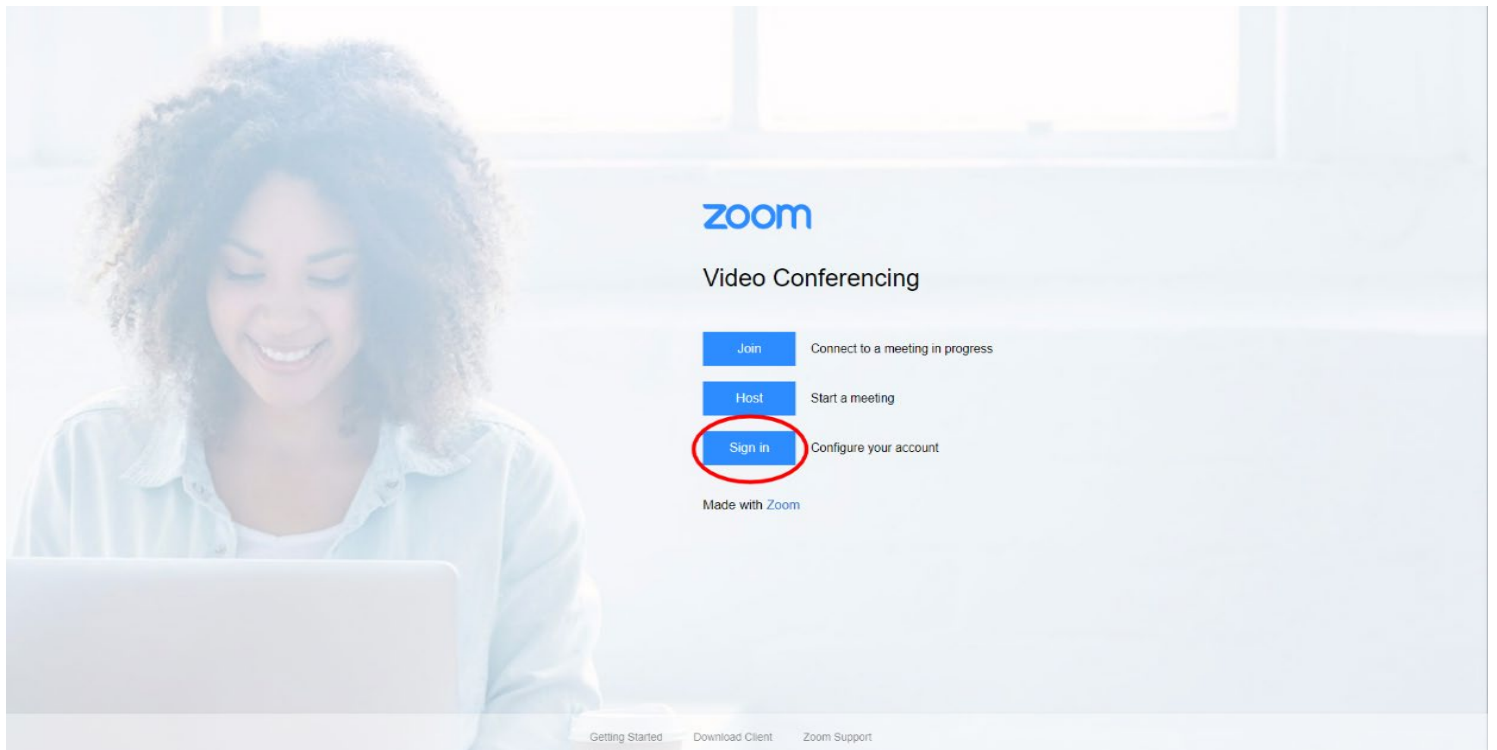
On a Desktop computer there are two primary ways to sign-in:

- ❖ [Sign in using the web page](#)
- ❖ [Sign in using the desktop client](#)

Sign in using the web page

Enter the MCC site address in your browser of choice.

The site address is <https://monroecommunity.zoom.us>



Clicking the 'Sign In' button will load myMCC

After entering credentials the web page will open to the account profile page

The screenshot displays the Zoom account profile page. At the top, the Zoom logo is on the left, and navigation links for SOLUTIONS, PLANS & PRICING, and CONTACT SALES are in the center. On the right, there are links for SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING, and a SIGN OUT button with a user icon.

The left sidebar is titled 'PERSONAL' and contains a 'Profile' button (highlighted in blue) and links for Meetings, Webinars, Recordings, and Settings. Below these are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'.

The main content area shows the user's profile information:

- Name:** [Redacted] [Edit](#)
- Phone:** [Redacted]
- Department:** [Redacted]
- Company:** [Redacted]
- Account No.:** [Redacted]

Below this is a section for meeting settings:

- Personal Meeting ID:** [Redacted] [Edit](#)
https://monroecc.zoom.us/j/[Redacted]
× Use this ID for instant meetings
- Personal Link:** https://monroecc.zoom.us/my/baileyburritt [Customize](#)
- Sign-In Email:** [Redacted] [Edit](#)
Linked accounts:
- User Type:** Licensed ⓘ
- Capacity:** Meeting 300 ⓘ
- User Group:** Virtual Campus
- Language:** English [Edit](#)
- Date and Time:**
 - Time Zone:** (GMT-4:00) Eastern Time (US and Canada) [Edit](#)
 - Date Format:** mm/dd/yyyy Example: 08/15/2011
 - Time Format:** × Use 24-hour time

A blue 'Help' button is located in the bottom right corner.

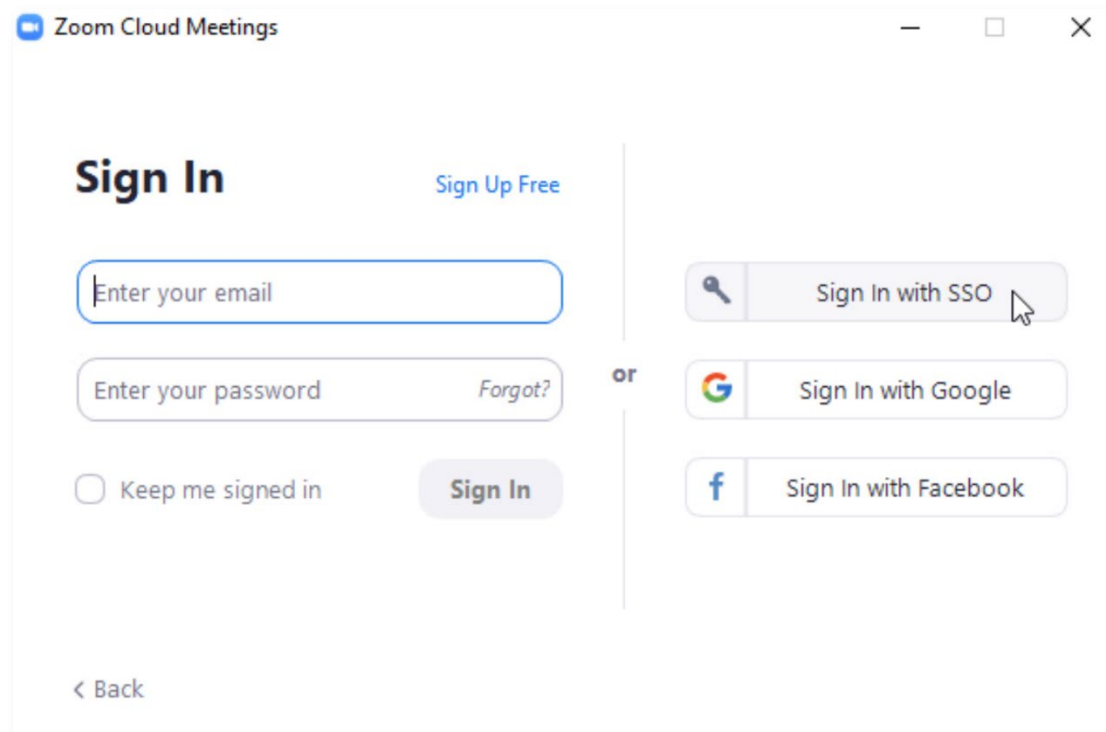
The left side of the window has buttons to start meetings, view your recordings, and more.

Sign in using the desktop client / app

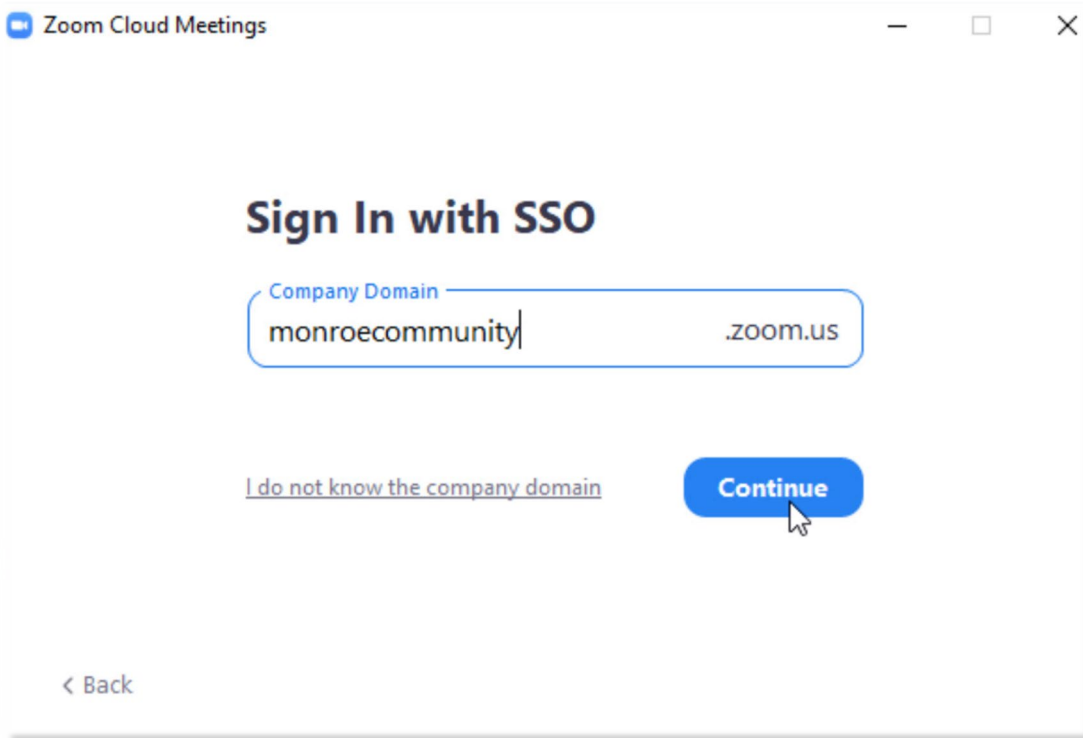
Open the Zoom app (go to www.zoom.us to download)



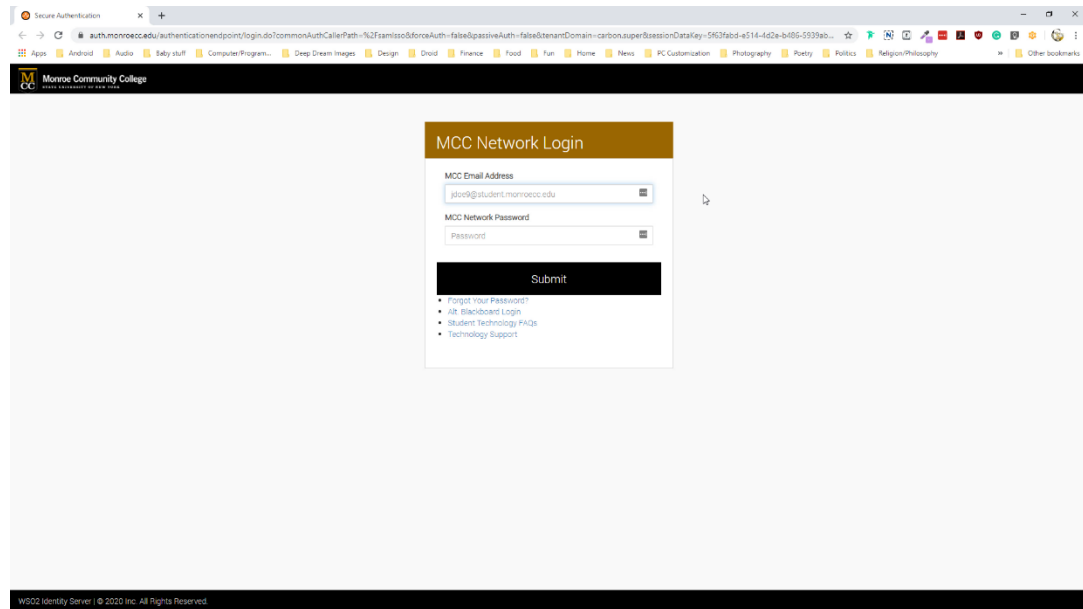
Click 'Sign in', then click 'Sign In with SSO'



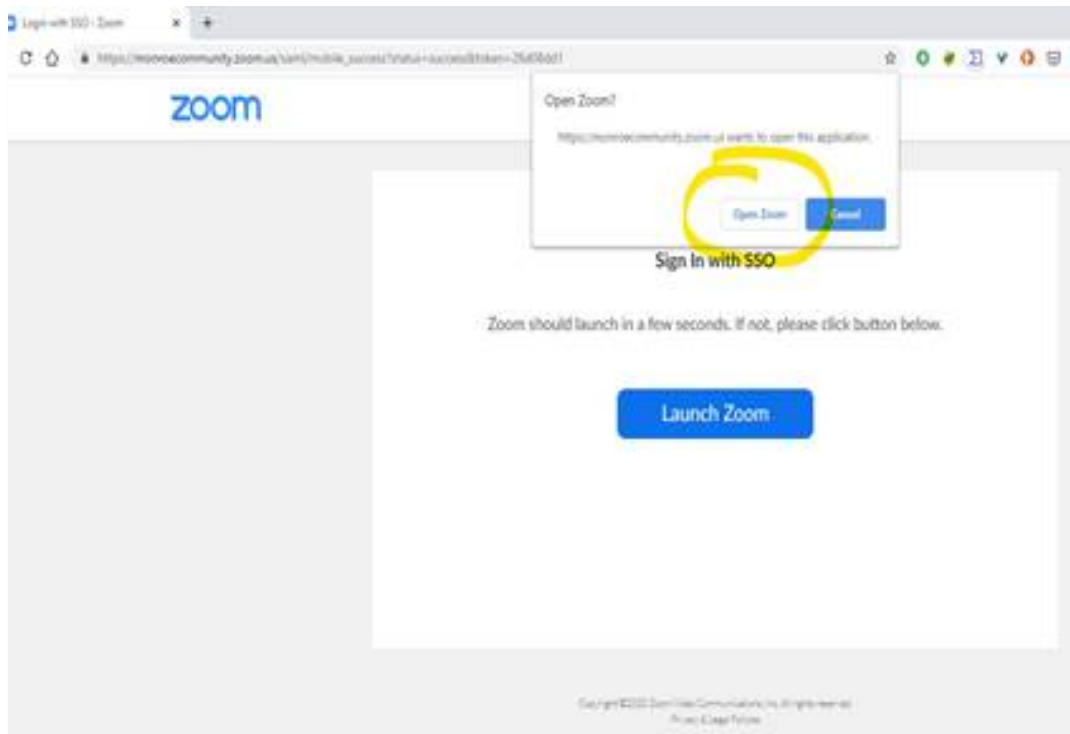
Enter the site name (*monroecommunity*) and click continue



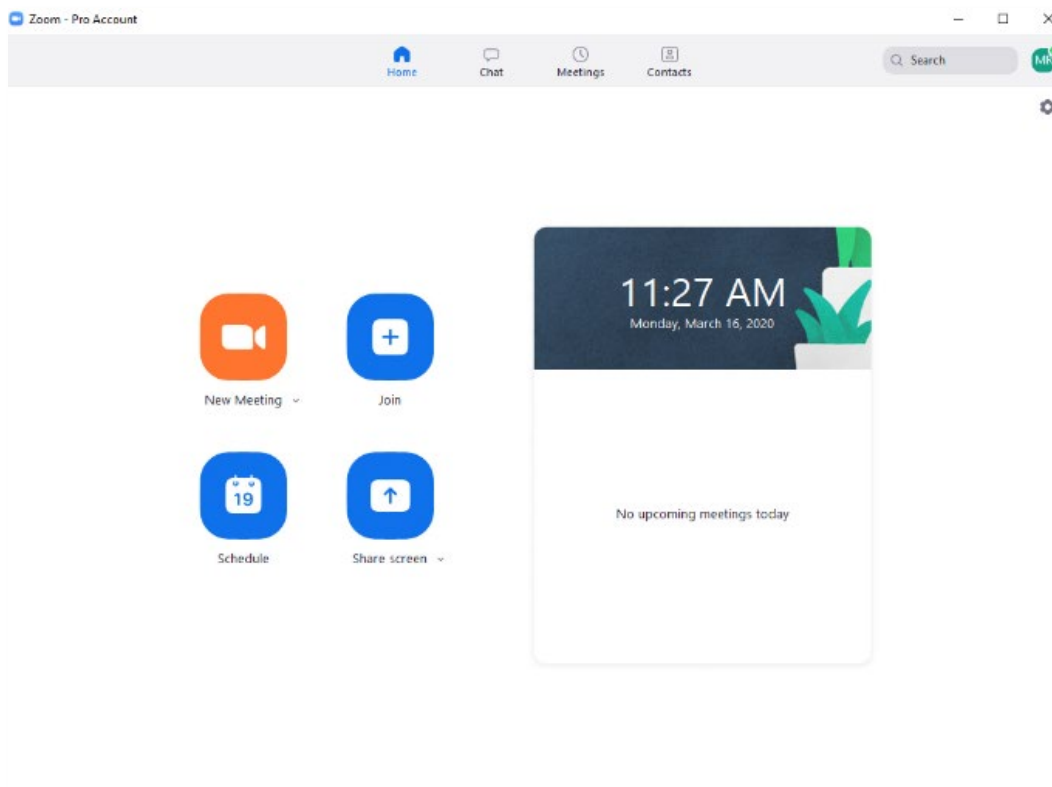
Enter your credentials on myMCC



Click 'Open Zoom' on the pop-up that appears



The Zoom client opens and is ready to use.

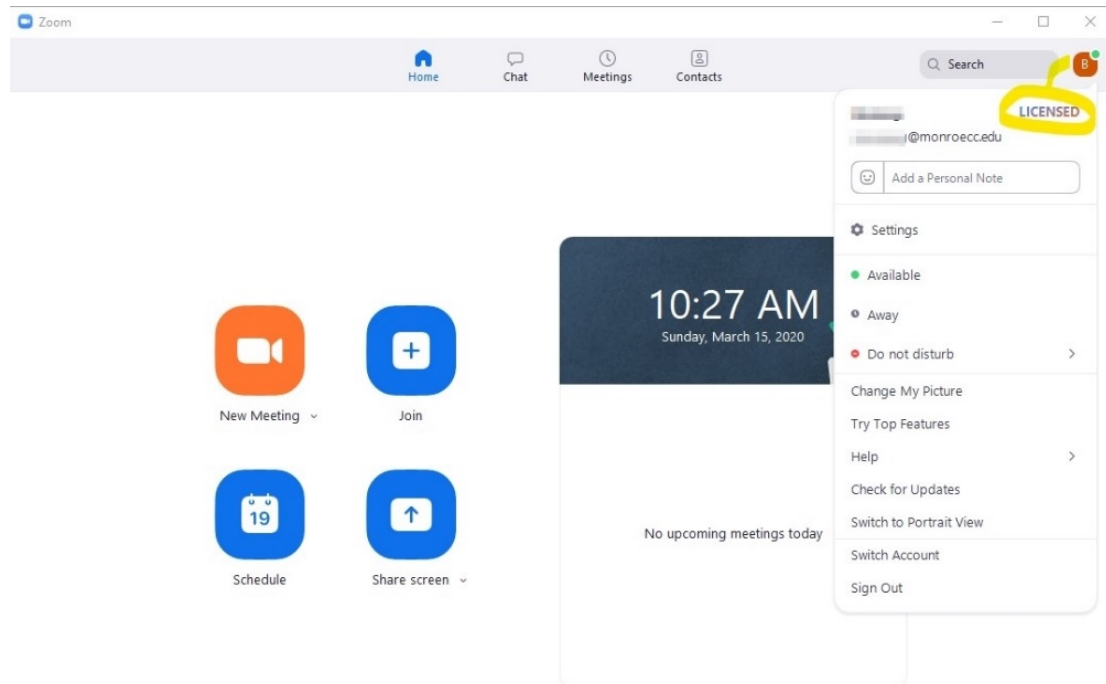


To Check the Status of Your Zoom Account

Click the icon in the upper-right

The last initial of the account displays a screen with the account name and status.

It should read LICENSED.



Now that you are signed in to your account here are some resources to help you get started using Zoom.

[Zoom Video Tutorials](#)

[Watch Recorded Training Sessions](#)

Live chat help can be accessed on the [Zoom website](#). There is a blue Help button in the bottom right hand corner on every page of the website once you are logged in.