

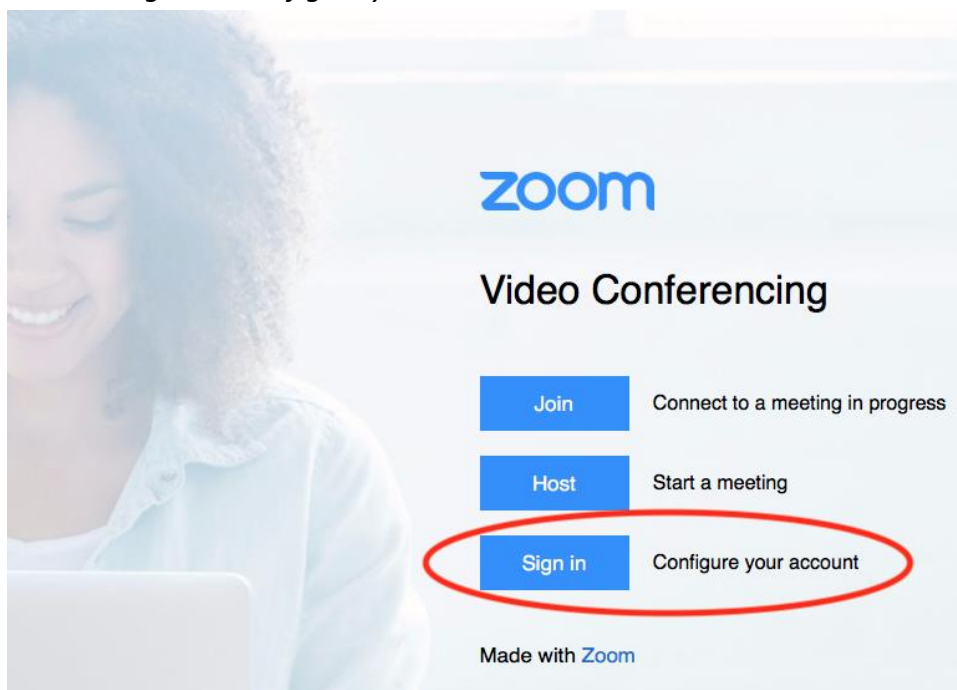
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## Zoom Instruction

### A. Create an account

1. Open your browser
2. Go to <https://stockholmuniversity.zoom.us>
3. Click *Sign in – Configure your account*



OBS: Have you used Zoom before via SUNET or another domain? Go to E, page 8.


4. Type in your SU Login information




## Logga in med universitetskonto

Användarnamn	<input type="text"/>
Lösenord	<input type="password"/>
	<a href="#">Logga in</a>

5. You have now created a Zoom-account

& PRICING   CONTACT SALES   [SCHEDULE A MEETING](#)   [JOIN A MEETING](#)   [HOST A MEETING](#)    [SIGN OUT](#)

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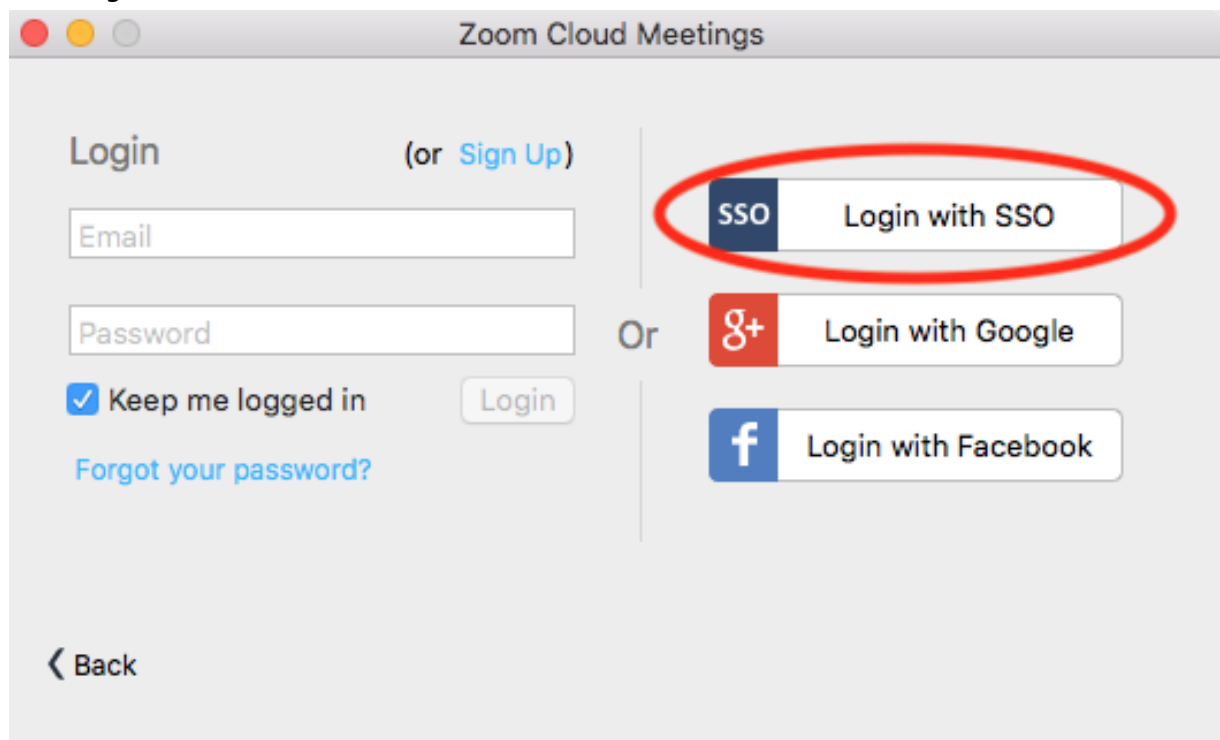
 <a href="#">Change</a>	<b>Förnamn Efternamn</b> Account No.	<a href="#">Edit</a>
Personal Meeting ID	<b>XXX-XXX-XXXX</b> <a href="https://stockholmuniversity.zoom.us/j/XXXXXXXXXX">https://stockholmuniversity.zoom.us/j/XXXXXXXXXX</a> × Use this ID for instant meetings	<a href="#">Edit</a>

## B. Install Zoom and Login

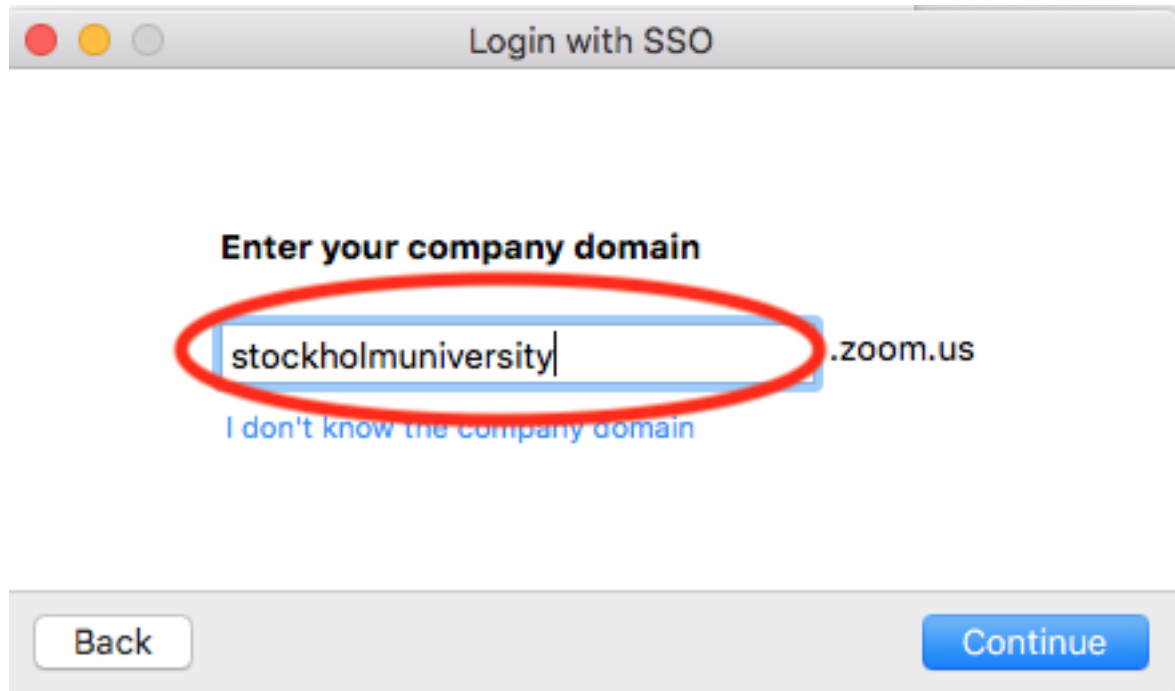
1. Go to <https://zoom.us/support/download> and install Zoom according to the instructions
2. Click *Sign in*



3. Click *Login with SSO*



4. Type in *stockholmuniversity* in the box



Login with SSO

**Enter your company domain**

stockholmuniversity .zoom.us

[I don't know the company domain](#)

Back Continue

5. Type in your SU Login information



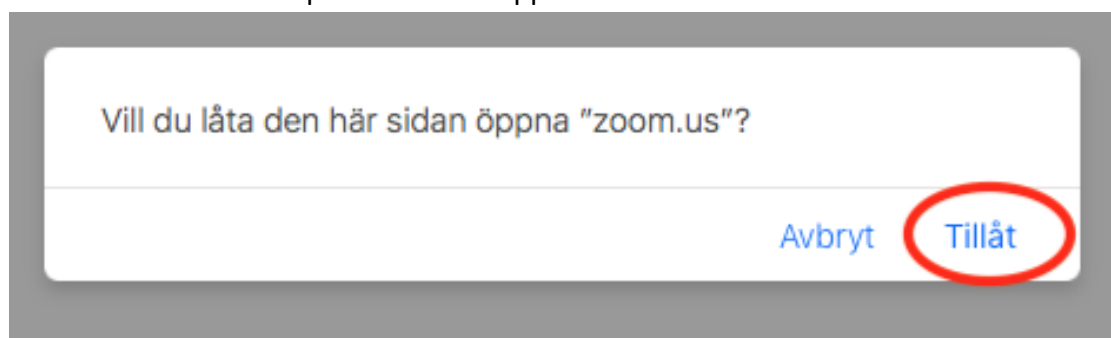
**Logga in med universitetskonto**

Användarnamn

Lösenord

Logga in

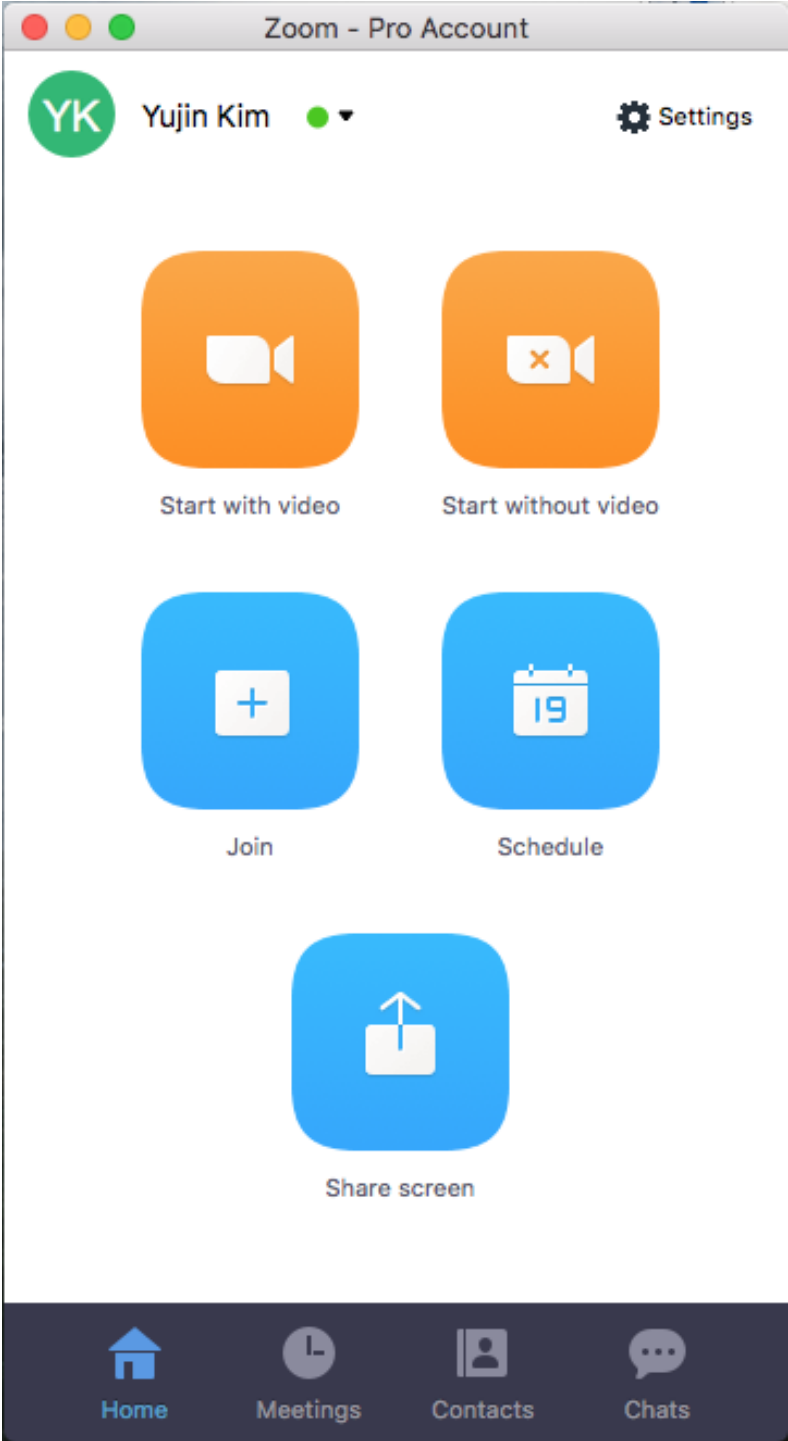
6. Allow the browser to open the Zoom-app



Vill du låta den här sidan öppna "zoom.us"?

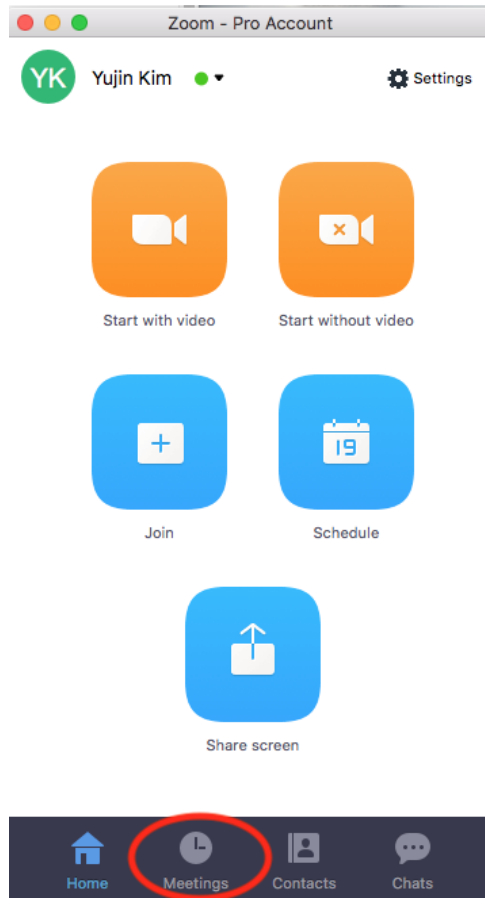
Avbryt Tillåt

7. You are now ready to start your meeting with your Language Buddy!

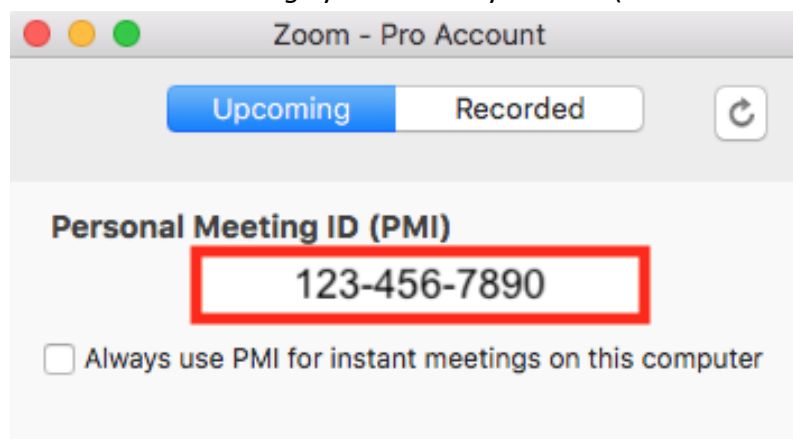


## C. Create a meeting

1. Open the Zoom-app and click *Meetings*

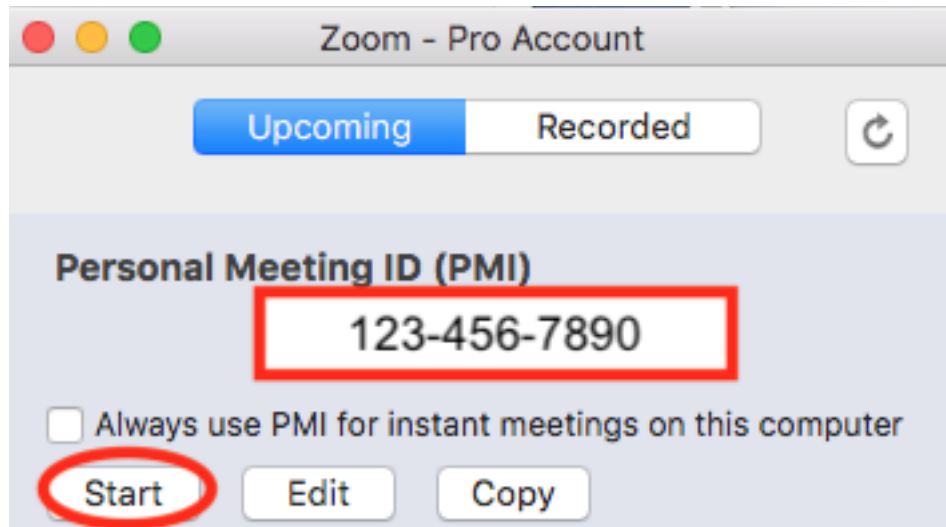


2. Under the tab *Meetings* you will find your PMI (Personal Meeting ID)



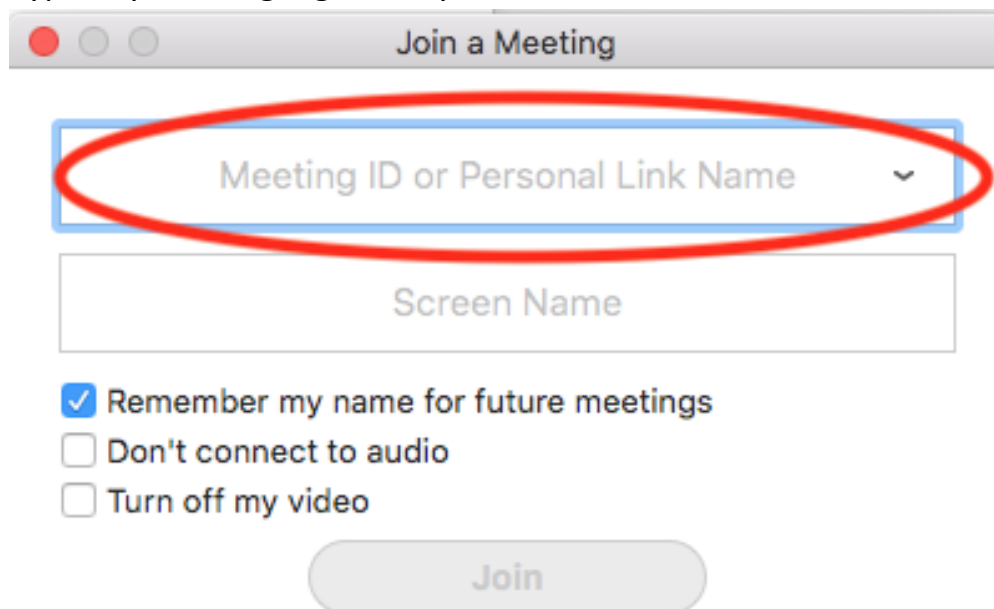
Your PMI is the number that your Language Buddy should fill in the box for "Join a meeting"

3. Click Start to start a meeting with your PMI



#### D. Participate in a Zoom-meeting that your Language Friend has created

1. Open the Zoom-app
2. Type in your Language Buddy's PMI number in the box

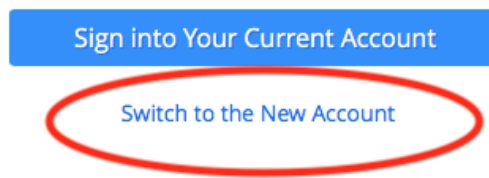


Don't forget to type in your name in the bottom box so your Language Buddy knows that you are you!

## E. If you have used Zoom before via SUNET or another domain

1. Open your browser
2. Go to <https://stockholmuniversity.zoom.us>
3. Click *Sign in – Configure your account*
4. Click *Switch to the New Account*

You are signing into a Zoom account that is different from your current one




5. Search for Stockholms universitet

This service requests that you **identify yourself**. Select your preferred identity service below...

Q Stockholms


**Stockholm University - Stockholms universitet**  
The Stockholm university Identity Provider is used by employees and students at the university.



6. Click *Proceed to Login*

This service requests that you **identify yourself**. Select your preferred identity service below...

**Stockholm University**  
The Stockholm university Identity Provider is used by employees and students at the university.



If you always use one and the same login provider for everything it might be a good idea to remember your choice by pressing *Login and use Forever*. Press *Start Over* to redo the search and pick another login provider.

**Proceed to Login** Login and use Forever Start Over



7. Type in your SU Login information



## Logga in med universitetskonto

Användarnamn	<input type="text"/>
Lösenord	<input type="password"/>
	<input type="button" value="Logga in"/>

8. Click *I Acknowledge and Switch*

## Switch to the new Zoom account

Before you switch, be aware of the following:

- After you switch, you can still access your own data, such as your meetings and recordings.
- Your role on the new account will be "member". This role might have fewer privileges than your role on your current account.
- Your new account might not provide access to all of the features you have on your current account.

9. You should have received a mail to your mail account that is connected to your SU account. When you have confirmed the mail, you are ready to use Zoom.