


Providers/front desk/schedulers will need to create their Zoom account prior to a video visit. If they have not already, please go to the Zoom wustl portal at gozoom.wustl.edu.



# zoom Cheatsheet

## Install and Download

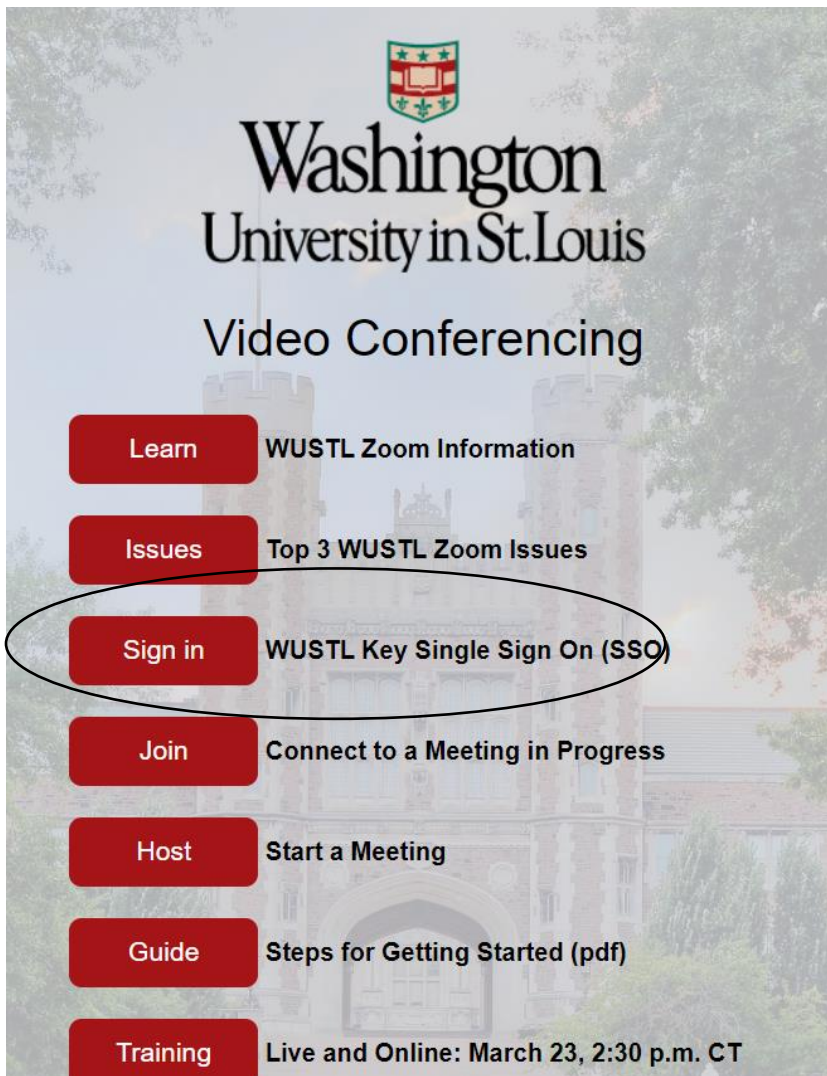
### Get Started


Before you can use Zoom, you must install the Zoom software for your device. Start by going to [gozoom.wustl.edu](http://gozoom.wustl.edu) and click **Download** in the footer. Download the Zoom Client for Meetings.

## Logging In and Getting Started

<b>Web Portal (gozoom.wustl.edu)</b> Go to gozoom.wustl.edu and sign in using your WUSTL Key.	computer and click the "Sign In" button.
<b>Sign In - Desktop App</b>	2. Click "Sign In with SSO"
1. After installation, open the Zoom app on your	3. Enter "wustl" when prompted for your the domain.
	4. Enter your WUSTL Key and password on the login screen.

Sign in with your WUSTL Key



  
**Washington University in St. Louis**  
Video Conferencing

- Learn** WUSTL Zoom Information
- Issues** Top 3 WUSTL Zoom Issues
- Sign in** WUSTL Key Single Sign On (SSO)
- Join** Connect to a Meeting in Progress
- Host** Start a Meeting
- Guide** Steps for Getting Started (pdf)
- Training** Live and Online: March 23, 2:30 p.m. CT

# WUSTL Key Login

Username

spusa|

[Forgot WUSTL Key ID?](#)

Password

●●●●●●●●

[Forgot WUSTL Key Password?](#)

Login

*This is a private network of Washington University in St. Louis. Unauthorized access is prohibited. Use of this website constitutes agreement to this [Privacy Statement](#).*

Click on Schedule a meeting

Logo SOLUTIONS PLANS & PRICING CONTACT SALES **SCHEDULE A MEETING** JOIN A MEETING HOST A MEETING SIGN OUT

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

**Suzanne Pusa** Edit

Account No. 51032287

Change

Personal Meeting ID 376-791-4014 Edit

<https://zoom.us/j/3767914014>

× Use this ID for instant meetings

Personal Link Not set yet. Customize

Sign-In Email [spusa@wustl.edu](mailto:spusa@wustl.edu) Edit

Linked accounts:

Select Options for meeting and uncheck “Require Meeting Password”, and click Save.

[My Meetings](#) > Schedule a Meeting

### Schedule a Meeting

Topic  ✕

Description (Optional)

When  

Duration  hr  min

Time Zone

Recurring meeting

Registration  Required

Meeting ID  Generate Automatically  Personal Meeting ID 664-421-8503

Meeting Password  Require meeting password

Video Host  on  off

Participant  on  off

Audio  Telephone  Computer Audio  Both

Dial from United States of America [Edit](#)

Meeting Options  Enable join before host

Enable waiting room

Only authenticated users can join

Breakout Room pre-assign

Record the meeting automatically on the local computer

Alternative Hosts

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Copy Meeting Invitation

Start this Meeting

Topic	My Meeting	
Time	Mar 19, 2020 01:00 PM Central Time (US and Canada)	
Add to	<a href="#">Google Calendar</a> <a href="#">Outlook Calendar (.ics)</a> <a href="#">Yahoo Calendar</a>	
Meeting ID	767-919-706	
Meeting Password	✔ Require meeting password 789975	
Invite Attendees	Join URL: <a href="https://zoom.us/j/767919706?pwd=YUd5Zi9UZzYvelF4ZURhNzZ4Q1UvUT09">https://zoom.us/j/767919706?pwd=YUd5Zi9UZzYvelF4ZURhNzZ4Q1UvUT09</a>	<a href="#">Copy the invitation</a>
Video	Host	Off
	Participant	Off
Audio	Telephone and Computer Audio	
	Dial from United States of America	

Help

### Copy Meeting Invitation

#### Meeting Invitation

Suzanne Pusa is inviting you to a scheduled Zoom meeting.

Topic: My Meeting  
Time: Mar 19, 2020 01:00 PM Central Time (US and Canada)

Join Zoom Meeting  
<https://zoom.us/j/767919706?pwd=YUd5Zi9UZzYvelF4ZURhNzZ4Q1UvUT09>

Meeting ID: 767 919 706  
Password: 789975

One tap mobile  
+13126266799,,767919706# US (Chicago)  
+16465588656,,767919706# US (New York)

Dial by your location  
+1 312 626 6799 US (Chicago)  
+1 646 558 8656 US (New York)  
+1 346 248 7700 US (Houston)

[Copy Meeting Invitation](#) [Cancel](#)

Paste into email message to patient.

The screenshot shows an email client window titled "Zoom visit - Message (HTML)". The email content is as follows:

To: Gaines, Austin;  
Subject: Zoom visit

Suzanne Pusa is inviting you to a scheduled Zoom meeting.

Topic: My Meeting  
Time: Mar 19, 2020 01:00 PM Central Time (US and Canada)

Join Zoom Meeting  
<https://zoom.us/j/767919706?pwd=YUd5Zi9UZzYvelF4ZURhNzZ4Q1UvUT09>

Meeting ID: 767 919 706  
Password: 789975

One tap mobile  
+13126266799,,767919706# US (Chicago)

Start meeting at time of visit.

The screenshot shows the Zoom meeting management interface for "My Meeting".

My Meetings > Manage "My Meeting"

Topic: My Meeting

Time: Mar 19, 2020 01:00 PM Central Time (US and Canada)

Add to: [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID: 767-919-706

Meeting Password:  Require meeting password 789975

Invite Attendees: Join URL: <https://zoom.us/j/767919706?pwd=YUd5Zi9UZzYvelF4ZURhNzZ4Q1UvUT09> [Copy the invitation](#)

Video: Host Off, Participant Off

Audio: Telephone and Computer Audio

Dial from United States of America

A "Start this Meeting" button is circled in red in the top right corner.

Join Zoom visit.

