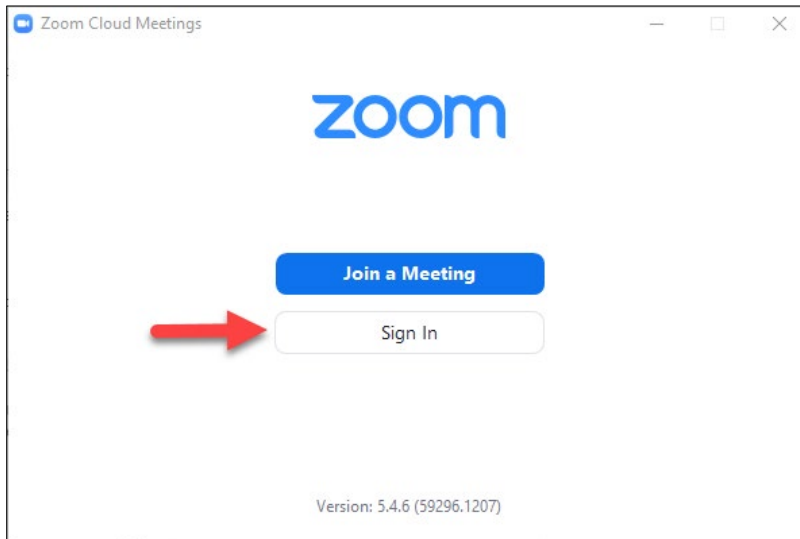# ACCESS, SHARE, AND EDIT A ZOOM MEETING IN THE ZOOM CLIENT ON YOUR DESKTOP
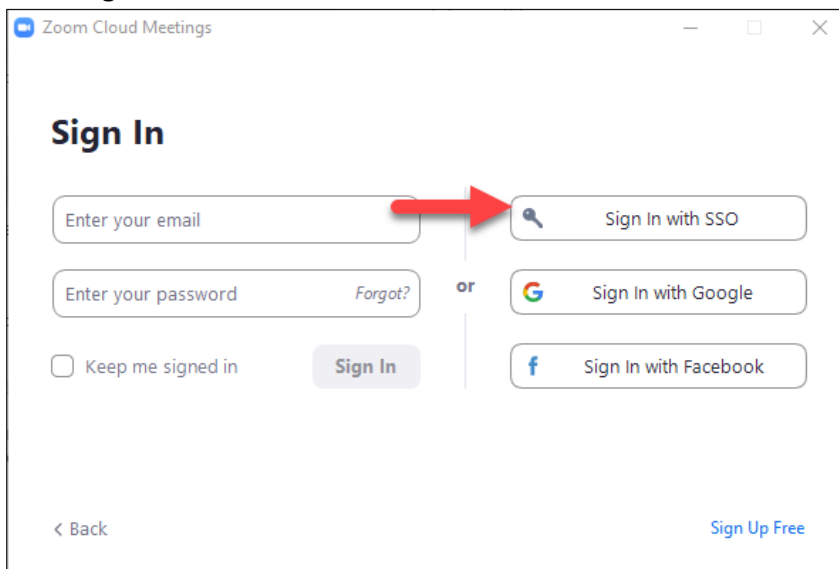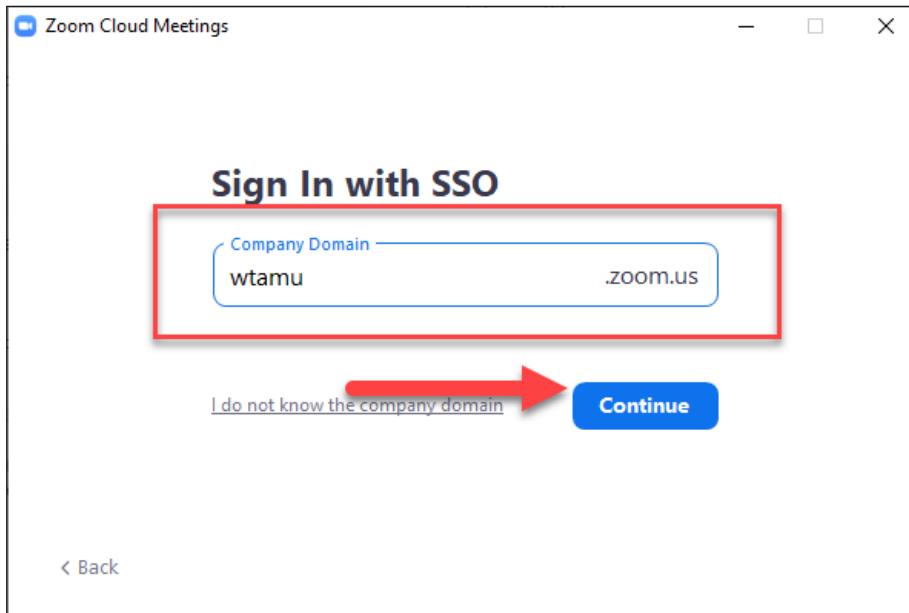
ACCESS THE MEETINGS

1. **Sign in** by clicking on your zoom app located via desktop applications.
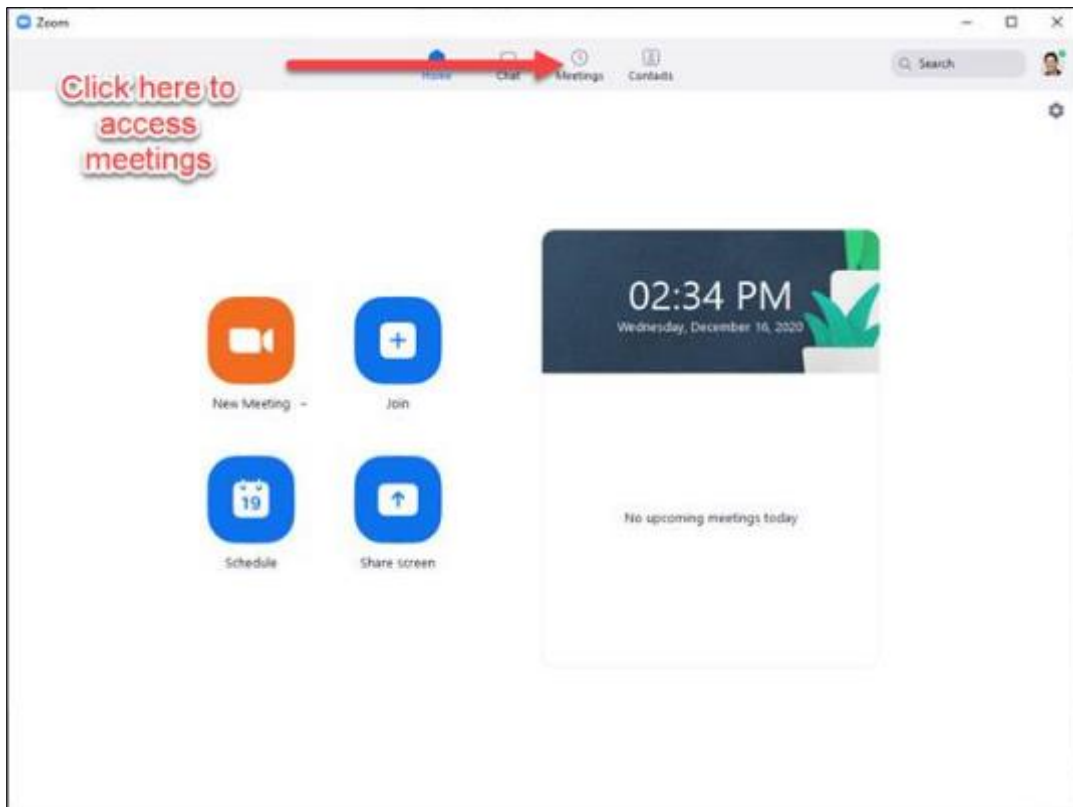

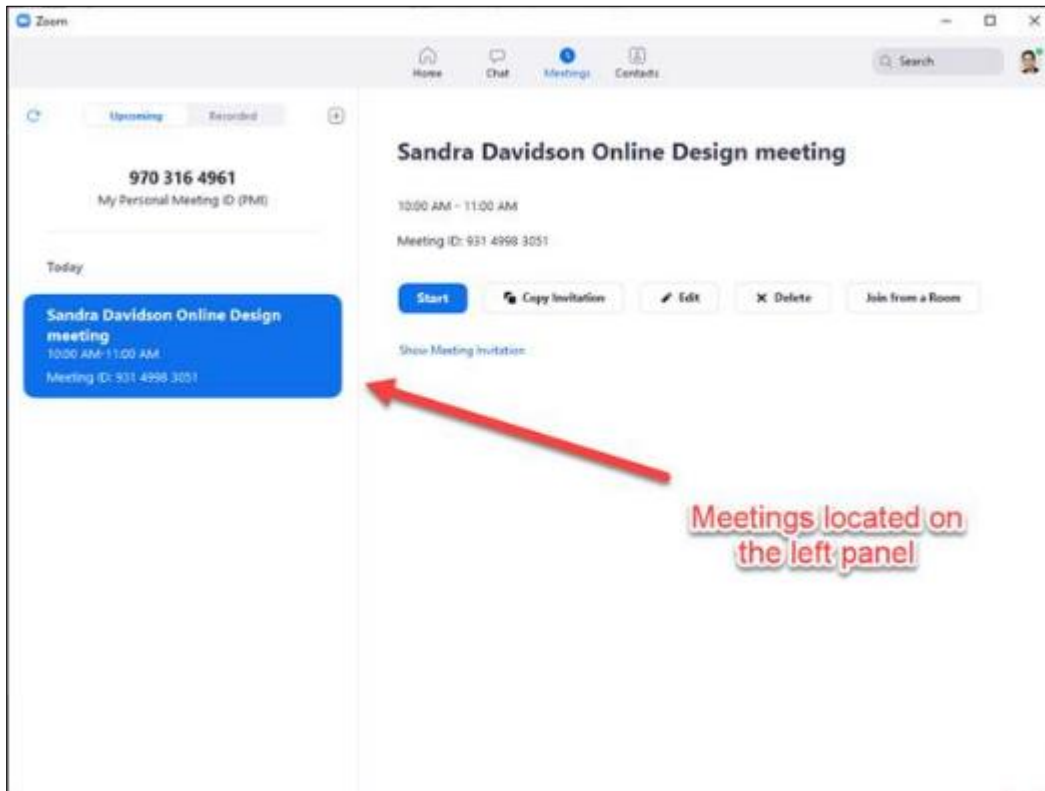
2. Select **Sign in with SSO**.

3. Type in **wtamu** and click continue. Sign in using your WTAMU credentials.

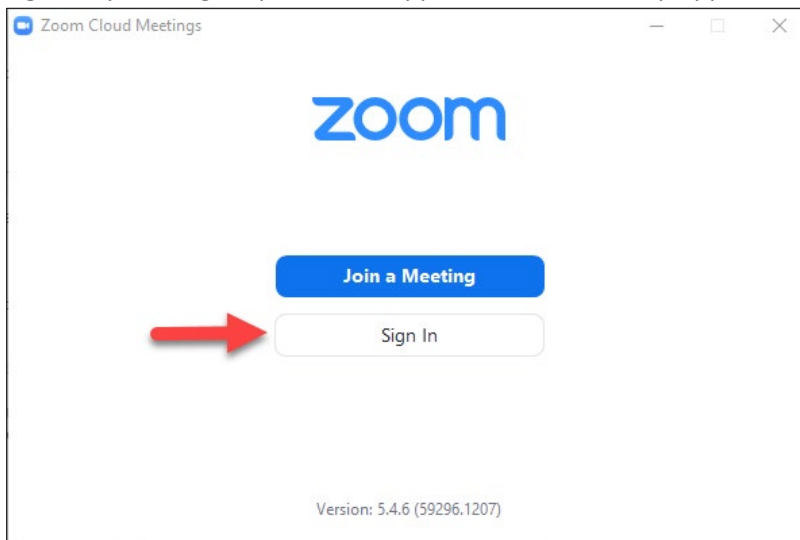4. Click the **Meetings** header to access your meetings.

5. Meetings will be located on the left side panel. Click on the appropriate meeting to access.
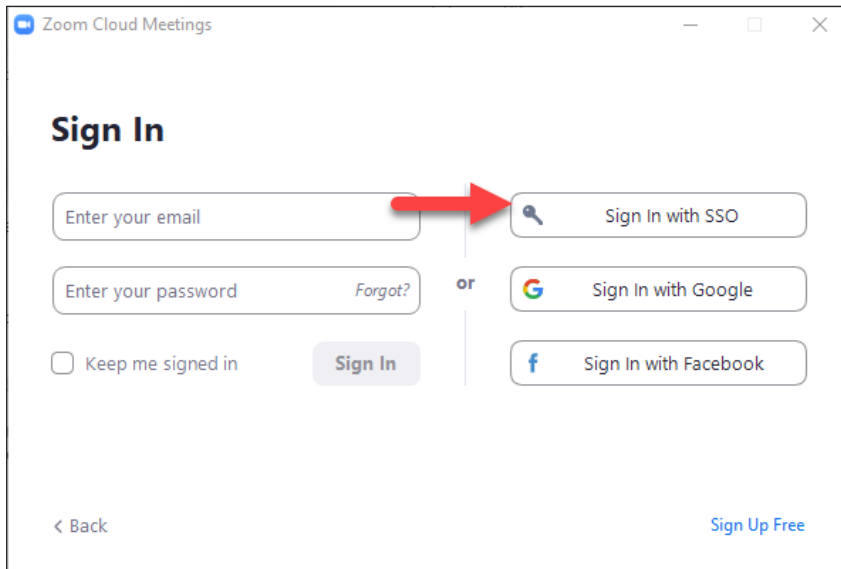

6. Click the **Start** button to open and begin the meeting.
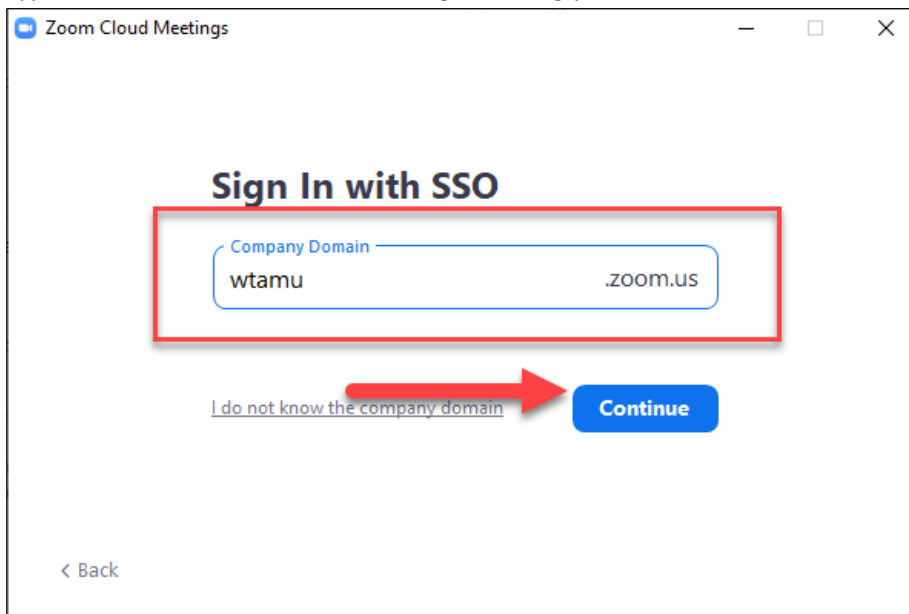
SHARE MEETINGS

1. **Sign in** by clicking on your zoom app located via desktop applications.
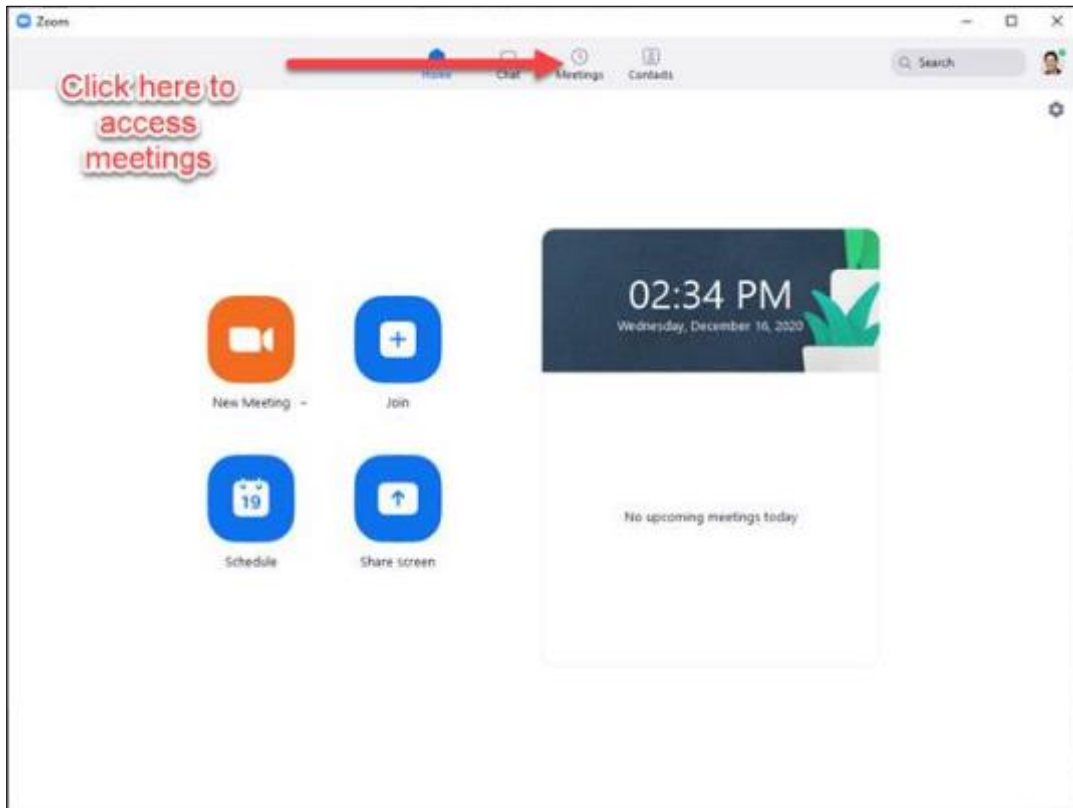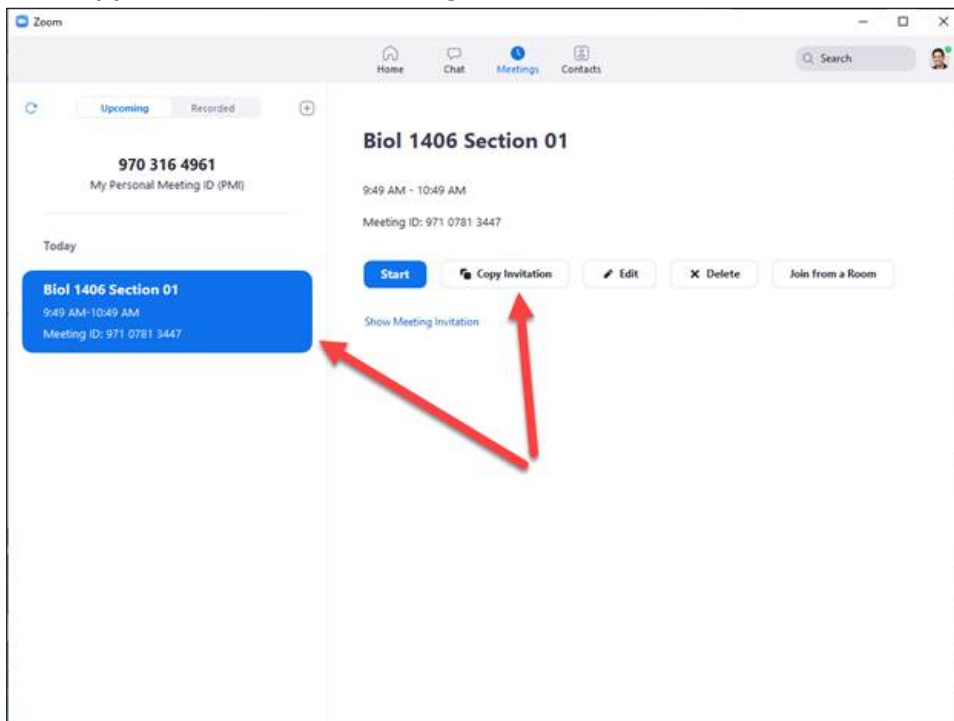
2. Select **Sign in with SSO**.

3. Type in **wtamu** and click continue. Sign in using your WTAMU credentials.

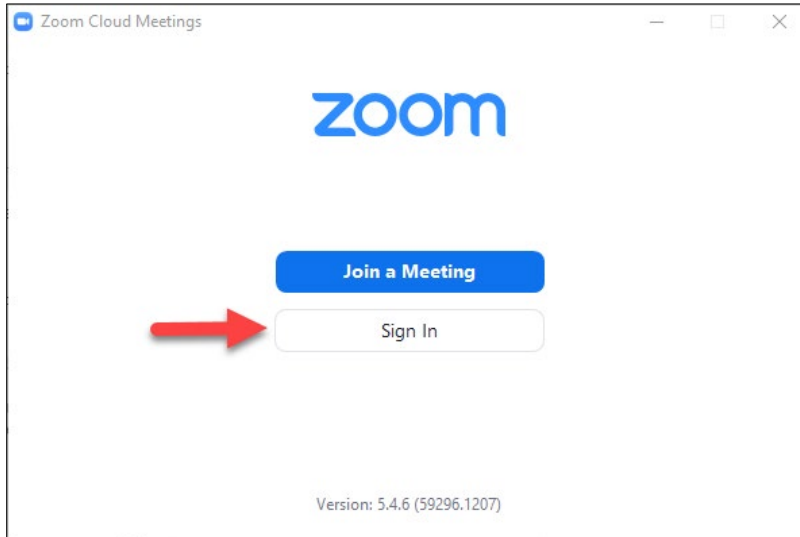4. Click the **Meetings** header to access your meetings.

5. Meetings will be located on the left side panel. **Click on the appropriate meeting** to access.

6. Click **Copy invitation** to share meeting details via WTAMU email or WTClass
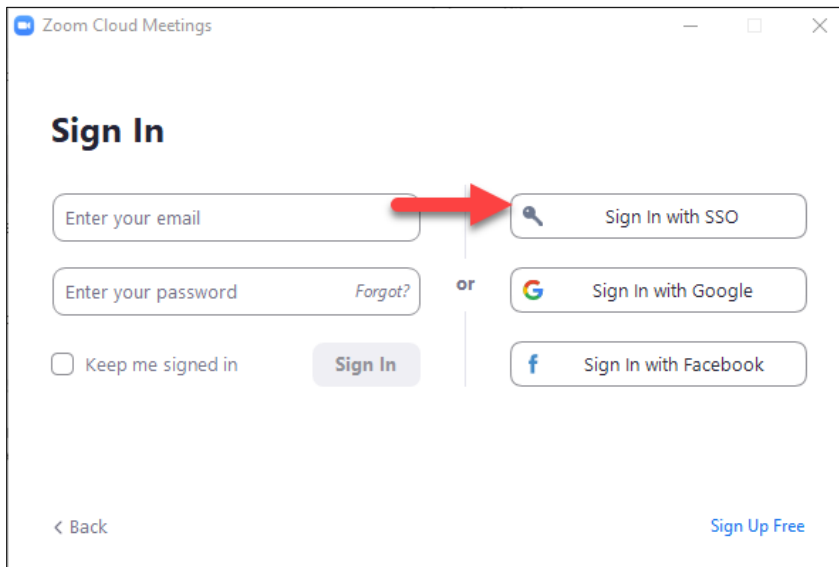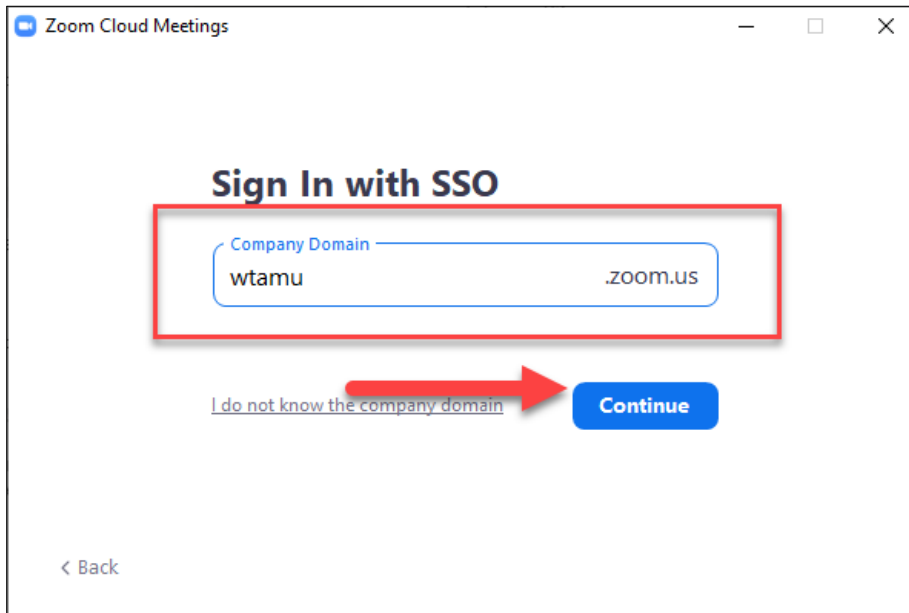
EDIT MEETING

1. **Sign in** by clicking on your zoom app located via desktop applications.
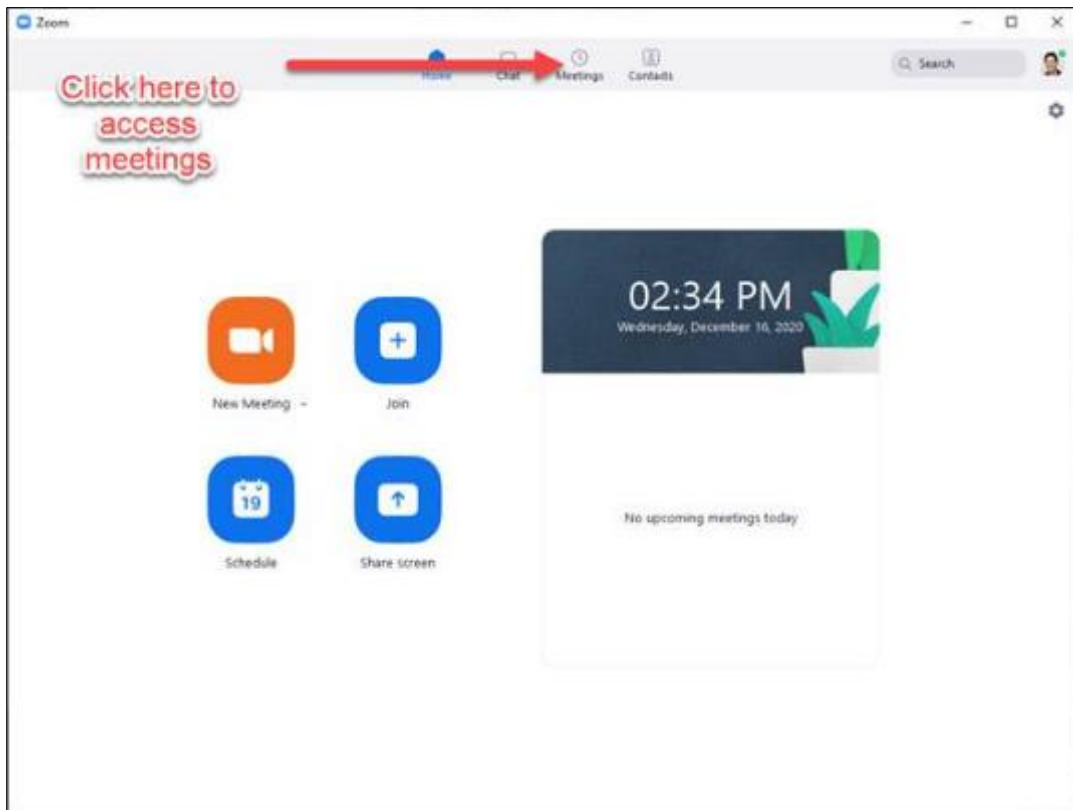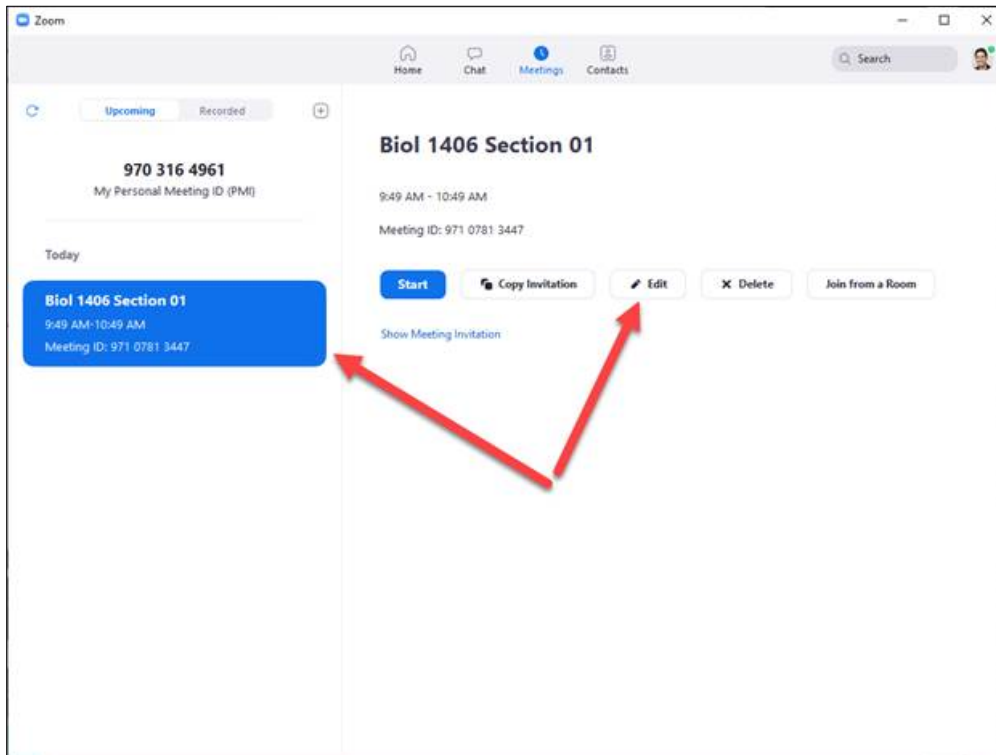

2. Select **Sign in with SSO**.

3. Type in **wtamu** and click continue. Sign in using your WTAMU credentials.
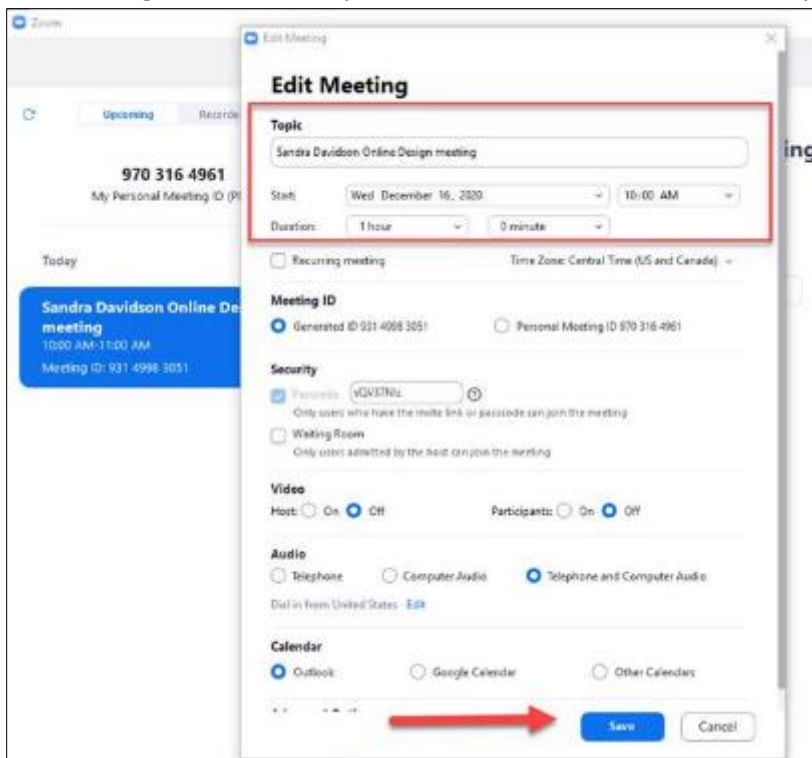

4. Click the **Meetings** header to access your meetings.

5. Select the meeting to edit in the left panel. Select **Edit** to edit meeting.

6. Edit meeting information (topic, start date and time, duration, and password) and select **Save**.

7. Be sure to communicate with your participants on the updated meeting changes via email or WTClass.