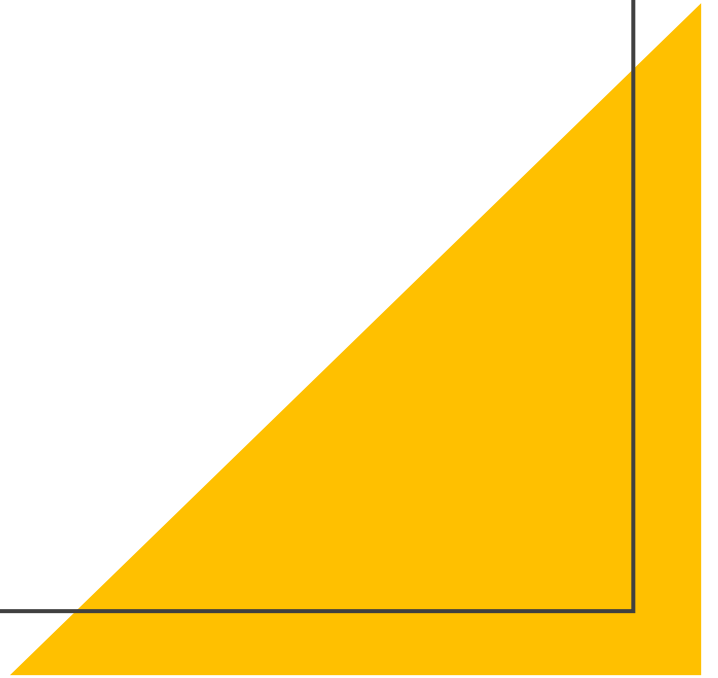


Using Zoom

Instructions for joining a ZOOM meeting
via the Zoom website or the Zoom App



Disclaimer:

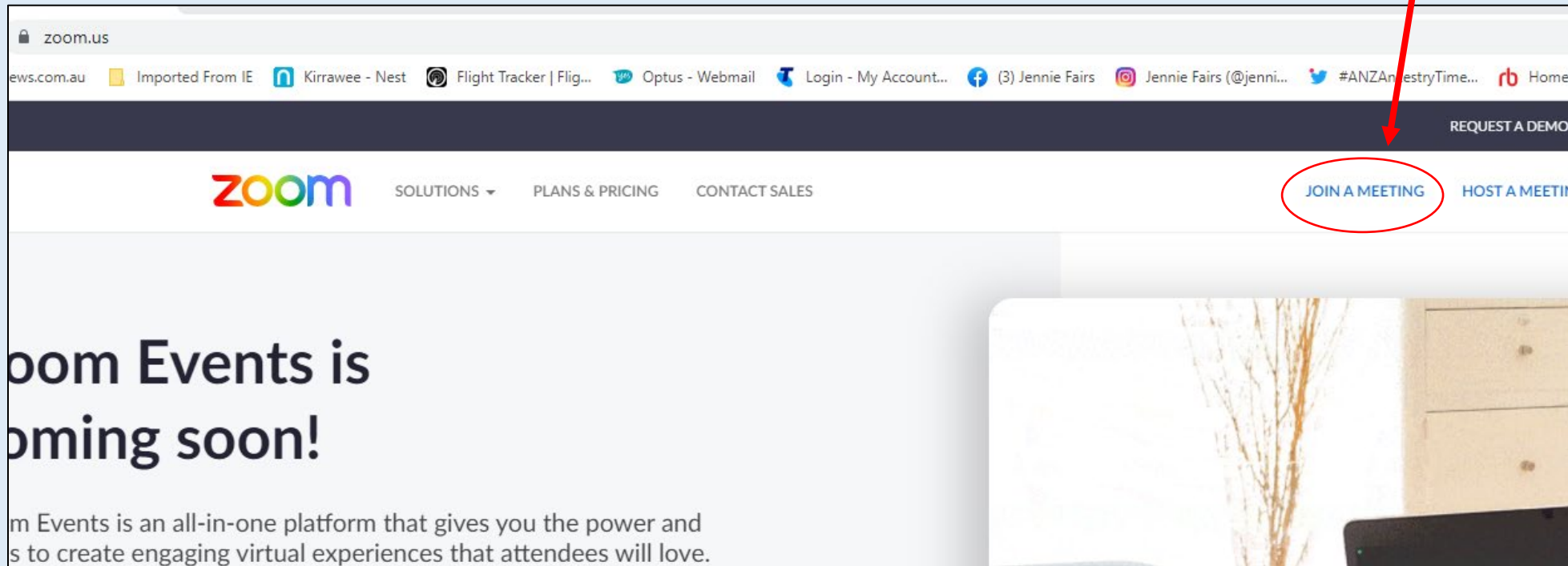
The following instructions have been generalised.

Depending on your hardware – PC, Mac, laptop, iPad, tablet
or mobile phone – options will vary as to the layout of functions.

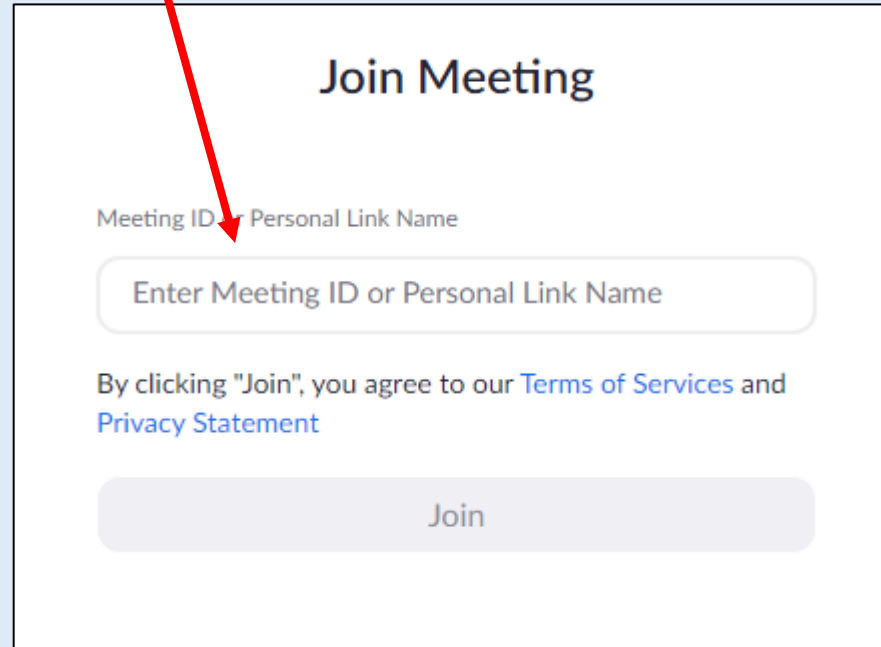
Using Zoom via a website

1. Go to: <https://zoom.us/>

2. Click on **JOIN A MEETING**



3. Enter Meeting ID



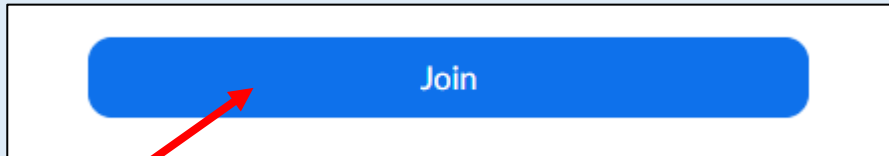
Join Meeting

Meeting ID or Personal Link Name

Enter Meeting ID or Personal Link Name

By clicking "Join", you agree to our [Terms of Services](#) and [Privacy Statement](#)

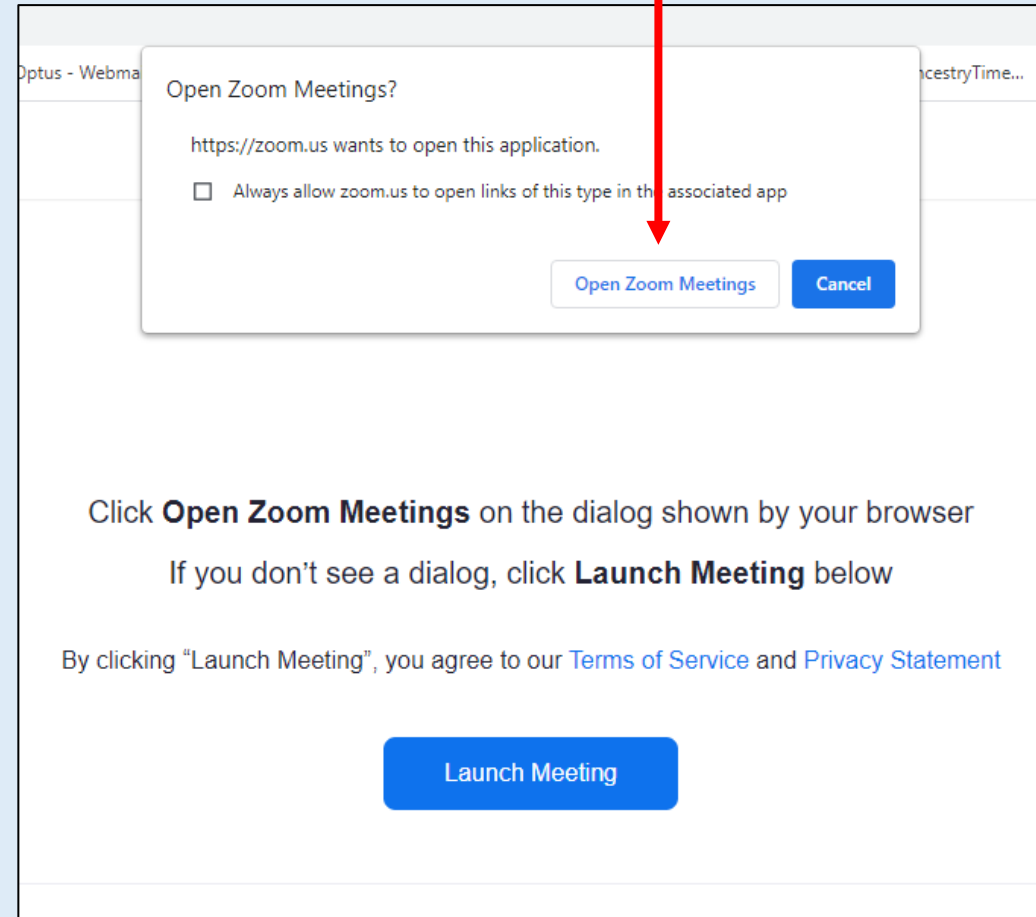
Join



Join

4. Click on Join

5. Click on Open Zoom Meetings



Optus - Webma

Open Zoom Meetings?

https://zoom.us wants to open this application.

Always allow zoom.us to open links of this type in the associated app

Open Zoom Meetings Cancel

cestryTime...

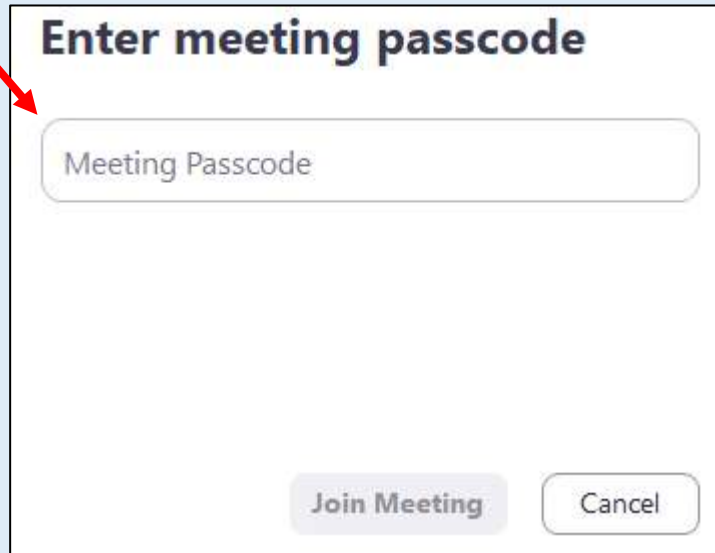
Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

By clicking "Launch Meeting", you agree to our [Terms of Service](#) and [Privacy Statement](#)

Launch Meeting

6. Enter Meeting Passcode

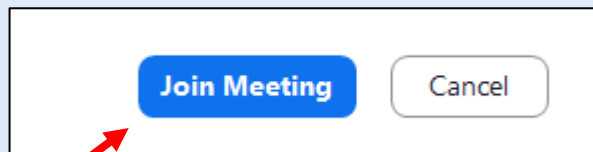


Enter meeting passcode

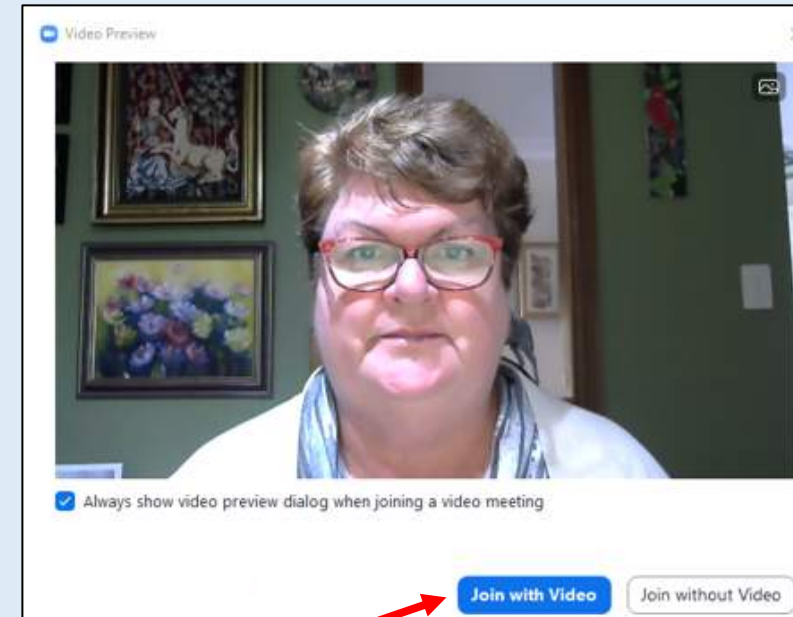
Meeting Passcode

Join Meeting Cancel

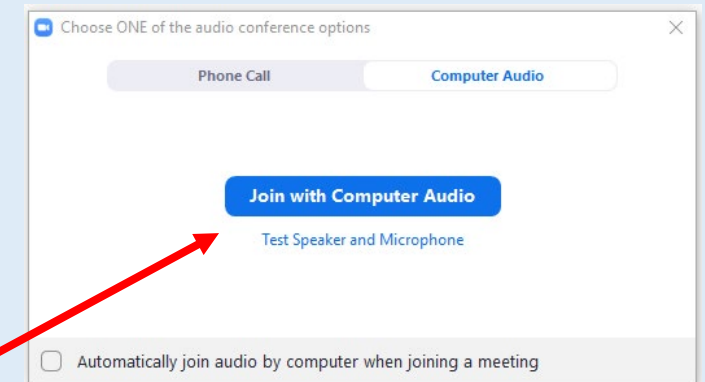
7. Click on Join



Join Meeting Cancel



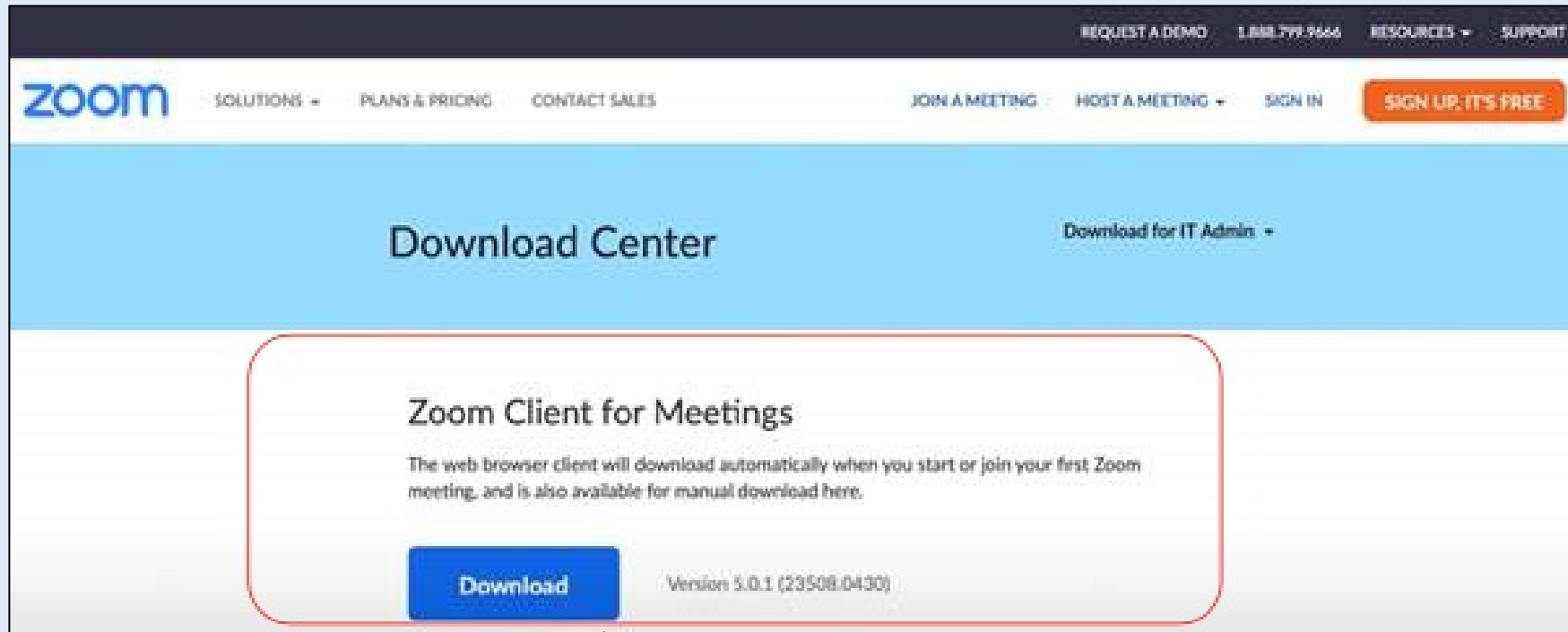
8. Click on Join with Video



9. Finally, Click on Join with Computer Audio

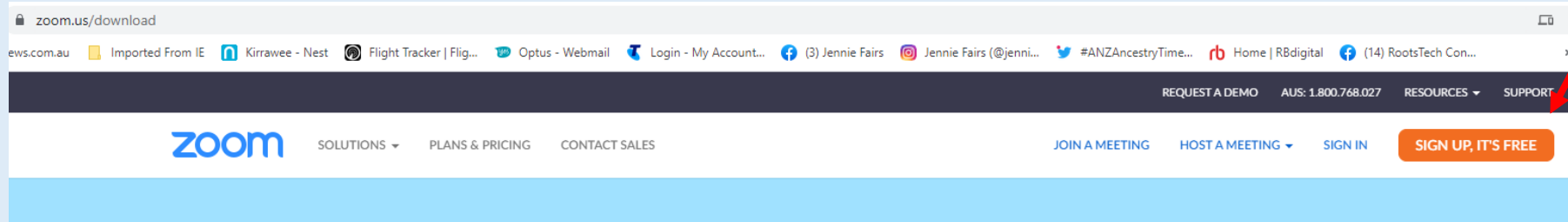
If using the Zoom App

10. Go to: <https://zoom.us/download>

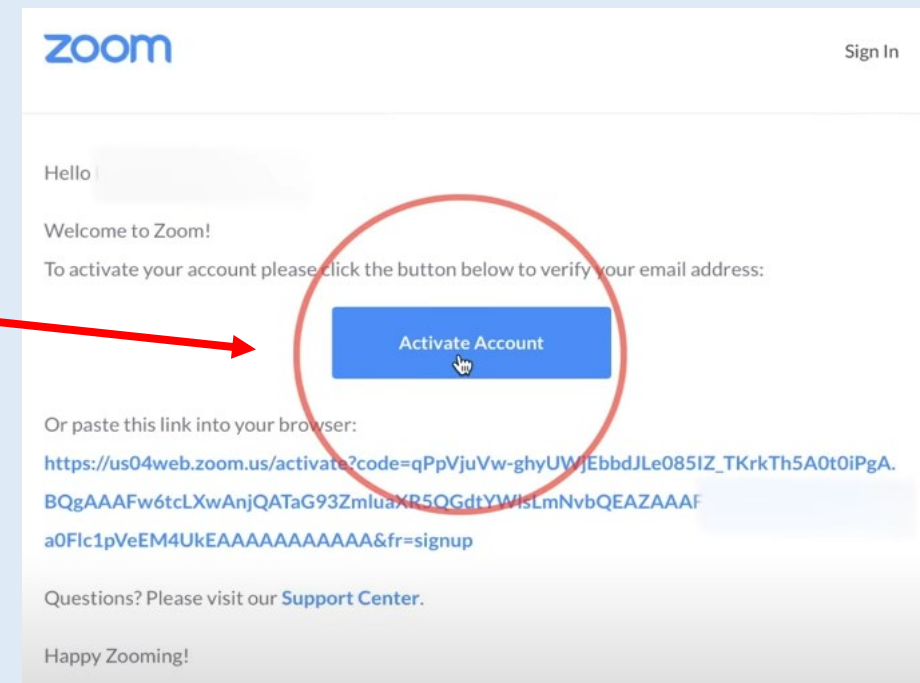


11. Click on **DOWNLOAD** Zoom Client for Meetings

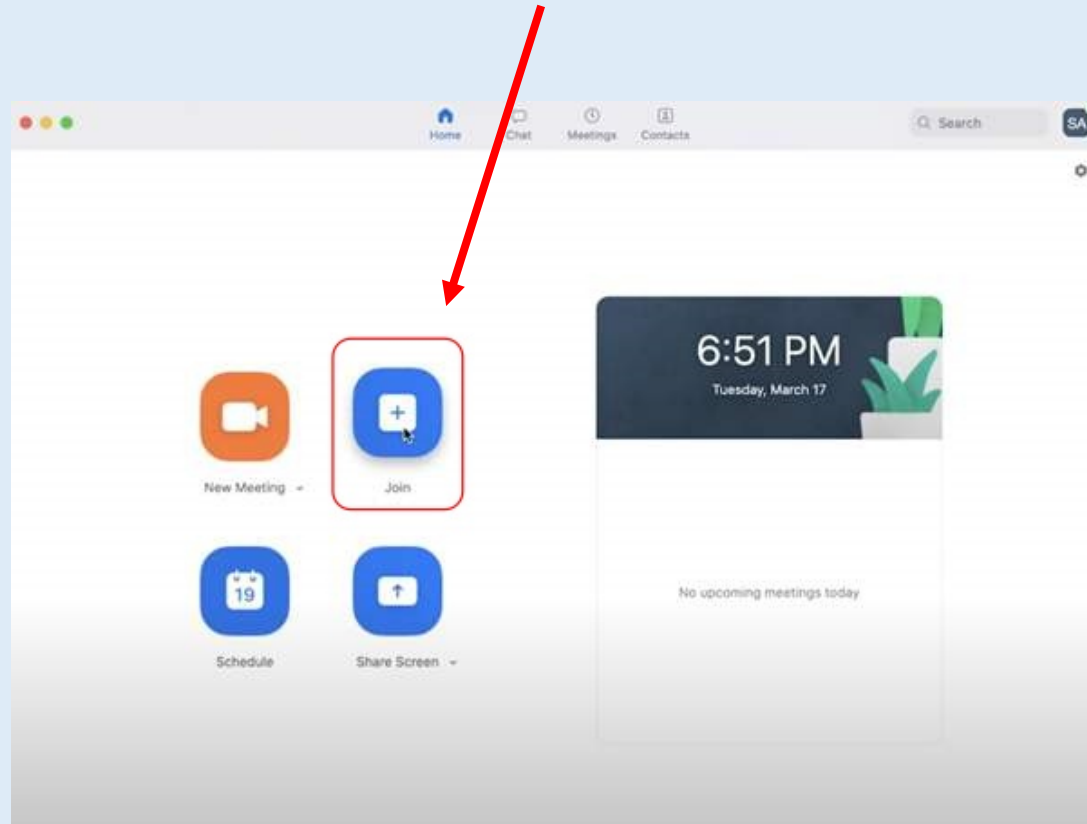
12. Sign up your FREE account



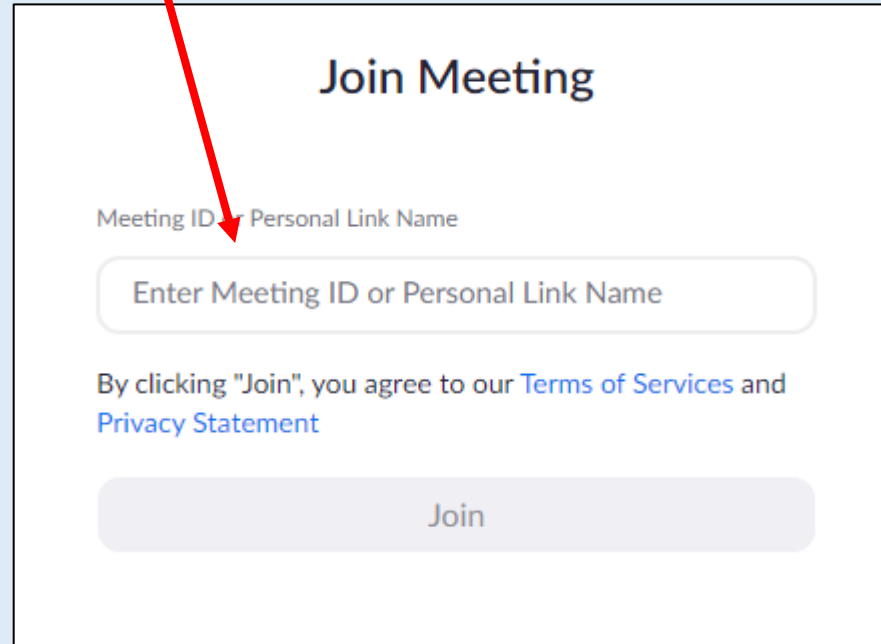
13. Check your email to Activate Account



14. Open **ZOOM** on your PC/Laptop and click on **Join**



15. Enter Meeting ID



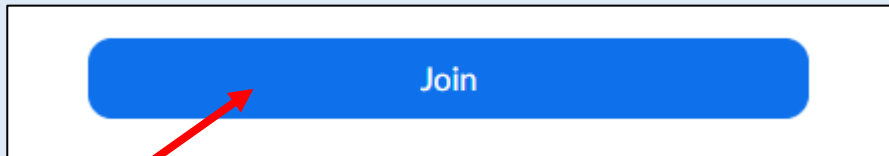
Join Meeting

Meeting ID or Personal Link Name

Enter Meeting ID or Personal Link Name

By clicking "Join", you agree to our [Terms of Services](#) and [Privacy Statement](#)

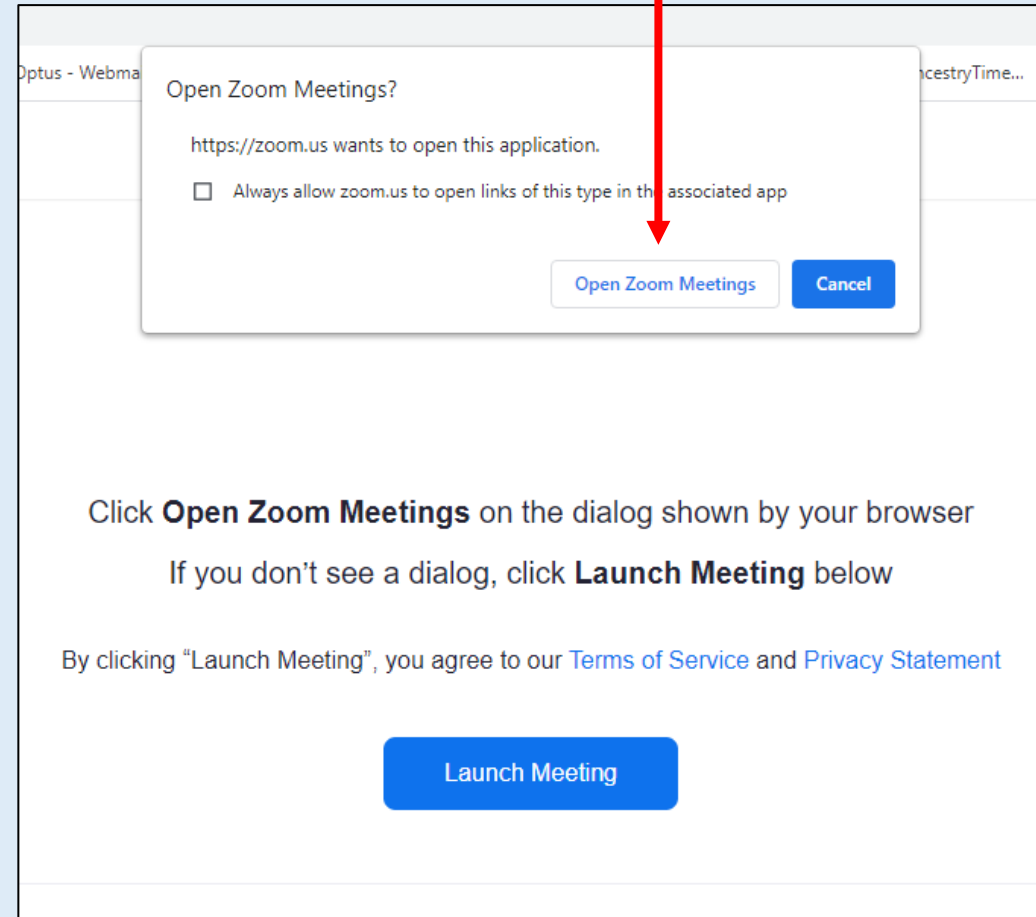
Join



Join

16. Click on Join

17. Click on Open Zoom Meetings



Optus - Webma

Open Zoom Meetings?

https://zoom.us wants to open this application.

Always allow zoom.us to open links of this type in the associated app

Open Zoom Meetings Cancel

cestryTime...

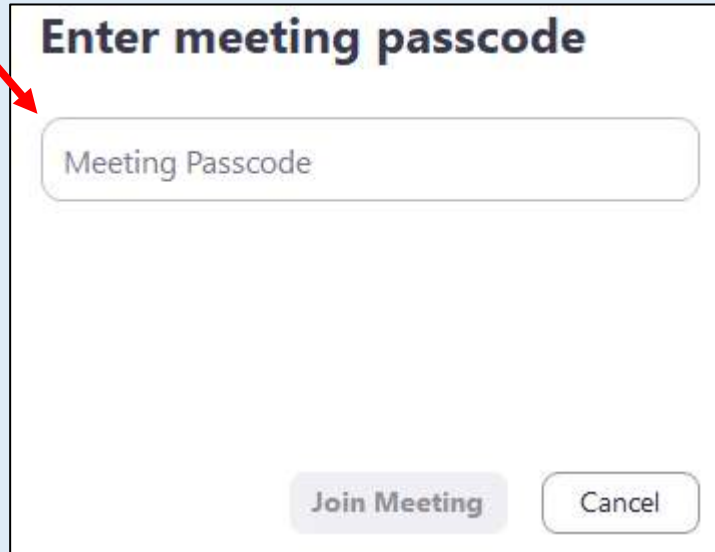
Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

By clicking "Launch Meeting", you agree to our [Terms of Service](#) and [Privacy Statement](#)

Launch Meeting

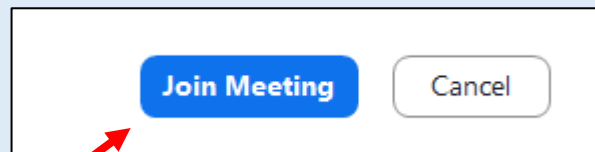
18. Enter Meeting Passcode



Enter meeting passcode

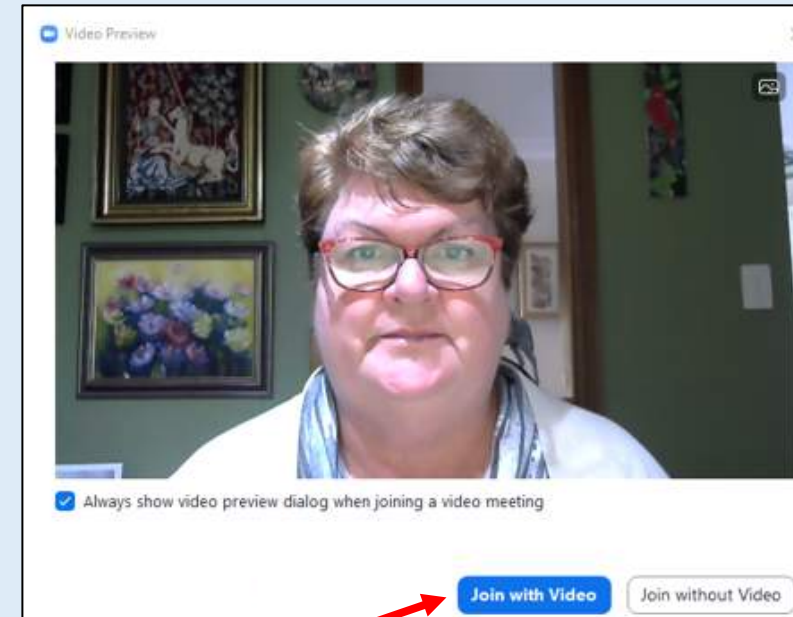
Meeting Passcode

Join Meeting Cancel

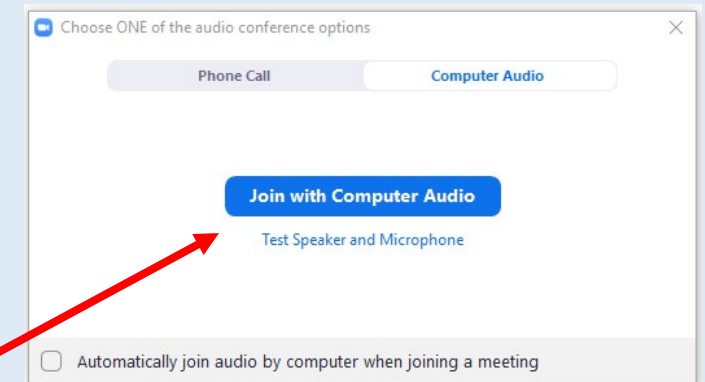


Join Meeting Cancel

19. Click on Join

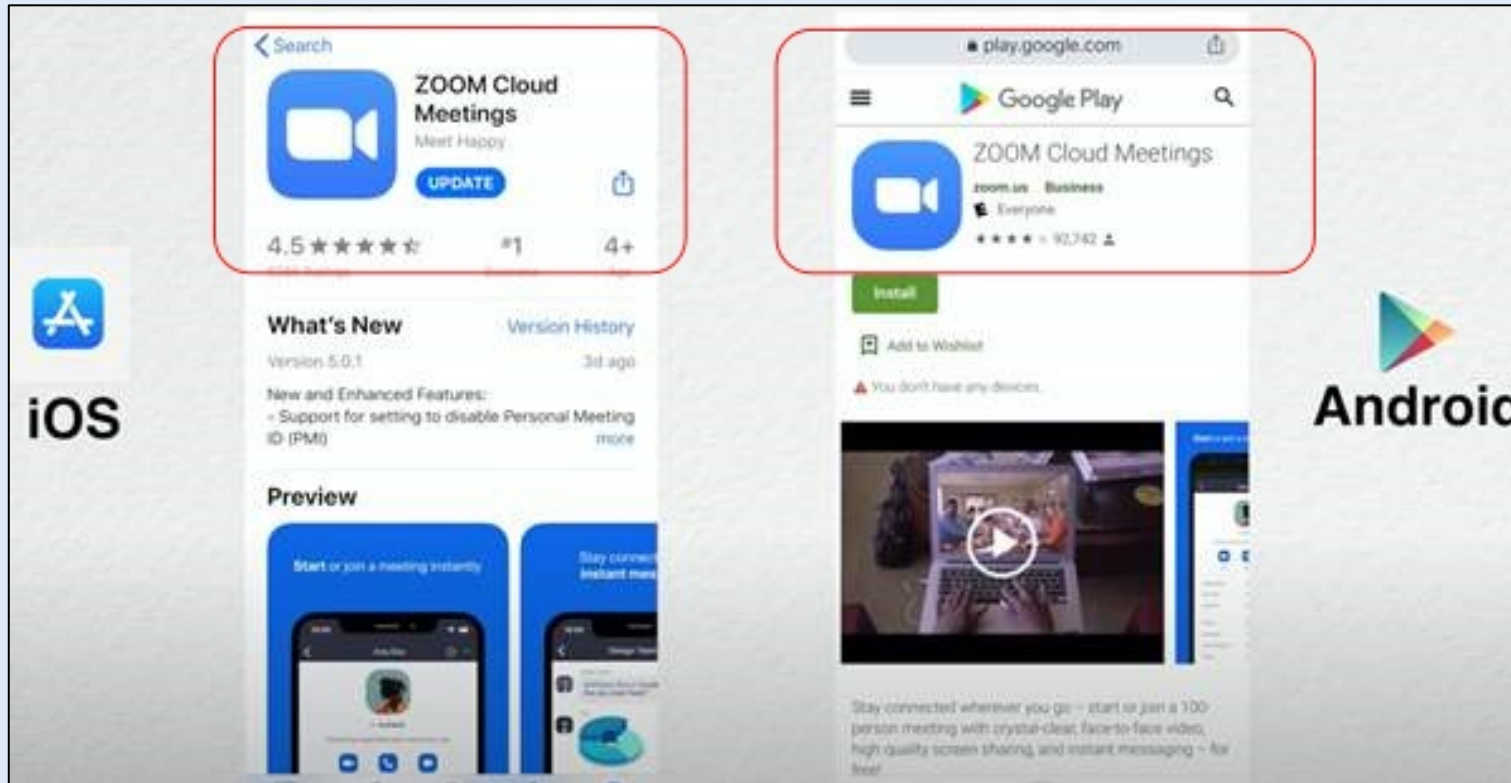


20. Click on Join with Video



21. Finally, Click on Join with Computer Audio

You can also download the ZOOM app to your mobile phone, iPad or Android tablet – simply choose the ZOOM Cloud Meetings from your app store and follow the prompts



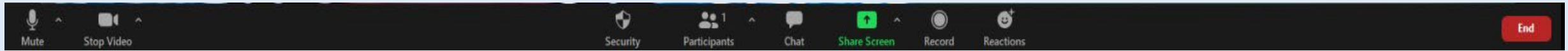
Tool Buttons

(bottom of screen)

Microphone for muting and unmuting your microphone

List of attendees

Share button for sharing your screen



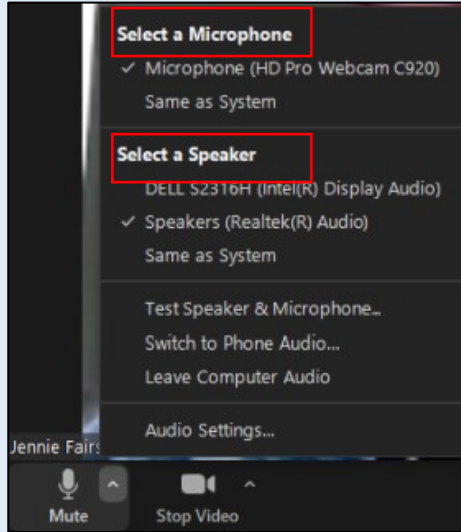
Video for showing or hiding yourself

Click on the Chat button for chat conversations

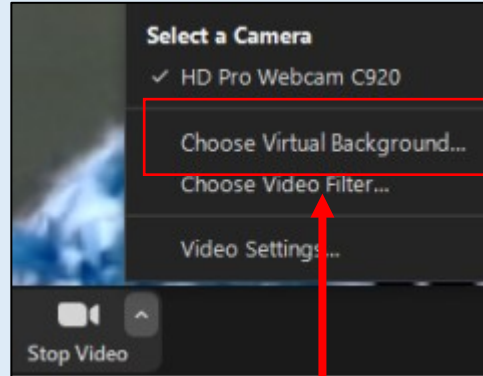
Leave button for when you want to leave the meeting

Tool Buttons

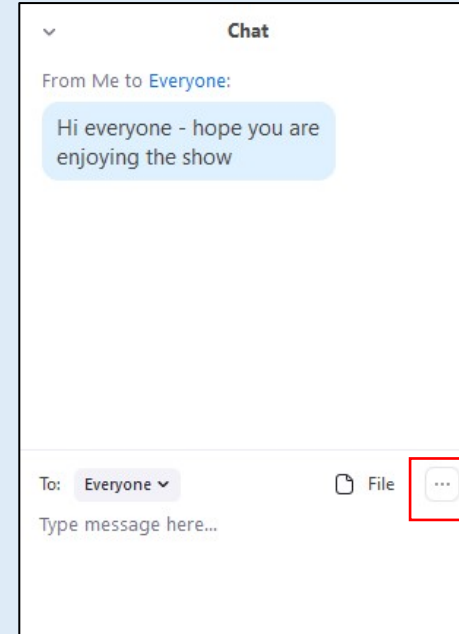
(bottom of screen)



The Mute button also allows you to choose an alternate microphone or speakers



The Video button also allows you to change your background



To send a message in Chat – type in message and hit ENTER.

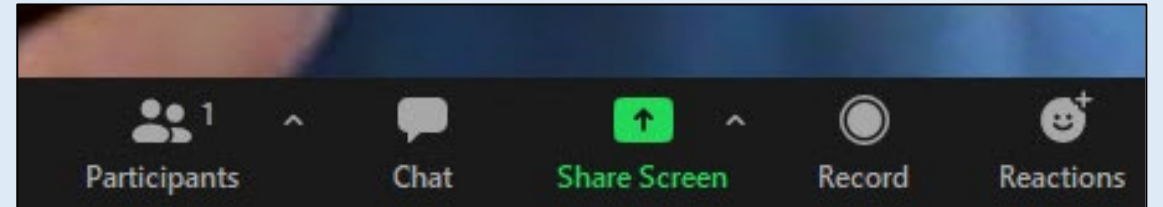
To save the Chat – click on the 3 dots

The Chat will be saved to your computer in either a Zoom folder or the Downloads folder

Sharing Your Screen

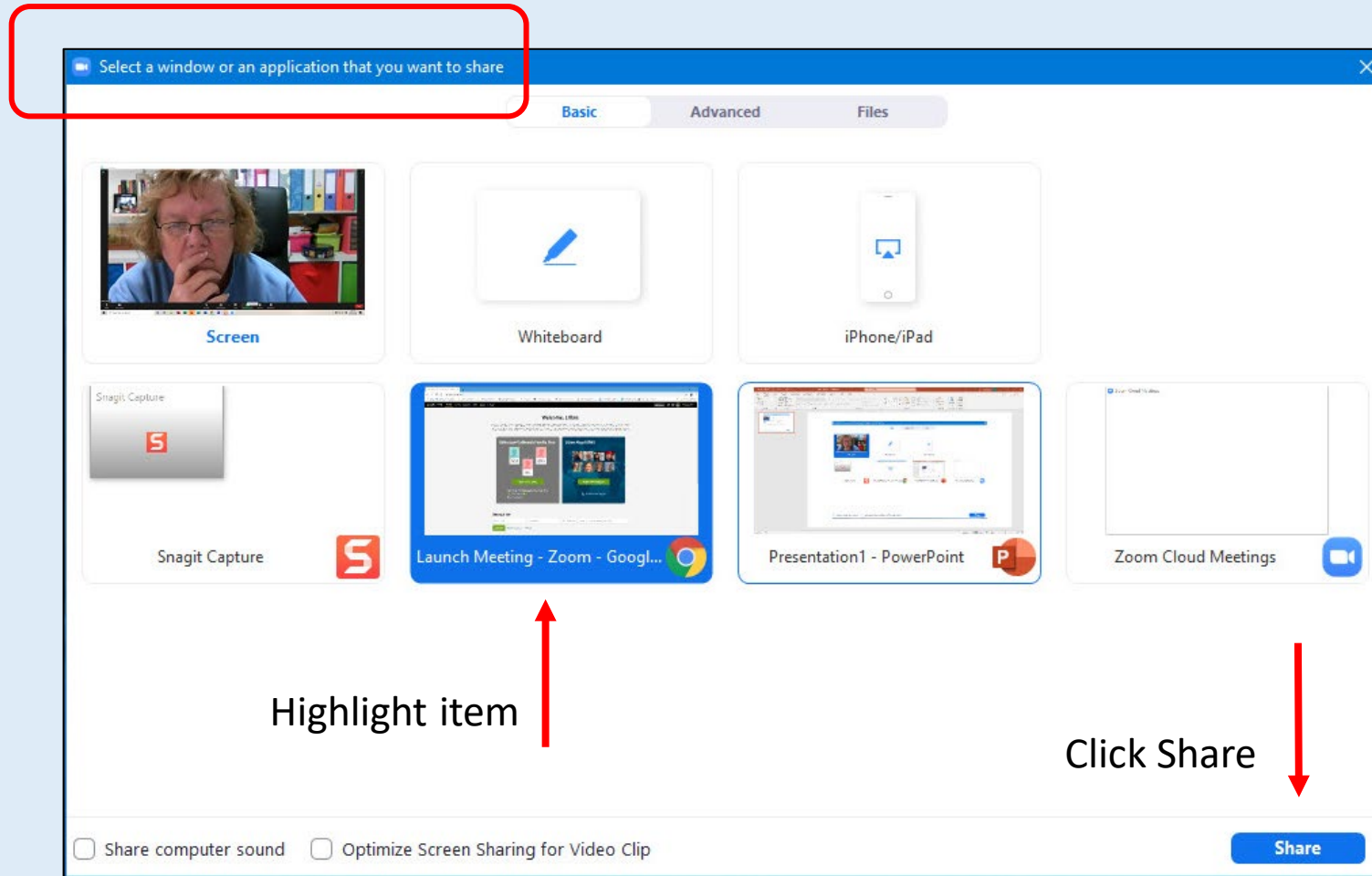
IMPORTANT:

Before you click on the Share Screen button – make sure that the item you wish to share is **already OPEN on your computer** i.e., your PowerPoint presentation, photo, or other document/website is already open

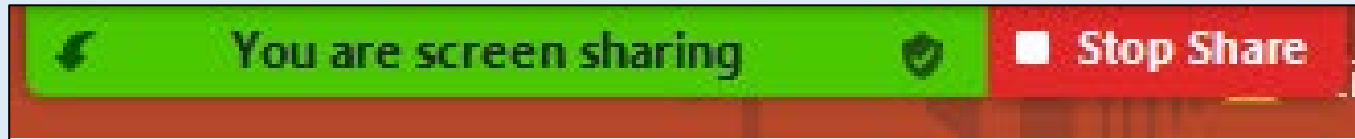


↑
Click on **Share Screen**

Highlight the item you want to Share and
then click the [Share](#) button



To stop sharing – click on the **Stop Share** button at the top of the screen



REMEMBER:

When a person is presenting it is **COMMON COURTESY** to turn your microphone off by muting it.

TV's, radios, persons talking and dogs barking in the background **CAN** be heard and are distracting to the presenter and audience.