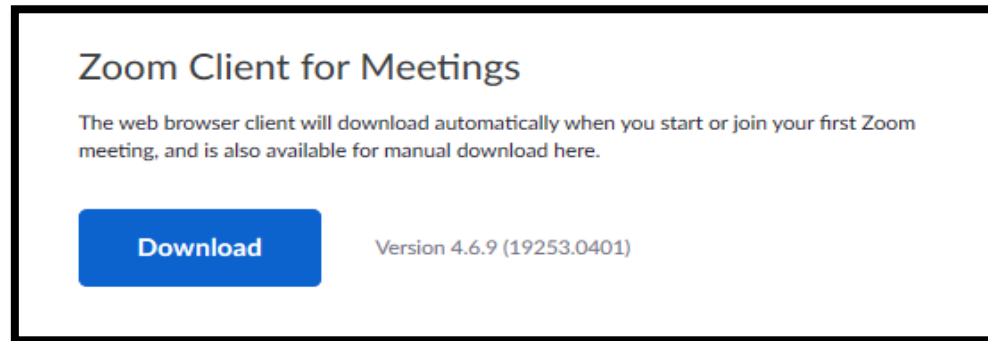


# Process Document: Zoom Information Guide for Students

## **Download/Install Zoom**

1. Go to Zoom's Download Center (Links to Zoom Support below).
2. On Zoom Client for Meetings, click Download.

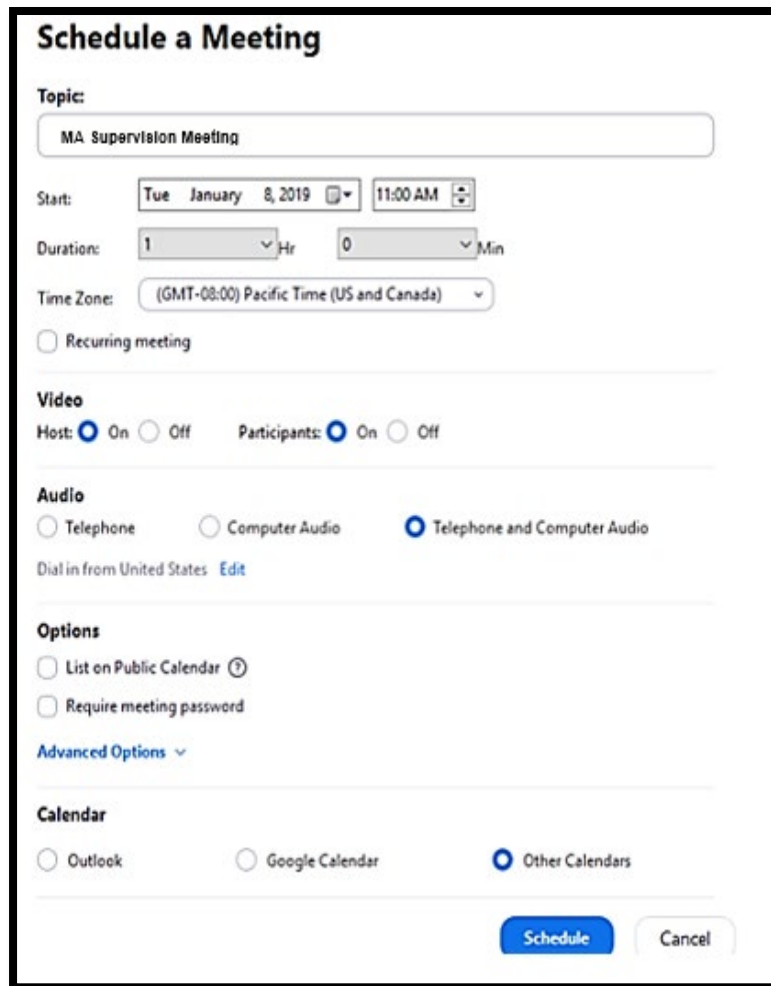


3. Open the downloaded file. It is typically saved to your Downloads folder.
4. Follow the prompts to install the application on your computer.
5. Links to Zoom Support:
  - Zoom Download Centre: <https://zoom.us/download>
  - Zoom Installers: <https://support.zoom.us/hc/en-us/articles/207373866-Zoom-Installers>
  - MAC- Permission to Install: <https://support.zoom.us/hc/en-us/articles/203020795-How-To-Install-on-Mac>

# Schedule a Zoom Meeting

## Through the Installed Zoom App:

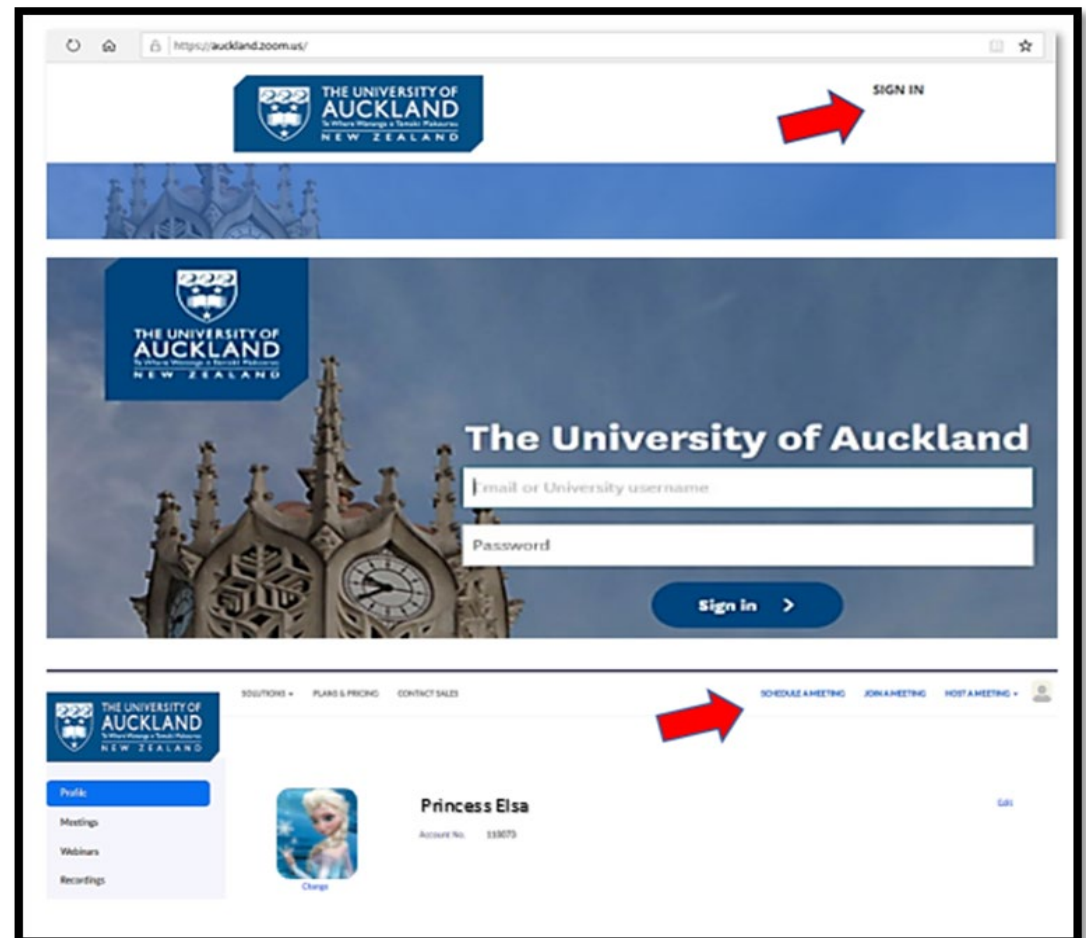
1. Open your Zoom client and sign in to Zoom.
2. Click on the Schedule icon.
3. Select your meeting settings.



The screenshot shows the 'Schedule a Meeting' form in the Zoom application. The 'Topic' field contains 'MA Supervision Meeting'. The 'Start' date is 'Tue January 8, 2019' at '11:00 AM'. The 'Duration' is set to '1 Hr' and '0 Min'. The 'Time Zone' is '(GMT-08:00) Pacific Time (US and Canada)'. There are options for 'Recurring meeting', 'Video' (Host and Participants), 'Audio' (Telephone, Computer Audio, Telephone and Computer Audio), 'Options' (List on Public Calendar, Require meeting password), 'Advanced Options', and 'Calendar' (Outlook, Google Calendar, Other Calendars). A 'Schedule' button and a 'Cancel' button are at the bottom right.

## Through the Zoom Web Portal:

1. Key in the following URL: <https://auckland.zoom.us> and Sign In
2. Use your university credentials (username: olaf123 and password)
3. Click Meetings and click Schedule A New Meeting.



# When you Schedule Your Meeting:

Consider:

- ✓ Enter the title of the meeting (i.e. MA Supervision Meeting with Prof Snape), date and time, and duration for your meeting (you can add extra time), select whether you will use video (for yourself and the participant) and the audio preference (typically 'both').

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 636-937-6800

Meeting Password  Require meeting password

Video  on  off

Participant  on  off

Audio  Telephone  Computer Audio  Both

Dial from New Zealand [Edit](#)

Meeting Options

Enable join before host

Mute participants upon entry

Enable waiting room

Only authenticated users can join

Breakout Room pre-assign

Record the meeting automatically

Alternative Hosts

✓ For Meeting Options:

- Recurring meeting: Check if you would like a recurring meeting (the meeting ID will remain the same for each session). This will open up additional recurrence options.
- Enable join before host – Allows participants to join before you. The meeting will end after 40-minutes for Basic (free) users if 3 or more people join the meeting.
- Mute participants upon entry – Mutes participants' microphones when they join. Participants can unmute themselves after joining the meeting.
- Enable waiting room – Allows the host to control when participants join the meeting by placing them in a waiting room. The host will have to click 'admit' to allow the participants in
- Record the meeting - Record on the local computer (if you have the Pro account, you can also record to the Cloud)
- Click **SAVE** to finish.

✓ All scheduled meetings can be found in the Meetings tab on the far left of the panel.

The screenshot displays the 'Meetings' tab in a software interface. On the left, a sidebar contains navigation options: Profile, Meetings (highlighted with a red arrow), Webinars, Recordings, Settings, Account Profile, and Reports. The main content area is titled 'Upcoming Meetings' and includes a 'Schedule a New Meeting' button and a sub-header 'Join a meeting from an H.323/SIP room system'. Below this is a table of scheduled meetings:

Start Time	Topic	Meeting ID	Start	Delete
Tomorrow 09:00 AM	Quick Chat with Dumbledore	213-520-900	Start	Delete
Tomorrow 11:00 AM	MA Supervision Meeting with Prof Snape	791-467-808	Start	Delete

# Copy URL/Invitation Link

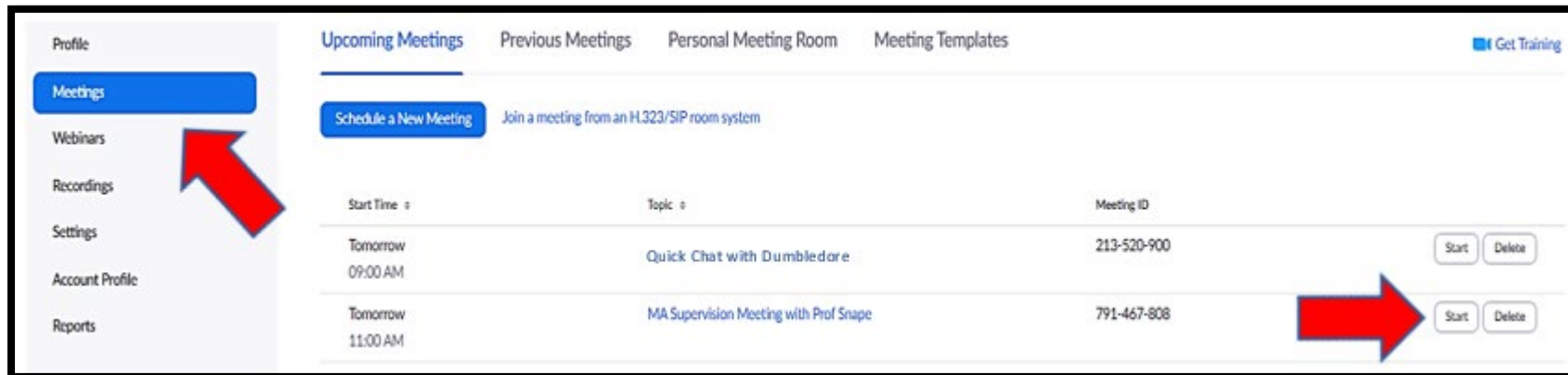
1. Invitation to the scheduled meeting can be shared via email or Canvas.
2. You can also select a calendar option to add the scheduled meeting to your calendar.
3. To share the invitation, you can either:
  - Copy the Meeting ID [a]
  - Copy the 'Join URL' [b]
  - Click on 'Copy the Invitation' with full details of the Zoom Meeting [c]

The screenshot shows the Zoom meeting invitation page for 'MA Supervision Meeting with Prof Snape'. The Meeting ID '791-467-808' is circled in red and labeled with a yellow box 'a'. The 'Join URL: https://auckland.zoom.us/j/791467808' is also circled in red and labeled with a yellow box 'b'. A red arrow points to the 'Copy the invitation' button, which is labeled with a yellow box 'c'. The page includes a 'Start this Meeting' button, calendar options (Google Calendar, Outlook Calendar (.ics), Yahoo Calendar), and meeting options like 'Enable join before host' and 'Mute participants upon entry'.

The screenshot shows the 'Copy Meeting Invitation' dialog box. It contains the following text: 'Topic: MA Supervision Meeting with Prof Snape', 'Time: Apr 6, 2020 11:00 AM Auckland, Wellington', 'Join Zoom Meeting https://auckland.zoom.us/j/791467808', 'Meeting ID: 791 467 808', and 'Dial by your location +64 4 886 0026 New Zealand +64 9 884 6780 New Zealand Meeting ID: 791 467 808 Find your local number: https://auckland.zoom.us/u/acTqeoCXJY'. A yellow box 'c' is placed over the meeting details. At the bottom, there are 'Copy Meeting Invitation' and 'Cancel' buttons. A red arrow points to the 'Copy Meeting Invitation' button, which is labeled with a yellow box 'c'.

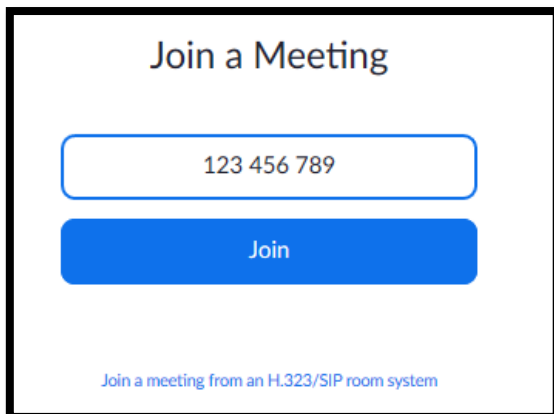
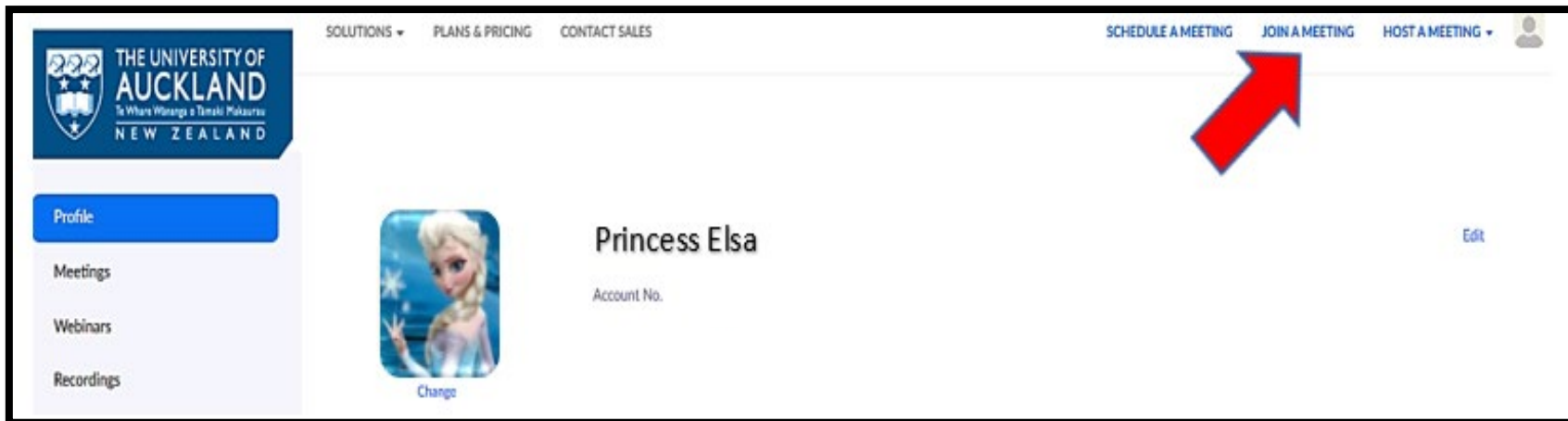
# Host/Join a Meeting

1. As a host, you will need to **START** the meeting, before participants can join.
2. There are 2 ways to do this. You can either:
  - Sign in from the Zoom web portal and click Meetings from the left panel. You will see all the scheduled meetings. Click on **Start** next to the meeting, to start hosting the meeting.
  - Join using the shared URL/key in the meeting ID once you open the Zoom app. If you are the host, you will be prompted to Start the meeting. You will need to Sign In to start the meeting.



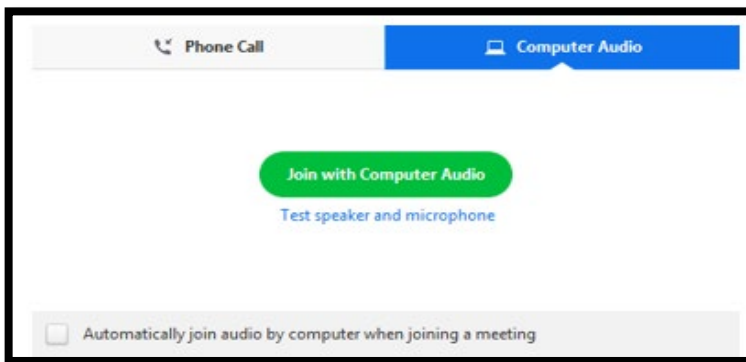
3. There are 3 ways to **JOIN** a meeting:

- Open the Zoom app and key in the meeting ID [If you have the Zoom Client app already installed on your PC/phone].
- Click on the shared URL (from email/Canvas). Follow the onscreen prompts to download/run the Zoom app. Run the app to join the meeting.
- Sign in from the web portal: <https://auckland.zoom.us> Click 'Join a Meeting', top right. If you wish to skip the 'sign in', simply go to <https://zoom.us/join> and key in the Meeting ID.

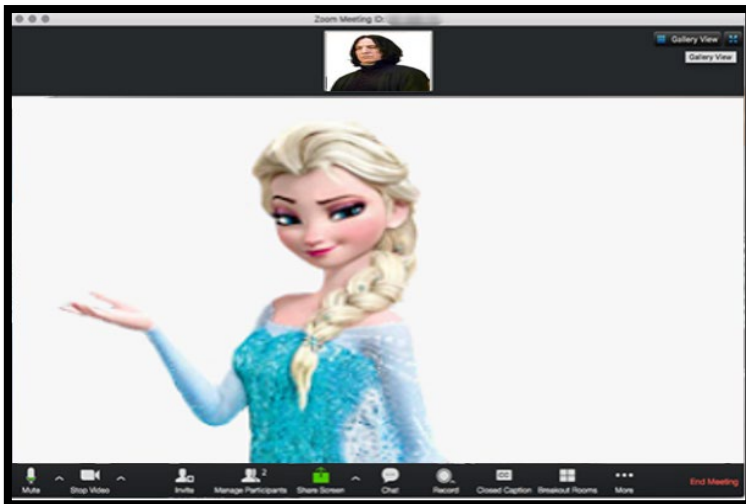


4. What you will need to know when joining a meeting:

- You will need the Meeting ID
- You can add/change your display name. If you are joining an online class, best to have your name for easier identification.
- When there is a prompt box, click '**Join with Computer Audio**' for Zoom to pick up your computer audio settings.
- You can test your speaker and microphone before you join a meeting.



5. You should be able to see yourself in the screen, and you are ready to start your meeting.

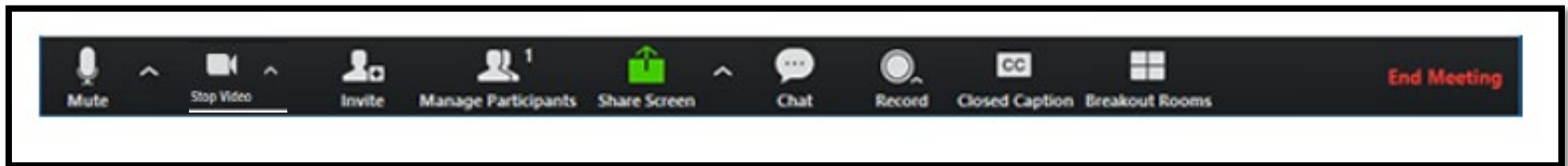




## Basic Principles – In a Meeting

- ✓ You will see a remote panel below your Zoom screen. That panel allows you to manage your meeting.
- ✓ Below are guidelines for using each icon on the panel.

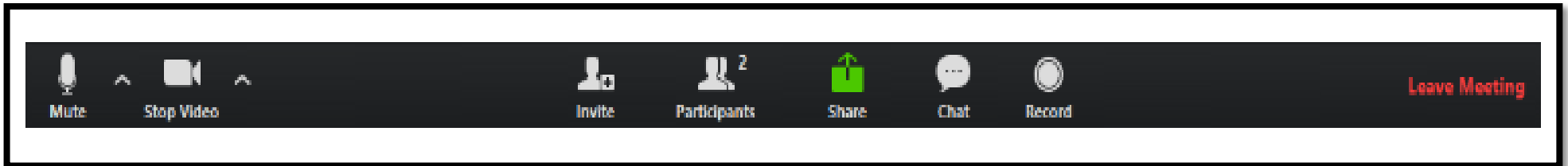
### A. Host Controls



1. Mute Icon: You can mute and unmute your audio by clicking on this icon
2. Start/Stop Video: This allows you to start or stop your own video
3. Invite: You can invite others to join your meeting with their email address
4. Manage Participants: To view your participants/attendees and give HOST control to another member
5. Share Screen: You will be able to select the desktop or application you want to share
6. Chat: Chat with any member or everyone in the meeting
7. Record: Start or stop a cloud or local (on your device) recording.
8. Closed captioning: This allows the host, or another member assigned by the host, to add closed captions.
9. Breakout rooms: Only available to the host to group participants for smaller discussions
10. End Meeting: Available only to the host to end the meeting for everyone. To allow for the meeting to continue, give the host control to another member before you leave the meeting

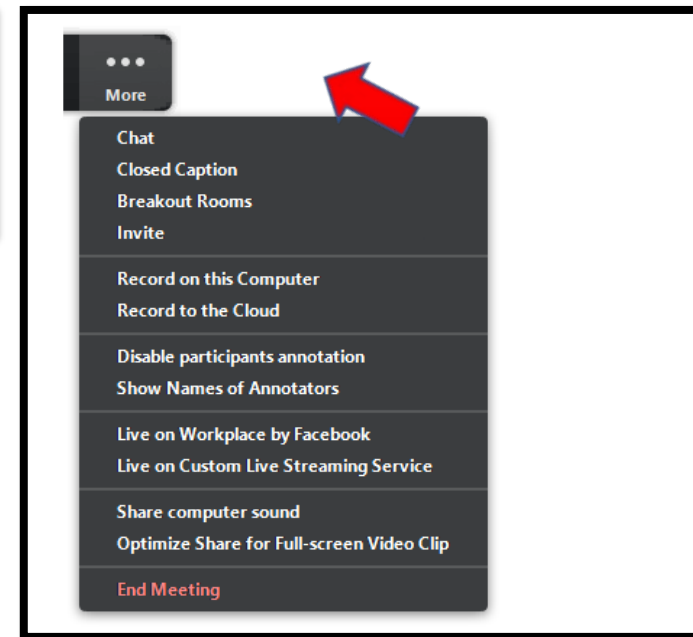
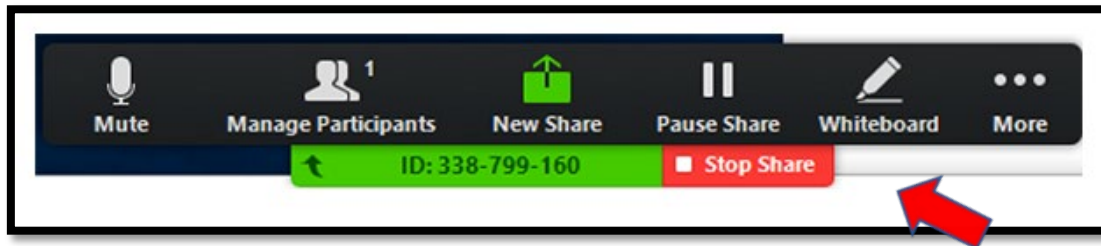
## B. Attendee (Participant) Controls

- ✓ The attendee controls have fewer icons. The icons have similar functions.
- ✓ At the end of the panel, there is a Leave Meeting icon for attendees to leave the meeting.



## C. Screen Sharing

- ✓ When you start sharing your screen, the meeting controls will move into a menu that you can drag around your screen. Click on **Stop Share** to return to the original controls (to stop sharing your screen).
- ✓ Hover over MORE for additional options.

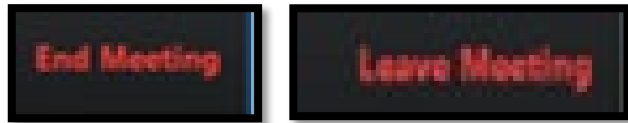


## Consider:

- ✓ Testing the audio and speaker of your device before joining/hosting a meeting.
- ✓ Doing a test meeting with Zoom to familiarise yourself with Zoom. Follow the instructions to test your video or audio.
- ✓ Visit <http://zoom.us/test>

## End/Leave Meeting

- ✓ Click on End Meeting (for host) or Leave Meeting (for Participant/Attendee). The icon is on the far right of the meeting controls, in **RED**.



- ✓ Log out from the web portal or close the app once you are done.