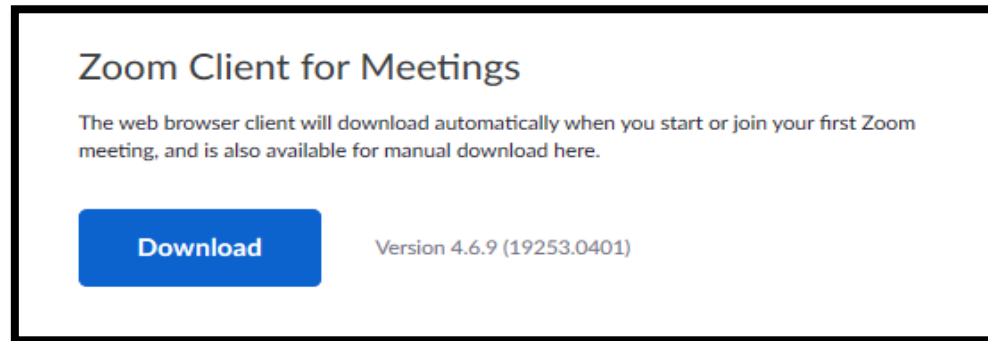# Process Document: Zoom Information Guide for Students

Download/Install Zoom

1. Go to Zoom's Download Center (Links to Zoom Support below).

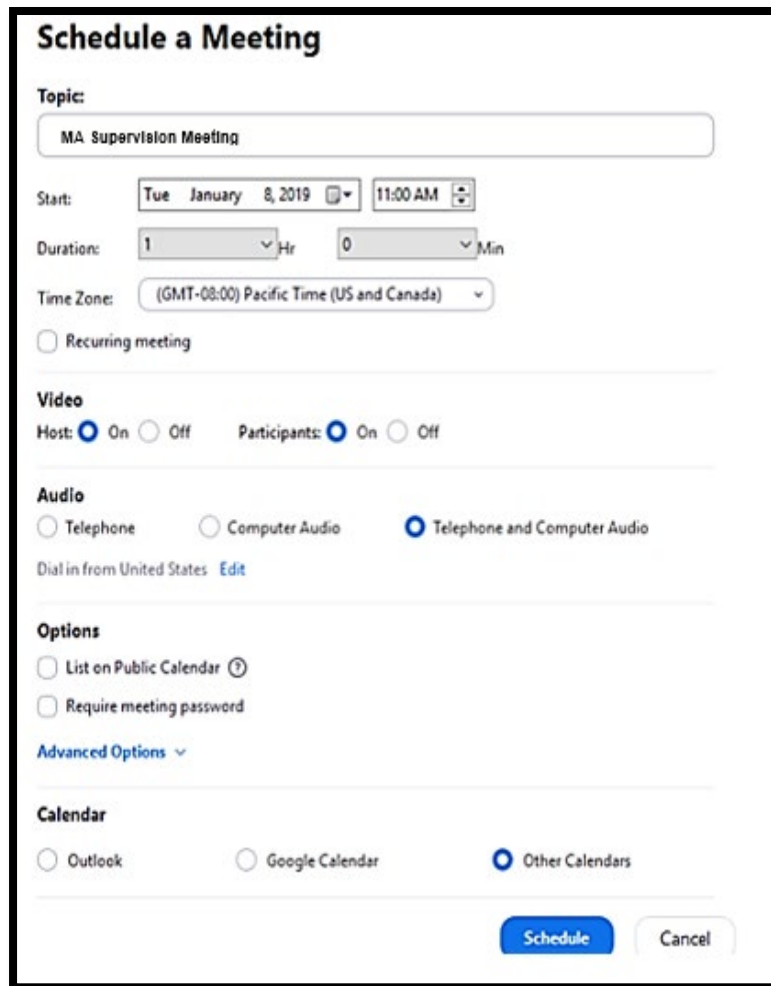2. On Zoom Client for Meetings, click Download.

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:

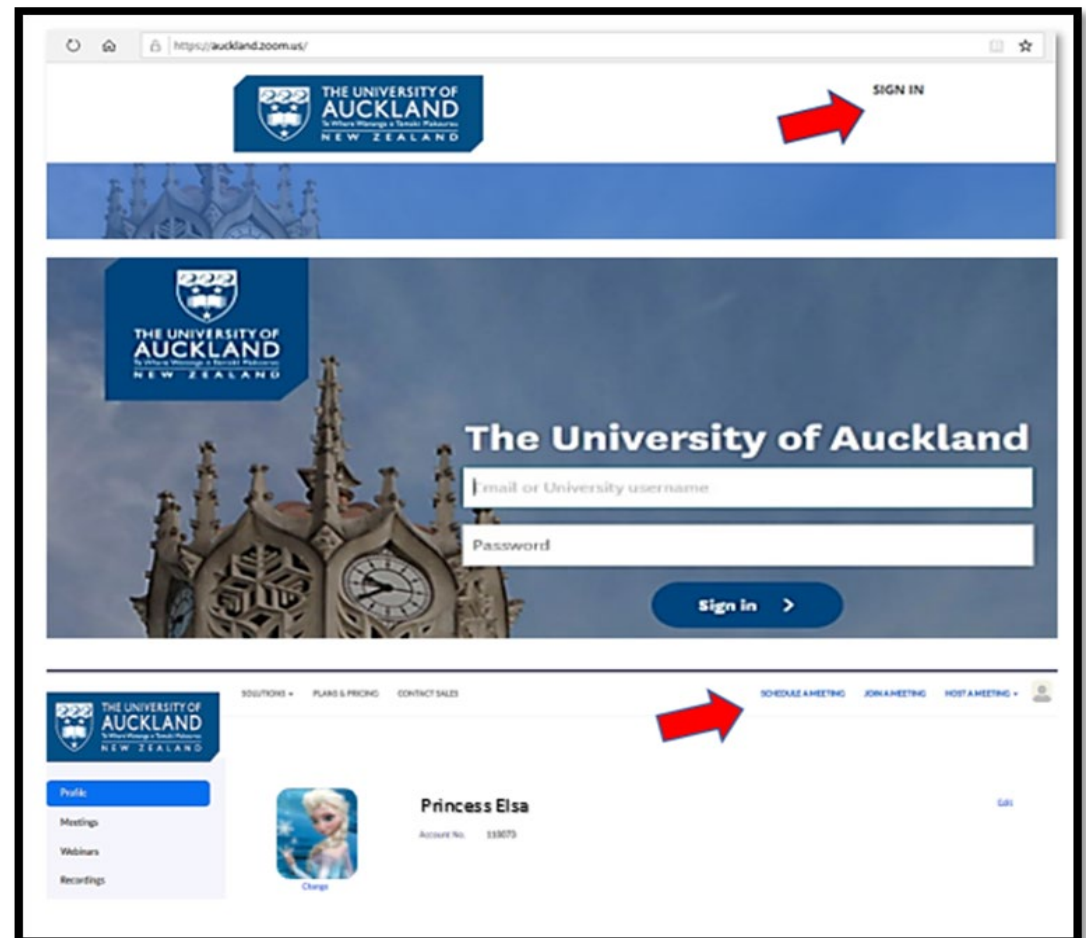1. Open your Zoom client and sign in to Zoom.

2. Click on the Schedule icon.

3. Select your meeting settings.

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').

✓ 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.

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]

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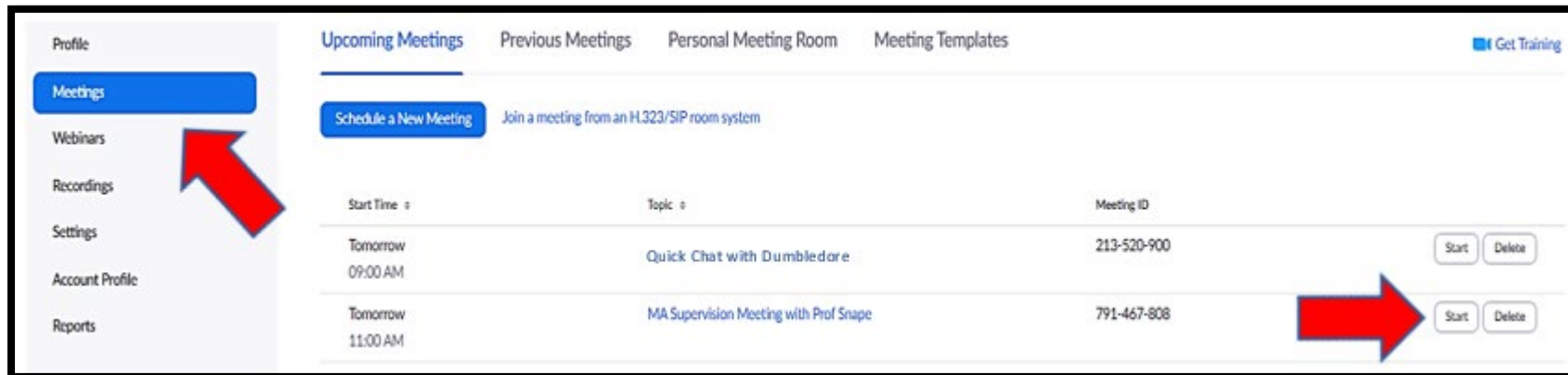
3. There are 3 ways to **JOIN** a meeting:

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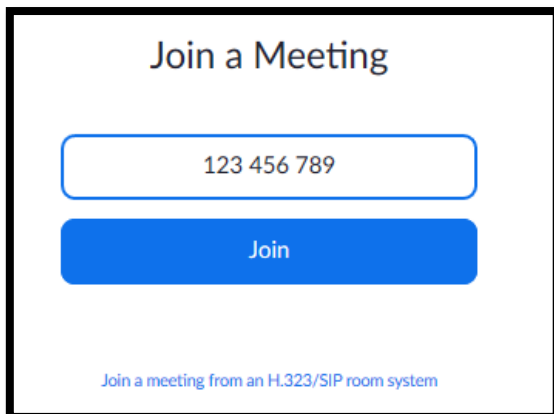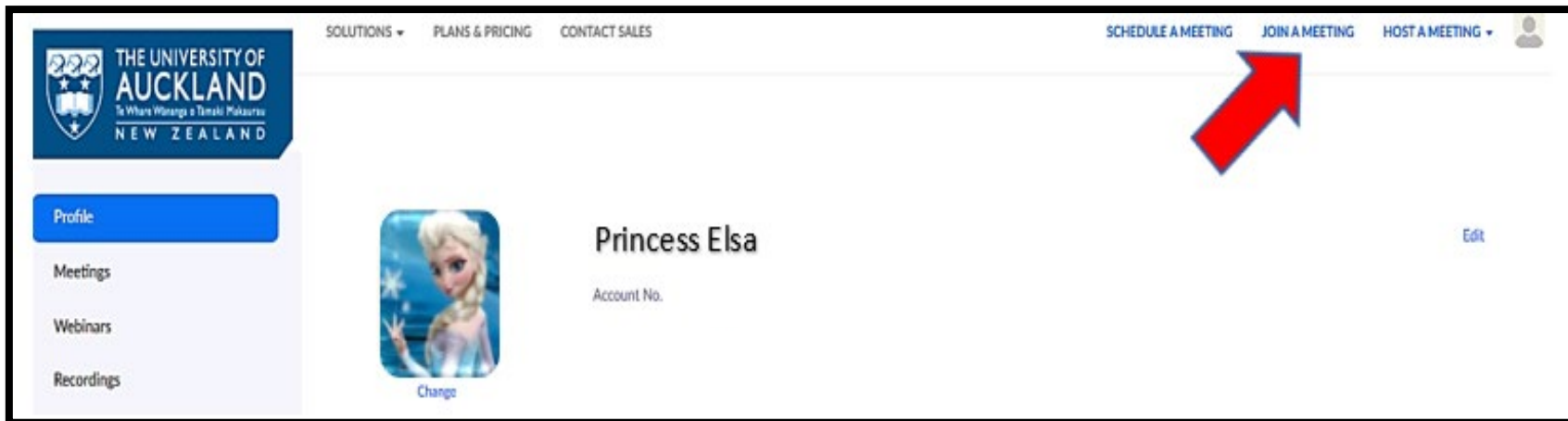
4. What you will need to know when joining a meeting:

- 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.
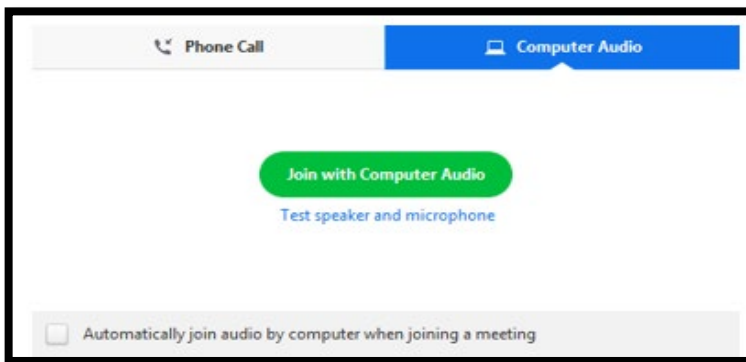
5. You should be able to see yourself in the screen, and you are ready to start your meeting.
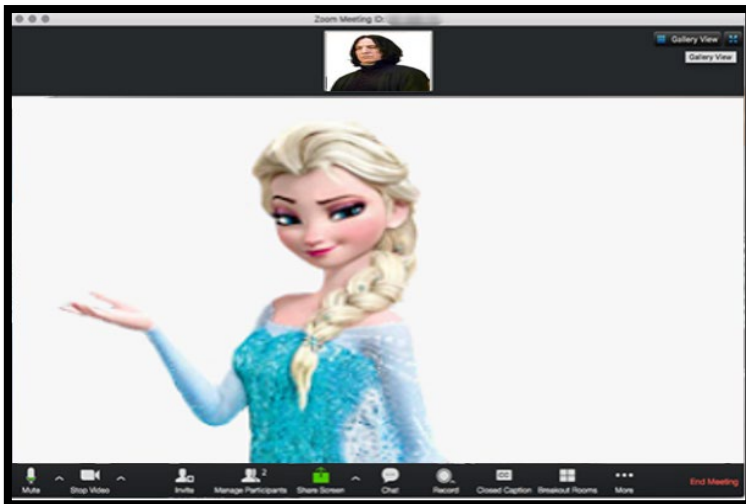
Basic Principles – In a Meeting

✓ 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.

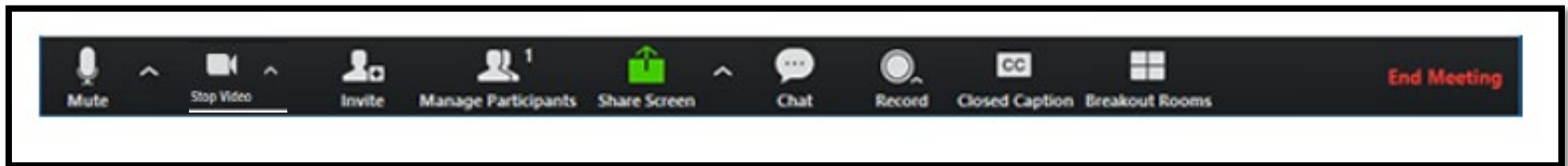
A. Host Controls

1. <u>Mute Icon</u>: You can mute and unmute your audio by clicking on this icon

2. <u>Start/Stop Video</u>: This allows you to start or stop your own video

3. <u>Invite</u>: You can invite others to join your meeting with their email address

4. <u>Manage Participants</u>: To view your participants/attendees and give HOST control to another member

5. <u>Share Screen</u>: You will be able to select the desktop or application you want to share

6. <u>Chat</u>: Chat with any member or everyone in the meeting

7. <u>Record</u>: Start or stop a cloud or local (on your device) recording.

8. <u>Closed captioning</u>: This allows the host, or another member assigned by the host, to add closed captions.

9. <u>Breakout rooms</u>: Only available to the host to group participants for smaller discussions

10. <u>End Meeting</u>: 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.
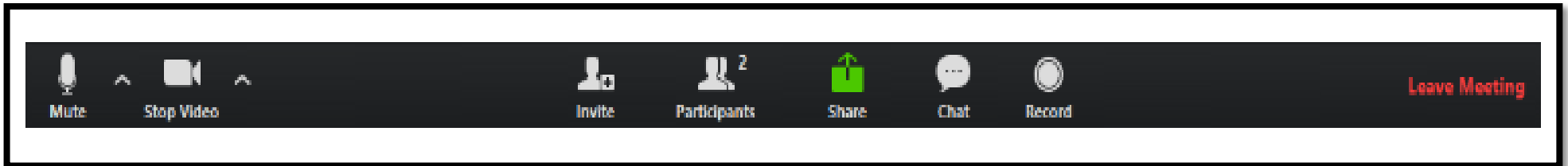
C. Screen Sharing
   ✓ When you start sharing your screen, the meeting controls will move into a menu that you can drag around your screen. Click on **Stop Share** to return to the original controls (to shop sharing your screen).
   ✓ Hover over MORE for additional options.
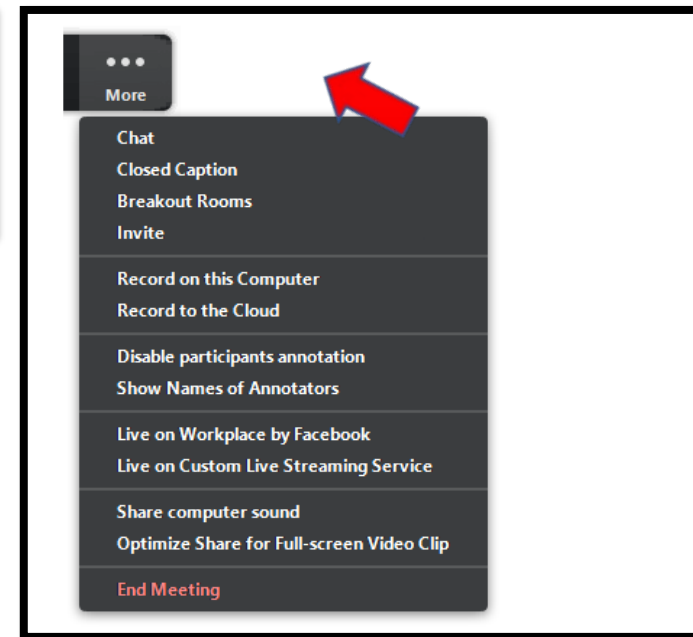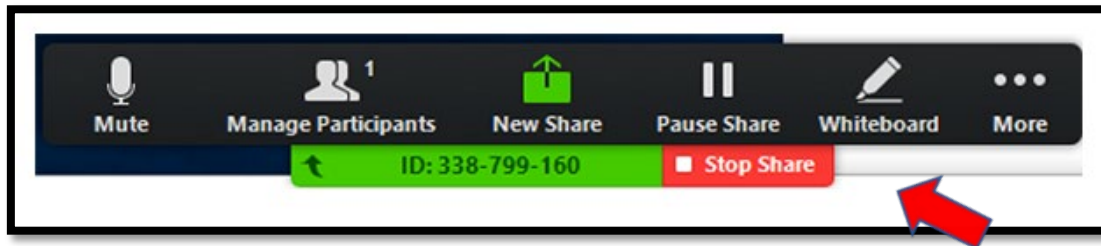
Consider:

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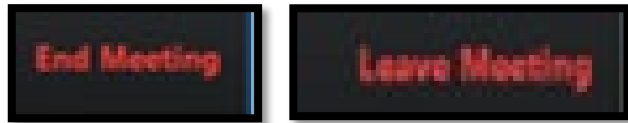
- ✓ Log out from the web portal or close the app once you are done.