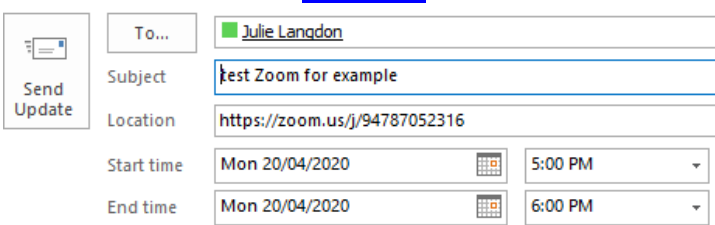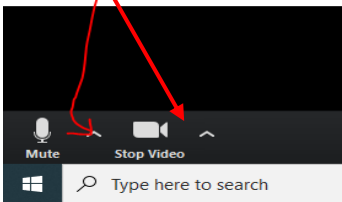# Basic Directions and Tips for Using Zoom

- **Using your computer to join a Zoom meeting through your internet browser:**

If the organiser has emailed you a meeting invitation containing a meeting hyperlink–, you do not need to download the Zoom App. Simply follow the steps below:

STEPS	Notes
1. Click on the link contained in the email a few minutes before the appointed meeting time. You will be taken into the zoom meeting room via your internet browser	**EXAMPLE** To... Julie Langdon Subject test Zoom for example Location https://zoom.us/j/94787052316 Start time Mon 20/04/2020 5:00 PM End time Mon 20/04/2020 6:00 PM Julie Langdon is inviting you to a scheduled Zoom meeting. Join Zoom Meeting https://zoom.us/j/94787052316 Meeting ID: 947 8705 2316 If the hyperlink is not working, simply right click on it and choose "open hyperlink". Alternatively, you can copy and paste the hyperlink into your browser
2. Once the browser has taken you to the zoom meeting room, follow the prompts that first come up on your computer screen	
3. Click 'join with video' and then click 'join with computer audio'	
4. You can adjust the sound or video settings by clicking on the small arrows next to the microphone and video symbols at the bottom of your screen	

- **Using your Smart Phone to join a Zoom meeting**

If the organiser has emailed you a meeting invitation containing a meeting hyperlink–, follow the steps below:

STEPS	Notes
1. Click on the link contained in the email a few minutes before the appointed meeting time. You will be transferred directly into the zoom meeting room using your internet browser	You do not need to enter in a personal link name when using your smart phone
2. If you already have the Zoom App on your phone, click 'Join meeting' and you will enter the meeting room	Make sure you have chosen the options of joining the meeting with your audio and video on

STEPS	Notes
3. If you do not have the Zoom App on your phone and it is the first time you are using Zoom, instead of clicking, 'Join Meeting' - click 'Download from Zoom". Follow the prompts that come up to down load the app directly from Zoom onto your phone.	⚡ The app is free and **you will avoid any issues of downloading the wrong software** as you will be downloading the application directly from Zoom!

- **Using a Land Line or a Feature Phones to join the meeting**

If the meeting organiser has emailed you a meeting invitation – follow the steps below:

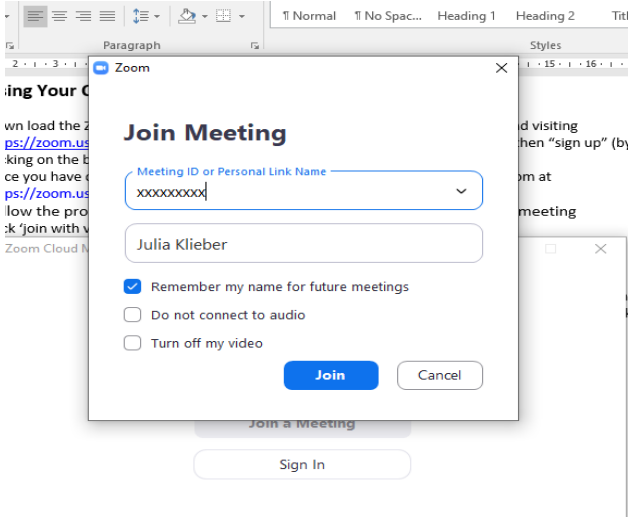| STEPS	Notes
1. Dial the local number **contained in the email** that your zoom meeting organizer sends to you a few minutes before the meeting is set to start.	EXAMPLE Join Zoom Meeting at 10.30am – 11.30am on 7/5/20 https://zoom.us/j/9▮▮▮▮▮ Dial by your location +61 731 853 730 Australia +61 861 193 900 Australia +61 8 7150 1149 Australia +61 2 8015 6011 Australia +61 3 7018 2005 Australia Meeting ID: ▮▮▮▮▮▮▮▮
2. On call pick up, you will be prompted to enter in a Meeting ID Number. Enter in the Meeting ID Number followed by #.	Note that the meeting ID Number is always the same number as the last nine digits in the hyper link
3. You will be prompted to enter a unique participant ID. Skip this prompt by clicking # again	

- **Trouble Shooting**

QUESTION:

When I use my computer to join a meeting using the internet browser - what should I do if the audio is not working?

Sometimes this can happen and is often fixed by downloading the Zoom App rather than accessing the meeting using your browser. Follow the steps below to join the meeting using the Zoom app.

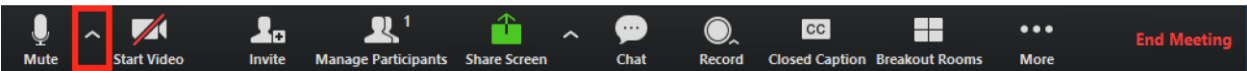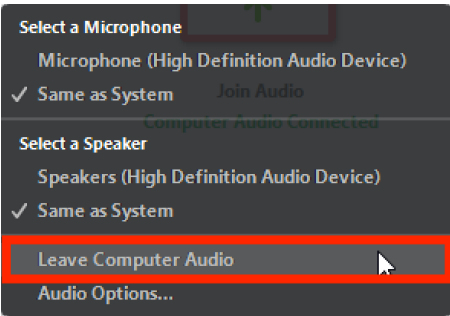| STEPS	Notes
1. Down load the Zoom App to your computer. The Zoom App is free and can be found at https://zoom.us/support/download The app should install immediately once you visit the zoom site at the address above	⚡ By downloading the app from the Zoom site **you will avoid any potential issues of downloading the wrong/suspect software** At this time, you can also register as a zoom user by clicking on the blue Sign Up button at the top right hand corner of your screen

2.	Open the Zoom app on your computer and join a meeting by clicking on '**Join A Meeting'**	
3.	Enter in the Meeting ID Number a few minutes before the appointed meeting time (The Meeting ID Number will be sent to you by the meeting organiser along with the time the meeting will take place)	
4.	Follow the prompts that come up on your computer screen. Remember to: • Click 'join with video' and • Click 'join with computer audio'	

QUESTION:

What do I do if my computer allows me to join with video but I cannot get the audio to work?

This might be the case if you do not have a microphone or speaker on your PC/Mac. If you automatically joined 'computer audio' on entering the meeting, you will need to <u>leave the</u> <u>computer audio</u> before joining audio by phone.
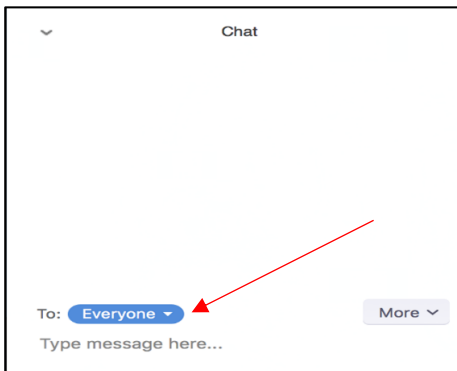
To do this, follow the steps below:

STEPS
1. On your computer screen, click the arrow next to Mute/Unmute.
2. Click Leave Computer Audio
3. Keep your computer screen on and then phone into the meeting using your smart phone or feature phone by following the instructions given earlier so that you can join the meeting using the image on your computer and audio from your phone

QUESTION:

When I have joined a zoom meeting by computer, how do I use the chat function?

While in a meeting, click **Chat** in the meeting controls. This will open the chat channel on the right side of your computer screen. You can type a message into the chat box and click the drop down if you want to send a message to a specific person

(**TIP** if a new chat message is sent to you, a preview of the message will appear and "Chat" will flash orange in your control panel)

QUESTION:

There is a lot of background noise happening during meetings – how do I solve this?

This can be very annoying indeed! It is a good idea to ask everyone in the zoom meeting to put himself or herself on mute while someone else is talking. Click on the microphone symbol at the bottom of your zoom room screen to turn mute on or off.

QUESTION:

The controls at the bottom of my zoom screen disappear during the meeting- how do I get them back?

This is normal. The controls are found simply by hovering your mouse over the bottom section of the zoom screen and the controls will reappear.

QUESTION:

Our group meets regularly on zoom and I think we should have some meeting rules that we all agree to. Can you suggest any zoom rules for groups to follow?

It is a good idea to develop a set of meeting rules that your group agrees to follow during zoom meetings such as:

BEFORE THE Zoom Meeting	GENERAL During the Meeting
- RSVP your meeting organiser to let them know you can/can't attend the meeting - Test all technology (including camera/video, Wi-Fi, audio) *before* the meeting	- Make sure you are in a quiet area when you join a meeting - Keep your mobile on silent - Don't work on other tasks during the meeting – especially if you choose to leave the video and sound function on! - Generally, one person speaks at a time
Confidentiality	**Respect**
- Avoid recording meetings unless you have the permission of the meeting organiser and other attendees - Please do not take any photos or screenshots	- All meeting participants have the right to contribute, speak and share ideas - Please respect other people's ideas - Please use manners and avoid swearing - Please do not interrupt people while they are speaking

For more info visit https://support.zoom.us/hc/en-us/articles/206175806-Frequently-Asked-Questions