Zoom - CDU Zoom Website

Join Where to connect to a meeting with a Meeting ID

Host Start a meeting and manage meeting setups ie schedule meetings, mute participants etc.

Sign in Where you can access your profile details and Join, Host and view your recordings.
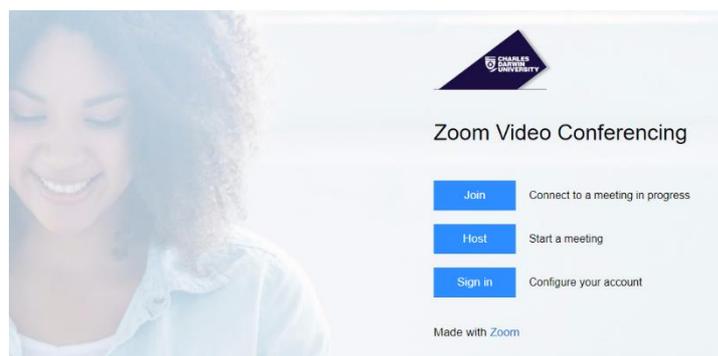
Zoom - Join
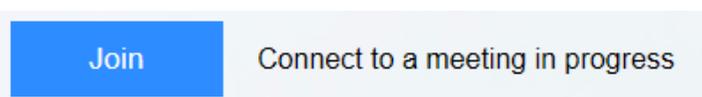
To join meetings your host will need to send meeting invitation connection information. This invite should contain a meeting connection link, or a Zoom Meeting ID.

Click on **Join** and enter in **Meeting ID or Personal Link Name**

- Meeting ID (9 -11-digit number ie – 123456789)
- Personal Link is created in your zoom Profile

Note: The host will have to start the meeting first, so you can join, or the host enables 'join before host'.

Zoom – Host

How to start or Join a Scheduled meeting in Zoom

1. Visit website - https://charlesdarwinuni.zoom.us/
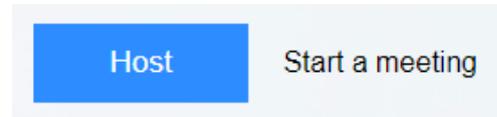
2. Select "Host" to start meeting – PC will be prompted to download the Zoom Desktop Client

3. Login with your work email and password

Zoom should open automatically once installation has been completed as shown.

If Zoom does not automatically open, find Zoom and open the application

A pop-up window will appear

1. Select - Test **Computer Mic & Speakers** to ensure your PC's audio and Video is ready for meetings. Recommended for first zoom installation.

2. If your PC audio is already setup you can start the meeting by selecting **Joining Audio conference by Computer**.
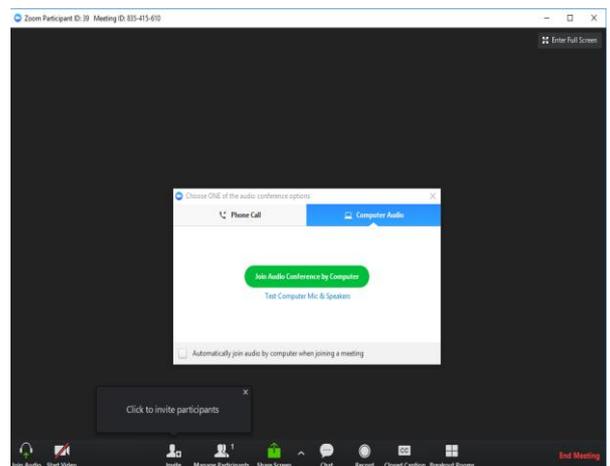
Test Computer Mic & Speakers

1. Select the **Audio** tab on the settings window

2. Test the **Speakers.** If it's not working, select the correct speaker device from drop-down menu
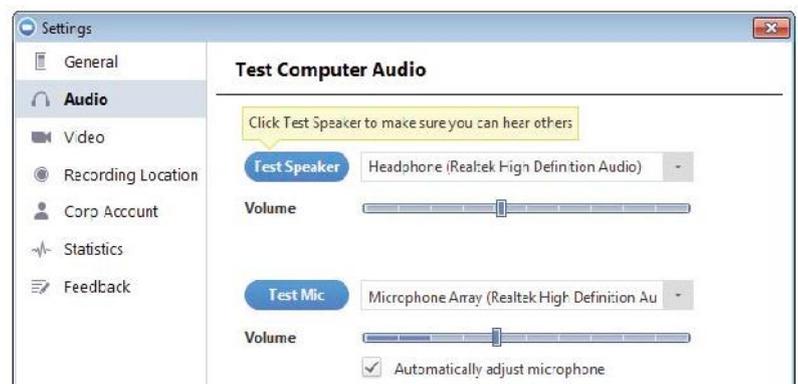
3. Test the **Mics.** If it's not working, select the correct Mic device from drop-down menu

You are now ready to join your zoom meeting

Note – Always mute microphone when joining meeting.

Zoom – Sign In

Signing in will allow you to access your Profile, Schedule a Meeting, Join, Host Meetings and access your recordings.
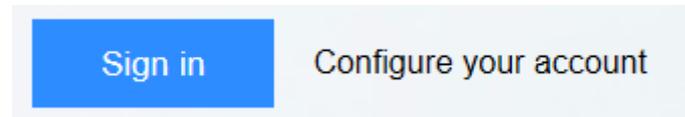
1. **Click** to Sign in
2. **Enter** your email and password

Hosting a Zoom Meeting via desktop

1. Click on the **Zoom** icon

2. Click **Sign In**

3. **Sign In** using CDU email and password or use SSO

4. Don't have a zoom account, then click **Sign Up**

5. When Zoom is launched from your application you can

- Join a Meeting - Meeting ID required

- Sign in to Host.
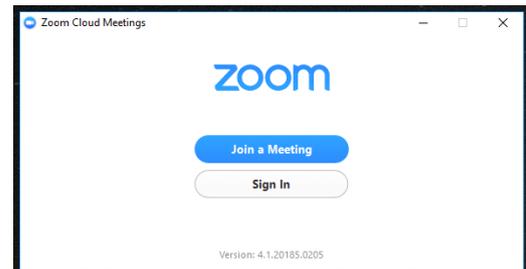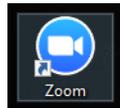
Note: If you do not have an account then you will need to create one for CDU. This will default to a basic version of zoom.

When successfully login you will be presented with the Zoom Home layout with a few options.
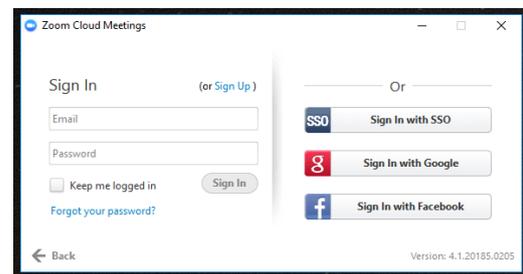
Zoom Options

- View what type of account you are logged in with (Basic or On-Prem)
- Click on **Start without video** to start a meeting sharing your "desktop" or "application"
- Click on **Start with video** to start a video meeting
- Click on **Schedule** to set up a future meeting
- Click on **Join** to join a meeting that has already been started
- Click **Share Screen** to share your screen in a Zoom Room by entering in the sharing key or meeting ID
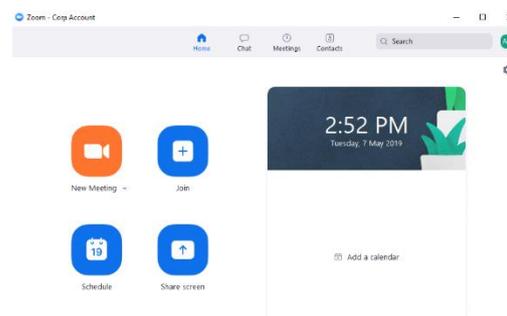
Hosting a Meeting

1. Select - **Start with Video** or without

Start with video

2. Select - **Invite** options for more invite options

- **Invite by Email**
- Select Default Email (CDU Outlook)

- **Invite by IM (Zoom Chat)**
- Select Invite by IM tab
- Select participants from your created CDU zoom account holders
- Select Invite
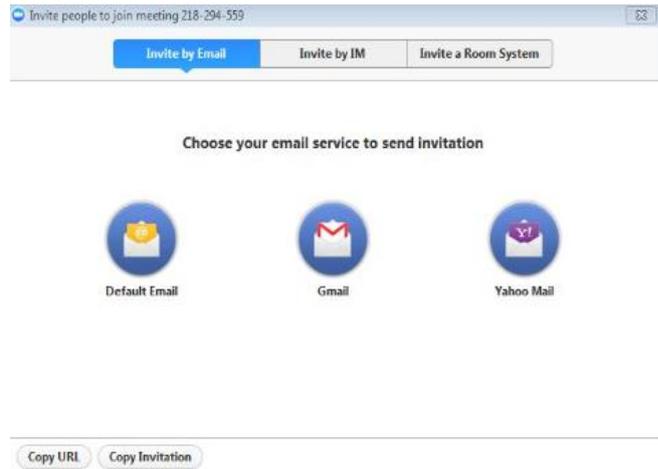
- **Copy URL or Copy Invitations**
- Copy URL will copy Join link and Copy invitation will copy the full invitation detail text (Paste to your email and send)

Join a Zoom meeting from a videoconference room

Prerequisite: Host to provide zoom meeting invitation email with connection details

Zoom meetings can be joined by our video conference rooms by dialling the SIP address from the system's touch controller or remote.

- AV room set to videoconference mode
- Dial the SIP address provided by your host via touch panel or remote

  ie 123456789@zoom.aarnet.edu.au

- Enter the Meeting ID, followed by the # key
- When connected to **share** your content from the touch controller panel press **presentation**, source (such as desktop PC) and then **send content**), for **cisco** touch panel select **share.** (See videoconference instructions in the room)

Schedule a Zoom Meeting via desktop

1. Log in zoom desktop client

2. Select schedule button option

Fill in the required details

3. **Topic** – Title of your meeting

4. **When section** – Start, Duration and Recurring meeting option if required

5. **Video section** (when joining a meeting) - Video enabling for hosts or participants options

6. **Audio Options section** – leave this setting set to Both

7. **Meeting Options section** – This is where you can enable meeting passwords and more features to conduct your meeting.

8. **Calendar** – Select calendar for zoom to generate a meeting request with connections details.

- Advance options to access more features
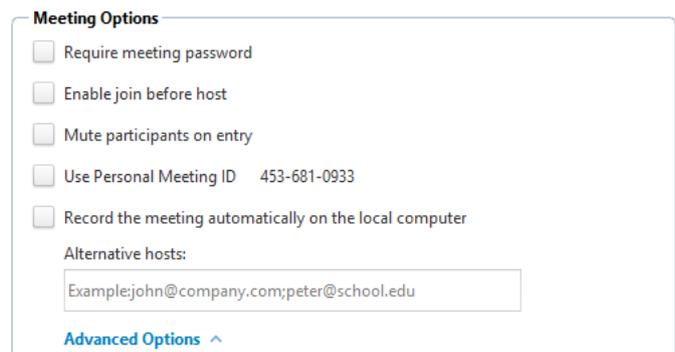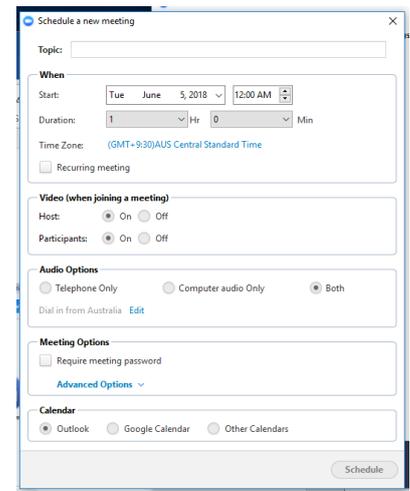
Schedule a Zoom Meeting via CDU Web

Visit CDU Zoom Web https://charlesdarwinuni.zoom.us/

Sing in with CDU email and password

Select **Schedule a Meeting** from menu options

Fill in relevant details for your session.

Topic Field – Meeting title

Start date and time, expected duration of the meeting

Recurring meeting options if required

Video options for Host and participants

Audio options keep **Both**

Meeting Options where you can enable join before host options

Alternative Hosts to allow alternative hosts to run your meeting if unable to attend.

When the options have been set, select **Save**

Sharing a presentation

Once a meeting is in progress

1. Select the green **Share Screen** option from the zoom meeting window.

2. Select presentation content from available options

You can Share the whole desktop or specific applications

Zoom Meeting Chat
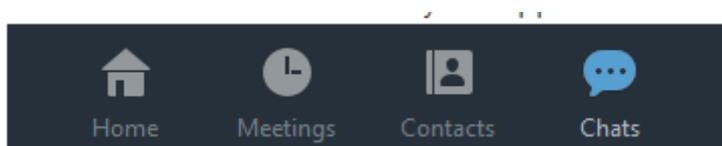
Zoom chat allows quick text-based messages to be sent to other zoom members

Once a meeting is in progress

- Click Chats icon to open Chat interface. You can send a message to a group or keep it private see **To:** options.

- Select a group from the left side of the screen

- Type message and press Enter to send message to members of the group

- Click Save Chat if you want to save your chat

- To view saved chat, click Show in Folder

More info

Zoom Video Tutorials

https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials

How to Start and Join

https://support.zoom.us/hc/en-us/sections/201728913-Joining-Starting

Zoom Video Layout

https://support.zoom.us/hc/en-us/articles/201362323-How-Do-I-Change-The-Video-Layout-