



ZOOM CONFERENCING

Zoom is a high-quality video and audio online conferencing tool for desktops, tablets and smartphones.

You can access Zoom online with your UNSW Staff ID and password by clicking here: <https://unsw.zoom.us/>.

Zoom Meeting, an easy-to-use high-definition virtual meeting solution designed to meet the needs of today's mobile-enabled students. Zoom Meeting ideal for online classes, meetings, special events, webinars, distance learning, group work, breakout rooms, collaboration, research supervision and collaboration, mentoring and even job interviews.

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SET-UP CLIENT OR APP

Zoom Meetings runs on Computers (PC or Mac) and Mobile Devices (Tablets, mobiles) using Apple iOS or Android OS.

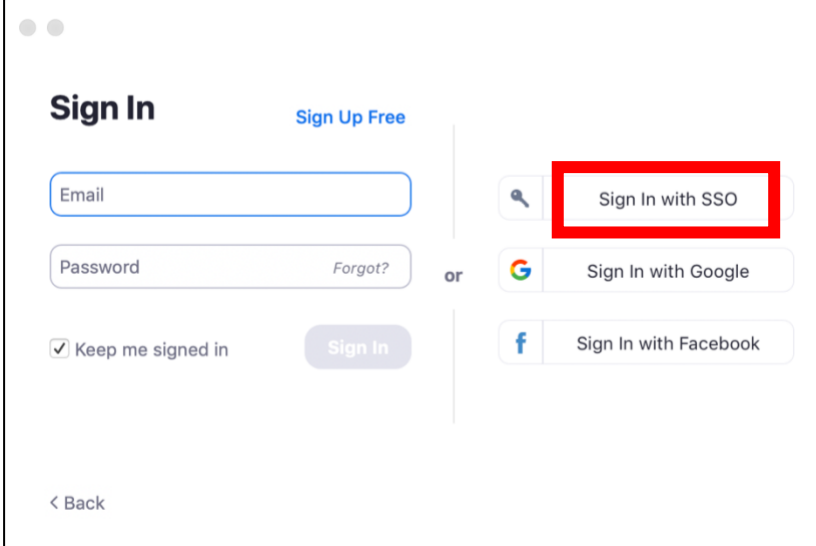
You will need to have **Zoom Meeting Client** on a computer or laptop or **Zoom Meeting App** on a mobile device.

To set-up Zoom Meetings for your computer and/or Mobile:

1. Download **Zoom Client for Meetings** for your computer
 - Microsoft Windows PC: (<https://zoom.us/client/latest/ZoomInstaller.exe>)
 - Apple Mac OSX: (<https://zoom.us/client/latest/zoomusInstaller.pkg>)
2. Or for mobile devices, download **Zoom Mobile App** for:
 - AppStore for iPhone
 - PlayStore for Android

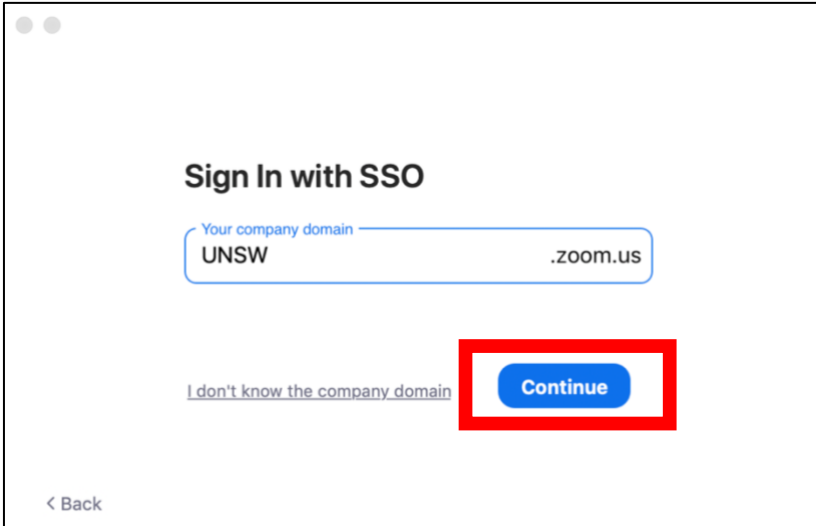
SIGNING IN

- 1 When Zoom launches click on “Sign in with SSO”



The image shows the Zoom Sign In interface. On the left, there are fields for Email and Password, a 'Forgot?' link, a 'Keep me signed in' checkbox, and a 'Sign In' button. On the right, there are three buttons: 'Sign In with SSO' (highlighted with a red box), 'Sign In with Google', and 'Sign In with Facebook'. A '< Back' link is at the bottom left.

- 2 Type “UNSW” into company domain and click continue.

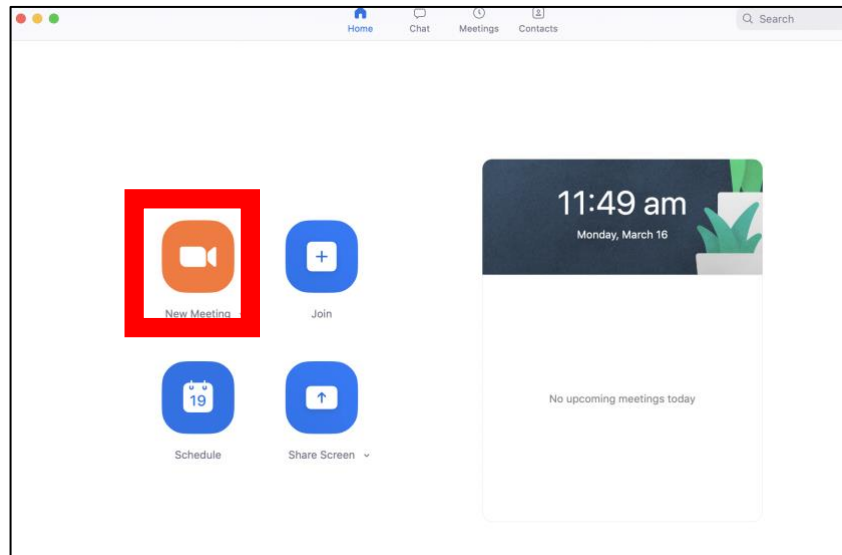


The image shows the 'Sign In with SSO' screen. It has a title 'Sign In with SSO' and a text input field labeled 'Your company domain' containing 'UNSW'. To the right of the input field is the text '.zoom.us'. Below the input field is a link that says 'I don't know the company domain'. To the right of this link is a blue 'Continue' button (highlighted with a red box). A '< Back' link is at the bottom left.

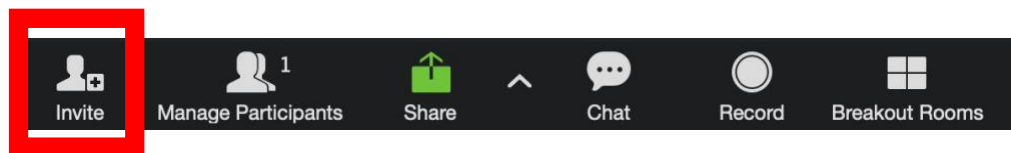
- 3 It will then take you to the UNSW portal log in page. Log in using your zID@add.unsw.edu.au.

START A MEETING

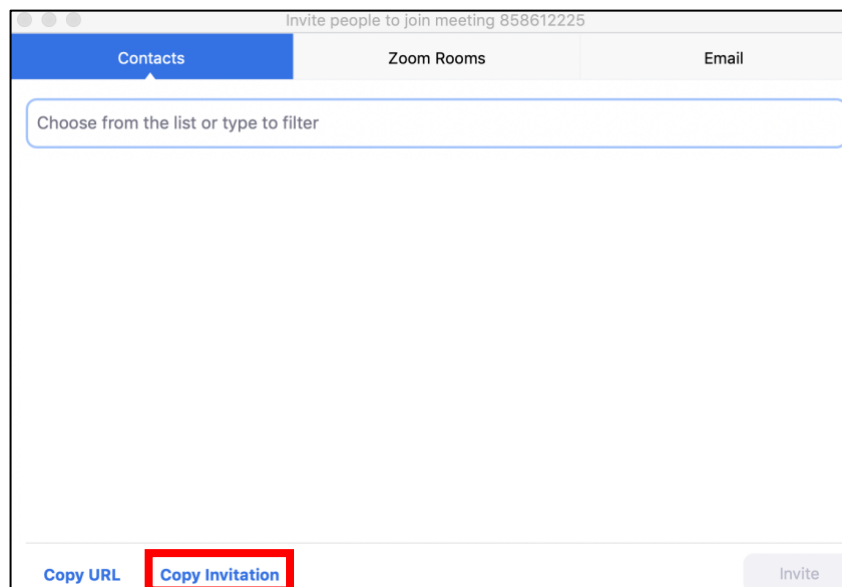
- 1 Click “New Meeting”. This will automatically launch the video call.



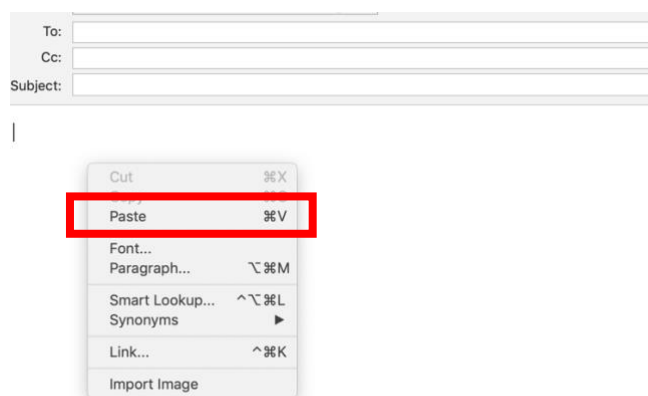
- 2 Using the tool bar at the bottom of the screen click “Invite”.



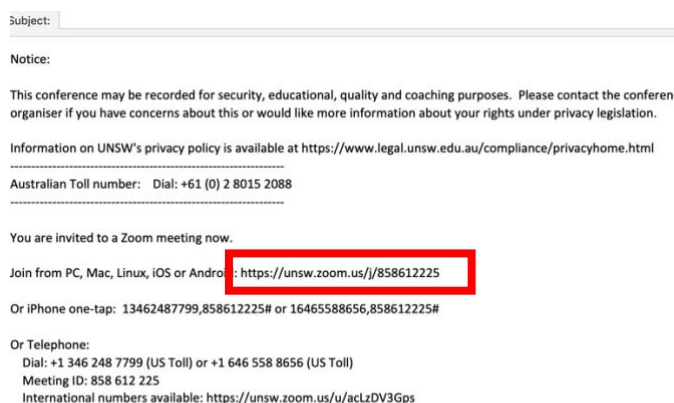
You can invite people in your contact list directly into the call. If you do not have the person saved as a contact. Click “Copy Invitation”.



This will now be saved to your clipboard. Send the invitee an email 'pasting' the invitation.

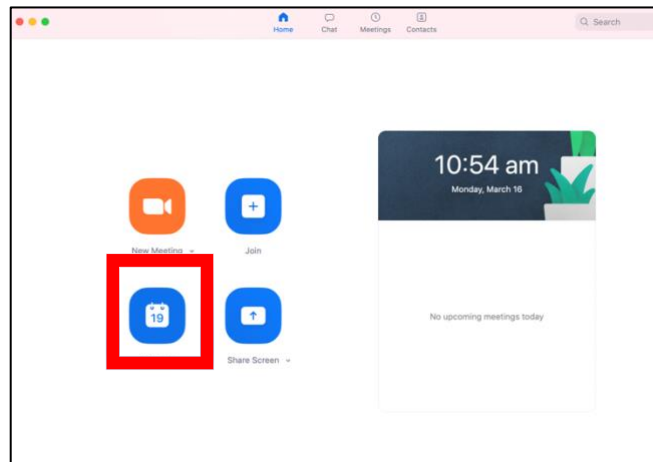


The invitee will need to click on the invitation link to access the call. See. [Using Outlook to join a meeting.](#)



SCHEDULE A MEETING

- 1 Start the Zoom Client on Mac or PC or the Zoom app on mobile device
- 2 Click on '**Schedule**' and then enter your scheduled meeting ID to start the meeting



- 3 Click on Ensure all the fields outlined below are marked/changed (including team name).

Schedule a Meeting

Topic

Date
16/03/2020 11:00 am to 16/03/2020 11:30 am
☐ Recurring meeting Time Zone: Canberra, Melbourne, Sydney

Meeting ID
☒ Generate Automatically ☐ Personal Meeting ID 609-024-0279

Password
☐ Require meeting password

Video
Host ☒ On ☐ Off Participants ☒ On ☐ Off

Audio
☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio
Dial in from United States and Australia [Edit](#)

Calendar
☐ iCal ☐ Google Calendar ☒ Outlook ☐ Other Calendars

Advanced Options

4

It will open an outlook calendar meeting. “Click Invite”
Add invitees to the meeting.



Organiser Meeting Format Text

Send Cancel Appointment Scheduling

Skype Meeting Teams Meeting

Busy 10 Minutes Recurrence Request Responses Allow Proposal Allow Forwarding Room Finder

Meeting Notes Insights View Templates

From: z3531701@ad.unsw.edu.au

To:

Subject: Zoom meeting invitation

Location: <https://unsw.zoom.us/j/900710974>

Duration: 30 Minutes ☒ All-day event

Starts: 16/03/2020 12:00 pm

Ends: 16/03/2020 12:30 pm

This invitation has not been sent.

Notice:

This conference may be recorded for security, educational, quality and coaching purposes. Please contact the conference organiser if you have concerns about this or would like more information about your rights under privacy legislation.

Information on UNSW's privacy policy is available at <https://www.legal.unsw.edu.au/compliance/privacyhome.html>

Australian Toll number: Dial: +61 (0) 2 8015 2088

Hi there,

Gabby Knight is inviting you to a scheduled Zoom meeting.

Topic: Zoom meeting invitation

Time: Mar 16, 2020 12:00 PM Canberra, Melbourne, Sydney

Join from PC, Mac, Linux, iOS or Android: <https://unsw.zoom.us/j/900710974>

Or iPhone one-tap: 13126266799,900710974# or 13462487799,900710974#

Or Telephone:

Dial: +1 312 626 6799 (US Toll) or +1 346 248 7799 (US Toll)

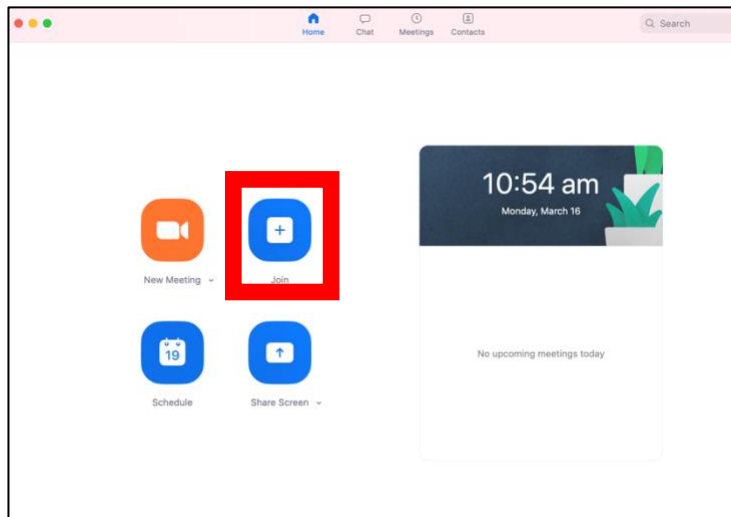
Meeting ID: 900 710 974

International numbers available: <https://unsw.zoom.us/j/900710974>

JOIN A MEETING

If you already have an invitation link to the meeting, just use the link.

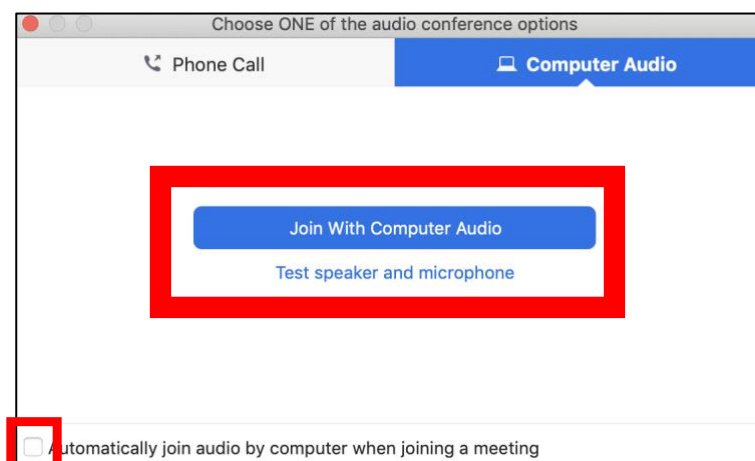
OR you can join the session/meeting from your Zoom Meeting client directly.



- 1 Start the Zoom Client on Mac or PC or the Zoom app on mobile device
- 2 Click on '**Join**' and then enter your scheduled meeting ID to start the meeting

Note: The meeting ID is the 9-digit number at the end of the URL link

If the meeting is open or in progress, you will get:



- 3 Select "Join Audio Conference by Computer"
 - You can test your microphone and speakers by selecting "Test Computer Mic & Speakers".
- 4 Click "Automatically join audio by computer when joining a meeting" and Click "Join With Computer Audio".

Using Outlook to join a meeting

On the day of the meeting you can click on the Zoom link inside the calendar invite to join the meeting.

Subject: Zoom meeting invitation

Location: <https://unsw.zoom.us/j/802008001>

Duration: 30 Minutes ☒ All-day event

Starts: 16/03/2020 11:30 am

Ends: 16/03/2020 12:00 pm

Notice:

This conference may be recorded for security, educational, quality and coaching purposes. Please contact the conference organiser if you have concerns about this or would like more information about your rights under privacy legislation.

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Australian Toll number: Dial: +61 (0) 2 8015 2088

Hi there,

Gabby Knight is inviting you to a scheduled Zoom meeting.

Topic: Zoom meeting invitation
Time: Mar 16, 2020 11:30 AM Canberra, Melbourne, Sydney

Join from PC, Mac, Linux, iOS or Android: <https://unsw.zoom.us/j/802008001>

Or iPhone one-tap: 16699006833,802008001# or 12532158782,802008001#

Or Telephone:

Dial: +1 669 900 6833 (US Toll) or +1 253 215 8782 (US Toll)
Meeting ID: 802 008 001
International numbers available: <https://unsw.zoom.us/j/aclzDV3Gps>

You will be automatically directed to your default browser. Allow the page to open “zoom.us”.

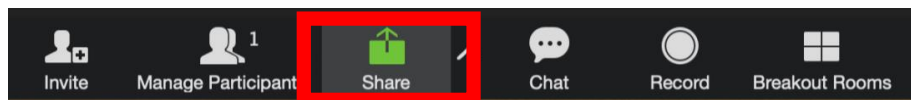
You will be directed to the meeting.

TIPS

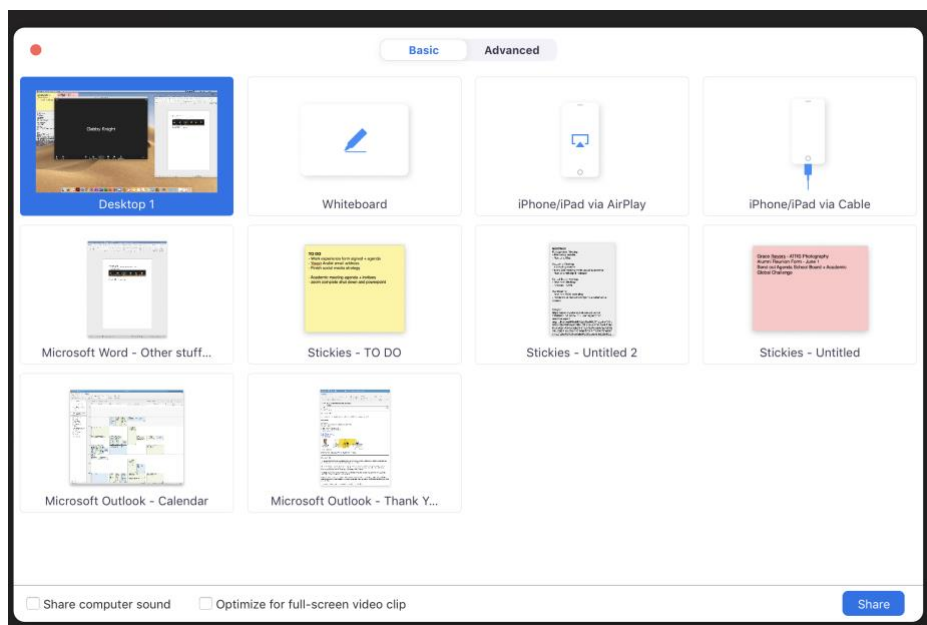
SHARING YOUR SCREEN

This feature can be used to share your screen with other participants

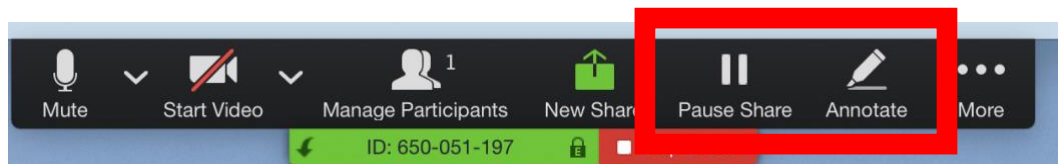
1. Click “Share”



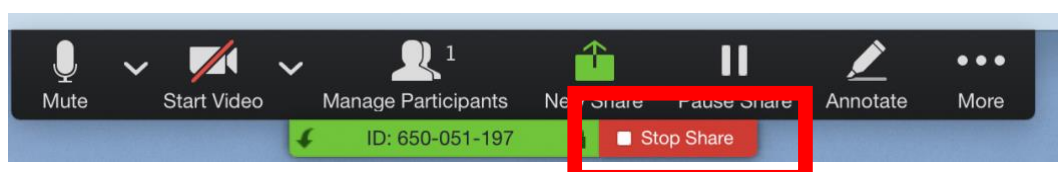
2. Pick what media content you would like to share
TIP: give each one a try and see what works best for your usage.



3. You can freeze the screen by clicking “Pause Share”
4. You can annotate/draw on the presentation by clicking “annotate”
TIP: You can share more than one visual at a time



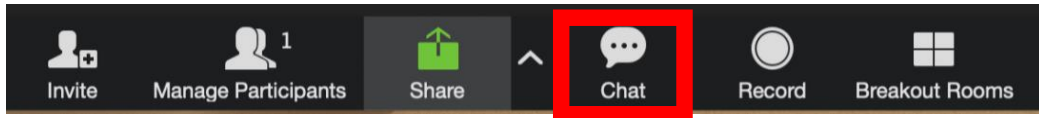
5. To stop sharing your screen click “Stop Share”



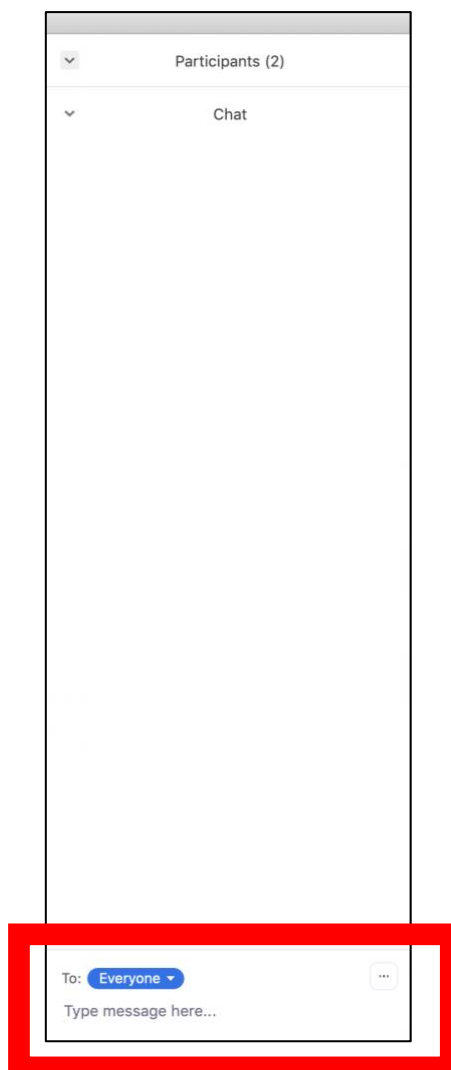
CHAT FEATURE

This feature can be used by other participants to ask questions throughout the call.

1. Click “Chat”. It will open a box on the right side of the video call.

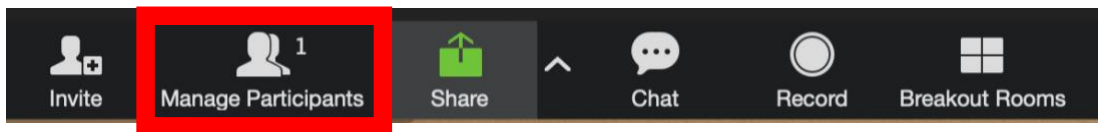


2. Participants are able to type their message into the chat in the “Type message here...” box. To send press “enter” or “return” on your keyboard.

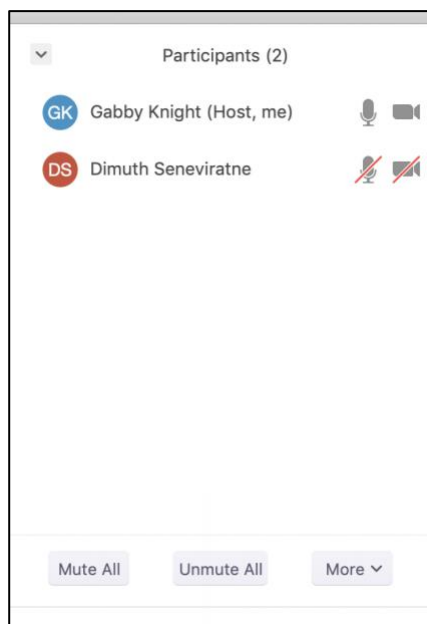


MANAGE PARTICIPANTS

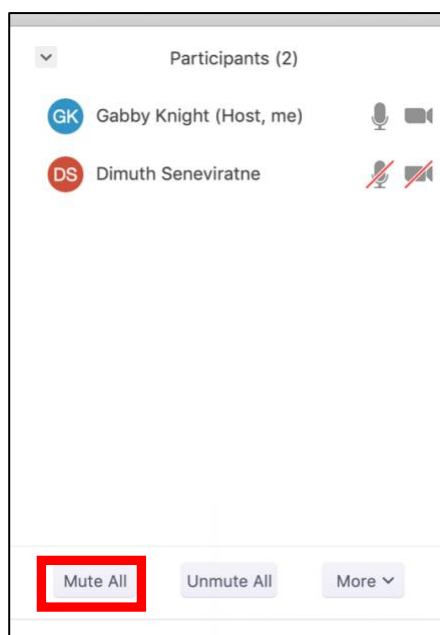
1. Click “Manage Participants” on the tool bar.



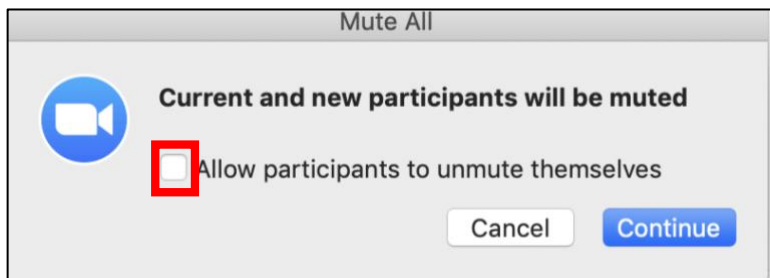
2. You can mute a participant by clicking on the “Microphone Symbol”. When there is a red cross through the microphone symbol, the participant is muted.
3. You can turn off a participant’s video by clicking on the “Video Symbol”. When there is a red cross through the video symbol, the participant is muted.



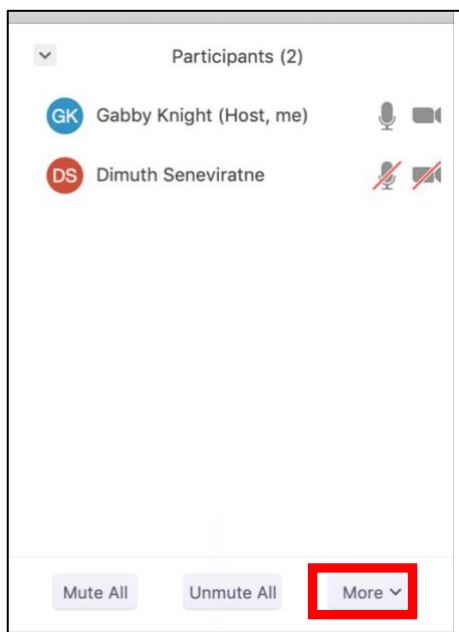
4. To mute all participants, click “Mute All”.



5. To ensure they cannot unmute themselves, untick the “Allow participants to unmute themselves” box.



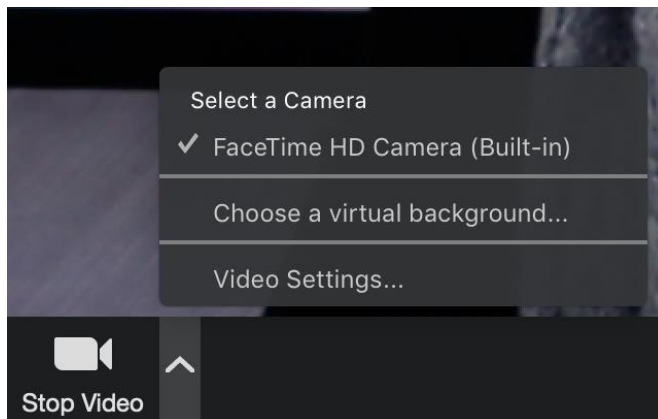
6. Under the “More” button, there are other options which you can tick or untick to allow participants various features.



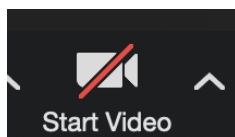
TROUBLE SHOOTING

Video

- Ensure the right camera is connected.
- Click “Stop Video” to turn your camera off.



When your camera is turned off there will be a red line through the video symbol with the words “start video”



Audio

- Ensure the right microphone and speaker is connected.
- Click “Mute” to mute your microphone.



When your microphone is turned off there will be a red line through the microphone symbol with the words “unmute”

