



Zoom Meetings

Zoom is a program that allows you to run or join a meeting online.

Zoom can be used on a computer, smart phone or tablet.

Zoom meetings are free to use, but there is a time limit of 40 minutes for groups of 3 or more.

The following pages will explain in steps how to download Zoom, create an account, host a meeting and join a meeting.

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Downloading Zoom

[How to Download Zoom on a desktop or laptop computer](#)

Before you can Zoom **the first time** on **your computer**, you need to download the Zoom meeting application (app).

You can download the meeting app from the Zoom website at <https://zoom.us/download>

To download **zoom for a computer**, click on the 'Download' button under the text 'Zoom Client for Meetings.'

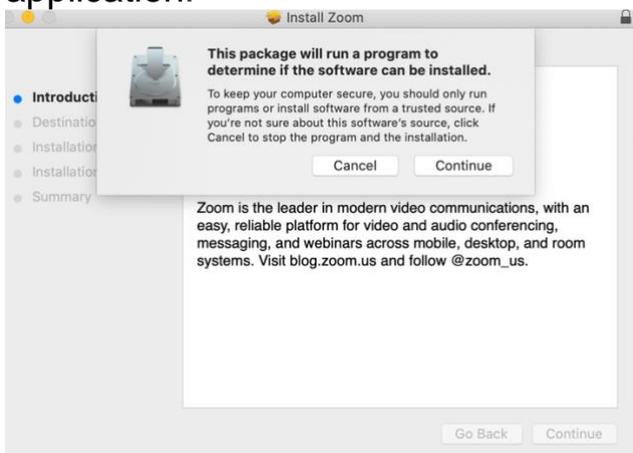
Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.



The application will download automatically.

Once the download is complete, another application to install Zoom will automatically open on your computer. Follow the steps to install the application.



Once downloaded, Zoom will appear as a blue icon in your applications folder.



[How to Download Zoom on an iPhone or iPad](#)

Before you can use Zoom **the first time** on your **iPhone or iPad**, you need to download the Zoom meeting application (app).

You can download the meeting app from the Zoom website at <https://zoom.us/download>

To download zoom on an iPhone or iPad click on the '**Download in App Store**' under the heading 'Zoom Mobile Apps.'

Zoom Mobile Apps

Start, join and schedule meetings; send group text, images and push-to-talk messages on mobile devices.



This button will take you to the app store, where you will need to click the button that says 'Get.'



If you have already downloaded Zoom, the button will say 'Open.'

Once downloaded, Zoom will appear as a blue icon on the home page of your iPhone or iPad.



[How to Download Zoom on an Android Smartphone or Tablet](#)

Before you can use Zoom **the first time** on a smart phone or tablet that is **not** apple branded you need to download the Zoom meeting application (app).

You can download the meeting app from the Zoom website at <https://zoom.us/download>

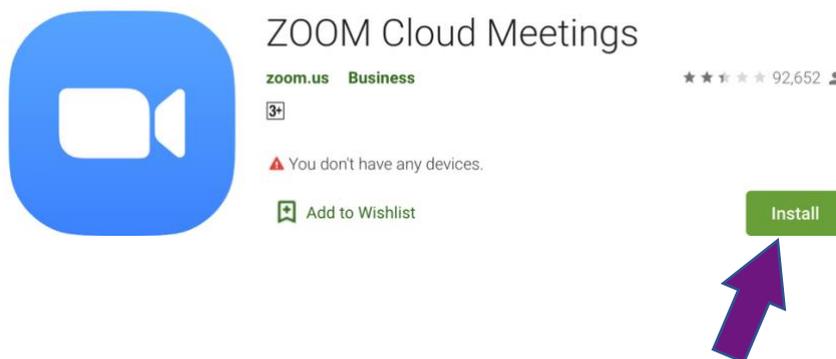
To download zoom on your smart phone or tablet click on the **'Download in Google Play'** under the heading 'Zoom Mobile Apps.'

Zoom Mobile Apps

Start, join and schedule meetings; send group text, images and push-to-talk messages on mobile devices.



This button will take you to the 'Zoom Cloud Meetings' App on the Google Play store, where you will need to click the green button that says 'Install.'



Once downloaded, Zoom will appear as a blue icon on the home page of your smartphone or tablet.

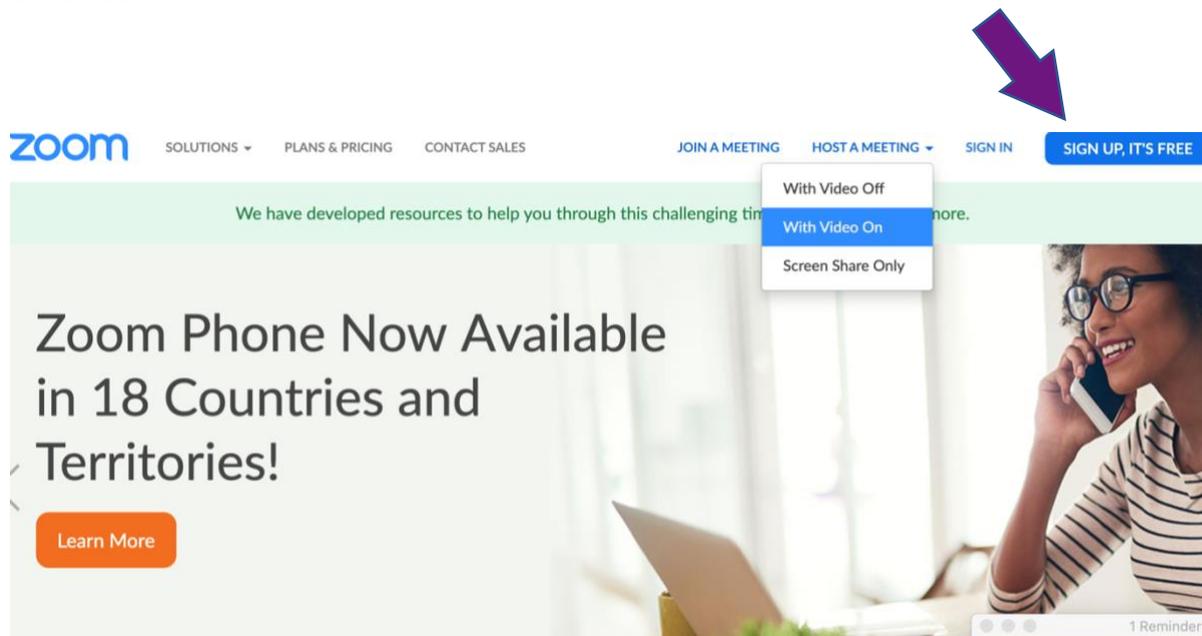


Creating a Zoom account

Before you can organise or host a meeting with Zoom you need to create an account.

To create an account, go to <https://zoom.us/>

Click on the button that says 'Sign up. It's free' in the top right-hand corner.



On the next page you will need to type your email, and then follow the steps on the screen.

Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Creating a Zoom Meeting

To create a Zoom meeting, you need to

Open the Zoom app on your computer, tablet or mobile phone.

Click the button that says sign in.



Join a Meeting

Sign In



Type in your details and sign into your account.

Once signed in, click on the small + button.



A window will appear with options to schedule a meeting.

Choose the date and time you would like the meeting to be held at

Schedule Meeting

Topic

Heidi Zoom Meeting

Date

19/03/2020

12:00 pm

to

19/03/2020

12:30 pm

Recurring meeting

Time Zone: Hobart

Under the heading 'Password,' untick the require meeting password box.

Password

Require meeting password

Under the heading 'Video,' choose 'on' for Host and Participants

Video

Host On Off

Participants On Off

Under the heading 'Audio,' choose 'Telephone and Computer Audio.'

This will allow people to join by computer, tablet or phone.

Audio

Telephone Computer Audio Telephone and Computer Audio

[Edit](#)

Under the heading 'Calendar' choose iCal, Google Calendar or Outlook depending on which type of email you use.

- If you use an apple email, choose iCal.
- If you use a Gmail, choose Google Calendar.
- If you use Outlook or Hotmail, choose Outlook.

Under the heading 'advanced' options, you can choose any of the options, or leave them blank.

Advanced Options ^

- Enable Waiting Room
- Enable join before host
- Mute participants on entry
- Automatically record meeting on the local computer

Once the form is complete, click 'schedule.'

Cancel

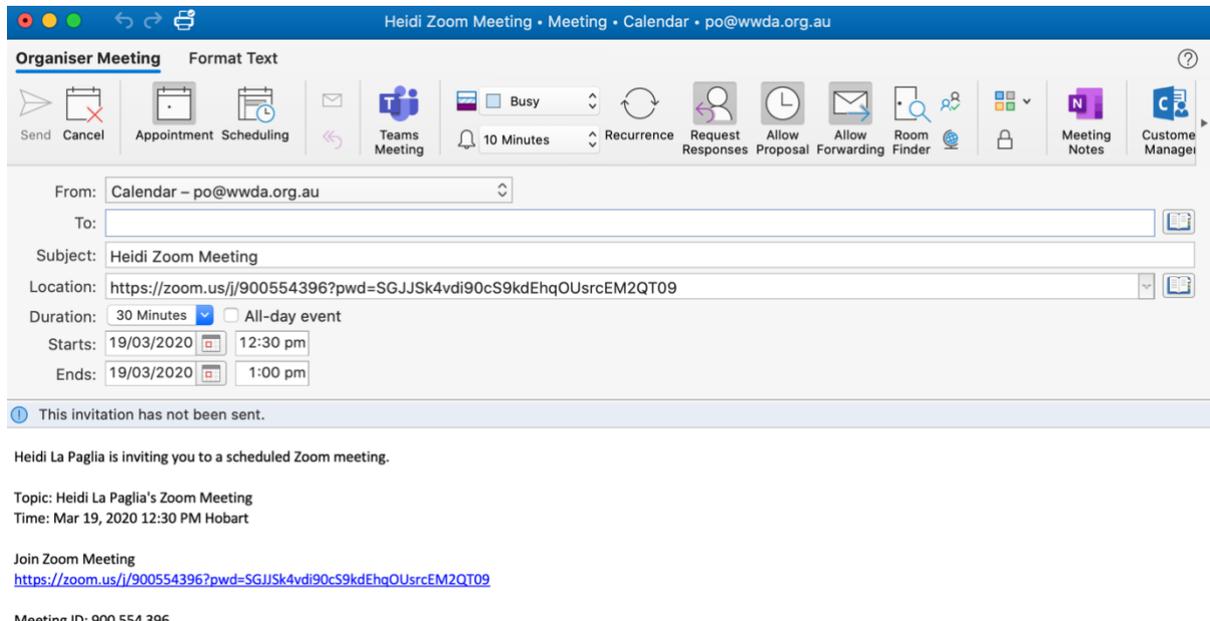
Schedule



The meeting will now appear on both your zoom account and your email calendar.

To invite people to the meeting, go to your email calendar and click on the Zoom meeting on the date it was scheduled for.

You can then add people to the meeting by typing in their email in the 'To:' section.



The screenshot shows the 'Organiser Meeting' form in Outlook. The 'To:' field is empty. The meeting details are as follows:

- From: Calendar – po@wwda.org.au
- To: [Empty]
- Subject: Heidi Zoom Meeting
- Location: <https://zoom.us/j/900554396?pwd=SGJJSk4vdi90cS9kdEhqOUsrcEM2QT09>
- Duration: 30 Minutes (All-day event is unchecked)
- Starts: 19/03/2020 12:30 pm
- Ends: 19/03/2020 1:00 pm

A status bar at the bottom of the form indicates: "This invitation has not been sent." Below the form, the following text is displayed:

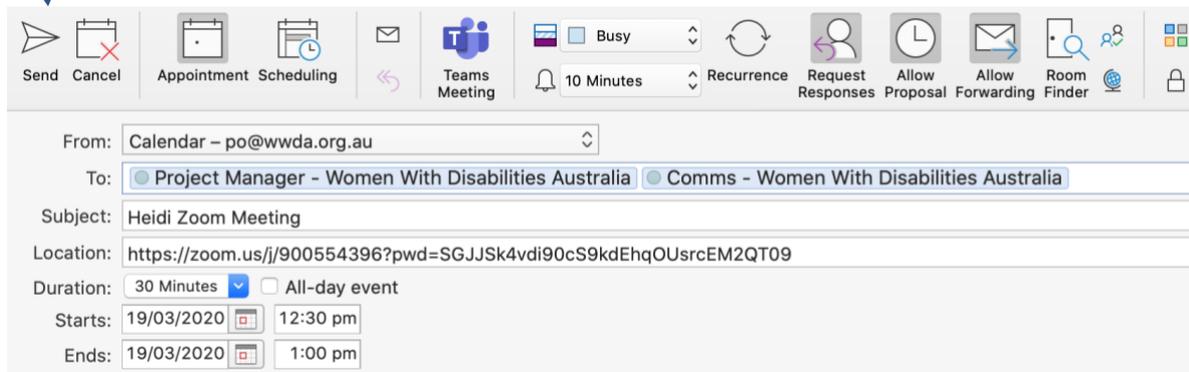
Heidi La Paglia is inviting you to a scheduled Zoom meeting.

Topic: Heidi La Paglia's Zoom Meeting
Time: Mar 19, 2020 12:30 PM Hobart

Join Zoom Meeting
<https://zoom.us/j/900554396?pwd=SGJJSk4vdi90cS9kdEhqOUsrcEM2QT09>

Meeting ID: 900 554 396

Once you have added in the emails of the people you want to invite, click 'Send' in the top right-hand corner.



This screenshot shows the same Outlook meeting invitation form, but now with two recipients added to the 'To:' field:

- From: Calendar – po@wwda.org.au
- To: Project Manager - Women With Disabilities Australia; Comms - Women With Disabilities Australia
- Subject: Heidi Zoom Meeting
- Location: <https://zoom.us/j/900554396?pwd=SGJJSk4vdi90cS9kdEhqOUsrcEM2QT09>
- Duration: 30 Minutes (All-day event is unchecked)
- Starts: 19/03/2020 12:30 pm
- Ends: 19/03/2020 1:00 pm

The 'Send' button in the top left of the ribbon is highlighted with a purple arrow from the text above.

Joining a Zoom Meeting

Joining a Zoom Meeting using the internet

To join a zoom meeting using the internet, you need to

Open the email or event invitation you received with the zoom meeting details.



Then click on the link under the text 'Join Zoom Meeting.'

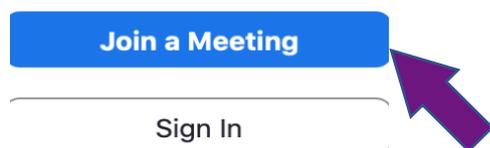
This will automatically open the meeting in the zoom application.

If this does not work, you can

Copy or write down the number next to the text 'Meeting ID.'

Open the Zoom app on your computer, tablet or mobile phone.

Click the button that says, '**Join a Meeting.**'

The Zoom logo, consisting of the word 'zoom' in a blue, lowercase, sans-serif font.

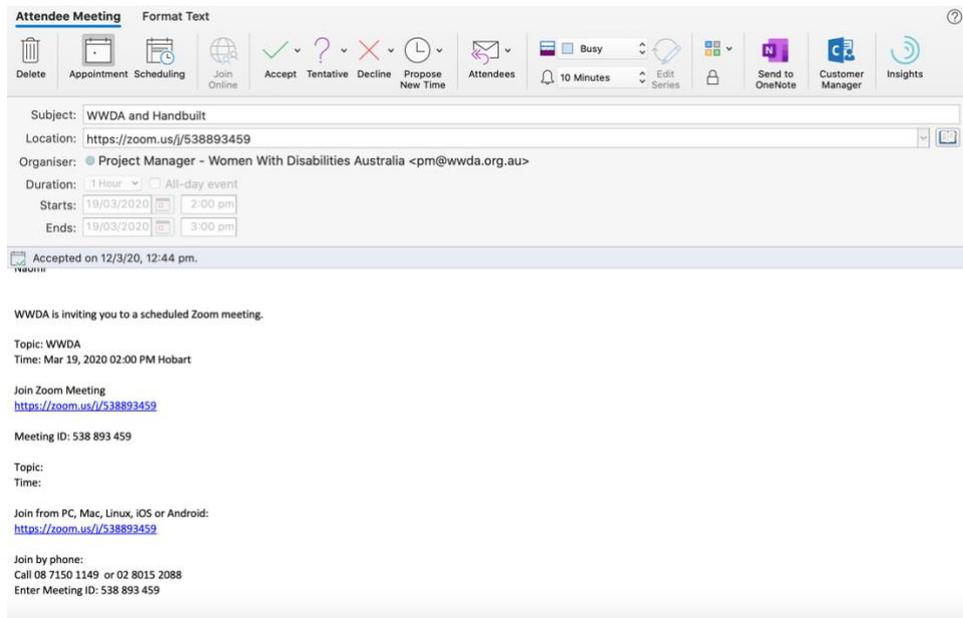
Paste or type in the meeting ID number.

This will automatically open the meeting in the zoom application.

Joining a Zoom Meeting by phone

To join a zoom meeting using the internet, you need to

Open the email or event invitation you received with the zoom meeting details.



Copy or write down the numbers under the text 'Join by phone.'

Use your phone to call the number next to 'Call.'

Then enter the Meeting ID number.

More Information

For more information on how to use Zoom meetings, go to the Zoom website at <https://zoom.us/>