

HOW TO CONNECT TO ZOOM

What is Zoom?

Zoom is a platform that enables people to meet without being in the same location. In order to be able to join these gatherings, you will have to do some necessary preparations beforehand.

There are three ways to connect to Zoom:

1) Via a phone call (similar to a conference call)

Advantage: You can connect without having a computer or internet connection

Disadvantage: You will not be able to see any of the other participants

How to connect:

1. Dial +61 8 7150 1149
2. When voice prompted, key in the Meeting ID followed by the hash (#) key
3. Key in the passcode (if required) and follow prompts
4. You will then be connected

2) Via a Smartphone using the Zoom App

Advantage: You will be able to see other participants

Disadvantages: You have to download the app before you can use it

You need a Smartphone

You need an internet connection

How to connect:

1. Download the Zoom Cloud Meetings app from the App Store (Apple) or Google Play Store (Android). NB: You do not have to create a Zoom account
2. Open the App
3. Tap on "Join a Meeting"
4. Key in the Meeting ID and passcode (if required)
5. Tap "Join"
6. You will then be connected

3) Via a computer

Advantages: You will have more features of Zoom available

Visually much better

Disadvantages: You need a computer, tablet or iPad

You need an internet connection

How to connect using a link:

1. Click on the Meeting ID link
2. It may ask you to download/ launch Zoom - if so follow the prompts
3. You should automatically be directed to the meeting
4. You will then be connected

How to connect using the Zoom website:

1. Go to <http://www.zoom.us>
2. Click on "Join a meeting"
3. Type in the Meeting ID and passcode (if required)
4. Click "Join"
5. It may ask you to download/ launch Zoom - if so follow the prompts
6. You should automatically be directed to the meeting
7. You will then be connected

For computer, tablet and iPad users, once you are in the "Meeting Room" please ensure that your speaker, microphone and camera is set up according to your device's available hardware.

If you have any questions or need any assistance in setting up Zoom to connect please contact Karen Honeybun on 6103 4201.