

Zoom Guide

Recommended hardware

Zoom works on most modern computer devices, including smart phones and tablets and needs a webcam for video to work.

We recommend the use of a headset as it gives the best audio experience and cancels any echo you might get when using speakers and a built-in microphone.

Download and install Zoom application

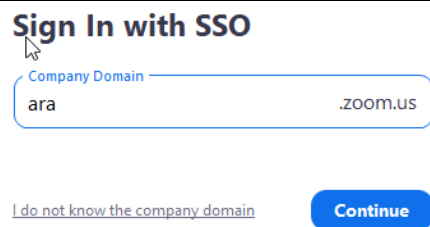
Download and install Zoom from: <https://zoom.us/support/download>

Sign into Zoom

Open the Zoom application and click **sign in with SSO**, do not use the Google or Facebook sign in options.



Always use your ara.ac.nz email address and password to sign in



Make sure **ara** is in the Company Domain box and click **Continue**

Then follow the prompts to enter your Ara email address and password (if prompted) and to reopen the zoom App.

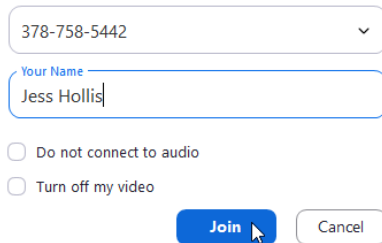
Join a meeting



Open the Zoom App and click **Join**

Zoom Guide

Join Meeting



378-758-5442

Your Name
Jess Hollis

☐ Do not connect to audio
☐ Turn off my video

Join Cancel

Enter the 9, 10, or 11-digit number located in the meeting invitation or at the end of the Zoom meeting URL

Enter your name as you would like it displayed

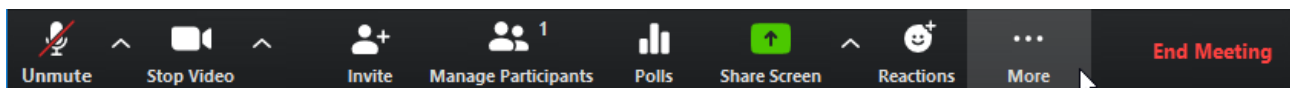
Click **Join**



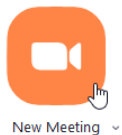
Click **Join with computer audio** to enter the meeting room.

You can also test your speaker and microphone at this step.

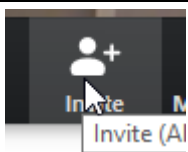
You will now be in the Zoom meeting room and can use the buttons on the control bar to manage your audio and video, share your screen and leave the meeting



Start an Instant Meeting

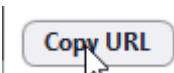
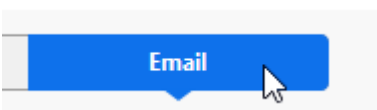
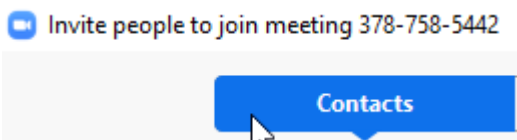


Open the App and click **New Meeting**



Invite attendees via the Invite button in the Zoom meeting control panel.

There are multiple ways to send invites to your attendees:



1. Directly invite contacts you have already added to your Zoom application

2. Auto-generate an email and send it to your attendees

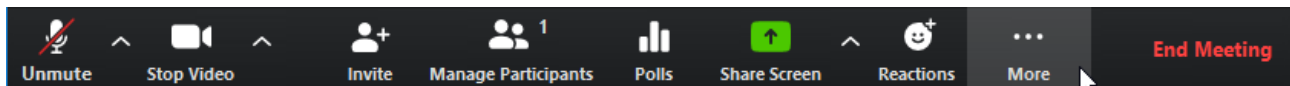
3. Click **Copy URL** and paste this into a message to send to your attendees

Zoom Guide



4. Copy the Meeting ID number that is at the top of the meeting window and send it to your attendees

You will now be in the Zoom meeting room and can use the buttons on the control bar to manage your audio and video, share your screen and leave the meeting



Share your Screen

There are detailed instructions on [how to share your screen, depending on your device, here](#).

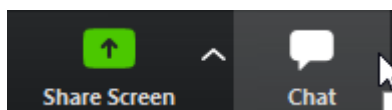
Key features to note are:

- On a desktop or laptop computer you can share an entire screen or just an open application. Choose the screen or application and then click **Share**
- The host and attendees can screen share by clicking on the Share Screen icon.
- Multiple participants can share their screen simultaneously
- Any attendee in the meeting can share their screen or the host can “lock screen share” so no attendee can screen share.
- If you want to play a video clip, you will need to click the “Share computer sound” tick box, before click the blue share screen button. That way the other meeting attendees will not only see your clip but hear the audio too. See below



Use Chat in the Meeting

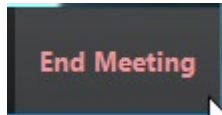
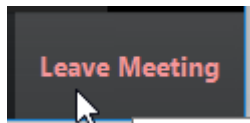
You can use Chat in the meeting to share things such as files and urls to all or individual attendees.



Click the Chat button on the meeting control bar to open the Zoom Group chat window

Zoom Guide

Leave/End the Meeting



Click Leave or End meeting in the bottom right hand corner of the meeting window.

Only the meeting host will have **End Meeting**.
