![Charles Sturt University logo]

Zoom Guide – Join a Zoom meeting

Summary

This guide describes how you can join a meeting from a computer if you have been given the conference ID or a link to the conference.

Applies to all staff and students who need to join a Zoom meeting.

Steps

1. Click on the link provided to the Zoom meeting by your lecturer or, if you know the conference ID, navigate to https://charlessturt.Zoom.us/
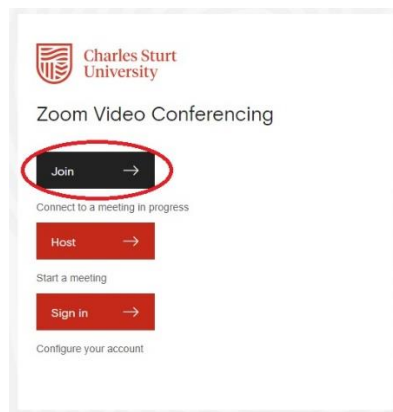
2. If you navigated to the site and wish to enter the conference ID press the Join button. Type in the meeting ID and press join.
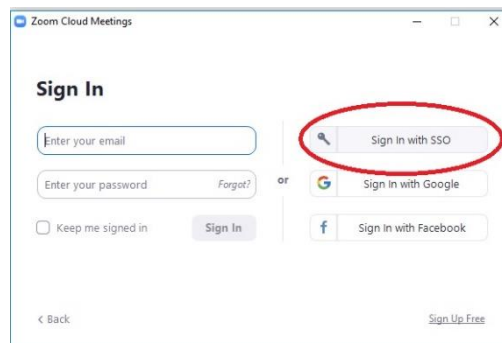

3. You will be presented with a screen the first time you use Zoom to download the Zoom software. If you wish to install the software, run it after it has finished downloading (recommended) or, if you are on a computer that you are not allowed to install or run external software on, click the Join from your web browser (circled in red in picture below).
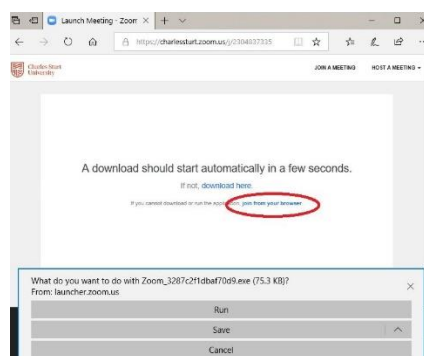
4. After you have installed the software, or if you already had the software installed, you will be presented with a box asking you to sign in.
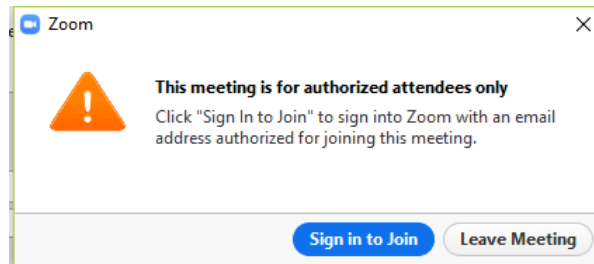
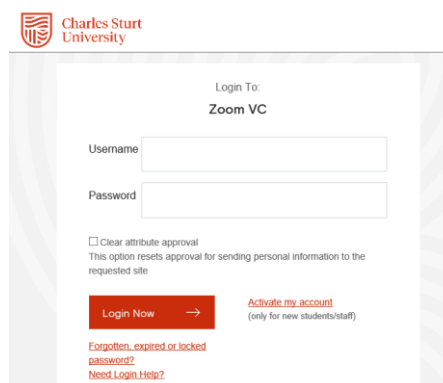5. Press the **Sign in to Join** button. A sign in screen will appear. Click on the **Sign in with SSO** on the right hand side of the screen.


6. Type in **charlessturt** (please note that this is all one word) in the company domain box and press Continue.
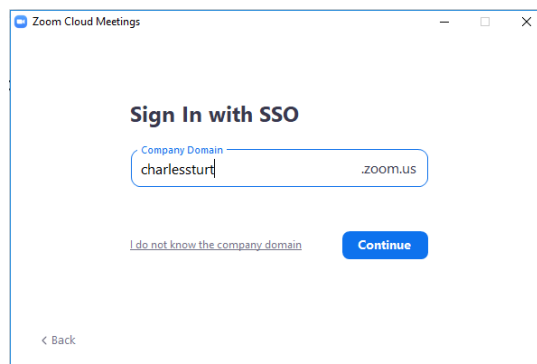

7. You will be presented with a Charles Sturt University sign in screen, use your Charles Sturt **username** and **password** and press Login Now.

8. You will now be asked about joining with video (if enabled by your lecturer for the meeting). If you wish to use your webcam, click **Join with Video**, if you do not wish to show your camera or you do not have a webcam click **Join without Video**. In the image below is a computer connected without a webcam and you will notice that the preview screen is grey, so we would click **Join without Video**.
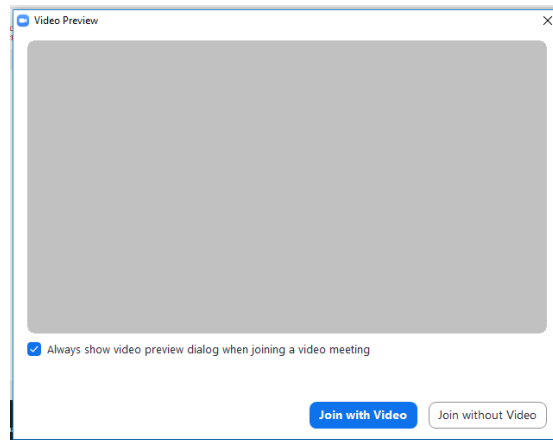

9. The Zoom software will connect you to the conference.
   a. If the conference has not yet started, you will see a notice that Zoom is waiting for the host to join.
   b. If the host (usually your lecturer) has joined the conference, it will launch directly into the conference.
10. Zoom will display a pop up box asking how you would like to join for audio. The screen will have tabs across the top with your audio options.
    a. **Phone call** - the screen will display the available phone call numbers. Please note the area code and country code. These are not toll free numbers and you will be billed for the call by your phone provider if you call these numbers at the price you have agreed to. This charge will be at your own expense. For this reason, joining by computer audio is recommended by Charles Sturt University. Below the phone numbers the conference ID will be displayed. You will be prompted on the phone call for this number. After you have connected by phone, press done to hide this popup.
    b. **Computer Audio** (default and recommended) - you will see a join with Computer Audio button and below this will be a link to test Speaker and Microphone. This will run a simple test of your microphone and speaker. If you do not have a microphone installed you can still join the meeting with just speakers, but you will have to use the Chat function to ask any questions. It is recommended that you test the audio before you join your conference so that you will have a better experience in the Zoom meeting. When you are satisfied with your audio configuration, click the Join with Computer Audio button.
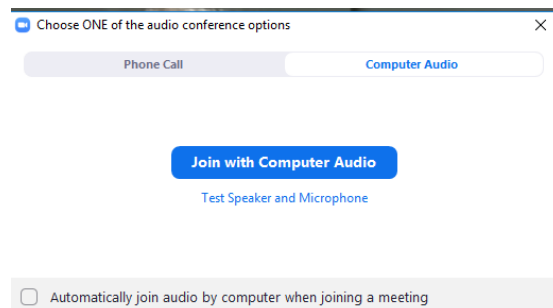
11. You will now see the conference. At the bottom of the screen is your control bar where you can unmute your microphone, start or stop your webcam, share your screen, chat and other options. These options may not work for you as the meeting host may have disabled them in the meeting. For example, record usually will only be able to be turned on by a host, and not a person who has joined the conference as a viewer. A notification will be displayed in the top left of the screen if the meeting is being recorded.

12. If you use the chat option to type a message, make sure that the recipient is correct for the meeting. A host of a meeting can enable chat between viewers and the host, between all viewers and with every individual in the meeting or they can disable chat altogether. When you click on the **Chat** option a popup box will appear and will show next to where you can type your message who the recipient is. Clicking on this will give you a list of recipients as shown in the image below.
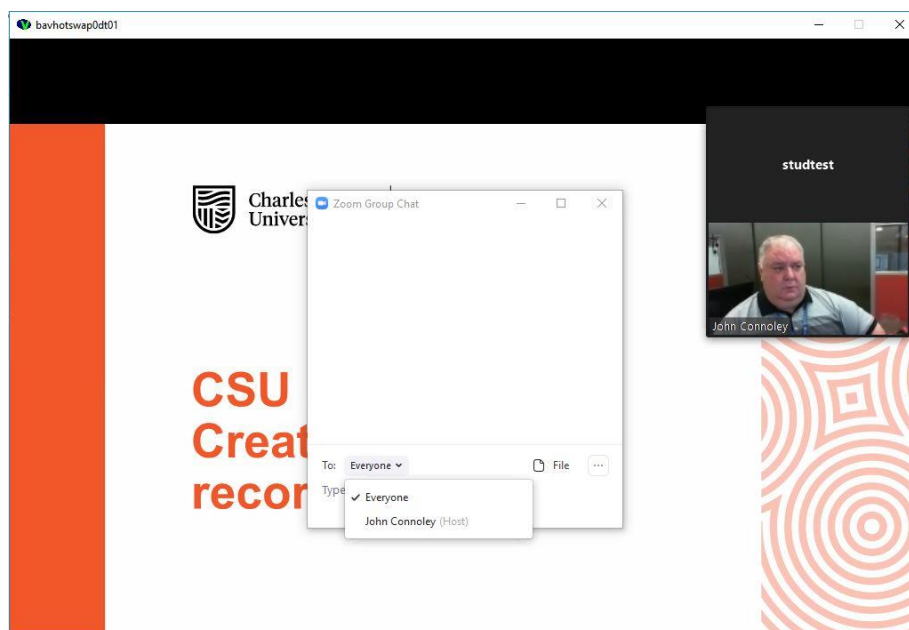
13. If you wish to leave a meeting, or the meeting has ended, click the **Leave Meeting** option that is located in the bottom right of the screen on the popup toolbar in red. This will ask you to confirm that you wish to leave, press **Leave Meeting** again and the meeting will close.

More information

More information on getting started with Zoom can be found on the Zoom Getting Started help page at https://support.zoom.us/hc/en-us/categories/200101697

This page also includes information on how you can use a portable device such as android or IOS (iPhone, iPad) devices.