

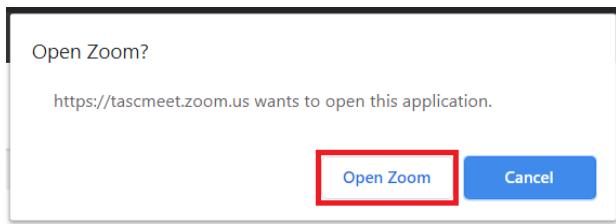
How to join a Zoom Meeting?

Follow the steps...

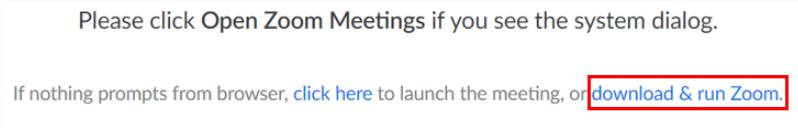
1. Click on the Zoom Meeting URL that was emailed to you by the class teacher.

<https://tascmeet.zoom.us/j/771903>

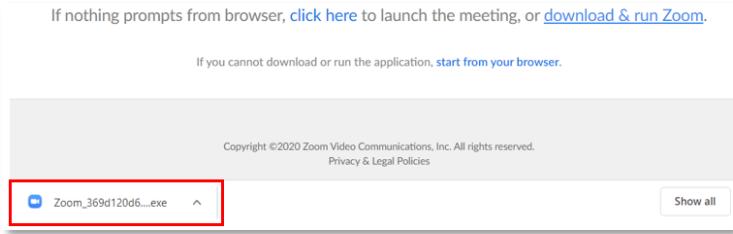
2. A web page will appear, click the “Open Zoom”



- a. If no message appears, click “download & run Zoom”



- b. Once Zoom has finished downloading, click on the download to open Zoom

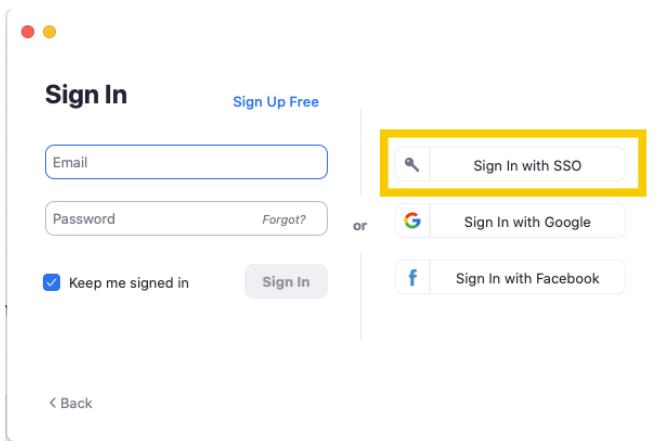


- c. If using a tablet, you will instead be prompted to download the Zoom app from either the Apple App Store or Google Play

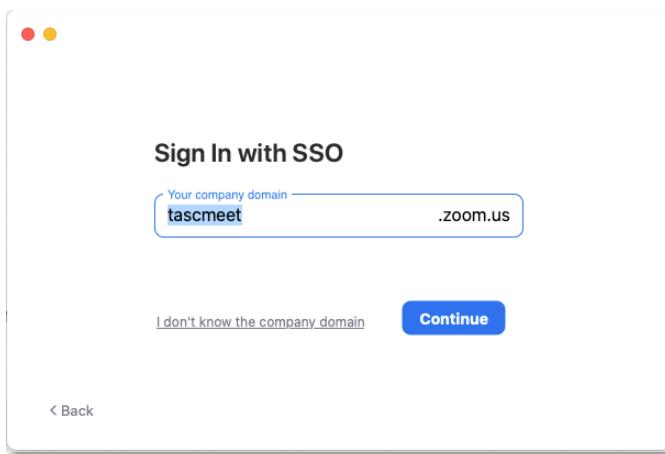
3. If you are not already logged in, click "Sign In to Join"



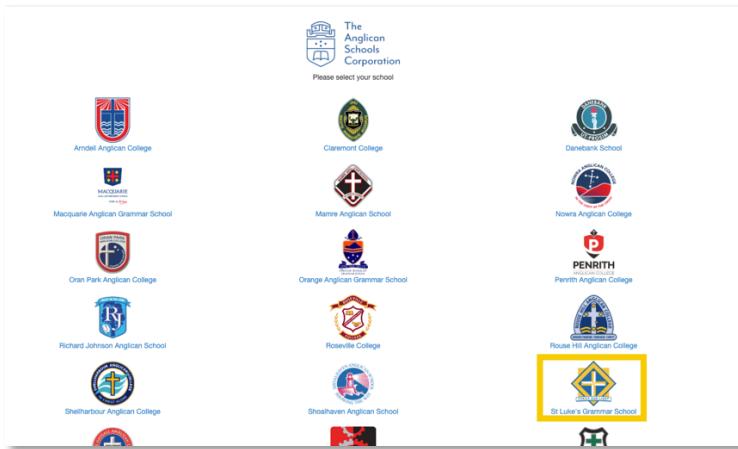
Click "Sign In with SSO"



Under "Your company domain", type "tascmeet"

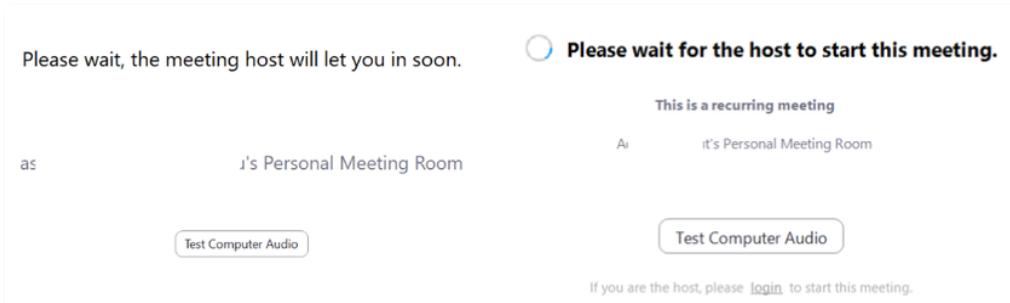


Then click on “St Luke’s Grammar School”

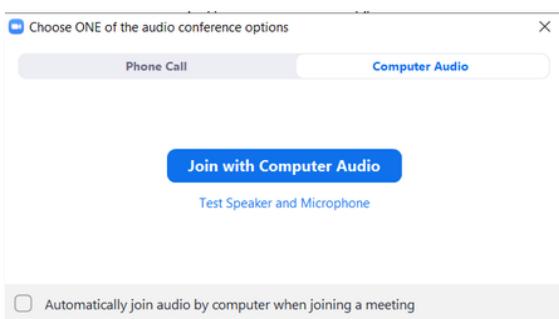


On the next screen, enter your username and password

4. Once logged in, you will see a “Please wait” message. Sit tight, the teacher will admit you to the meeting shortly

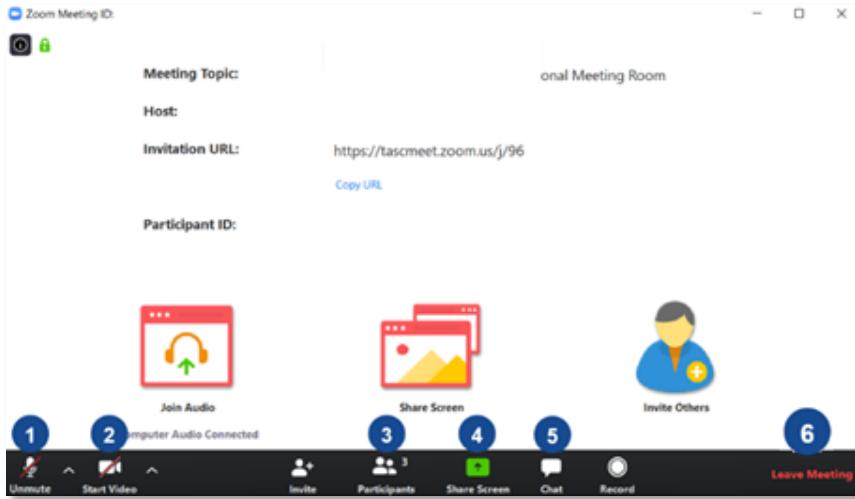


5. Once you have been admitted, click “Join with Computer Audio”



How to use features in Zoom Meetings?

Here's a quick overview of some of the important features when you connect to a zoom meeting



(1) **Mute/Unmute** - this is how you mute/unmute your microphone. It is recommended that if you are not speaking that you keep yourself muted to prevent excess noise being picked up. By default, all participants are unmuted when they join the meeting but it is strongly recommended to mute yourself as soon as you join by clicking the **Mute** button

If you wish to speak, simply click the **Unmute** button, start speaking and then click the **Mute** button once finished. Alternatively, you can hold **space bar** on your computer while speaking then release it when you are finished

(2) **Start/Stop Video** - this is how you start/stop your webcam. By default, all meetings are audio only however you can simply start sharing your webcam to others by clicking **Start Video**. If you no longer want to share your video, simply click **Stop Video**

(3) **Participants** - this button allows you to bring up a list of all participants in the meeting

(4) **Share Screen** - should you wish to share your computer screen, or use a whiteboard to draw on, simply click **Share Screen** and select either **Screen** or **Whiteboard**

(5) **Chat** - throughout the meeting some participants may post a message in chat in order to not disrupt those who are speaking. You can send and view all messages and by clicking the **Chat** button and respond accordingly

(6) **Leave Meeting** - this is how you leave the meeting once you are finished. If you need to rejoin the meeting, you will be placed in the waiting room and the host will have to admit you again

It is recommended you join the meeting using your computer as you will have access to the full features of the meeting such as video, screen sharing, chat etc.