

Zoom Quick Start Guide

To allow us all to easily facilitate off-campus meetings, we have partnered with Zoom to bring you a simple yet feature rich meeting/video conferencing platform. You will be able to hold meetings anywhere, anytime and participants will be able to join from any device or telephone.

You have been assigned a personal Zoom Meeting Room that you simply share with those you want to meet with. These instructions outline how to obtain the Zoom Meeting Room details, invite others to your room, how others join your room and other basic meeting functions.

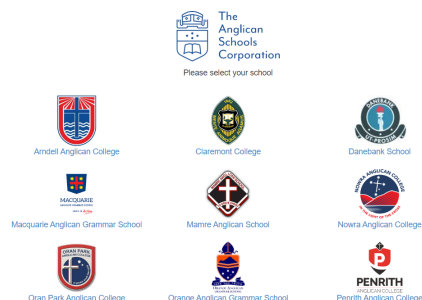
Please be aware that your personal Zoom Meeting Room can hold up to 300 participants at one time.

If you wish to hold a meeting with greater than 300 participants, please speak to your IT Department with at least 8 hours of notice.

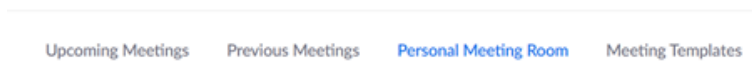
Inviting others to my Zoom Meeting Room

To obtain your personal Zoom Meeting details, simply use the instructions below...

1. Open Chrome and click the “Zoom” button on the Dashboard/Online Portal. Alternatively, please navigate to <https://tascmeet.zoom.us/meeting>
2. If prompted, select and confirm your school then log in with your computer credentials



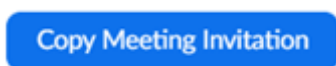
3. Click the “Personal Meeting Room” tab



4. Click “Copy the invitation”



5. Click “Copy Meeting Invitation” to copy all the information present to the Clipboard



6. Paste the information into an email, or other form of communication, and send it to those you want to meet with

Hi John,

Please join my Zoom meeting at 10:30am today. Details are as follows...

Join Zoom Meeting
<https://tascmeet.zoom.us/j/9622>

Meeting ID: 968 22

One tap mobile
+61280156011,,968 22# Australia

Join by Telephone:
+61 2 8015 6011 Australia
Meeting ID: 968 22
Find your local number: <https://tascmeet.zoom.us/j/abPPa6pJfn>

Thanks,

Sally

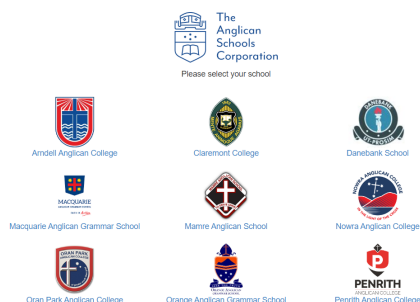
You may want to save the Zoom Meeting Invitation details into a Word document, or other easily accessible location, so you can quickly refer to it later instead of using the steps above.

Joining my Zoom Meeting Room

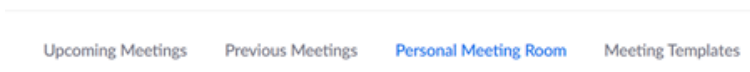
Once you have invited others to your Zoom Meeting Room, simply use the following instructions below to join the meeting...

In order to have access to all Zoom features as a host, you must use your computer to start and manage the meeting.

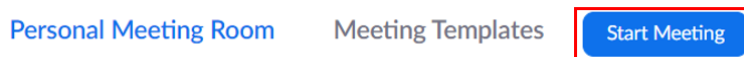
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2. If prompted, select and confirm your school then log in with your computer credentials



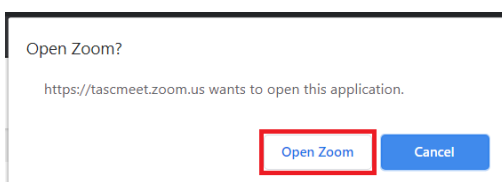
3. Click the “Personal Meeting Room” tab



4. Click “Start Meeting”



5. A web page will appear asking you to “Open Zoom?”, click the “Open Zoom” button



- a. If no “Open Zoom?” message appears, click “download & run Zoom” to begin a download

Please click Open Zoom Meetings if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

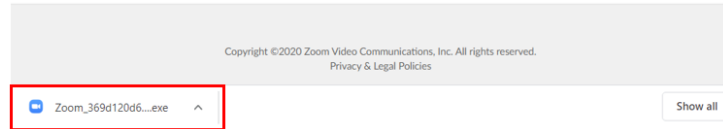
If you cannot download or run the application, [start from your browser](#).

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

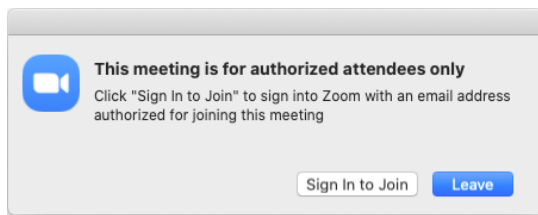
Please click Open Zoom Meetings if you see the system dialog.

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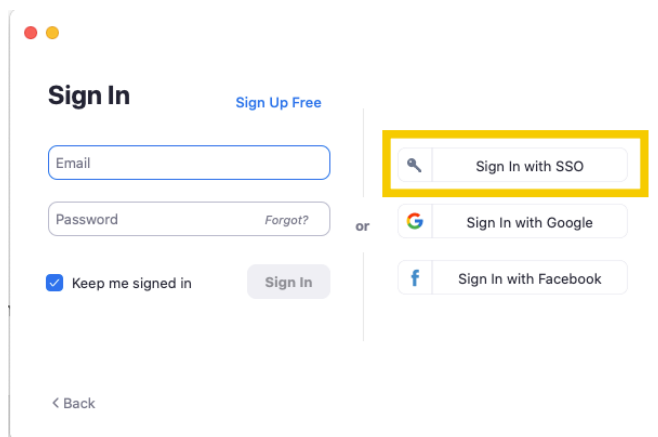
If you cannot download or run the application, [start from your browser](#).



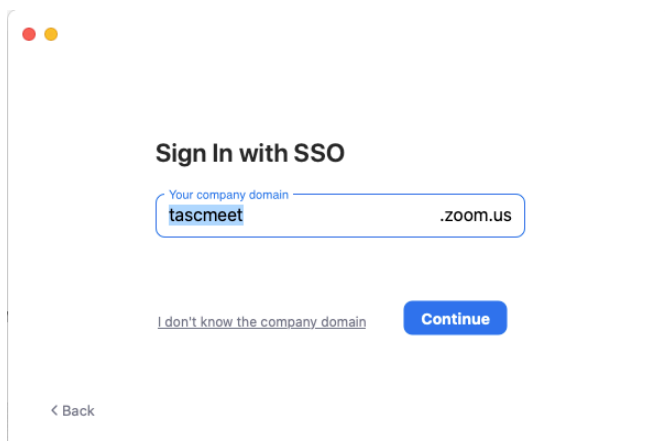
- c. If you are not already logged in, the following windows will appear



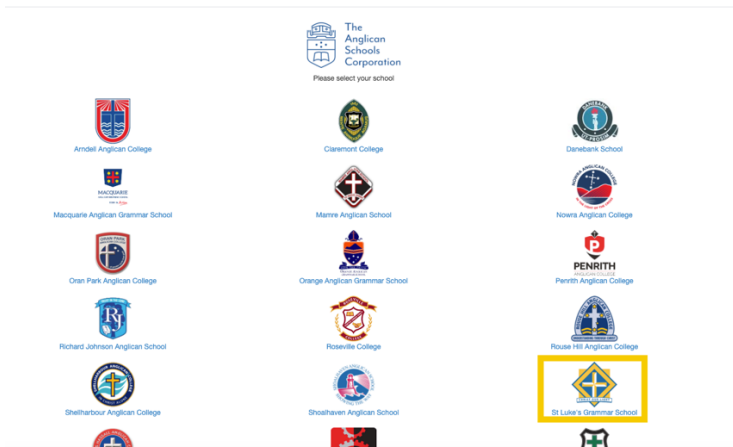
To login, click on “Sign In with SSO”



In the “Your company domain” field, enter “tascmeet”

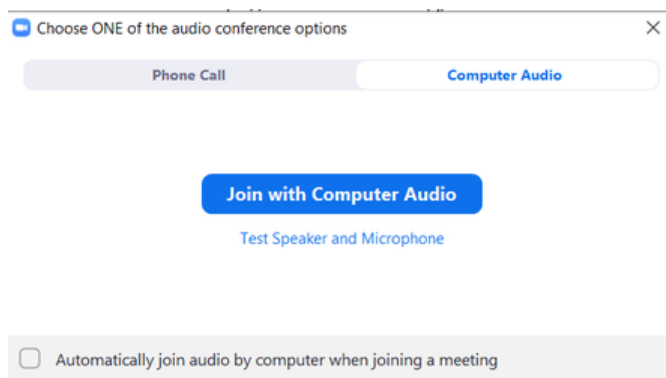


You will be then taken to this screen. Click on “St Luke’s Grammar School”



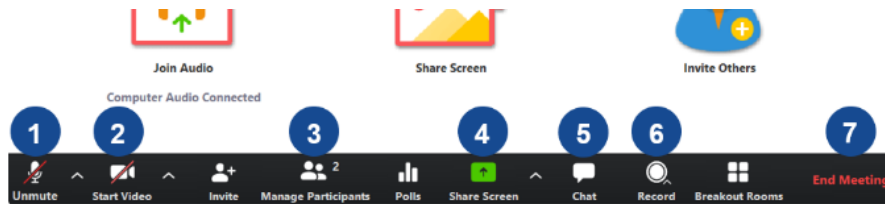
On the next screen, enter your username and password

- The Zoom meeting will now open and you will be presented with an option for how you want to participate in the meeting - via Telephone or Computer



- Computer Audio** - to use your computer's microphone and speaker, simply click "Join with Computer Audio". This option is recommended if you are the host, or you want to use your webcam in the meeting
- Phone Call** - to participate in the meeting via your phone, simply click the "Phone Call" tab, dial the telephone number listed and follow the audio instructions. Please be aware that you will still require your computer to start and manage the meeting, this option just allows you to use your phone instead of your computer's microphone and speaker

7. Once you have connected to the meeting via your preferred audio method, you will be presented with the Zoom Meeting Control Panel. A quick overview of some of the important features are...



- (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) **Manage Participants** - this button allows you to bring up a list of all participants in the meeting, and provides controls such as...

- **Mute/Unmute All Participants** - you can also prevent participants from unmuting their microphone by unchecking "Allow Participants to Unmute Themselves"
- **Disable participants video** – hover your mouse over the participant, click "More" > "Stop Video". This will prevent the participant from using their webcam

The **Manage Participants** button is also used to admit participants to your meeting that are currently waiting in the waiting room (see below)

- (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**.

- By clicking the arrow next to **Share Screen** then **Advanced Sharing Options**, you can control the screen sharing settings for all participants. You can prevent participants sharing their screen by selecting **Only Host** under **Who can share?**

- (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 by clicking the **Chat** button and respond accordingly

- (6) **Record** - you have the ability to record your meeting to refer to it at a later date. By default, no meetings are recorded unless the host specifically enables recording. If the host enables recording, all participants are notified that the meeting is being recorded

To record a meeting, simply click the **Record > Record to the Cloud** button. Once you end the meeting, you will receive an email notification containing a link to the recording

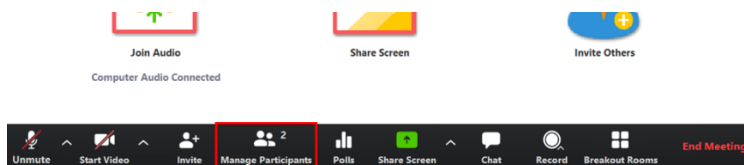
- (7) **End Meeting** - this is how you end the meeting once it is finished. Once the meeting has been ended, all participants will be removed and cannot re-join without your approval

Participant Approval

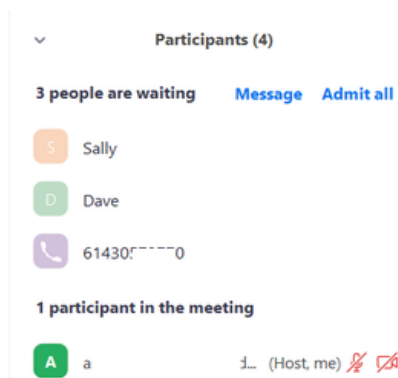
As you are able to share your personal Zoom Meeting Room with anyone, all participants that attempt to join your Zoom Meeting Room will be placed in a “waiting room” until you admit them into the meeting. This prevents unwanted participants from joining your meeting without your approval.

To admit one or more participants into the meeting, simply use the following instructions below...

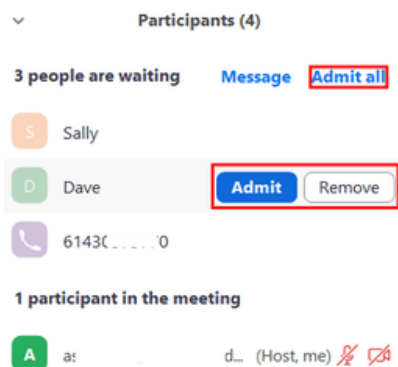
1. Once you have joined the meeting on your computer using the steps above, click the **Manage Participants** button



2. A list of all participants will appear, showing those who are currently waiting to be admitted into the meeting. Those participants using a computer will have their names listed, those using their telephone will show the phone number



3. Review the list of participants that are waiting to join your meeting and either click **Admit all** to admit all participants into your meeting, or individually hover your mouse over a participant and either **Admit** or **Remove** them from your meeting



How do others join my Zoom Meeting Room?

The following instructions outline how a participant joins your personal Zoom Meeting Room. Simply ask them to perform the following steps...

1. Locate the Zoom Meeting Room details sent to you
2. In the details there will be two methods to join the meeting, via your computer or telephone...

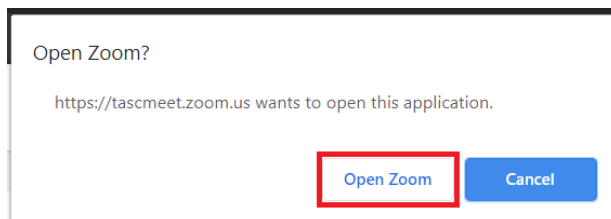
Joining via your computer

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.

1. In the Zoom Meeting Room details, click the “Join Zoom Meeting” URL



2. A web page will appear asking you to “Open Zoom?”, click the “Open Zoom” button



- a. If no “Open Zoom?” message appears, click “download & run Zoom” to begin downloading Zoom

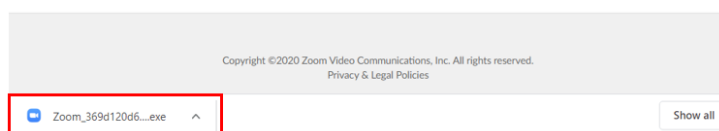
Please click Open Zoom Meetings if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom.](#)

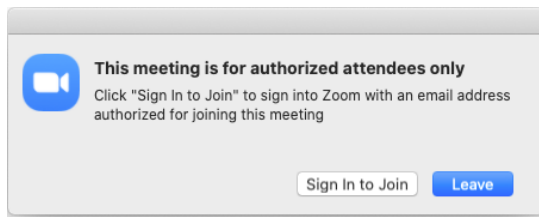
- b. Once Zoom has finished downloading, click on the download to open Zoom

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom.](#)

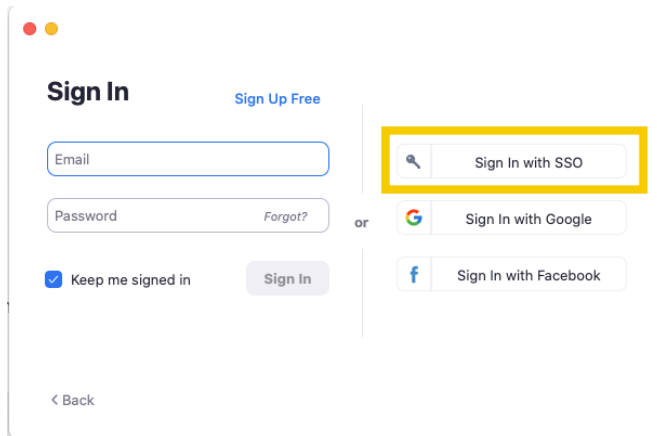
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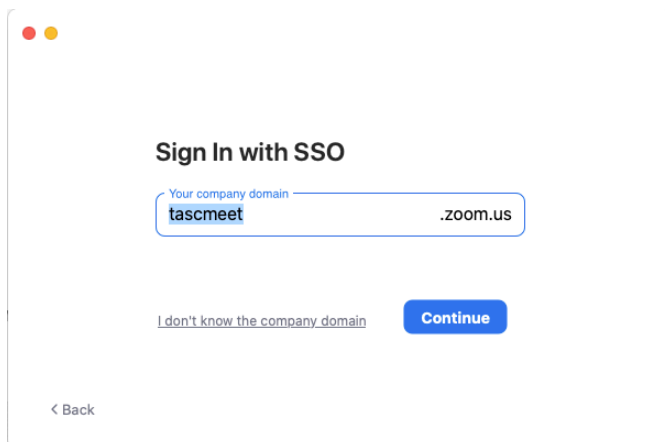
- c. If you are not already logged in, the following windows will appear



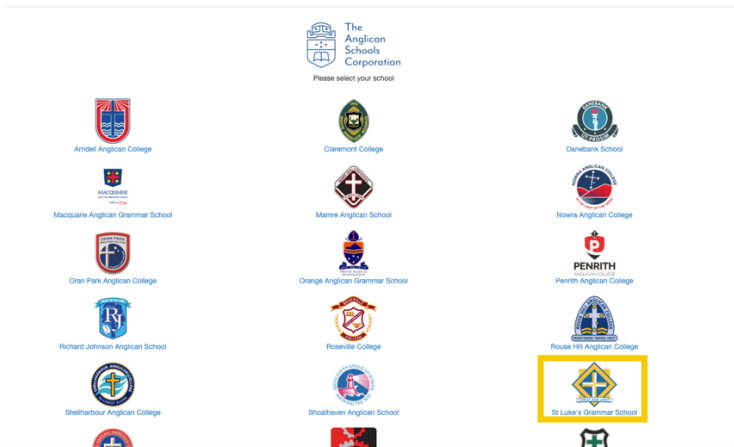
To login, click on “Sign In with SSO”



In the “Your company domain” field, enter “tascmeet”

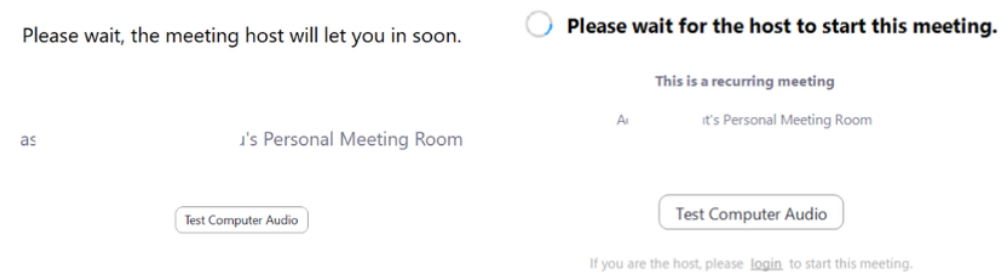


You will be then taken to this screen. Click on “St Luke’s Grammar School”

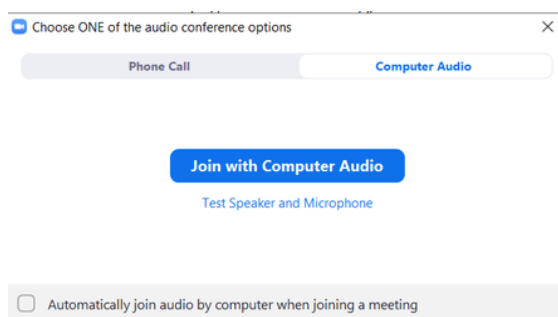


On the next screen, enter your username and password

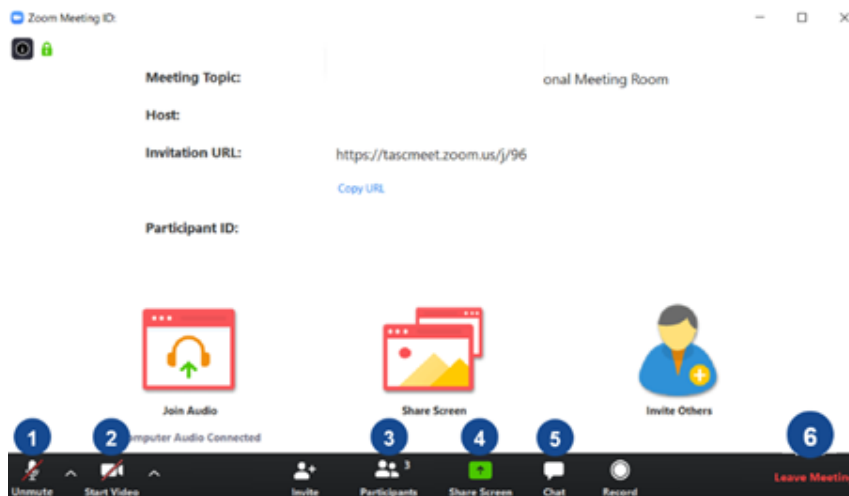
- You will be presented with either a “Please wait for the host to start this meeting”, or “Please wait, the meeting host will let you in soon” message. Sit tight, the host will admit you to the meeting shortly



- Once you have been admitted into the meeting room, you will be prompted to join the meeting using your computer's microphone and speaker, simply click “Join with Computer Audio”



5. Once you have connected to the meeting, you will be presented with the Zoom Meeting Control Panel. A quick overview of some of the important features are...



- (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

Joining via your telephone

Although it is recommended that you use your computer to join the meeting, this may not always be convenient. An alternative is to join via your telephone or mobile phone, please simply follow the instructions below to dial in to the meeting...

1. In the Zoom Meeting Room details, locate the “Join by Telephone” phone number and “Meeting ID”

Join Zoom Meeting
<https://tascmeet.zoom.us/j/96>

Meeting ID: 96

One tap mobile
+61280156011,,96 !2# Australia

Join by Telephone:
+61 2 8015 6011 Australia
Meeting ID: 968 !2

Find your local number: <https://tascmeet.zoom.us/j/abPPa6pUfn>

2. Dial the phone number and when prompted, enter the “Meeting ID” provided, followed by #
3. When prompted to enter a “Participant ID”, simply press #
4. You will be placed on hold until the host admits you to the meeting
5. Once you are admitted, it is recommended that you mute your microphone unless speaking to prevent excess noise
6. After you have finished with the meeting, simply hang up the call

If you have any further questions, please don't hesitate to contact your IT Department.