



Joining a Zoom Parent Teacher Interview

The following instructions outline how to join a Zoom Parent Teacher Interview. Simply perform the following steps below...

1. Locate the Zoom meeting details that were sent to you
2. In the details there will be two methods to join the meeting, via your computer/iOS/Android device or a via phone call...

Joining via your computer

It is recommended that you join the meeting using your computer (or iOS/Android device, see below) as you will be able to use the video sharing features of Zoom.

1. Under the Zoom meeting details, click the “Meeting URL”

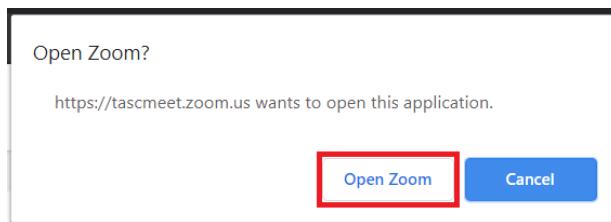
Meeting ID: XXXXXXXX

Meeting Password: YYYYYY

Meeting URL: <https://tascmeet.zoom.us/j/XXXXXXX?pwd=YYYYYYYYYYYY>

Telephone: (02) 8015 60XX

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

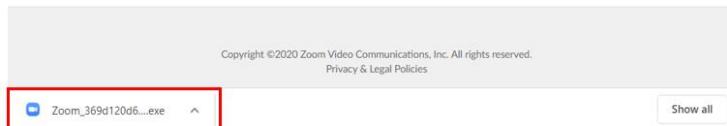
Please click Open Zoom Meetings if you see the system dialog.

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

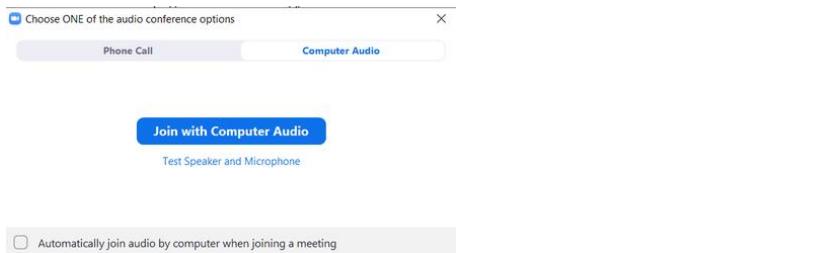
b. Once Zoom has finished downloading, click on the download to open Zoom

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

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

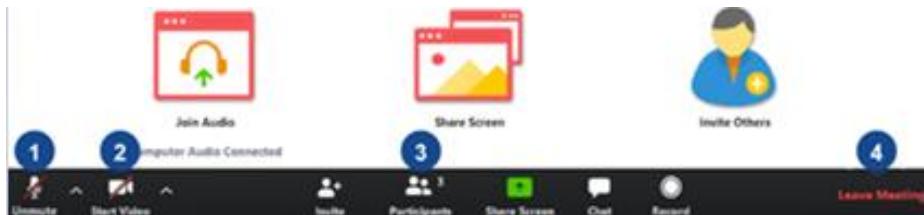


3. Once you have joined the meeting, you will be prompted to choose your computer's microphone and speaker for audio, simply click "Join with Computer Audio"



4. Once you have joined the meeting, simply remain here until you have concluded all your interviews. Each teacher will join the meeting at their allocated time, conduct the interview and then leave

5. 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.

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) **Leave Meeting** - this is how you leave the meeting once you have concluded all your interviews

If you get disconnected or have a break between interviews, you simply re-join the meeting using the same steps above.

Joining via your iOS Device (iPad/iPhone)

It is recommended you join the meeting using your computer or iOS/Android, as you will be able to use the video sharing features of Zoom.

1. Under the Zoom meeting details, tap the “Meeting URL”

Meeting ID: XXXXXXXX

Meeting Password: YYYYYY

Meeting URL: <https://tascmeet.zoom.us/j/XXXXXXX?pwd=YYYYYYYYYYYY>

Telephone: (02) 8015 60XX

- a. You may be prompted to download the Zoom App from the AppStore, simply tap the “Download from AppStore” button

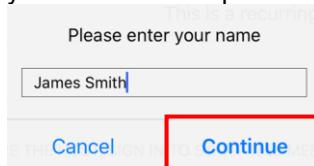
[Download from AppStore](#)

- b. Tap “Get” to start installing the Zoom app



- c. Once installed, please return to step one (1) and tap the “Join Zoom Meeting” URL

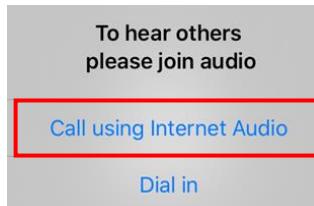
2. Once you have joined the meeting, you may be prompted to enter your name. Simply type your name then tap “Continue”



3. You may also be prompted to allow Zoom to use your Microphone, tap “OK”

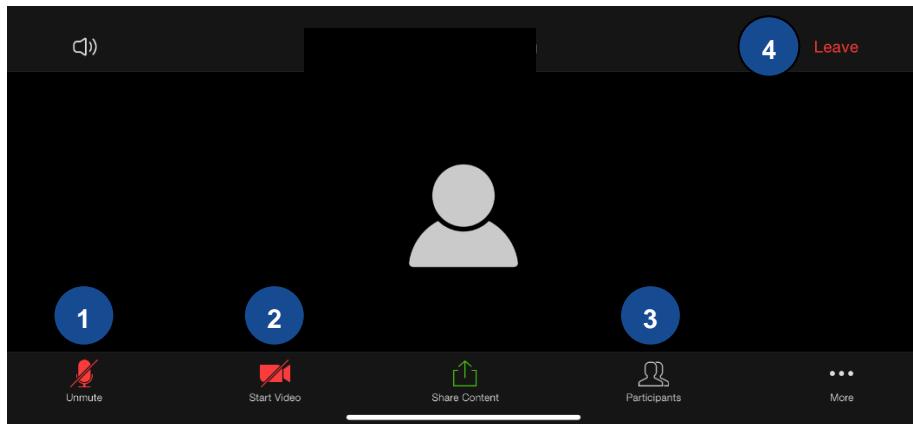


4. You will be asked to choose how you will connect your audio, simply tap “Call using Internet Audio”



Once you have joined the meeting, simply remain here until you have concluded all your interviews. Each teacher will join the meeting at their allocated time, conduct the interview and then leave

5. You will be presented with the Zoom Meeting Control Panel. A quick overview of some of the important features are...

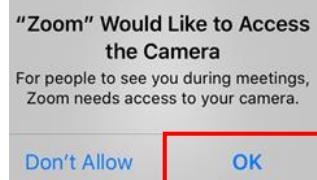


- (1) **Mute/Unmute** - this is how you mute/unmute your microphone. It is recommended that if you are not speaking that you keep yourself muted to prevent excess noise being picked up.

If you wish to speak, simply tap the **Unmute** button, start speaking and then tap the **Mute** button once finished.

- (2) **Start/Stop Video** - this is how you start/stop your webcam. You can simply start sharing your webcam to others by tapping **Start Video**. If you no longer want to share your video, simply tap **Stop Video**

- You may be prompted to allow Zoom to use your camera, simply tap "OK"



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

- (4) **Leave** - this is how you leave the meeting once you have concluded all your interviews

If you get disconnected or have a break between interviews, you simply re-join the meeting using the same steps above.

Joining via your Android Device

It is recommended you join the meeting using your computer or iOS/Android, as you will be able to use the video sharing features of Zoom.

1. Under the Zoom meeting details, tap the “Meeting URL”

Meeting ID: XXXXXXXX

Meeting Password: YYYYYY

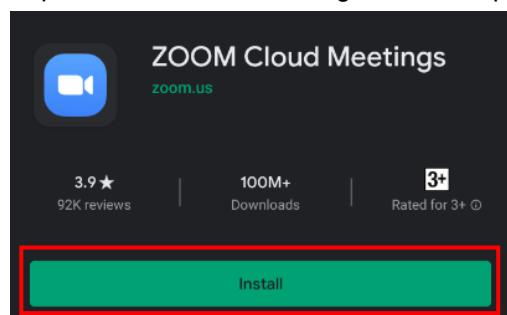
Meeting URL: <https://tascmeet.zoom.us/j/XXXXXXX?pwd=YYYYYYYYYYYY>

Telephone: (02) 8015 60XX

- a. You may be prompted to download the Zoom App from the Play Store, simply tap the “Download from Google Play” button

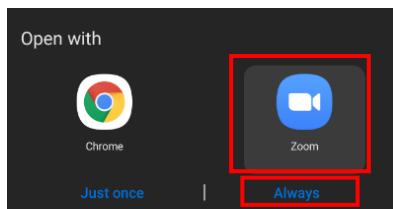
[Download from Google Play](#)

- b. Tap “Install” to start installing the Zoom app

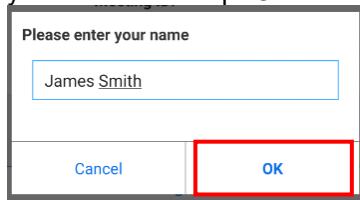


- c. Once installed, please return to step one (1) and tap the “Join Zoom Meeting” URL

2. You may be asked what application to open the zoom link with, Select Zoom, and press “Always”



3. Once you have joined the meeting, you may be prompted to enter your name. Simply type your name then tap “OK”



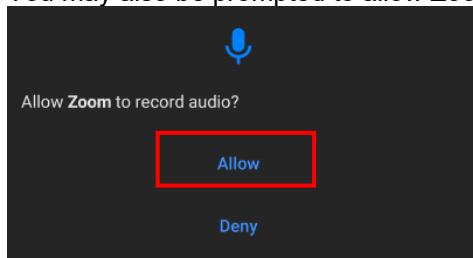
4. You may see the following information from Zoom regarding permissions. Tap “Got it”

Please allow Zoom access permission.

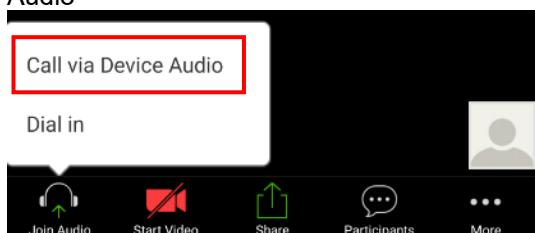
For the best meeting experience, Zoom may ask to access to your microphone, camera, and storage.

Got it

5. You may also be prompted to allow Zoom to use your Microphone, tap “Allow”

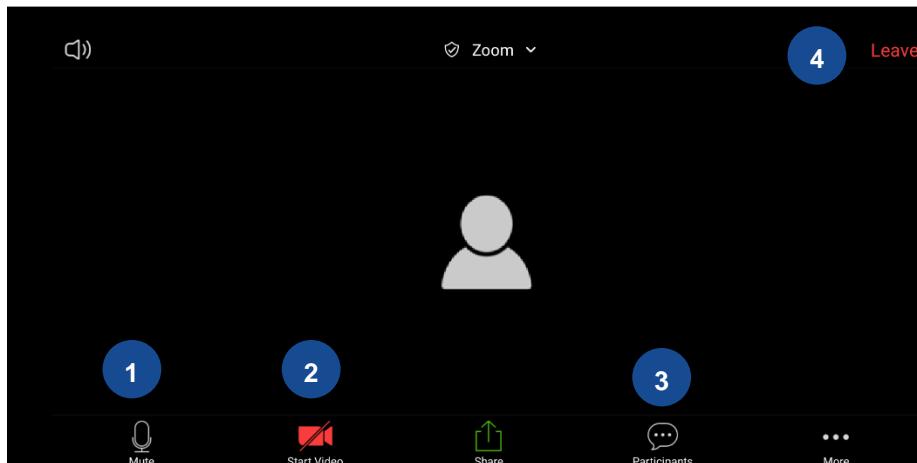


6. You will be asked to choose how you will connect your audio, simply tap “Call via Device Audio”



Once you have joined the meeting, simply remain here until you have concluded all your interviews. Each teacher will join the meeting at their allocated time, conduct the interview and then leave

7. You will be presented with the Zoom Meeting Control Panel. A quick overview of some of the important features are...



1

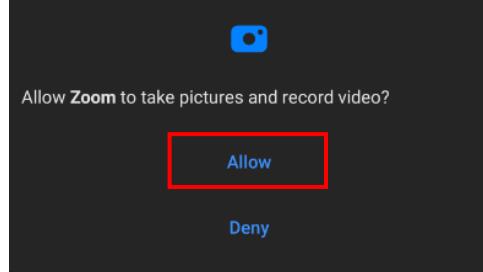
Mute/Unmute - this is how you mute/unmute your microphone. It is recommended that if you are not speaking that you keep yourself muted to prevent excess noise being picked up.

If you wish to speak, simply tap the **Unmute** button, start speaking and then tap the **Mute** button once finished.

2

Start/Stop Video - this is how you start/stop your webcam. You can simply start sharing your webcam to others by tapping **Start Video**. If you no longer want to share your video, simply tap **Stop Video**

- You may be prompted to allow Zoom to use your camera, simply tap “Allow”



3

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

4

Leave - this is how you leave the meeting once you have concluded all your interviews

If you get disconnected or have a break between interviews, you simply re-join the meeting using the same steps above.

Joining via a phone call

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

1. Under the Zoom meeting details, locate the “Telephone” number, “Meeting ID” and “Meeting Password”

Meeting ID: XXXXXXXX

Meeting Password: YYYYYY

Meeting URL: <https://tascmeet.zoom.us/j/XXXXXXX?pwd=YYYYYYYY>

Telephone: (02) 8015 60XX

2. Dial the number and when prompted, enter the “Meeting ID” provided, followed by #
3. If prompted to enter a “Participant ID”, simply press #
4. Enter the Meeting Password, followed by #
5. Once you have joined the meeting, simply remain here until you have concluded all your interviews. Each teacher will join the meeting at their allocated time, conduct the interview and then leave.
6. After you have concluded all your interviews, simply hang up the call

If you get disconnected or have a break between interviews, you simply re-join the meeting using the same steps above.