



# Secretariat Central

## Zoom Quick Tips

1. If you are joining by computer PLEASE use a headset as this will help to reduce background noise and ensure your voice quality is much more clear
2. If you are joining by phone audio, please DO NOT join audio through your computer as well. If you already did, you can leave computer audio by going to the microphone in the bottom left corner and clicking the arrow next to it. You can then select 'Leave Computer Audio'
3. When sharing your screen, NEVER choose 'Share Desktop'. This will show every notification that appears, your entire taskbar etc. Please select the specific screen you wish to share such as the specific presentation or document.

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## How to Join a Zoom Meeting

Here is a video demonstration of how to join a Zoom meeting or see the step by step instructions below.

<https://www.youtube.com/watch?v=vFhAEoCF7jg>



### Step by Step Instructions

Either:

1. click on the Zoom link you may have been provided with (it will look something like this: <https://zoom.us/j/123456789>)

Or

2. Go to <https://.zoom.us/join> and Enter the Meeting ID that you have been provided with in the appropriate field and click 'Join' (the Meeting ID will be a 9 or 10 digit number)

## Join a Meeting

Meeting ID

Your meeting ID is a 9, 10, or 11-digit number

Join

### If joining from a mobile Device

If you are joining from a mobile device (Android smartphone/tablet, Apple iPhone/iPad) then it will simply prompt you to download the Zoom Cloud Meetings app from the App/Play Store.

See [here](#) for more details

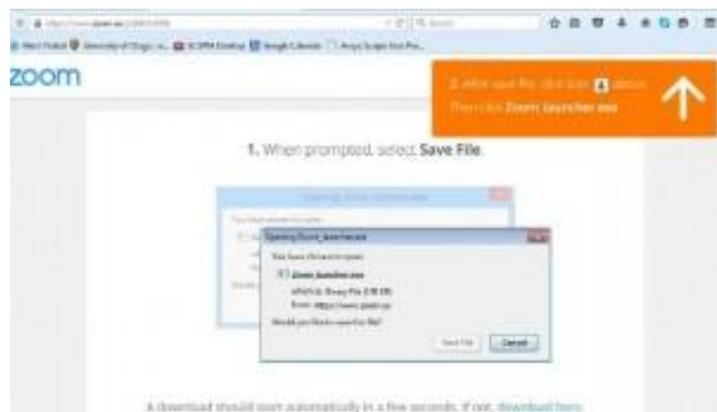
### If joining from a computer

When entering a Zoom meeting for the first time from a computer you will need to download a small application file.

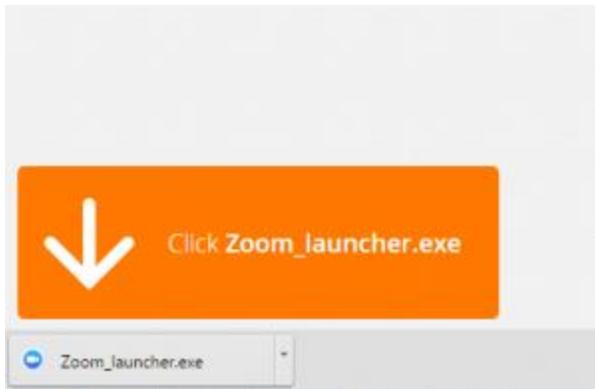
This process is easy to complete on all commonly used browsers. The examples below are shown using Mozilla Firefox and Google Chrome.

#### Mozilla Firefox

Click 'Save File' and follow the instruction in the orange box.

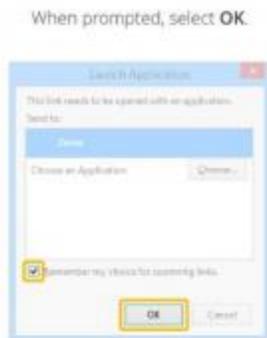


#### Google Chrome



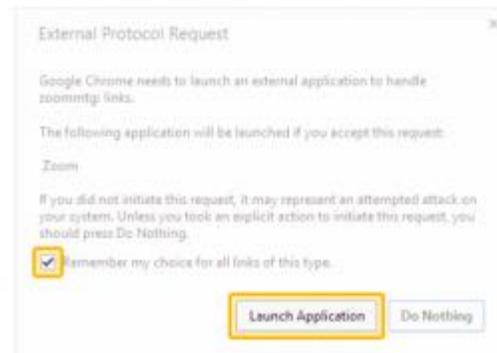
Google Chrome should automatically download the file and point to it as shown above (Similar process for other browsers). Clicking on the Zoom\_launcher.exe file will install Zoom, there will be a short pause before a blue progress bar appears indicating the installation.

If an 'Application Launcher' or 'External Protocol Request' box appears simply tick the 'Remember my choice...' option box and then click 'OK'



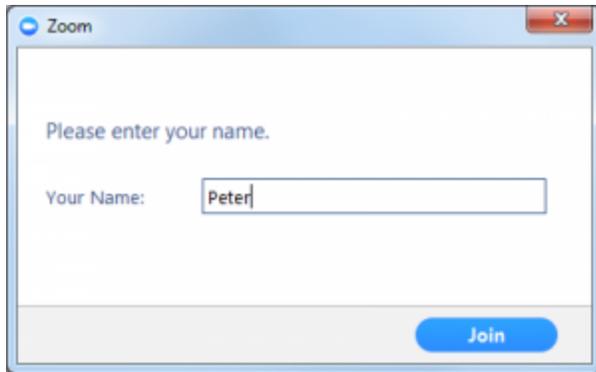
If nothing prompts from browser, try again or [download & run Zoom](#).

When prompted, select **Launch Application**.



If nothing prompts from browser, [download & run Zoom](#).

Just before entering the meeting you will be prompted to enter a display name. This name is simply to identify you in the meeting and is not connected to your University username.

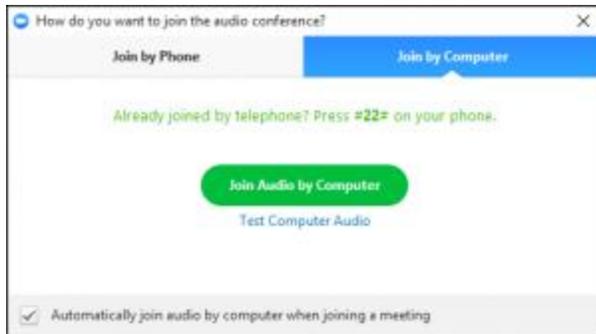


## Configuring Audio



## Join Audio via Computer

You will then be prompted how you wish to join your audio. If you wish to join audio via the telephone, follow the instructions further down, otherwise simply select Join Computer by Audio (*TIP: by ticking the "Automatically join audio by computer..." option box first, will mean you won't get prompted again in the future*)



## Join via Telephone

If you are unable to join from Zoom on a computer or mobile device, then you can join on the telephone instead.

Enter the Meeting ID and PIN (if required) when prompted.

*Please note calls will be charged at standard national rates.*

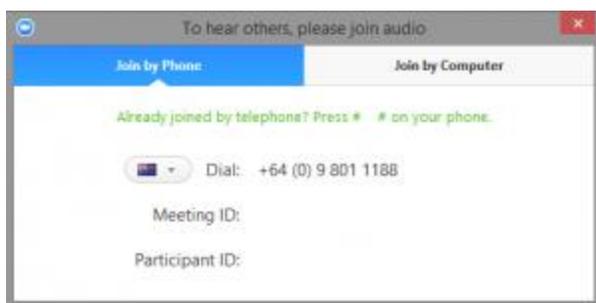
There are also many “local” dial-in numbers from many international locations. You can find more details on these [here](#).

## Join via Computer & Audio via Telephone

It is possible to use a combination of computer for video and phone for audio.

If you use this option, then enter by computer first and select the **Join By Phone** tab when the audio pop-up window appears (see example below). This will display the Canada dial in number for you (or you can change it to display one of the many other countries which have a “local” dial in number by clicking on the flag icon), as well as the Meeting ID to enter and your Participant ID.

Dial in as noted above, however after entering the Meeting ID, you will be prompted to enter your Participant ID. Simply enter this number followed by # and your video and audio will then be synchronized.



## Raising Your Hand

As the non-speaker if you wish to ask a question or make a point during a meeting it is good protocol to use the 'Raise Hand' facility.

If the tool bar is not showing at the bottom of the Zoom window, place your cursor over the Zoom window so it appears and select the 'Participants' icon.



A window listing other participants will appear, there is also a 'Raise Hand' icon, click the icon to make it known to the Host that you would like to raise your hand.



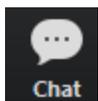
If you wish to lower your hand, click the 'Lower hand' icon that will have replaced the 'Raise hand' icon.



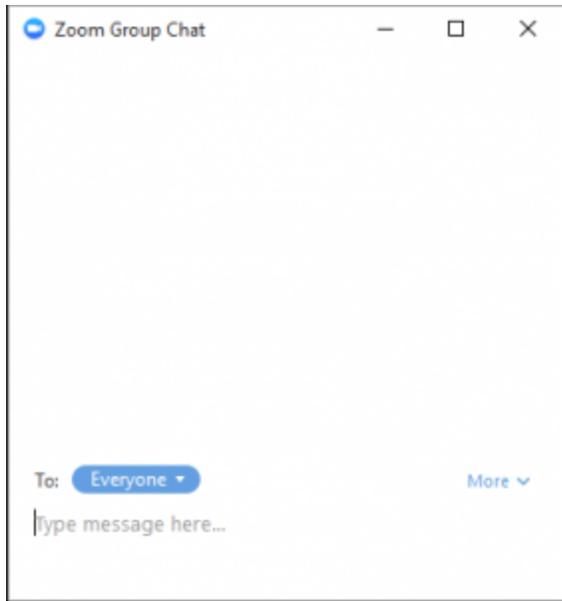
## Using Chat

You can use the 'Chat' facility to send text chat to all participants or privately to specific participants.

Click on the 'Chat' icon in the tool bar, again hover your mouse over the Zoom window if you can't see the tool bar.



A chat window will then open. Select 'Everyone' or the name of the person you wish to send a chat message to.



### Audio only

It is possible that during the conference participants will be asked to turn off their cameras and move to audio only, particularly if there are problems with the available bandwidth.

To do this simply click on the camera icon at the bottom of the Zoom window.

