

Zoom Setup Guide

Step 1: Download the Zoom installer from [link](#) and run to install.

Step 2: This will install, and launch Zoom as shown in Fig. 1(a). Click “Sign In” to proceed.

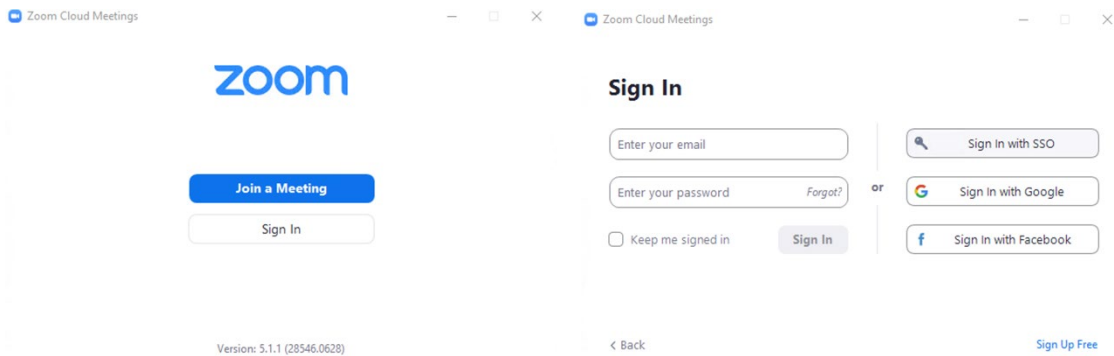


Fig. 1(a): Step 2

Fig. 1(b): Step 3

Step 3: As shown in Fig. 1(b), you will be presented with a few options to sign in. All students by default have a Zoom account linked with the UoA email address. Therefore, click on “Sign in with SSO”.

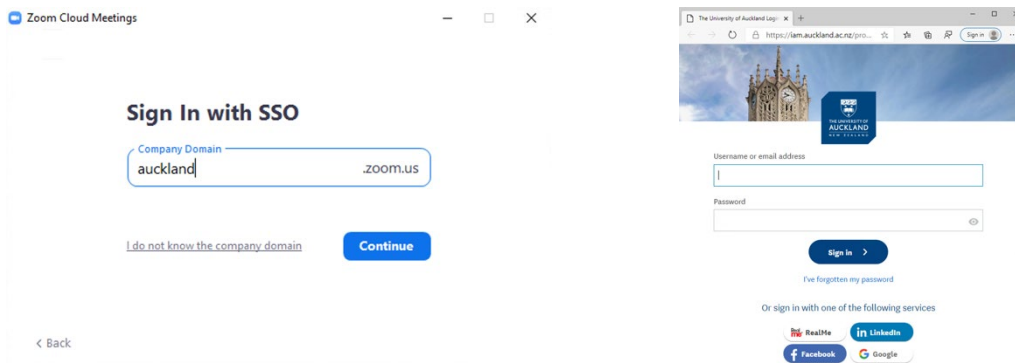


Fig. 2(a): Step 4

Fig. 2(b): Step 5

Step 4: You will be asked to enter the company domain. Enter “auckland” as shown in Fig. 2(a). Then click “Continue”.

Step 5: As shown in Fig. 2(b), you will be redirected to SSO to use your UoA credentials to sign in. Enter your UoA login details and click “Sign In”.

Step 6: As shown in Fig. 3(a), you will be asked to allow Zoom to be opened. Click “Open” to launch Zoom. If this does not happen automatically, click “Launch Zoom”.

Step 7: Zoom will launch with your Home screen displayed as in Fig. 3(b).

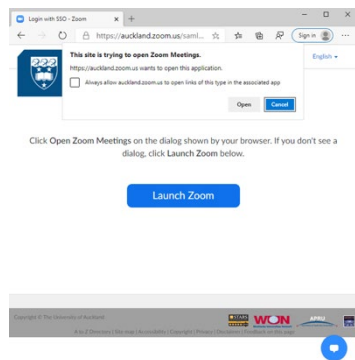


Fig. 3(a): Step 6

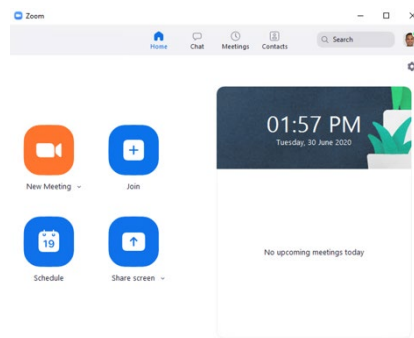


Fig. 3(b): Step 7

Step 8: To make a call, you can click on “New Meeting”. This will launch the Zoom meeting window shown in Fig. 4. Clicking on the information button found on the top left will show you the meeting information. From here, you can copy and share the “Invite Link” with others who you would like to join this meeting/call. Controls are shown at the bottom. The first two control buttons on bottom left, let you setup the microphone and webcam. The “Security” button lets you control security features like who can share screen. The “Participants” button let you view who is in the meeting or who is requesting to join the meeting. The “Chat” button allows you to send private or public messages to participants. “Share Screen” button lets you share desktop, phone, programs, whiteboard, etc. Also, through this you can give remote control of your device to a participant. To end the call, click on “End”.

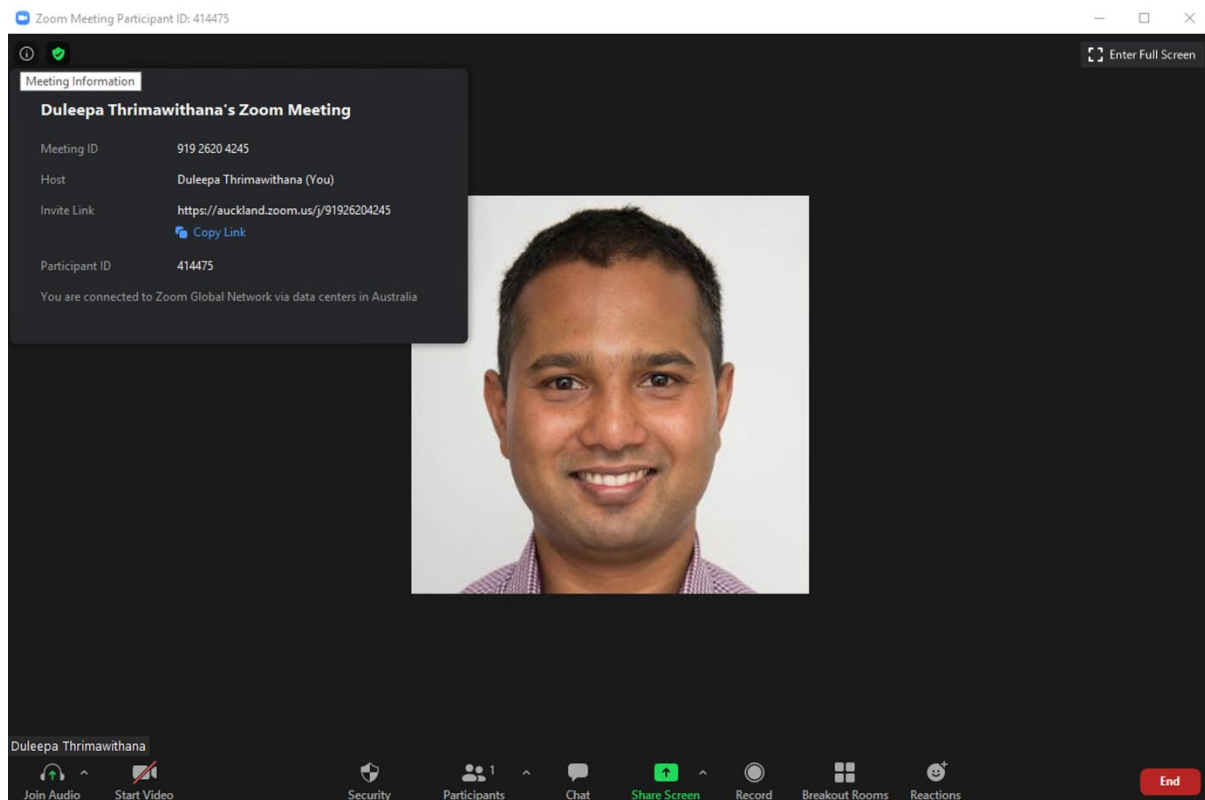


Fig. 4: Step 8

Step 9: As shown in Fig. 5(a), you can schedule a meeting clicking “Schedule” found in your Zoom Home screen. You can enter the details of your meeting and click “Schedule” to create a meeting.

Step 10: To view a list of meetings you have scheduled and their details, click “Meetings” on the top bar. Meetings you have scheduled will appear in the sidebar found on the left of the screen as shown by the example in Fig. 5(b). Click on a meeting to see its details/start/edit/delete. Then clicking on “Show Meeting Invitation” will show you the invitation link that can be sent to others to join this meeting.

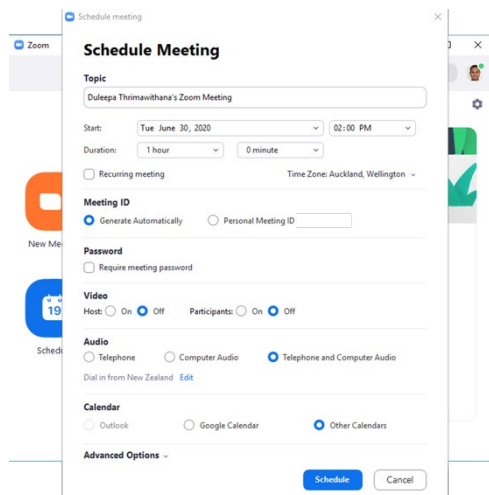


Fig. 5(a): Step 9

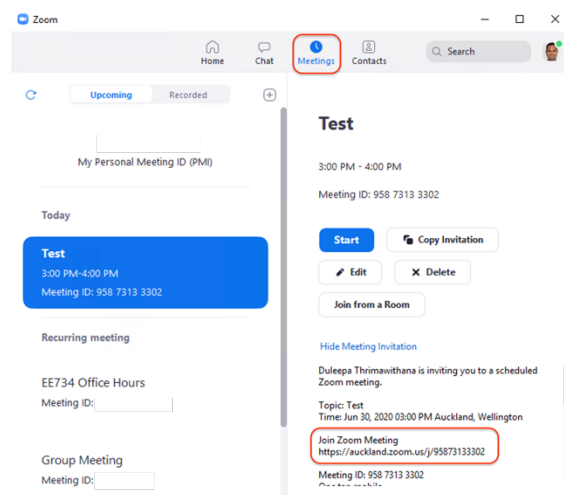


Fig. 5(b): Step 10