

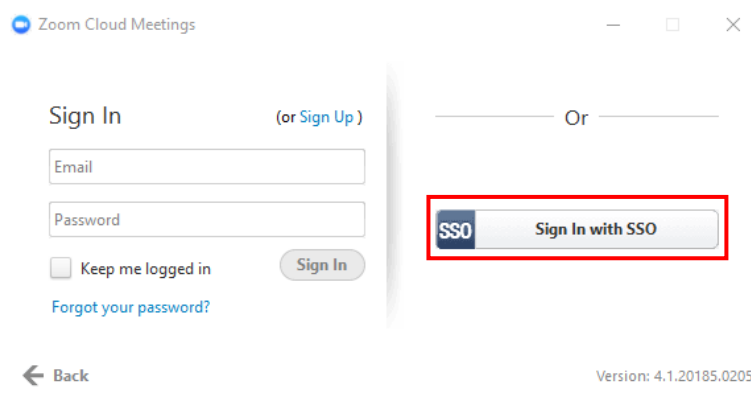


Zoom for JCU Computers

Welcome to Zoom at James Cook University (JCU), a video conferencing system designed to enhance your communication and collaboration with colleagues, students and the broader community. Zoom calls can be created and answered on any Windows, Mac, iOS (iPhone/iPad) & Android (phone/tablet) with the Zoom app installed.

Installing Zoom on JCU Computer

1. Go to the App Catalog (Win) or the Parallels Application Portal (Mac) and **install Zoom client with Outlook Plugin.**
2. **Launch** Zoom and click **Sign in with SSO.**



Zoom Cloud Meetings

Sign In (or Sign Up)

Email

Password

Keep me logged in

Sign In

Forgot your password?

Or

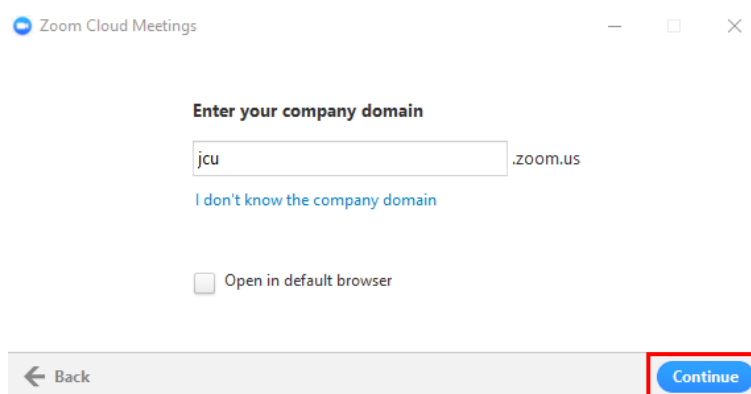
SSO Sign In with SSO

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Version: 4.1.20185.0205

3. Leave company domain as the default (jcu) and **click Continue.**

If you have previously signed into Zoom using your JCU email address, this may be displayed as jcu.edu.au – change to jcu and click continue.



Zoom Cloud Meetings

Enter your company domain

jcu .zoom.us

[I don't know the company domain](#)

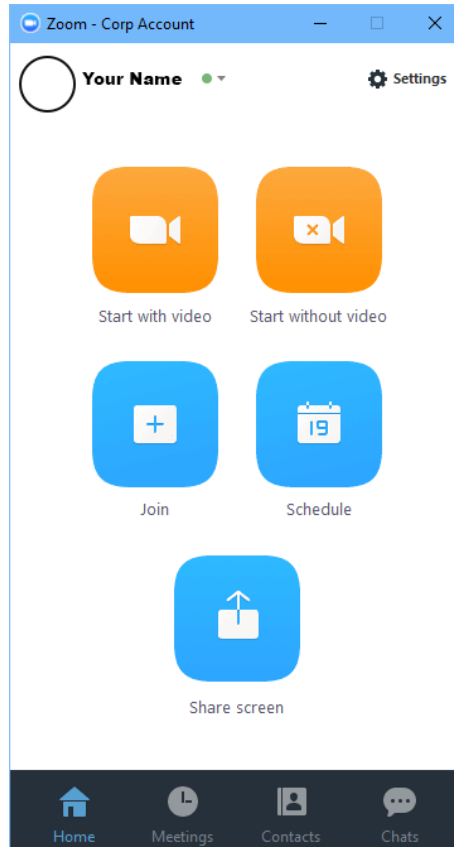
Open in default browser

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Continue

Please note you may be required to accept a privacy agreement during this process.

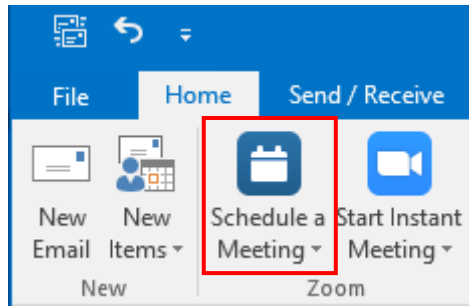
4. **Login with JCU Username and Password** when requested, once logged in the home screen is displayed.



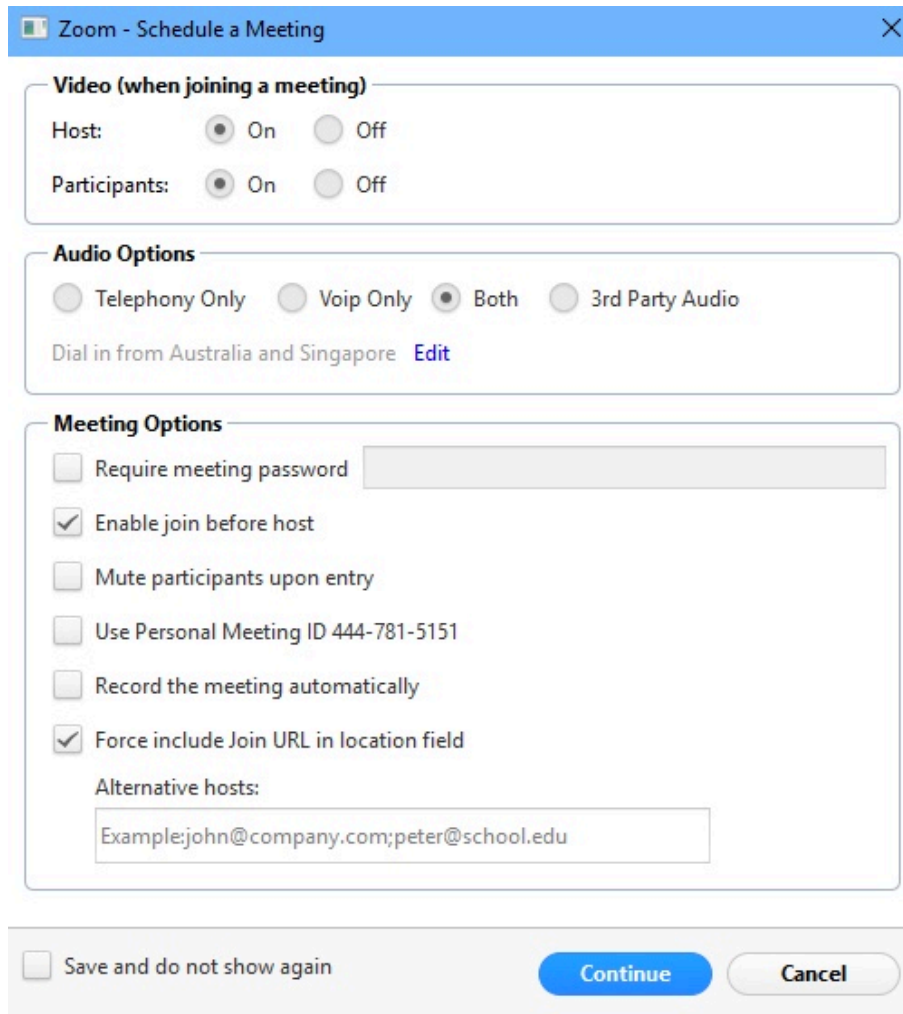
Please contact the [ICT HelpDesk](#) if you require assistance setting up Zoom on your JCU computer.

Scheduling a ZOOM Meeting from Outlook

1. **Open Outlook** on your Desktop, and click **Schedule a Meeting**



2. **Set** required meeting options and click **Continue**.



3. The meeting details and links will be added automatically to the Calendar invite, schedule meeting as usual and add recipients using the To field. Click **Send** when complete.

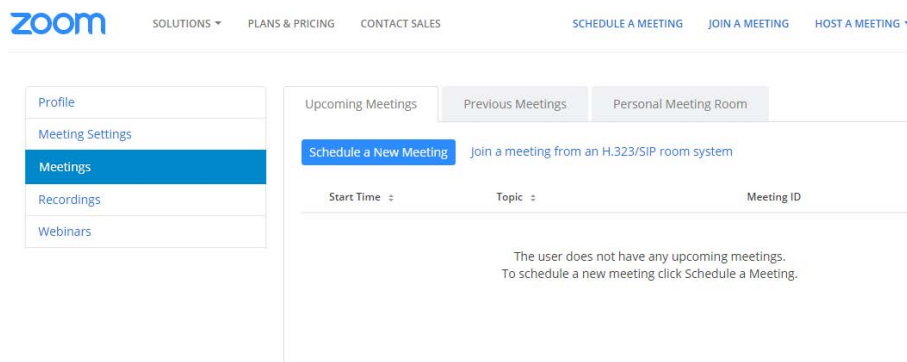
Participating in a ZOOM Session

You do NOT need an account to participate in a Zoom session, but some equipment may be required: speaker or headphones to hear the conversation, microphone to talk and camera to share video.

1. **Click** the Zoom **link** sent to you via email to launch the Zoom session.
2. **Download** the Zoom application if prompted (only needed once per device)

Log-in to Zoom Online

1. Go to Zoom <https://jcu.zoom.us> and click **Access your account**.
1. **Login** with JCU Login ID and password, this opens the Meeting page.

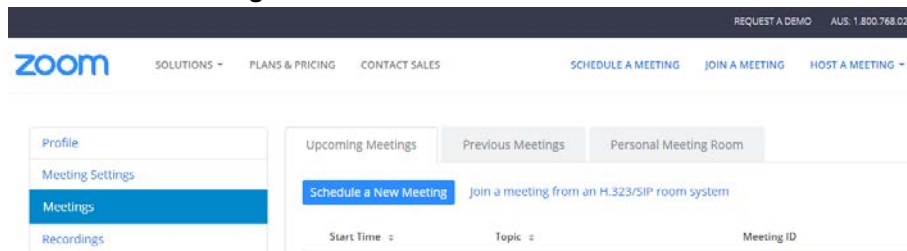


2. **Click Profile** on the left menu to access your account profile, change your photo, add your phone number or find your Personal Meeting ID.

Scheduling a ZOOM Meeting Online

To schedule a Zoom Meeting from the web client:

1. Go to Zoom <https://jcu.zoom.us> in web browser and click **Access your account**
2. **Login** with **JCU Username** and **password**, this opens the **Meetings** page.
3. Click **Schedule a New Meeting**



4. Set the meeting specifics (topic, date and time, and video/audio options).
5. When complete, click **Save**.
6. To invite participants to your meeting, click **Copy the invitation**, then use Outlook webmail, messenger or other, and paste the invitation into a new message, to send to participants. The invitation will include a link to your meeting's web address.

Want More?

- More information is available on the [Zoom JCU web page](#) including the [Top 10 Zoom Questions at JCU](#).
- Zoom also has a specific [Support page](#) and [Video Tutorials](#) available online.