

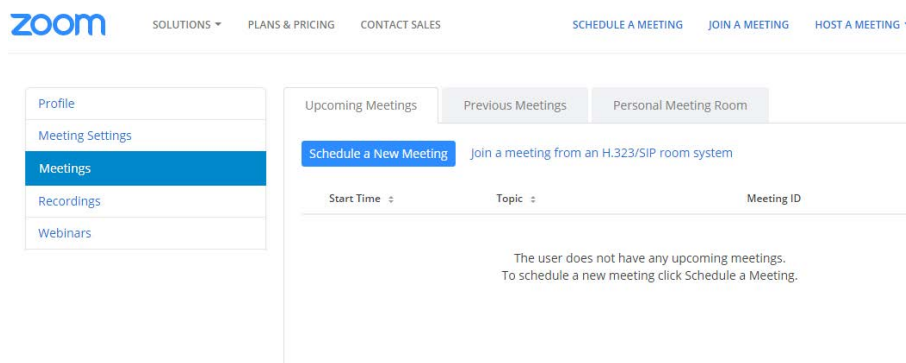


# Zoom for Personal Computers

Welcome to Zoom, 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.

## Log-in to Zoom Online

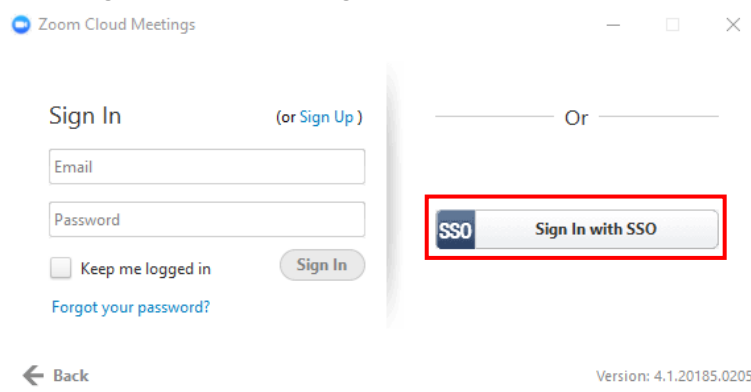
1. Go to Zoom <https://jcu.zoom.us> and click **Access your account**.
1. **Login with JCU Username and password**, this opens the Meeting page.



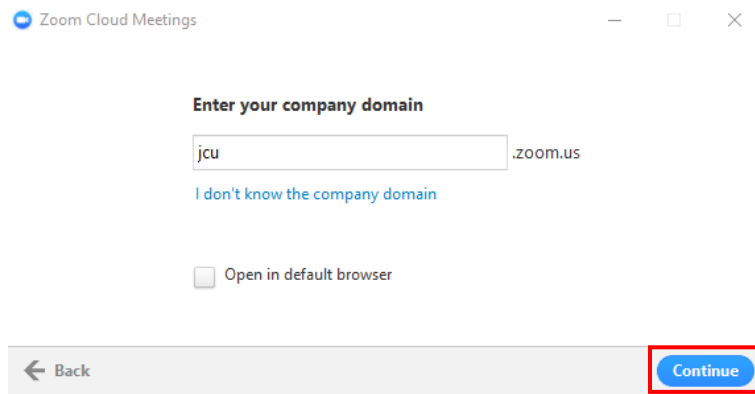
2. **Click Profile** on the left menu to access your account profile, change your photo, add your phone number or find your Personal Meeting ID.

## Download Zoom

1. Go to <https://jcu.zoom.us/download> and select **Zoom Client for Meetings** for your device and click **Download**. Log in with your **JCU ID** and password if on a personal machine or accept 'page may open in another application' message if on a mobile device.
2. Follow the installation prompts specific to your operating system.
3. **Launch Zoom** and select **Sing In** (on mobile) or **Sign In with SSO**.



4. Type **jcu** as the Domain.



Zoom Cloud Meetings

Enter your company domain

jcu .zoom.us

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

Open in default browser

← Back Continue

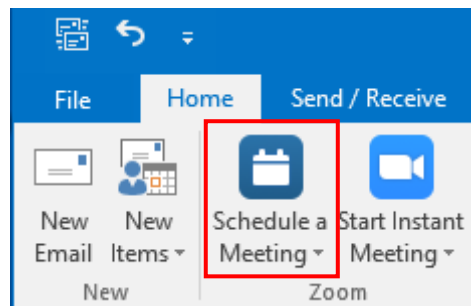
5. **Log in** with your **JCU user ID** and **password**.

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

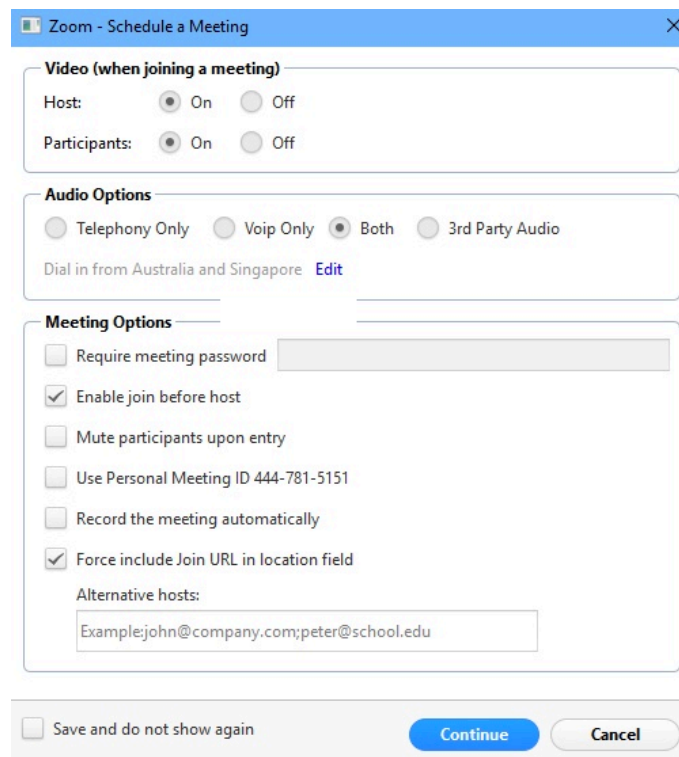
JCU ICT also recommend downloading the Zoom Plug-in for Microsoft Outlook, for the best experience.

## Scheduling a ZOOM Meeting from Outlook

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



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



Zoom - Schedule a Meeting

**Video (when joining a meeting)**

Host:  On  Off

Participants:  On  Off

**Audio Options**

Telephony Only  Voip Only  Both  3rd Party Audio

Dial in from Australia and Singapore [Edit](#)

**Meeting Options**

Require meeting password

Enable join before host

Mute participants upon entry

Use Personal Meeting ID 444-781-5151

Record the meeting automatically

Force include Join URL in location field

Alternative hosts:

Example:john@company.com;peter@school.edu

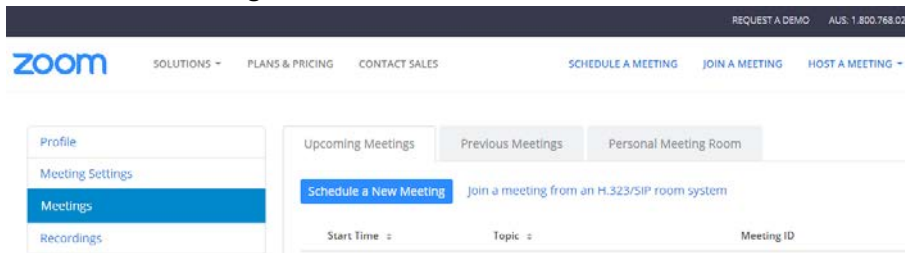
Save and do not show again Continue Cancel

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.

# 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.

## 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)

## 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.