Zoom meetings - guide

What is Zoom?

Zoom is an online system for talking with the option of video that uses either a broadband connection or can be used through the cell phone network. Typically, broadband users are using a home pc or laptop and cell network users are using Zoom on their smartphone.

What does Zoom cost?

The Zoom application itself has a free version letting the host run sessions up to 40min in duration. For longer sessions i.e. over 40min, the first paid level is required at a cost of US$14.99 per month.

Long Zoom sessions will use quite a bit of data (like watching YouTube videos for example) or if using the cell networks could use a lot of cellphone data and cost the user, depending on their cellphone plan. The most cost-effective option is to use Zoom via a broadband connection at home or in a public space.

1. How to host a Zoom meeting

Installation - Mobile phone

Download Zoom Mobile Apps for [iPhone](#) or [Android](#)and follow the instructions to install and setup.

Installation - Laptop or pc

Download [Zoom Client for Meetings](#)

Set up a meeting

1. Go to the Zoom application on your phone or computer and click "Schedule"
2. Enter a meeting title, start time, duration and make sure the time zone is set to Auckland/Wellington NZ
3. You can select to make the meeting recur weekly etc
4. Set video to on for both host and participants
5. Don't require a password
6. Enable join before host in case you are late so people can start without you
7. You don't need a personal meeting ID
8. Hit the Save button
9. Copy the invitation (you only really need the short version i.e. https://zoom.us/j/423933393) and send the link to your people in an email

10. On the day, go to Zoom and click on Meetings and select the meeting you want and click "start this meeting"
11. Enjoy 😊

2. How to Join a Zoom Meeting

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/667701016)

Or

2. Go to https://zoom.us/join and Enter the Meeting ID that you have been provided with in your invite and add it to 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.
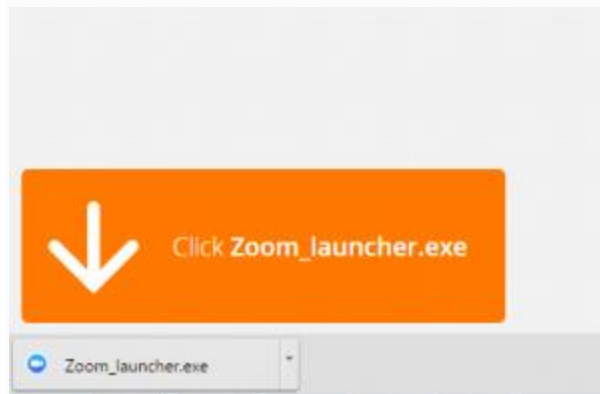
This process is easy to complete on all commonly used browsers. The examples below are shown using Mozilla Firefox and Google Chrome.

Mozilla Firefox

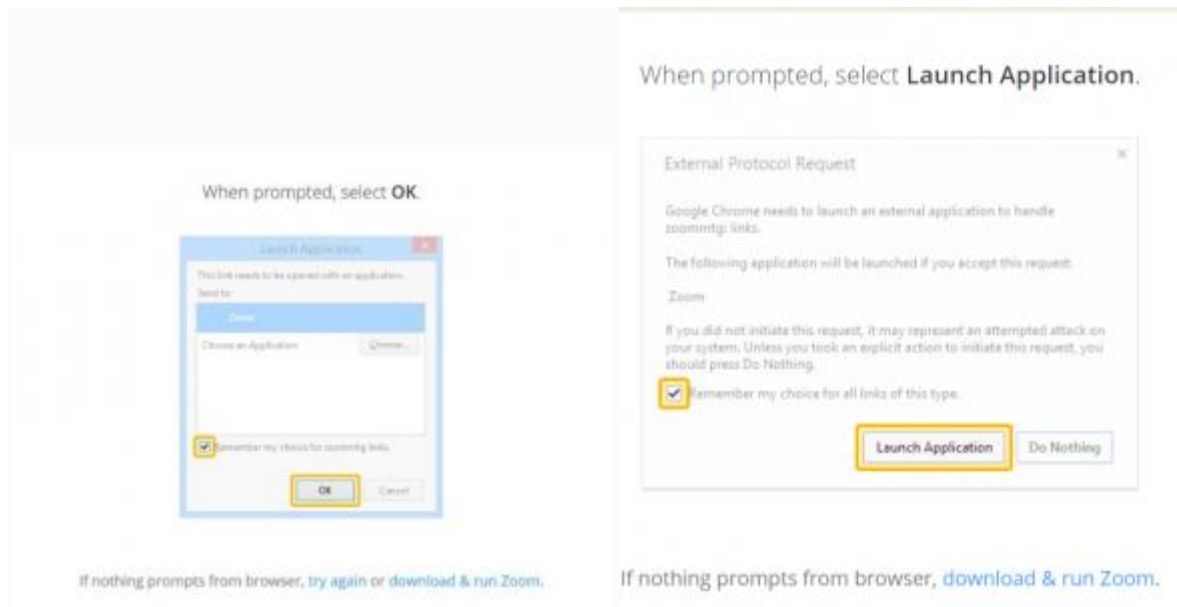Click 'Save File' and follow the instruction in the orange box.
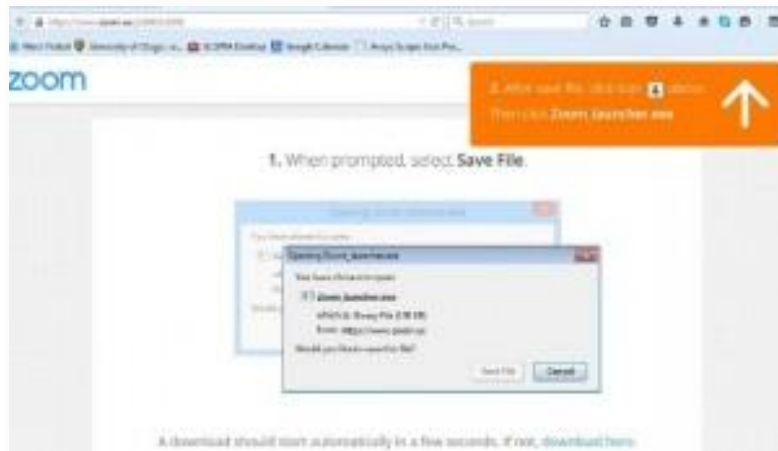
Google Chrome

Google Chrome should automatically download the file and point to it as shown above. 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'

When prompted, select **OK**.

When prompted, select **Launch Application**.

External Protocol Request

Google Chrome needs to launch an external application to handle zoommtg: links.

The following application will be launched if you accept this request:

Zoom

If you did not initiate this request, it may represent an attempted attack on your system. Unless you took an explicit action to initiate this request, you should press Do Nothing.

☑ Remember my choice for all links of this type.

Launch Application | Do Nothing

If nothing prompts from browser, try again or download & run Zoom.

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.
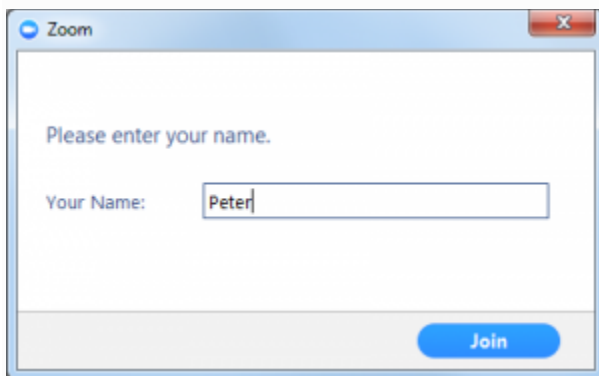
Join Audio via Computer

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)*
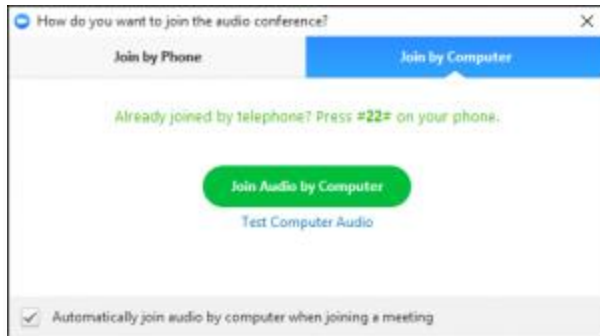
Join via Telephone

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

If you would like to attend a Zoom meeting via telephone within NZ please call the NZ number (check this link for up to date numbers https://zoom.us/zoomconference). Then enter the Meeting ID and PIN (if required) when prompted.

Please note calls will be charged at standard national rates.

Once into the meeting

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.
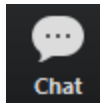

If you wish to lower your hand, click the 'Lower hand' icon that will have replaced the 'Raise hand' icon.
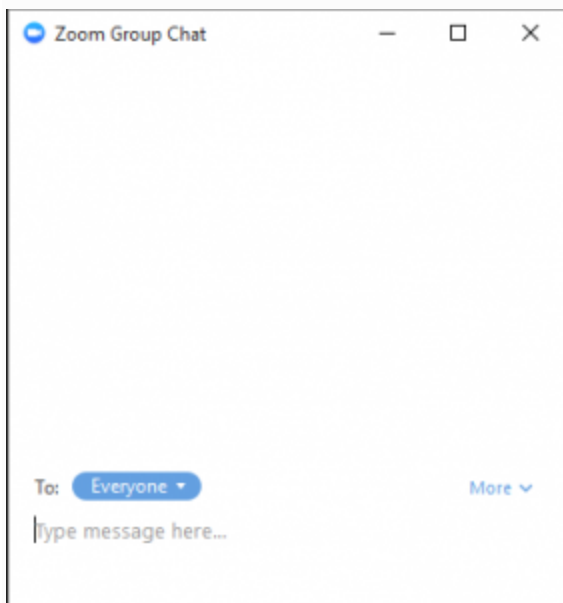
Using Chat

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 ask 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. Alternatively, the host can mute any/all participants if needed.