



JOINING A ZOOM MEETING OR WEBINAR

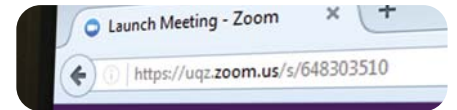
ABOUT ZOOM

Zoom is a multi-format video conferencing and online meeting solution available to staff and students for use on a number of different platforms; including Windows, Mac, iOS, Android, Blackberry, ChromeOS, and Linux.

INSTRUCTIONS FOR FIRST USE

Please follow these steps to install the Zoom client on your device, and connect to a Zoom Meeting or Webinar. You will only need to follow these instructions the first time you use your device to connect to a Zoom Meeting or Webinar.

1 To join a Zoom Meeting or Webinar, you first need to be provided with either a Meeting ID or a URL link.



- If you have been provided with a URL link, open the link in the browser of your choice.
- If you have been provided with a Meeting ID number, visit <https://uqz.zoom.us/join> to enter the Meeting ID in the empty field, then select **Join**.

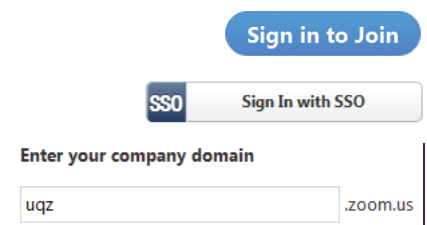
2 Once the web page has loaded, you will be asked to download a Zoom installer file or application. Save this file to your device, then run the file once the download has completed to install the Zoom client. The Zoom client will only need to be installed the first time you connect to a Zoom Meeting.



3 Once the Zoom client is installed, you will be prompted to enter your email address and your name. Enter these details and select **OK**. The Zoom client will connect to the Webinar.

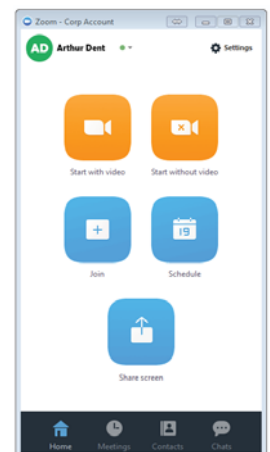
If the meeting or webinar is limited to UQ users only, you will be prompted to log in to your Zoom client before you can connect to the meeting.

- Select **Sign in to Join**.
- Select the **Sign In with SSO** option.
- Enter **uqz** as the company domain, then select **Continue**.
- Enter your UQ username and password, then select **Login**.



You may be prompted to wait until a host has connected before you can connect to a Zoom Meeting or Webinar. Your Zoom client will be automatically connected once a host has joined.

4 Once connected to the Zoom Meeting or Webinar, you may be prompted to **Join Computer Audio**. Please select this option to enable sound for the Zoom Meeting or Webinar.



Now that the Zoom client is installed on your device, you will be able to connect to future Zoom Meetings or Webinars by running the Zoom client on your device, then using the **Join** option to enter a Meeting ID. You can also load a meeting URL link from your web browser and the Zoom client will load automatically.

For more information on Zoom client functions and alternative connection methods, please refer to the the **Zoom Video Conferencing User Guide** available at its.uq.edu.au/zoom