



Students: How to Join a Zoom session - v01



Who can join video meetings?

- Anybody who is invited can join a Zoom session.
- **As a student or participant you don't need an account**
- As a Teacher or Host, you DO need a Zoom account.

Technical requirements for Students

A video meeting is a meeting with vision and sound over the internet.

INTERNET

- You do need a proper internet connection. If you use your phone or tablet. Make sure it is connected to your wifi and sit as close as possible to your WiFi Unit for a strong signal. (or cable connect)
- Do NOT stream videos (Netflix) at the same time as you need your internet bandwidth
- Advised browser to use is the Google Chrome browser, free to download

QUIET

- Attend the meeting in a quiet place, your microphone will pick up noises from your environment

LIGHT

- Switch a few lights ON so your face is not in the dark. Every camera works better with proper light

Equipment	Notes 1	Notes 2
Laptop	You need to download a desktop application	
Desktop & webcam	You need to download a desktop application Webcam with mic is optional but preferred	If you don't have a webcam, you can see and hear, but nobody can see or hear you. You communicate using the Chat room
Tablet (iPad / Android)	You need to install an app	You need to be able to go to your app store, you need your shop ID and password
Phone (iPhone / Android)	You need to install an app	You need to be able to go to your app store, you need your shop ID and password

STEP 1: Teacher or Host will create the video meeting

Teacher or Host Inviting Participants:

- a. Participants with an email address
An invite will be sent out to participants with an email address (ANY email address will do)
Participants with a google account will receive the invite in their Google calendar
- b. Participants with only a mobile phone
Manually Teacher or Host will SMS text the invitation code to these participants



STEP 2: Students / Participants joining a video meeting

Participant will have received an invite either per email, calendar or SMS text

Examples Zoom invitation information:

- Join Zoom Meeting link: <https://us04web.zoom.us/<Unique ID with lots of characters>>
- Meeting ID: 123 4567 8901
- Password: 123456

There are 4 ways to join a Zoom meeting:

- Through a link via your email invitation
- With the Zoom app on your desktop
- From the Zoom website
- (Or via telephone dial-in – not advised, phone call charges may apply)

Note: The host will have to start the meeting first so you can join or the host enables 'join before host'.

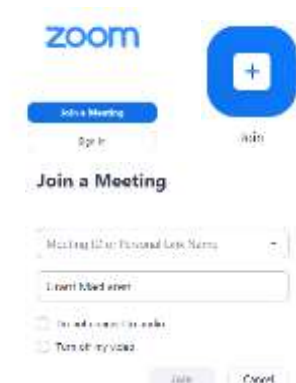
Email link:

- You will receive an email invitation from the meeting host
You will be prompted to either Download (Zoom Client for Meetings) or “Open Zoom”
- Click on the link in the email (join via PC, Mac, iOS or Android)
- You will be taken to the meeting waiting room “Waiting for the host to start this meeting”

Note: In the waiting Room you can (and it is advised that you) test your microphone, speaker and video settings'.

From the Zoom app: - COMPUTER

- Open the Zoom app on your desktop, Start button, Zoom folder, start Zoom
- Click on Sign in
- Sign in with your “email address” or “Google Account”
- Click on “Join a meeting”
- Enter the Meeting ID (this is displayed in the email invitation)
- You can then choose whether to come into the meeting with your audio or video enabled or disabled



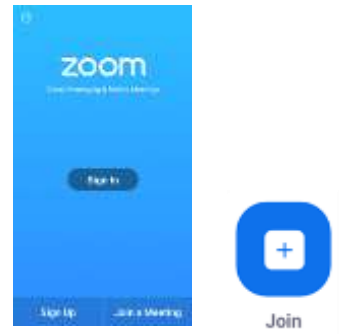
From the Zoom app: - iPhone – iPad,

- Go to the shop and install the Zoom Cloud Meetings App
- You need your ID and Password for the shop in order to download and install
- After starting the App, ENABLE privileges for using Audio & Camera
- Choose “Join a Meeting”



From the Zoom app: - Android Phone - Tablet,

- Go to the shop and install the Zoom Mobile App
- You need your ID and Password for the shop in order to download and install
- After starting the App, ENABLE privileges for using Audio & Camera
- Choose “Join a Meeting”



From the Zoom website:

- Go to the zoom website (www.zoom.us)
- Click on “Join a Meeting”
- Sign in with your Zoom ID or Personal Link

Join a Meeting

Meeting ID or Personal Link Name

Your meeting ID is a 9, 10, or 11-digit number.

Join

Join a meeting from an H.323/SIP room system



For more information visit www.teleworker.net.au

Follow the links of “on-line training”