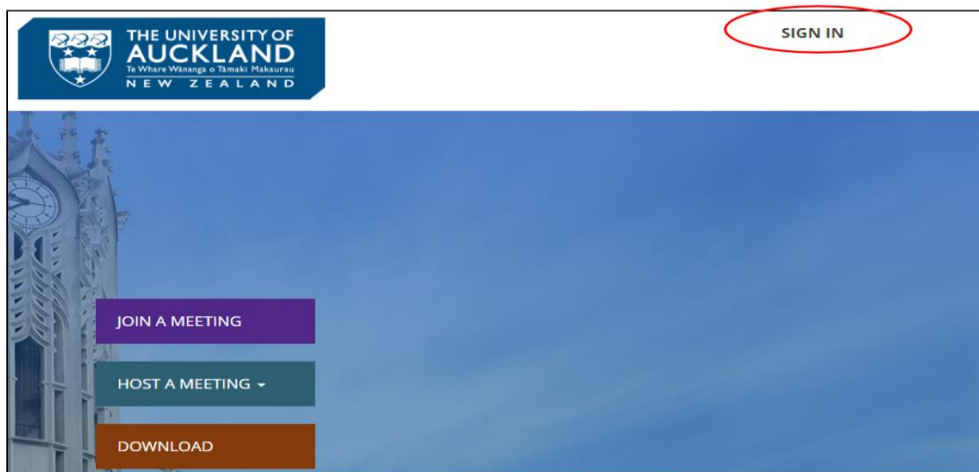


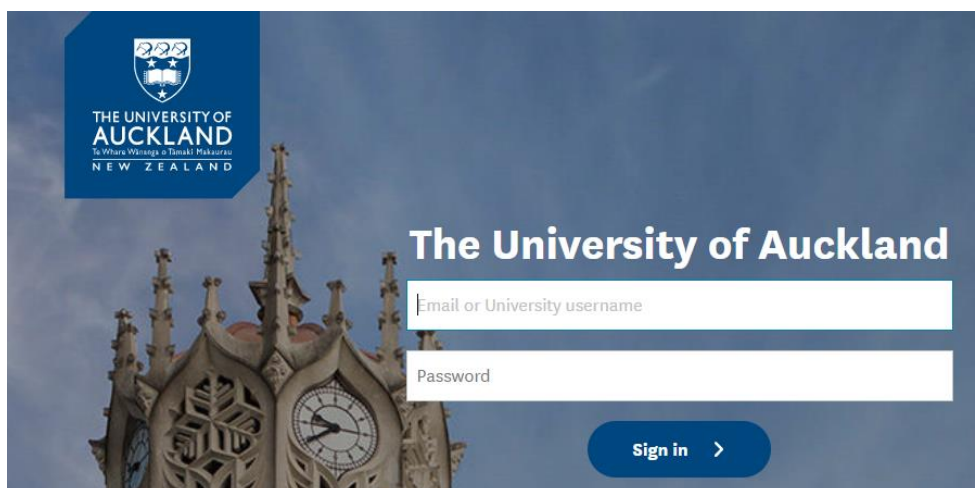
How do I get started using Zoom?

Log in to Zoom

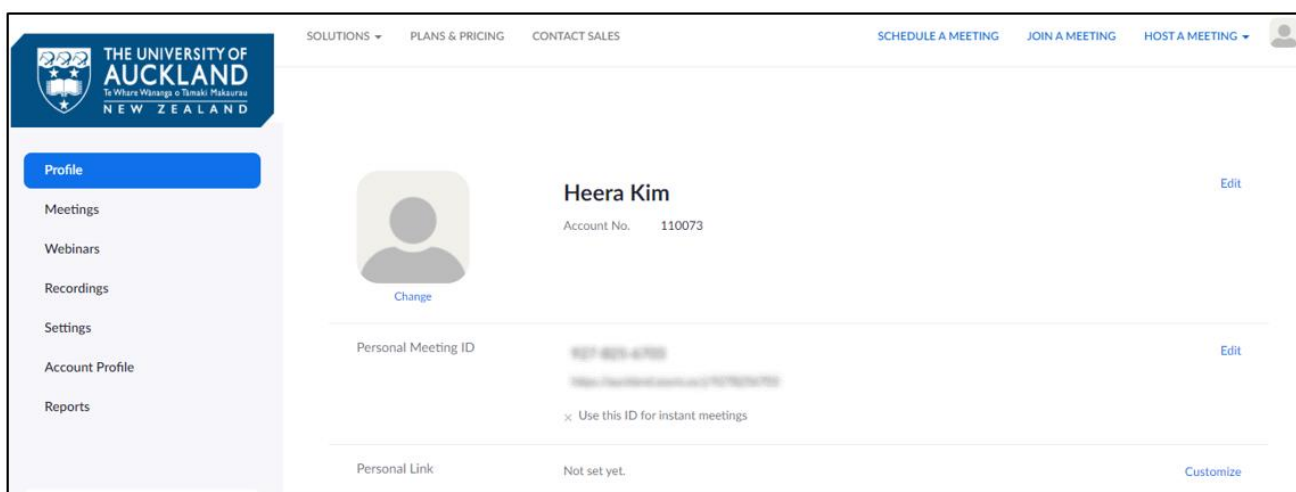
1. Go to the following URL: <https://auckland.zoom.us> and SIGN IN at the top-right.



2. If prompted, enter your usual University of Auckland credentials.



You should see the following:



Host a Zoom meeting

Log into Zoom <https://auckland.zoom.us> and choose Host a Meeting (if prompted, download and run the Zoom app). You can host a meeting with video or audio only. We recommend you start the meeting with video on if the computer has a webcam. If you want to record your desktop, when you have started the meeting, click 'share screen.'

While it is possible to use Zoom for live streaming this is not recommended due to bandwidth and connectivity issues. It is recommended that you record the session and upload to [Mediastore](#). Find out how to [upload to Mediastore](#).

Once in Zoom, you have several options:

MANAGE PARTICIPANTS

- You can mute, or unmute, participants' microphones.

SHARE

- You can share your screen (i.e. share PowerPoint slides etc), or a whiteboard.

CHAT

- Open or close a text-based chat window.

RECORD

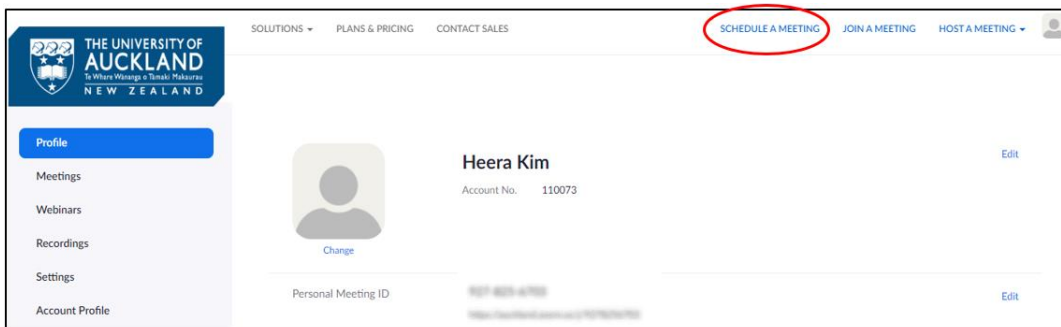
- Record the session.

END MEETING

- End the meeting and stop any active recordings.

Scheduling a future Zoom meeting

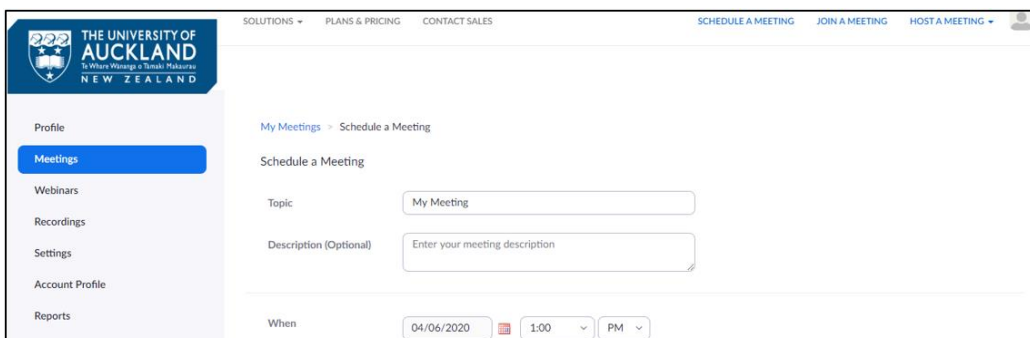
1. After logging into Zoom, click SCHEDULE A MEETING.



2. Enter the topic, day and time for your meeting and select whether you will use video.

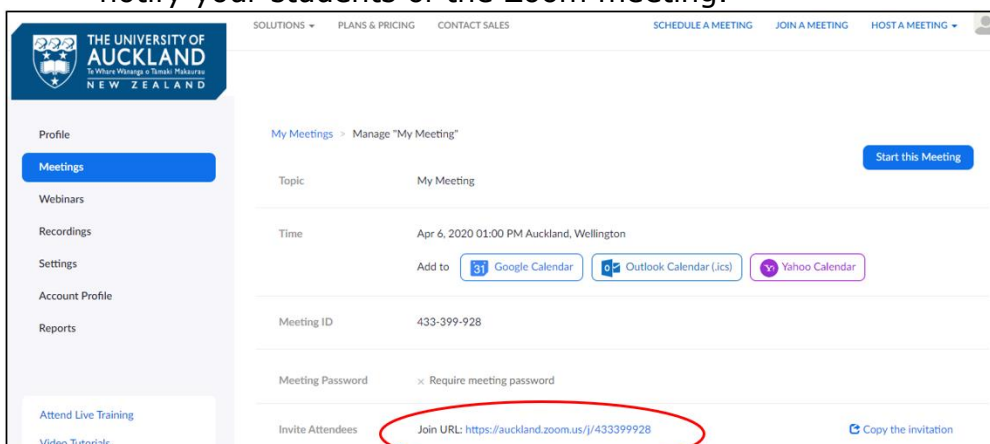
Also, Consider these options:

- Enable waiting room – participants will be put in waiting room until admitted to the meeting room.
- Disable join before host – participants have to wait till the host has started the meeting.
- Mute participants upon entry – mutes participants' microphones when they join.
- Record the meeting on the local computer or to the Cloud.



3. Click SAVE.

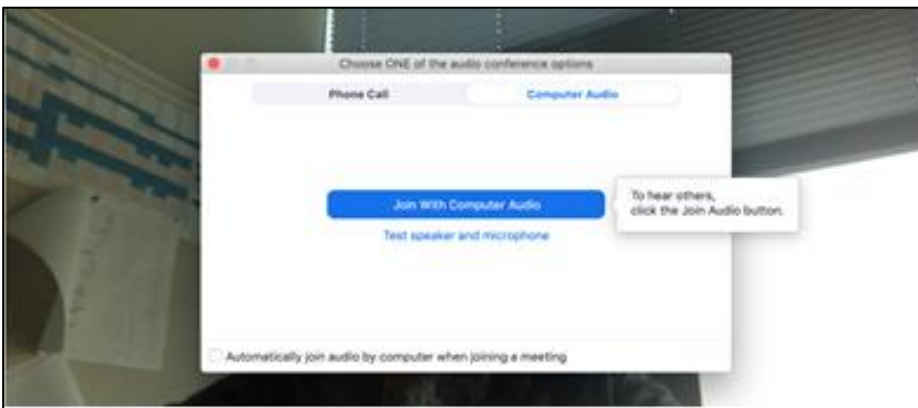
4. From the final screen, copy the "JOIN URL" of the meeting. Then paste this into an email / onto Canvas / onto a Canvas announcement / however you like to notify your students of the Zoom meeting.



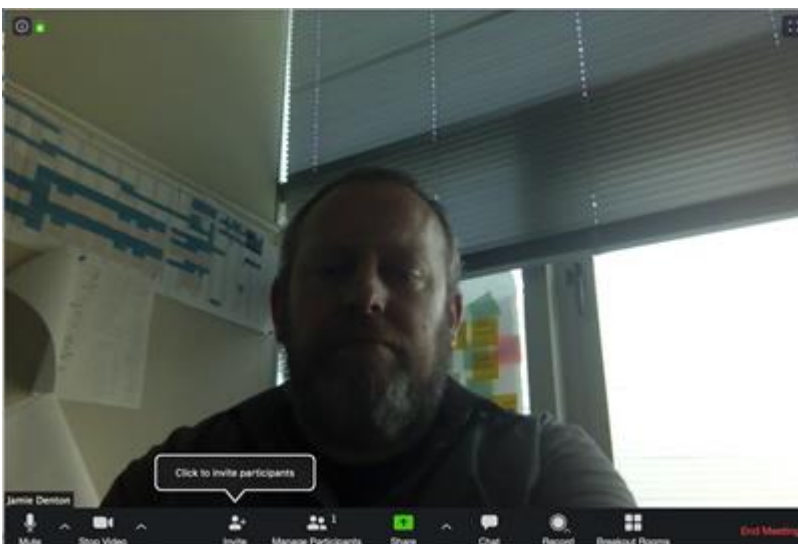
Join a scheduled Zoom meeting

Joining a scheduled Zoom meeting is the same for all participants (i.e. students) and the host (i.e. lecturer).

1. Click the URL for the Zoom meeting.
2. If prompted, download and run the Zoom app.
3. As Zoom opens, you may be prompted to JOIN WITH COMPUTER AUDIO. Click on the blue box to confirm this.



4. If you have a webcam, you should see yourself on the screen (see below), and you're ready to go.



Basic versus Pro license

The University of Auckland staff all have Pro account when they sign up.

	Basic	Pro
Participants (including host)	Up to 100 participants	Up to 100 participants
Time limits	Unlimited time during 1-to-1 meetings 40-minute limit on group meetings (more than 3 people)	Unlimited time during 1-to-1 meetings 24-hour limit on group meetings (more than 3 people)
Recording	On local computer*	On local computer* Cloud recording (1GB max)

* It will take several minutes after the meeting for the recording to be saved to a file.