

GETTING STARTED WITH ZOOM

PC AND MAC

If you do not have a Massey Zoom account, please request one by contacting the ITS Service Desk (06) 356 9099 ext 82111

When Massey provides you with a Zoom account, you are sent an account activation email.

ACTIVATE YOUR ACCOUNT

You will be sent an account activation email. Open the activation link, enter your details and choose a password. This password can be different to the one that you usually use at Massey, as these systems are not linked.

SIGN IN

Go to <https://massey.zoom.us> and **Sign In**. Use your Massey email address and the password you chose when you activated your account.

If you have forgotten your password, select **Forgot password?** to reset it.



Host or schedule a meeting

Sign In

[Forgot password?](#)

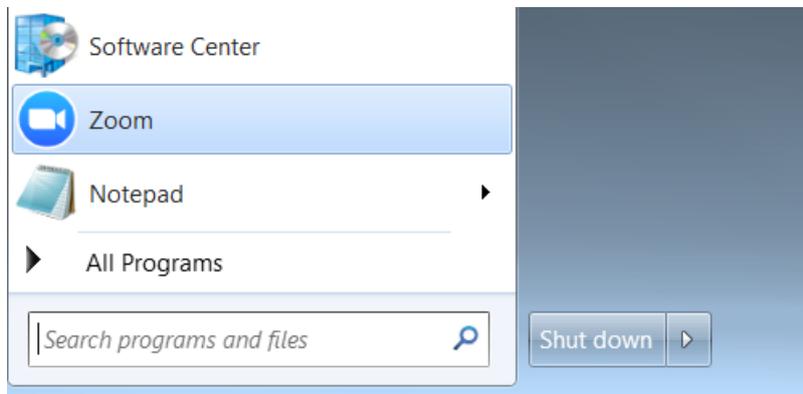
Your password is not linked to your Massey log in details, so your password could be different to the one that you usually use to sign in to other Massey systems.

DOWNLOAD THE DESKTOP APP

After signing in, select **Host a Meeting** and the desktop app will download automatically.

Alternatively, you can manually download the Zoom desktop app here:
<http://massey.zoom.us/download>

Zoom will now be a program saved on your computer. You no longer need to visit <http://massey.zoom.us> to use Zoom, instead, simply open the program from your start menu.



GET THE APP ON YOUR MOBILE DEVICE

- For iOS, visit the Apple [App Store](#) and search "zoom"
- For Android, visit [Google Play](#) and search "zoom"

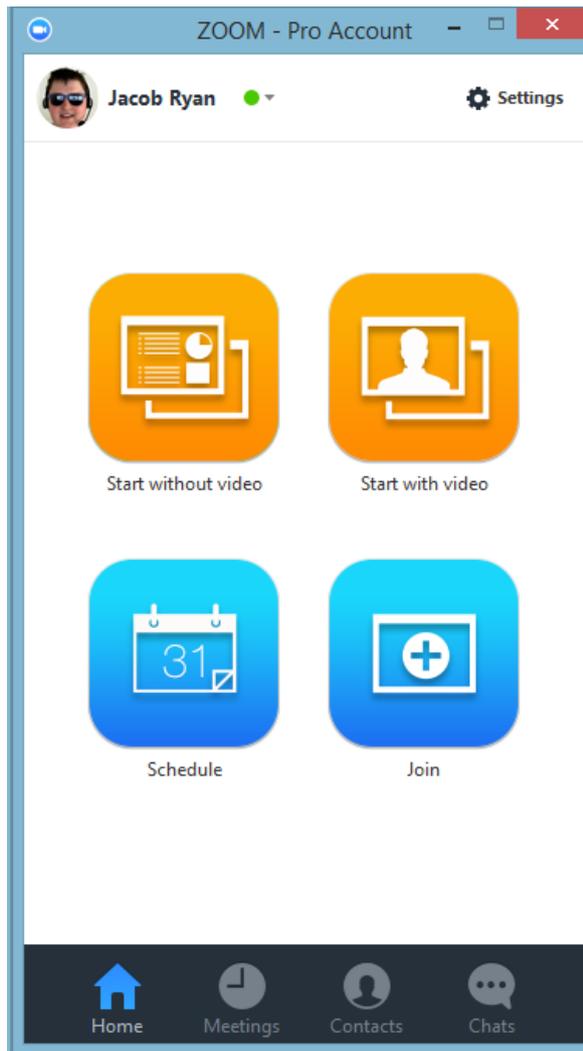
USING THE APP

1. Launch the app.
2. Sign in.



HOME SCREEN

Once you have signed-in, you will see the main dialog box as shown below. The default tab is "Home".



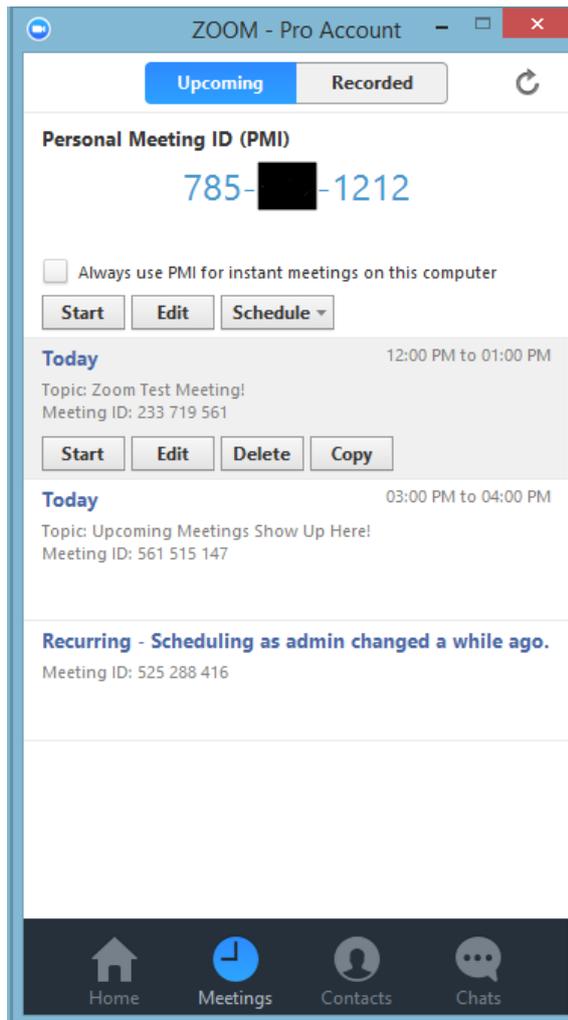
You can:

- View what type of account you are logged in with (Pro or Basic)
- Click on **Start without video** to start a meeting sharing your "desktop" or "application"
- Click on **Start with video** to start a video meeting
- Click on **Schedule** to set up a future meeting
- Click on **Join** to join a meeting that has already been started

Note: Click on the dropdown next to your name to view your profile, check for updates, switch accounts and logout.

MEETINGS

Select **Meetings** to view, start, edit, and delete your scheduled and recorded meetings.



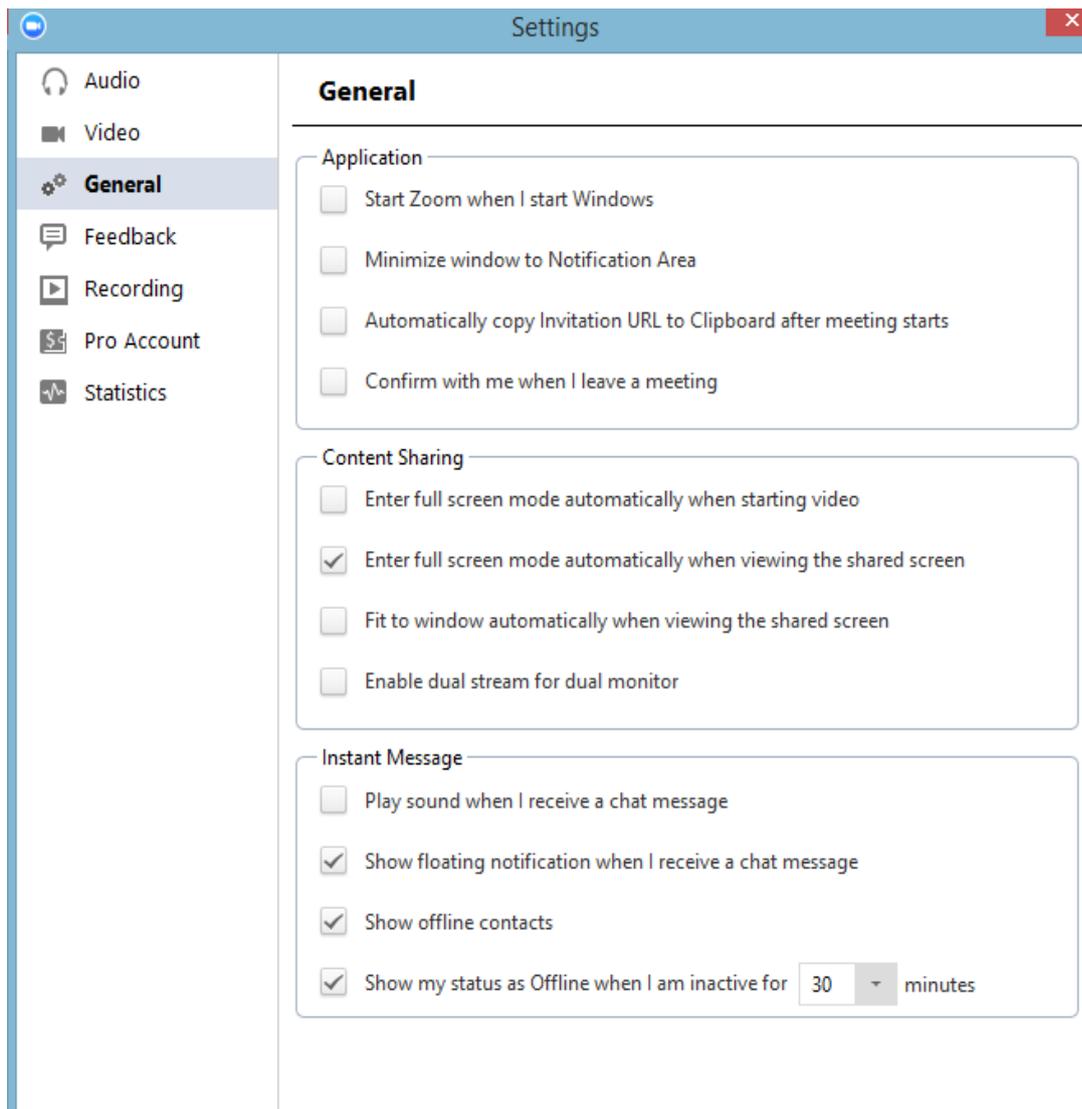
You can:

- **Start:** Selecting **start** will start the pre-scheduled meeting that you have listed in your upcoming meetings.
- **Edit:** You can **edit** or update your scheduled meeting.
- **Delete:** Selecting **delete** will permanently delete your scheduled meeting.
- **Copy:** Here you can **copy** your scheduled meeting(s) invitation text and manually paste into an email, IM, SMS etc.

Note: if you do not see your scheduled meeting, click the refresh tab in the upper right-hand corner to update/refresh the meeting list.

ZOOM SETTINGS

You can find the Settings tab in the main dialog box or in the meeting menu bar. After clicking **Settings**, you will have the following options:



- **General:** You can select default preferences
- **Audio:** You can test, select and adjust your speakers, and microphone
- **Video:** You can test and select your video camera
- **Feedback:** We welcome any questions, comments, or feedback
- **Recording:** Here you can browse/open your stored recordings (all recordings are stored on your local device/computer)

MEETING FEATURES

Once you have started or joined a meeting, you can perform the following actions from the menu bar located at the bottom of the meeting window (move your mouse to toggle):



You can:

- Invite more people to join by email, IM, SMS (mobile users) or meeting ID ([learn more](#))
- Screen share your desktop or specific application window ([learn more](#))
- Group or private chat ([learn more](#))
- Record your meeting ([learn more](#))
- Manage participants ([learn more](#))
- Mute and unmute your audio
- Select audio options ([learn more](#))
- Stop and start your video
- Configure your settings ([learn more](#))
- Leave or end the meeting