

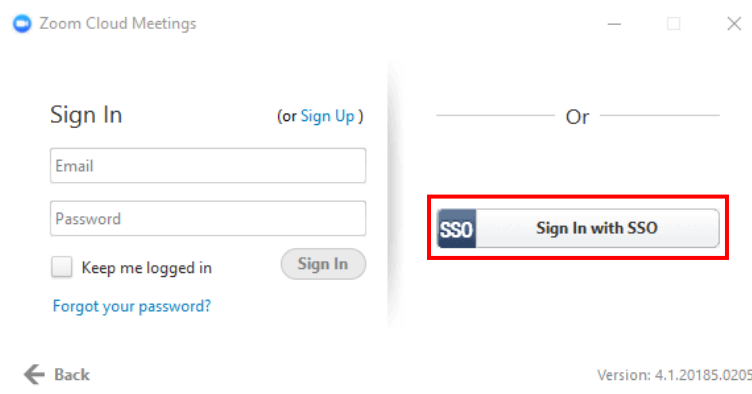


Zoom for JCU Computers

Welcome to Zoom at James Cook University (JCU), a video conferencing system designed to enhance your communication and collaboration with colleagues, students and the broader community. Zoom calls can be created and answered on any Windows, Mac, iOS (iPhone/iPad) & Android (phone/tablet) with the Zoom app installed.

Installing Zoom on JCU Computer

1. Go to the Software Center (Win) or the Parallels Application Portal (Mac) and **install Zoom client with Outlook Plugin.**
2. **Launch Zoom** and click **Sign in with SSO.**



Zoom Cloud Meetings

Sign In (or Sign Up)

Email

Password

Keep me logged in

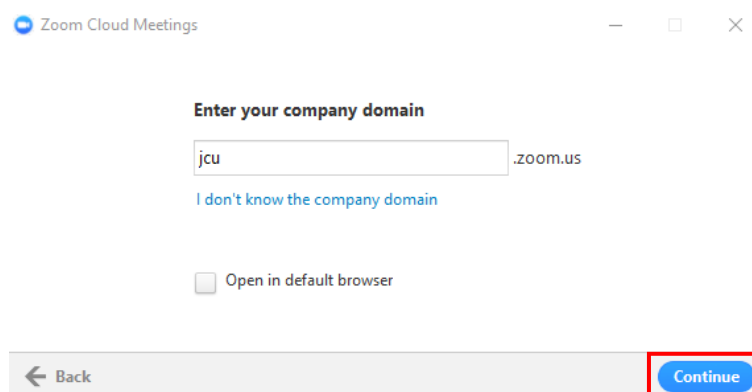
[Forgot your password?](#)

Or

SSO

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3. Leave company domain as the default (jcu) and **click Continue.**
If you have previously signed into Zoom using your JCU email address, this may be displayed as jcu.edu.au – change to jcu and click continue.



Zoom Cloud Meetings

Enter your company domain

jcu .zoom.us

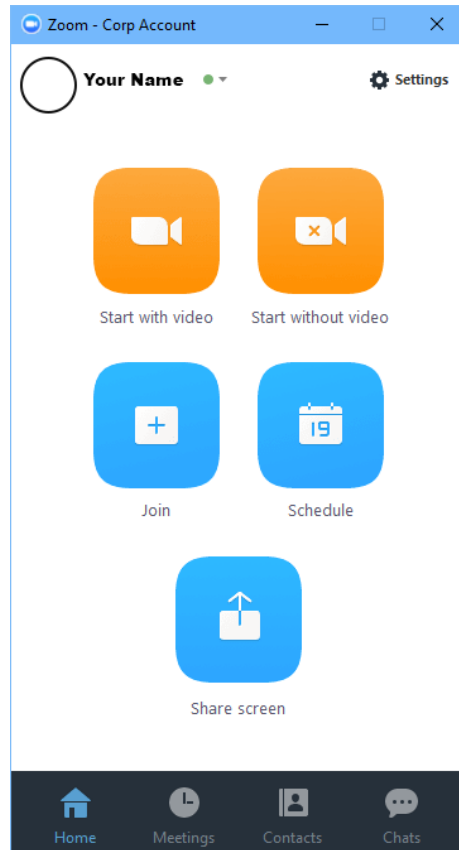
[I don't know the company domain](#)

Open in default browser

← Back

Please note you may be required to accept a privacy agreement during this process.

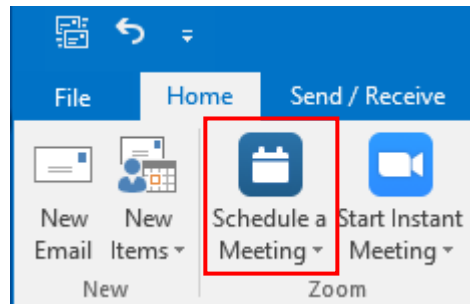
4. **Login with JCU Username and Password** when requested, once logged in the Zoom interface is displayed.



Please contact the [ICT HelpDesk](#) if you require assistance setting up Zoom on your JCU computer.

Scheduling a ZOOM Meeting from Outlook

1. **Open Outlook** on your Desktop, and click **Schedule a Meeting**



2. **Set** required meeting options from the pop-up and click **Continue**.

Default Settings

- Host Video is **on** when host joins
- Participants Video is **on** when participants join
- Audio Options set as **Both** (do not change)
- Dial in Telephone numbers set to **Australia and Singapore** (click Edit to add numbers for other countries)
- Join before host enabled - allows participants to join the meeting, before the host logs in. If un-ticked, the participants will require a HOST KEY which is not included in the invitation.
- Force include Join URL in location field enabled - adds a clickable link to the calendar invite in the location field for participants joining from a PC/laptop eg: <https://jcu.zoom.us/j/640208466>

A screenshot of the 'Zoom - Schedule a Meeting' dialog box. The window title is 'Zoom - Schedule a Meeting'. It contains three main sections: 'Video (when joining a meeting)', 'Audio Options', and 'Meeting Options'.
- **Video (when joining a meeting):** Host: On Off; Participants: On Off.
- **Audio Options:** Telephony Only Voip Only Both 3rd Party Audio. Below this is 'Dial in from Australia and Singapore' with an 'Edit' link.
- **Meeting Options:** Require meeting password; Enable join before host; Mute participants upon entry; Use Personal Meeting ID 444-781-5151; Record the meeting automatically; Force include Join URL in location field. Below this is 'Alternative hosts:' with a text input field containing 'Example:john@company.com;peter@school.edu'.
At the bottom, there is a checkbox for 'Save and do not show again', a blue 'Continue' button, and a 'Cancel' button.

Additional Meeting Options

- Require meeting password – tick if a password is required to access meeting
 - Mute participants upon entry - useful for meetings with a large number of participants
 - Use Personal Meeting ID - leave un-ticked as Zoom will create a random Zoom ID for the meeting, which is more secure than using a personal ID
 - Record the meeting automatically - tick if recording is required
 - Alternative hosts - add email address for participants acting as host eg: subject tutor or co-presenter
3. Meeting details and links will automatically be added to the Calendar invite.
 4. Schedule meeting as usual and add recipients using the To field.
For Zoom meetings in videoconference enabled rooms:
 - a. Add videoconferencing@jcu.edu.au in the **To** field
 - b. Add TimeTable HostKey/booking reference and/or rooms booked in the **Location** field
 - c. **Do not change** any of the text with information about joining the Zoom meeting in the body of the message.
 5. Click **Send** when complete.

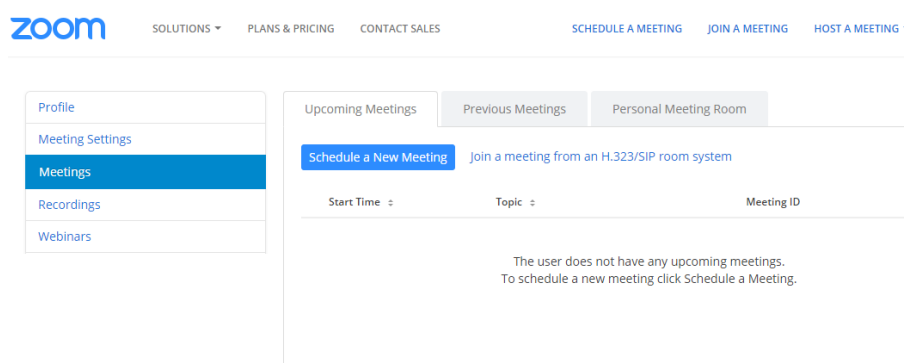
Participating in a ZOOM Session

You do NOT need an account to participate in a Zoom session, but some equipment may be required: speaker or headphones to hear the conversation, microphone to talk and camera to share video.

1. **Click** the Zoom **link** sent to you via email to launch the Zoom session.
2. **Download** the Zoom application if prompted (only needed once per device)

Log-in to Zoom Online

1. Go to Zoom <https://jcu.zoom.us> and click **Access your account**.
1. **Login** with JCU Login ID and password, this opens the Meeting page.

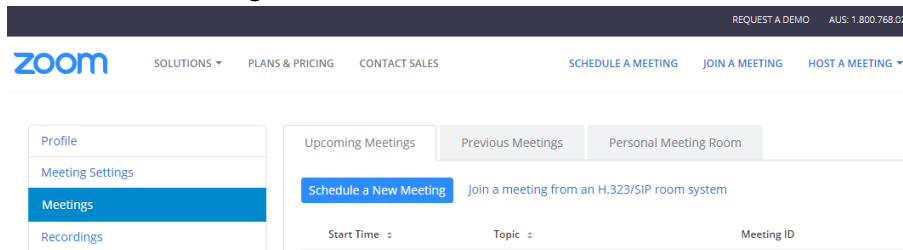


2. **Click Profile** on the left menu to access your account profile, change your photo, add your phone number or find your Personal Meeting ID.

Scheduling a ZOOM Meeting Online

To schedule a Zoom Meeting from the web client:

1. Go to Zoom <https://jcu.zoom.us> in web browser and click **Access your account**
2. **Login** with **JCU Username** and **password**, this opens the **Meetings** page.
3. Click **Schedule a New Meeting**



4. Set the meeting specifics (topic, date and time, and video/audio options).
5. When complete, click **Save**.
6. To invite participants to your meeting, click **Copy the invitation**, then use Outlook webmail, messenger or other, and paste the invitation into a new message, to send to participants. The invitation will include a link to your meeting's web address.

Want More?

- More information is available on the [Zoom JCU web page](#) including the [Top 10 Zoom Questions at JCU](#).
- Zoom also has a specific [Support page](#) and [Video Tutorials](#) available online.