How to join a ZOOM Meeting

Join via the Meeting URL provided in your meeting calendar invite.

Or go to: http://monash.zoom.us/join

→ Enter the meeting ID when prompted.

Dial: +61 9905 9666
If you are calling from an international location, refer to:
http://monash.zoom.us.zoomconference
→ Enter the meeting ID when prompted followed by the # key.

Dial one of the IP addresses supplied in your invitation.
e.g. 162.255.36.11
→ Enter the meeting ID when prompted followed by the # key.

How to schedule a ZOOM Meeting

VIA THE ZOOM APP

→ Open the ZOOM application.

→ Click on to sign in with your Monash account. Follow the prompts.

→ To book a meeting, select the “Schedule” icon. Update your meeting details as necessary.

→ Ensure that “Enable join before host” is selected

→ Select “Google Calendar”

To create the invitation, click on Schedule

ZOOM will open up a new calendar entry in Google Calendar. Populate the guest list and then press SAVE.
Google will prompt you to send invitations to guests. Press Send, and your guests will receive instructions on how to join your ZOOM meeting.

VIA AN INTERNET BROWSER

→ Go to: http://monash.zoom.us/

→ Sign in with your Monash account.

→ To book a meeting, click on:

Schedule a Meeting

Update your meeting details as necessary.

→ Ensure that “Enable join before host” is selected. Click Schedule.

→ You have the option to either “Add to calendar” or to “Copy the invitation”. You must do either one of these in order to send your ZOOM meeting details to your participants.

More information is available at http://intranet.monash.edu.au/esolutions/staff/conferencing/zoom-conferencing.html