HOW DO I JOIN A ZOOM MEETING?

In order to join a Zoom meeting you should have received a zoom invite with information similar to the following:

Example Zoom Booking:
Joe Bloggs is inviting you to a scheduled Zoom meeting.
Time: May 7, 2015 3:00 PM (GMT+10:00) Canberra, Melbourne, Sydney

Join from a PC, Mac, iPad, iPhone or Android device:
Please click this URL to start or join, https://monash.zoom.us/j/651xx1114
Or, go to https://monash.zoom.us/join and enter meeting ID: 651 xx1 114

Join from a dial-in phone: <- Audio conferences
Dial: +61 3 9905 ZOOM (+61 3 99059666) or +61 2 8015 2088
Meeting ID: 651 xx1 114
International numbers available: https://monash.zoom.us/zoomconference

Join from a Video capable room system (H.323/SIP): <- Video enabled meeting rooms
Dial:
61262227588 (From within Monash only)
or:
7588@182.255.112.21 (H323) or
7588@aarnet.edu.au (SIP)
Meeting ID: 651 xx1 114

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Joining from a PC/MAC, smartphone or tablet

**Step 1:** This is as simple as clicking on the link in the section: Join from a PC, Mac, iPad, iPhone or Android device:

Eg: https://monash.zoom.us/j/651xx1114

**Step 2a:** If you have not used Zoom before, the link will prompt you to install a small application on whichever of these devices you are using. Accept the prompts to install the Zoom Application. The Zoom application is also packaged under “My Software” on standard Monash PC/Laptops.

**Step 2b:** After installation, if your meeting has not started go back to the Zoom invitation and click the link a second time. This should then launch the application and bring you into the meeting.

**Step 3:** If you are experiencing audio/video issues when in a meeting, refer to the appendix of this guide for further information.
Joining from a Telephone

You can join a Zoom meeting using a traditional telephone.

This is useful in occasions where:
- you do not have a microphone or speaker on your PC/Mac
- You are in remote location without network
- for audio conferencing

**Step 1:** From your telephone dial: +61 3 9905 9666 (Melb) or +61 2 8015 2088 (Syd)

**Step 2:** Once prompted enter your meeting ID provided in your meeting invite followed by ‘#’.

  Eg: Meeting ID: 651 211 114 #

Joining from a Video enabled meeting room.

If you are in a video enabled room you can join a conference by

**Step 1:** Dialing the IP address referenced in the Join from a Video capable room system(H.323/SIP): section of the Meeting invite. Eg: 61262227588 (From within Monash only)

  or 7588@182.255.112.21.

**Step 2:** Once connected; you can then enter the meeting ID and ‘#’ to join the meeting.

If you are experiencing issues dialing the IP address, refer to the section in the Appendix: Dialing an IP from a meeting room.
APPENDIX

Audio/video general information

A webcam enables other participants in a meeting to see you. You can join a Zoom meeting if you don’t have a webcam, but you do need a computer with a microphone (most laptops have built in microphones) if you want to talk to other participants, or alternatively you can dial in via telephone. Zoom meetings work best if you use a headset with microphone, but it will still work with just the inbuilt microphone and speakers.

How do I Test my Audio:

Your audio can come through via the Computer Audio from your device's mic and speaker, or a dial-in telephone.

First, click on Audio (Bottom left of Zoom screen) and ensure that you select Join Audio Conference on Mic and Speaker (or Internet Audio for mobile) if you like to use your computer's mic and speaker

Note: You can check on Automatically join audio conference to save the settings.

Second, click on Test Mic and Speaker to test your audio

- Select the microphone dropdown and try a different audio source if the other side can't hear you.
- Select the speaker dropdown and try a difference speaker source if you can't hear the other side.
If you cannot get sound working, you can dial in from a nearby telephone and use that for audio communications. (as per ‘Joining from a Telephone’ guide above)

Third, click on Test Speaker and Watch Volume Bar

**How Do I Test My Video?**

Before or during a video meeting, click on "Settings" in the Zoom application menu, then Click on the "Video" tab to preview your camera or click on the drop-down arrow to choose a different camera.

If you have a web camera but you cannot see a camera listed in the drop down list, confirm your camera is plugged in, try connecting it to a different USB port, and if that fails try restarting your computer.

**Dialing an IP from a meeting room.**

Depending on the Video meeting room you are in and the calling device in that room, the following guide explains how to dial the Zoom IP address. Below are common examples of video meeting room controllers at Monash University, and how to dial from each.
From a room with a Cisco Touch screen Controller

1. Tap **Dial** to invoke the numerical dialpad.

2. Type the IP address. Tap and hold **#** to type the point sign used in IP-addresses.

3. When you are ready to place the call, tap the green **Call** button.
From a Video enabled room with a wall mounted Crestron control panel.

1) Select Call Audio / VC from the display panel.

2) Once selected, the Dialing pop up screen with 3 tabs will appear:

3) The Keypad tab – allows you to manually enter the desired phone number to call. Type the IP address, eg: 182.255.102.254, and hit the Call button.

4) When Connected, in order to enter the meeting ID, press the Keypad button to bring up the keypad for entering the ID and ‘#” to joint the meeting.
From a Video enabled room with a remote control unit.

1) Click the Home Button

2) The Call menu should show, click the TICK to select:

5) Enter the IP address (into the enter contact field) as per the meeting invite using the touch pad (Long press and hold the 1 for a ‘.’) ie: 182.255.102.254

3) Press the Call button to dial

4) When connected and prompted for the meeting ID, use the keypad to enter the meeting ID, and then long press the abc/123 # button to enter a #