

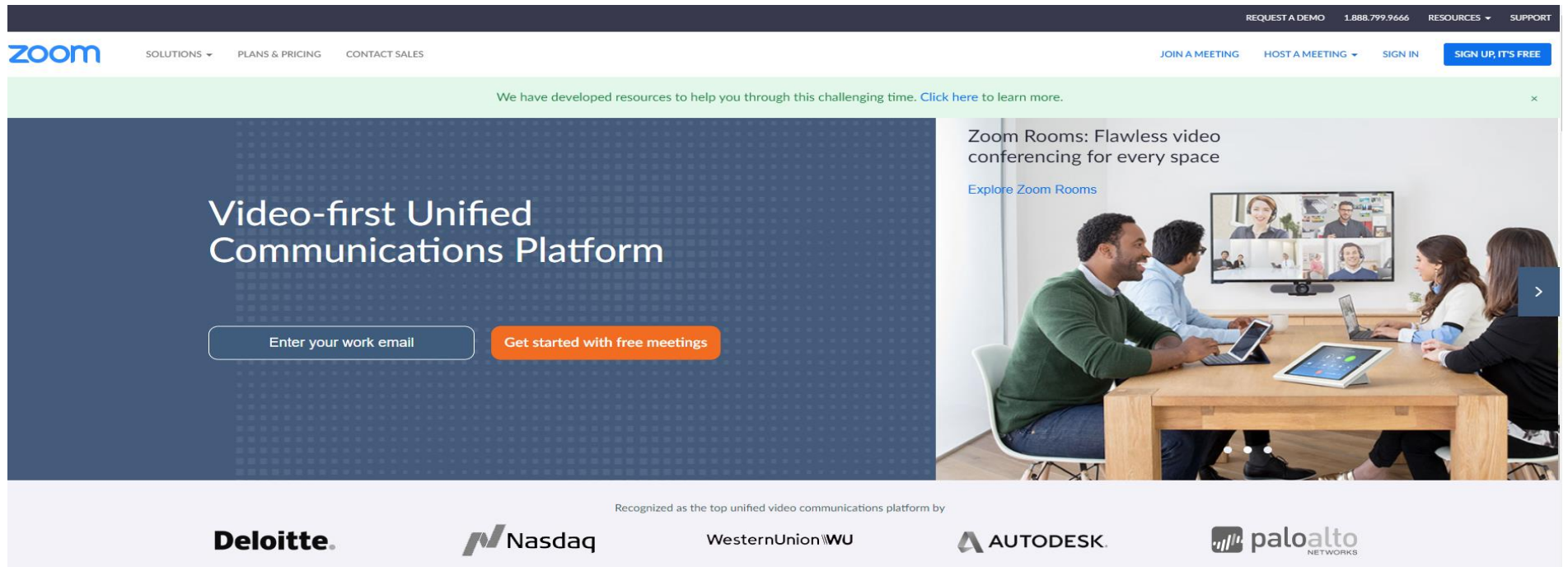
## Installation guide for ZOOM

Please follow the following steps to install Zoom on your computer before attending your online lectures and tutorials.

Upon installation you can go to your Moodle page for respective courses and click on the link provided by your lecturers / tutors and attend the online classes.

### Step 1:

Navigate to the following URL: [www.zoom.us](http://www.zoom.us)



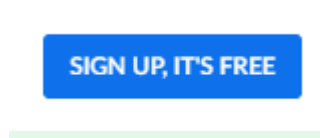
The screenshot shows the Zoom website homepage. At the top, there is a navigation bar with the Zoom logo on the left and links for 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES' in the center. On the right side of the navigation bar, there are links for 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. Below the navigation bar, there is a green banner with the text: 'We have developed resources to help you through this challenging time. [Click here to learn more.](#)'

The main content area is split into two sections. The left section has a dark blue background with the text 'Video-first Unified Communications Platform' in white. Below this text are two buttons: 'Enter your work email' (white with blue border) and 'Get started with free meetings' (orange). The right section features a photograph of four people sitting around a wooden table in a meeting room, with a large screen displaying a Zoom meeting. Above the photo, the text reads 'Zoom Rooms: Flawless video conferencing for every space' and 'Explore Zoom Rooms' with a blue link.

At the bottom of the page, there is a light gray footer with the text 'Recognized as the top unified video communications platform by' followed by logos for Deloitte, Nasdaq, WesternUnion WU, AUTODESK, and paloalto NETWORKS.

**Step 2:**

Click on the **Sign up, its free** button on the right corner of the screen



**Step 3:**

Type in your work email address as below and click on sign up.

Only use your federation university email id as shown in the example.

## Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

\_\_\_\_\_ or \_\_\_\_\_

**Step 4:**

You will be sent a confirmation mail to your email account. If you did not receive your confirmation mail then click on **resend another email** link.



We've sent an email to **30123456@students.federation.edu.au**.

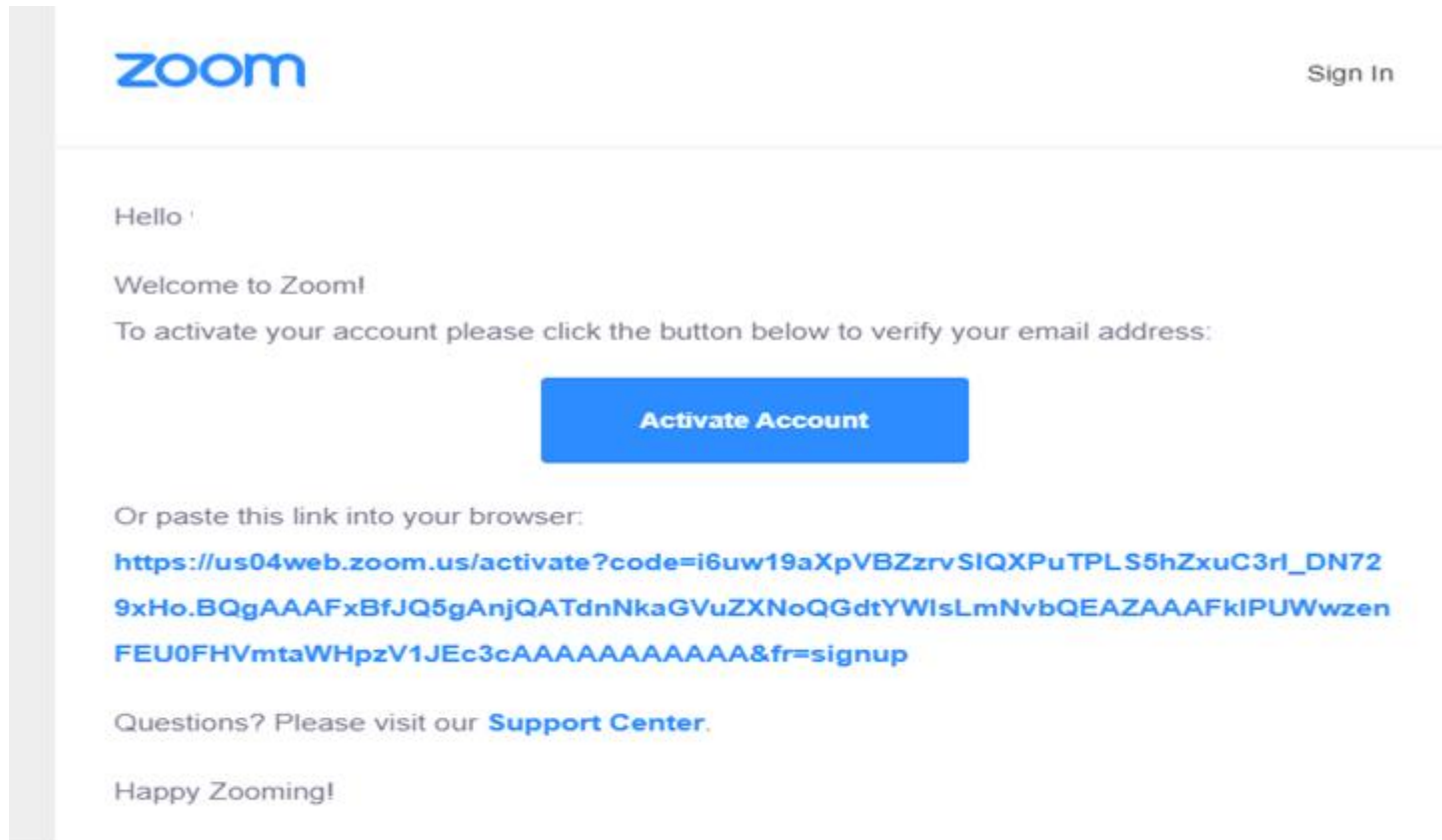
Click the confirmation link in that email to begin using Zoom.

if you did not receive the email,

[Resend another email](#)

**Step 5:**

Click on the link from your inbox.



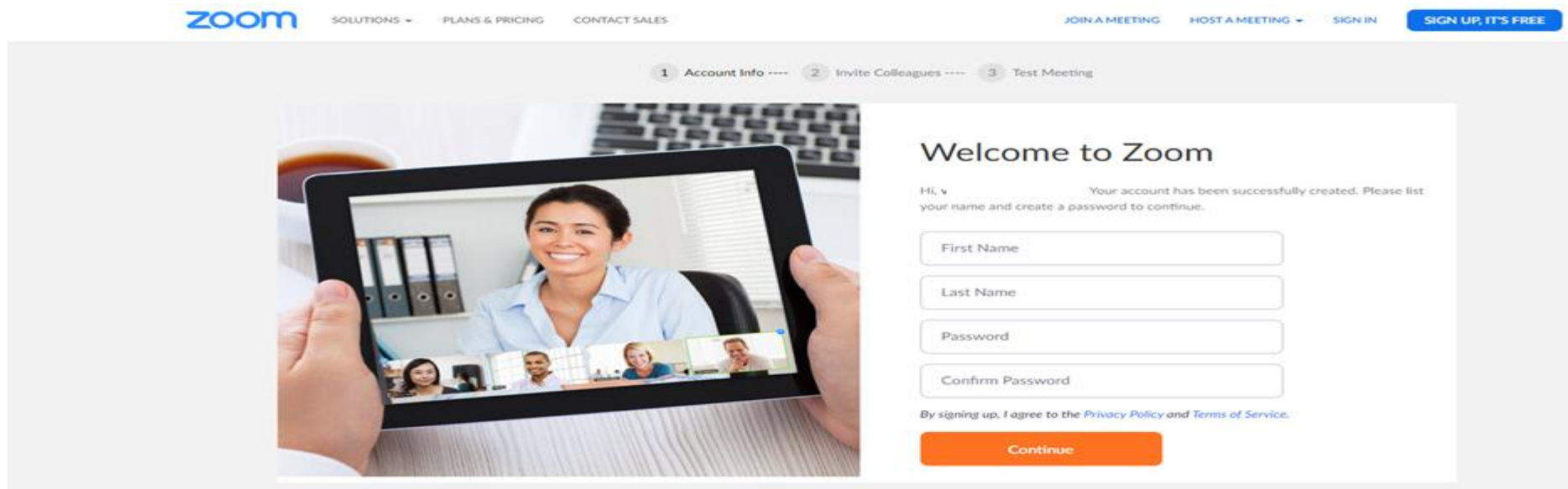
**Step 6:**

Upon clicking the link you will be directed to the page as shown below to enter your details and create a password.

Please enter your First name and last name as per the Federation university record.

**Do not use nick names or short forms of your names, we cannot recognise your online participation if you do not use your full names as in the federation university record.**


Click on **continue** after entering all the details in the form.



**Step 7:**

You will find the page as shown below next. Just skip this step by clicking on **skip this setup** button.

1 Account Info ---- 2 Invite Colleagues ---- 3 Test Meeting



## Invite Your Colleagues


Invite your colleagues to create their own free Zoom account today! [Why invite?](#)

name@domain.com

name@domain.com

name@domain.com

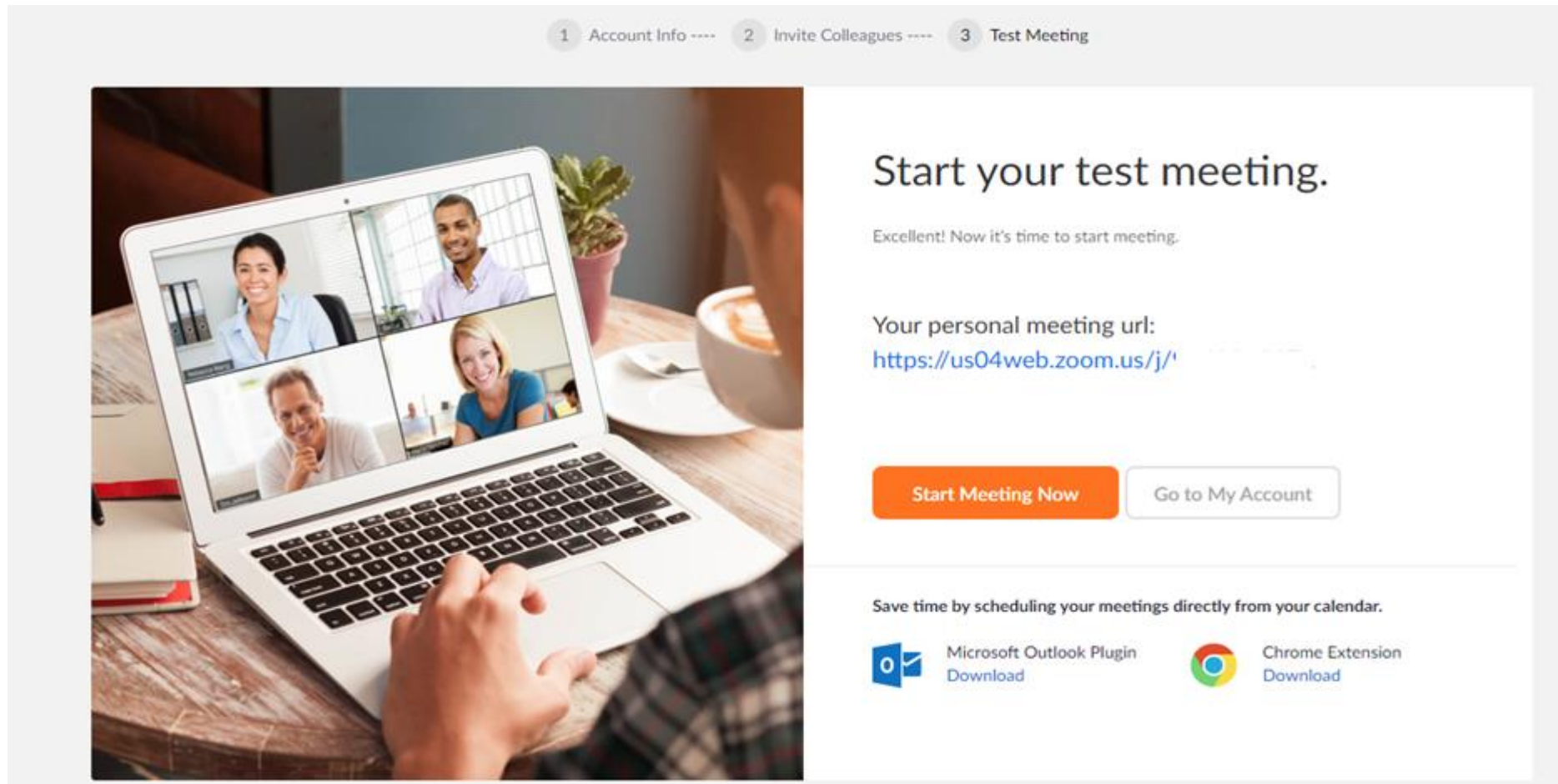
[Add another email](#)

I'm not a robot   
reCAPTCHA  
[Privacy](#) - [Terms](#)

**Invite** Skip this step

**Step 8:**

Now you will be directed to the following page where you can click on **start meeting now**.



1 Account Info ---- 2 Invite Colleagues ---- 3 Test Meeting



## Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:  
<https://us04web.zoom.us/j/>

[Start Meeting Now](#) [Go to My Account](#)

Save time by scheduling your meetings directly from your calendar.

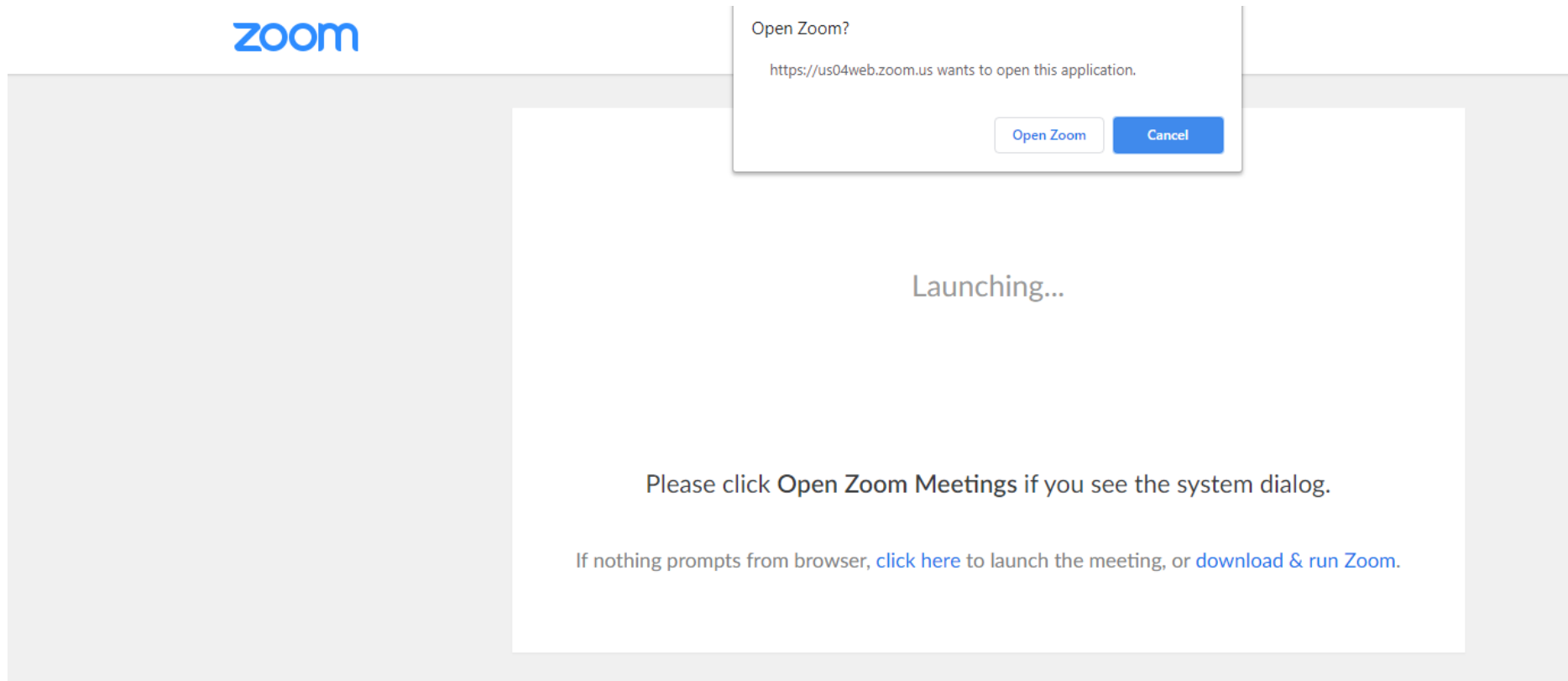
 [Microsoft Outlook Plugin Download](#)  [Chrome Extension Download](#)

Note down your personal meeting url as shown in the page for your reference. Now click on start meeting now.

**Step 9:**

Once you click on start meeting you will find a dialog box along with a screen as shown below:

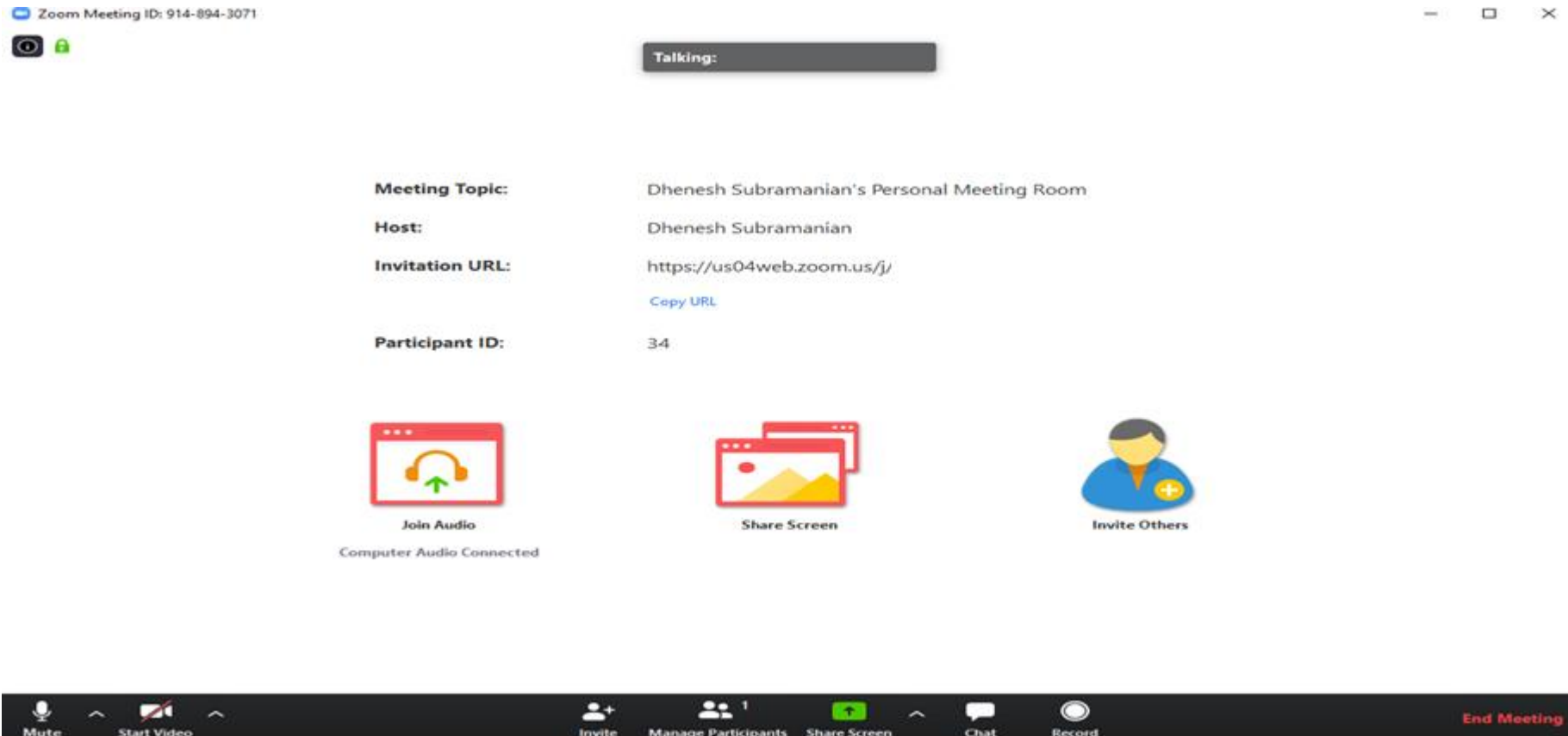
Now Click on Open Zoom.





**Step 10:**

Once you have clicked on Open Zoom button you will be directed to your own meeting room.

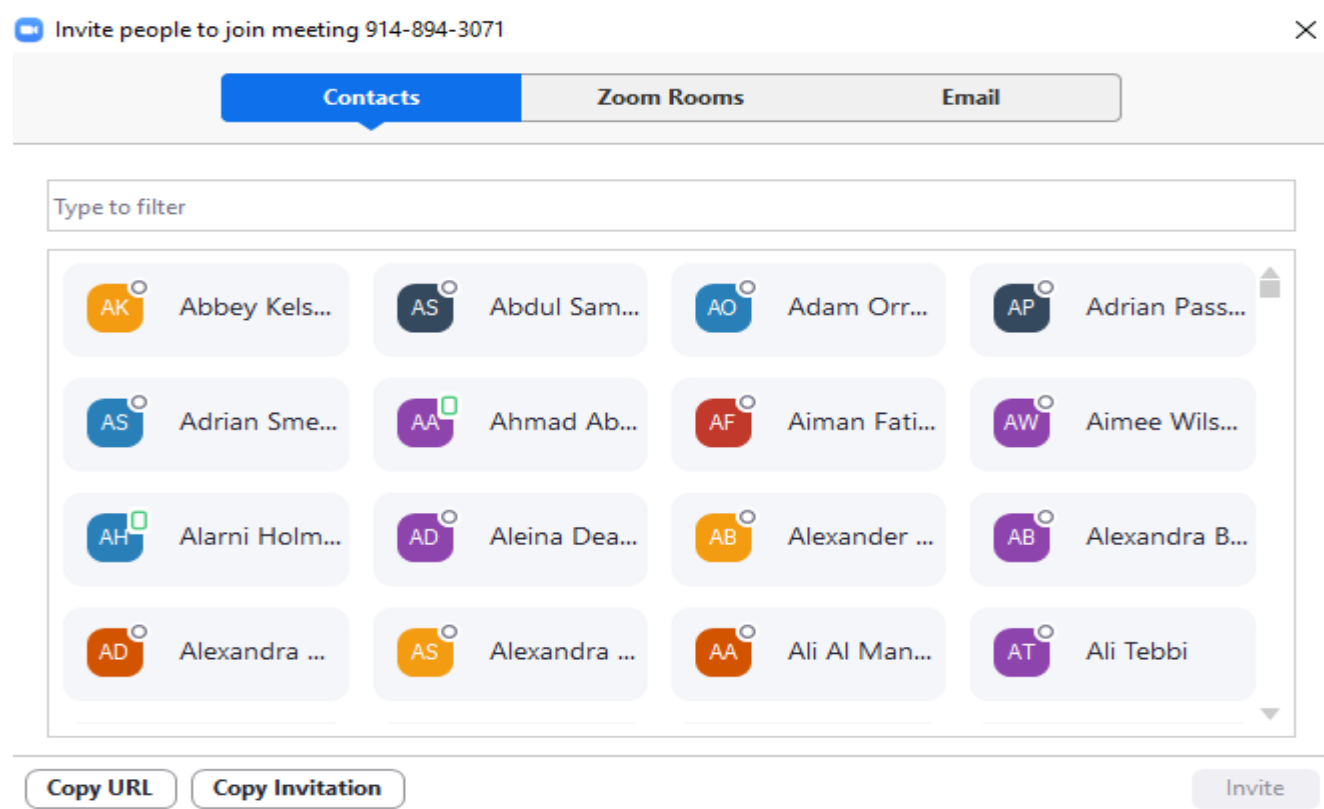


**Step 11 a)** You can now close the zoom meeting window and go to your Moodle page of your specific course and click on the link provided by your lecturer to attend your online lectures and tutorials.

**Step 11 b)** You can also do some additional steps as below if you wish to have a zoom meeting with your group mates or class mates for collaborative tasks that may be required for assignments or related activities for your course.

Click on Invite others if you want to invite your friends or fellow group members for a meeting.

You will find the screen as shown below. Type the email id of your group mate who wants join the meeting and click on Email button.



**Step 12:**

Now you can choose your preferred mail provider to send an invitation for your friend to join the meeting.

The invitee will join the meeting once they click on the link you have shared.

