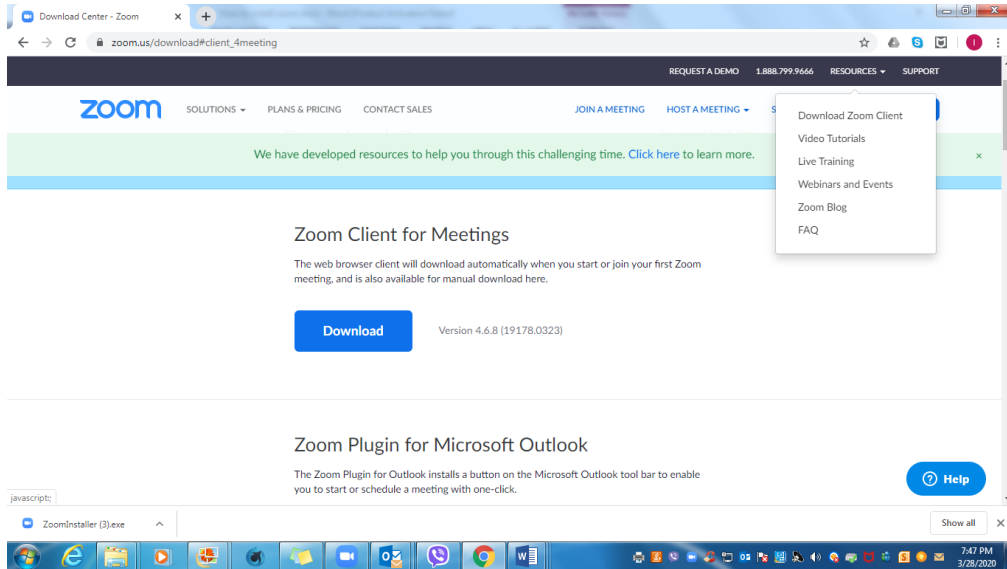
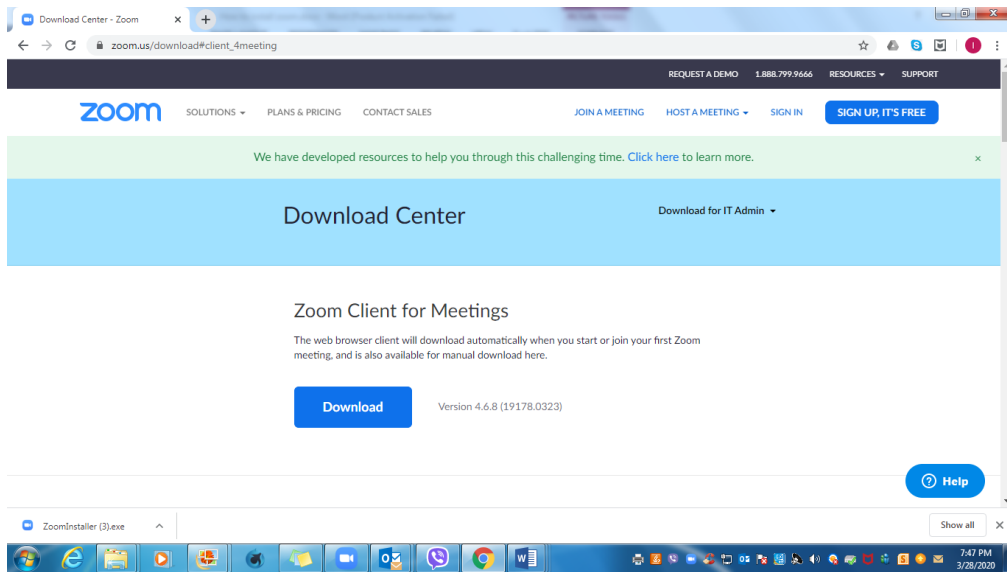


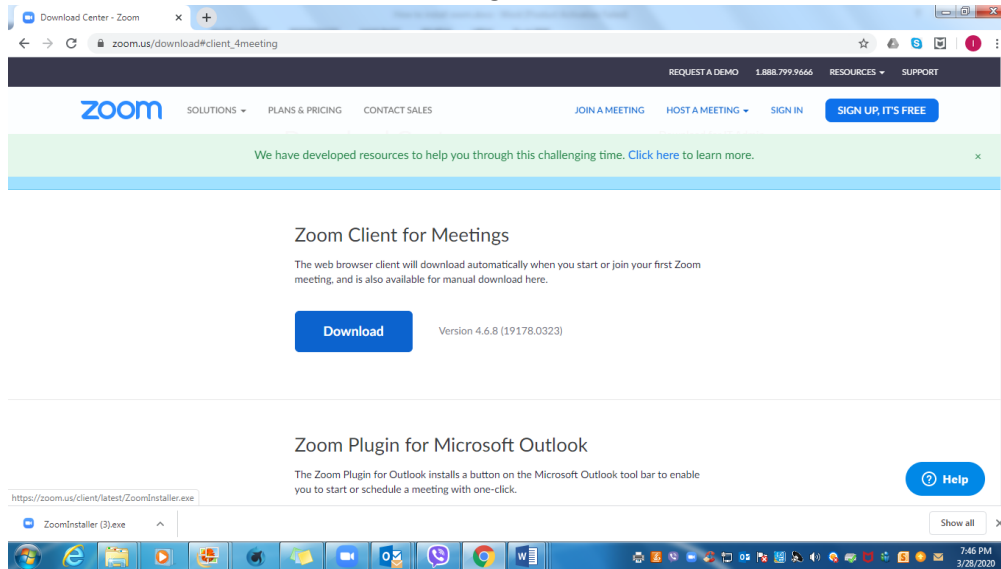
1. Type in the zoom website link <https://zoom.us> to your browser.
2. Click the Resources Drop Down Menu.



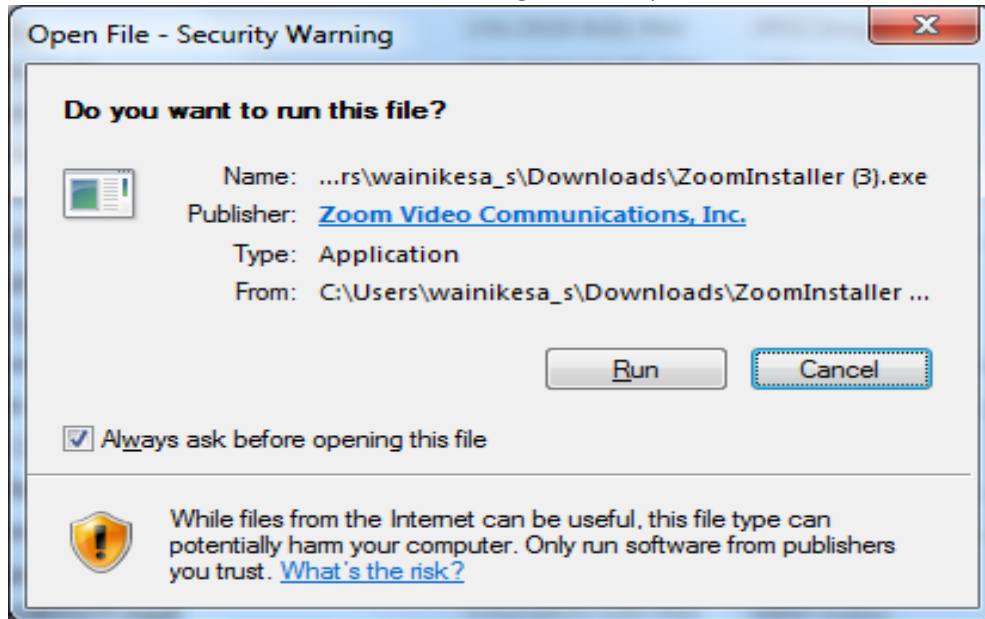
3. Click Download Zoom Client. You will be directed to the Download Centre site.



4. Click Download “Zoom Client for Meetings, version 4.6.8.

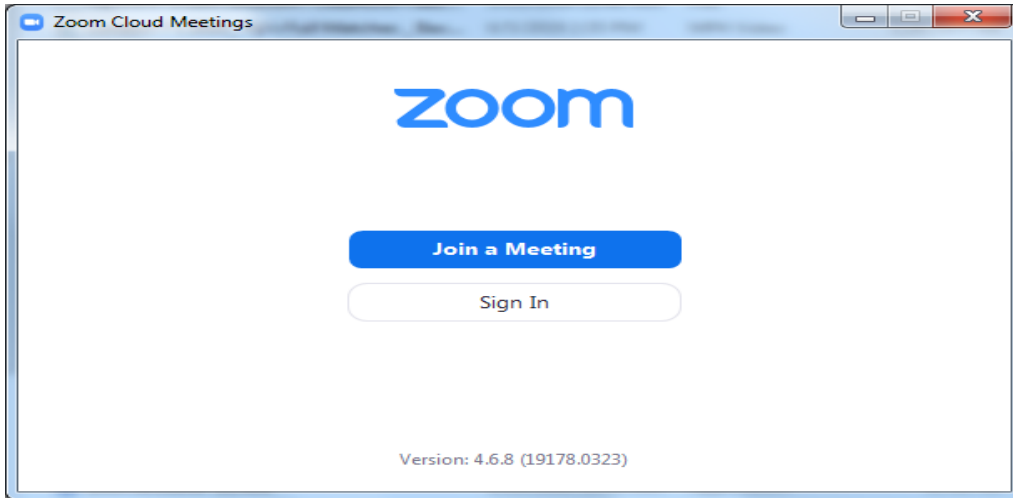


5. The Zoom Installer setup file will automatically save to the “Downloads Folder” on your desktop or laptop.
6. Double Click ZoomInstaller.exe file. A dialog box will open as below.

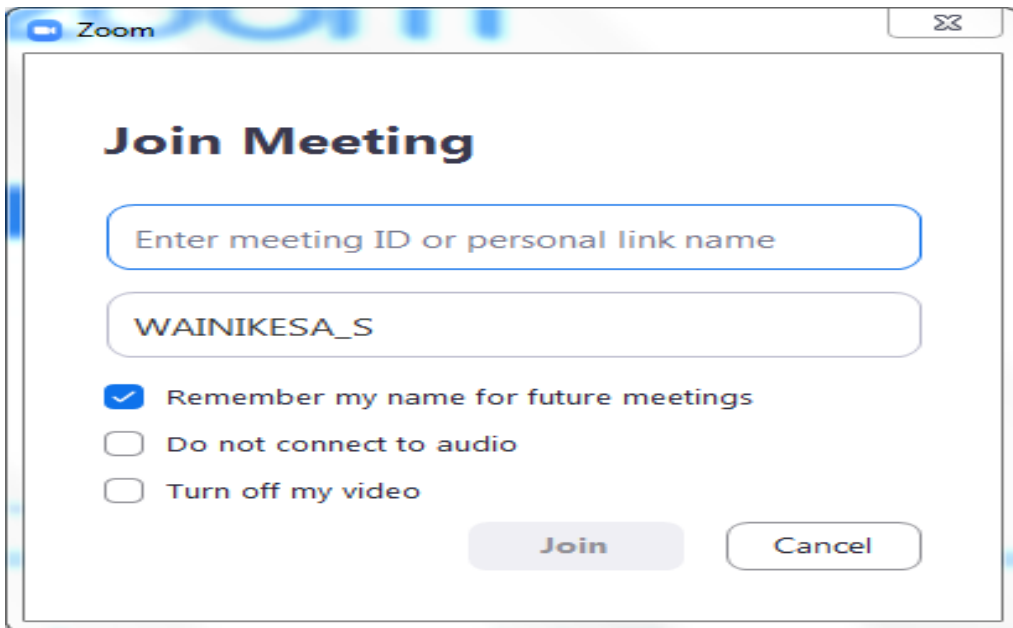


7. The installation wizard will initialize and complete.

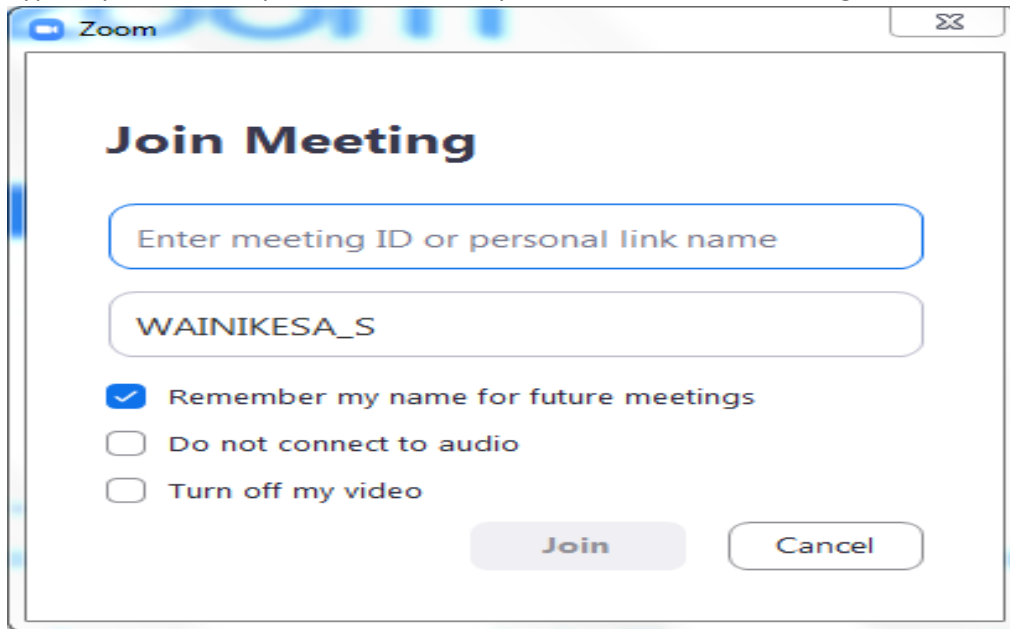
8. Once installed the graphic interface of zoom cloud meetings will appear as below:



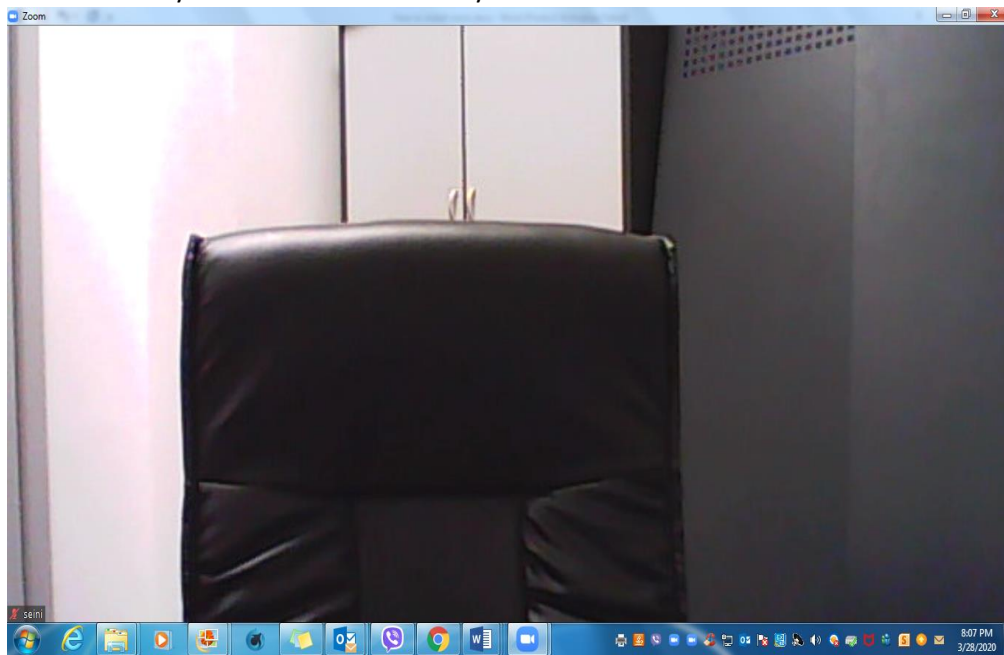
9. Click "Join a meeting".
10. Type the Meeting ID Number given from your zoom link. The meeting ID is the 9 –digit number at the end of the link e.g <https://usp-fj.zoom.us/j/730381667>



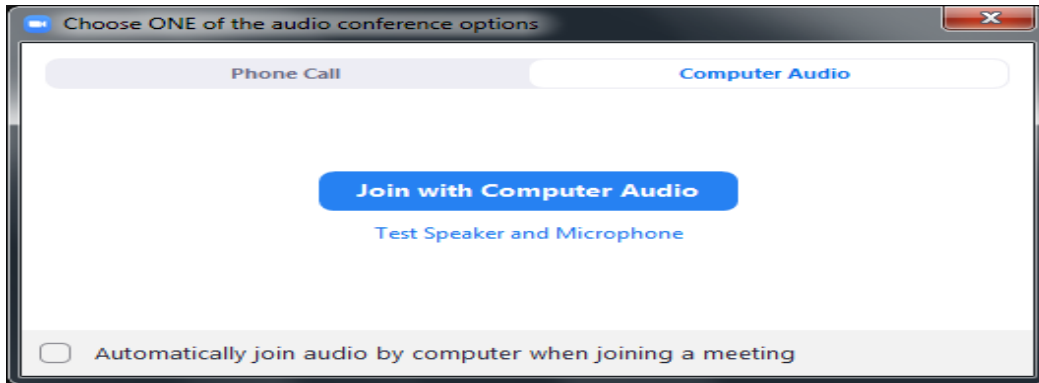
11. Type in your name. Option to remember your name for future meetings can be deselected.



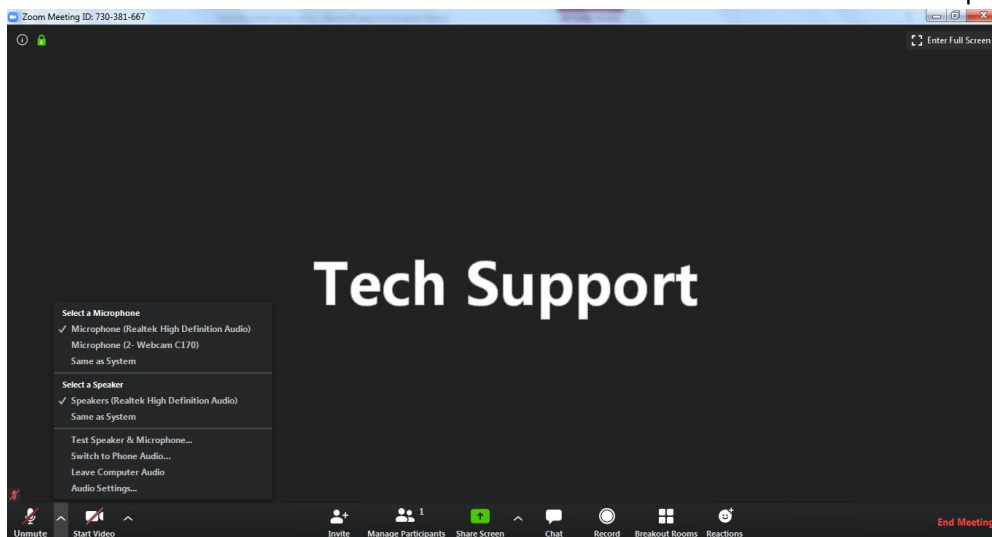
12. Click Join and you will be connected to your session.



13. Click Join With Computer Audio



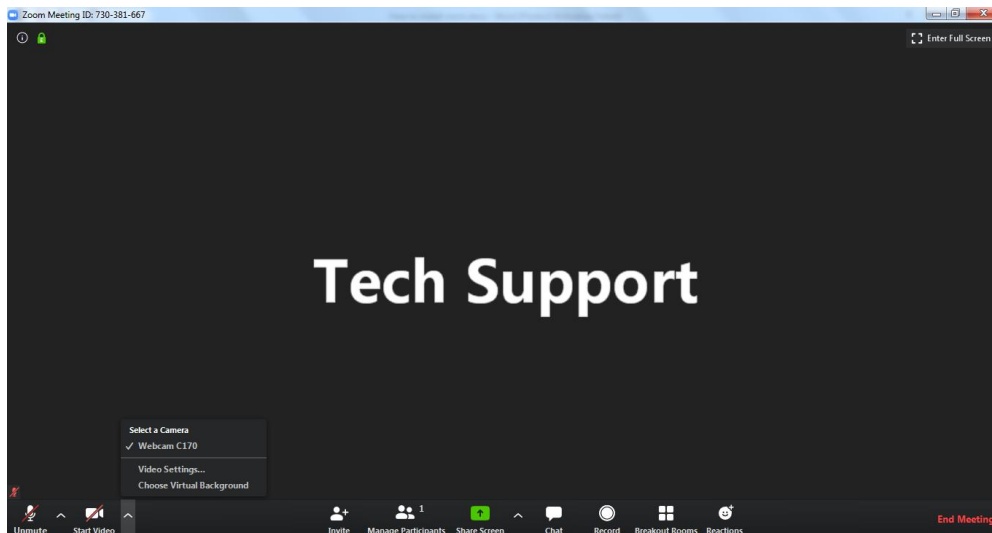
14. Click the mic icon on the lower left of zoom window and select the correct microphone.



15. Check audio levels for correct microphone settings.

16. Select the correct "speakers"

17. Click the camera icon to Turn ON or OFF the camera



18. Click on “Share Screen “button if you need to share documents.  
This will allow other participants to view your desktop and documents.

