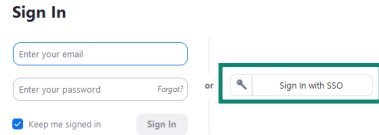




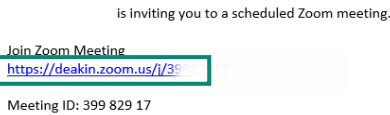
**Before**

1. Download and install Zoom Client for Meetings, from [zoom.us/download](https://zoom.us/download)

2. Sign in, with your Deakin SSO credentials  
 ■ Company Domain = “Deakin”

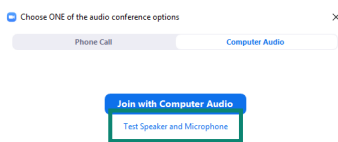


3. Join meeting  
 ■ Option 1: Meeting link  
 ■ Option 2: Join → Enter meeting ID

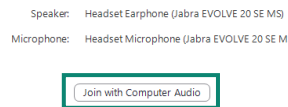


4. Conduct audio/visual test

■ Test speaker and microphone →

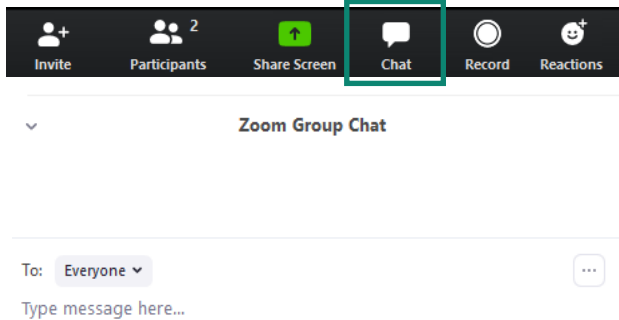


Join with computer audio  
 Speaker and microphone looks good

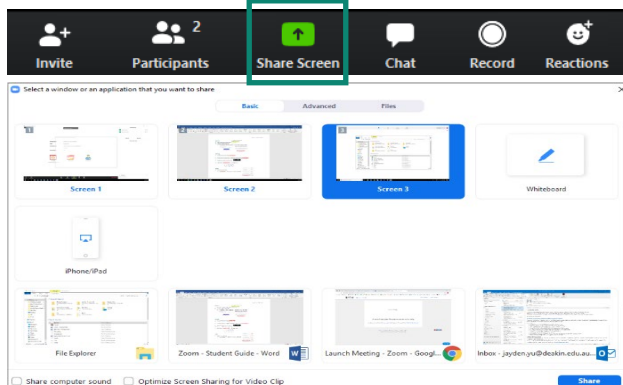


**During**

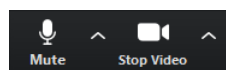
■ Chat function

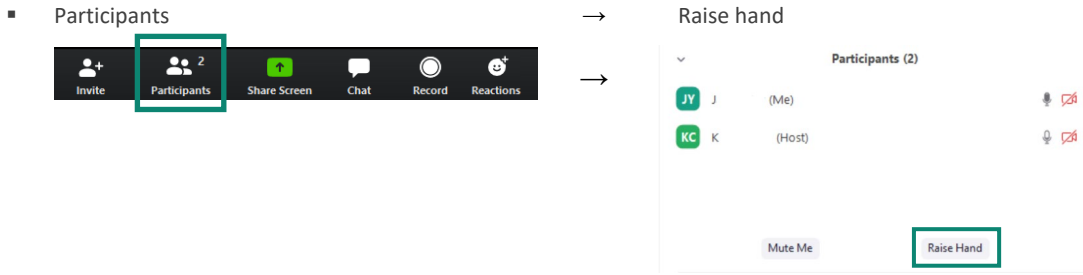


■ Share (Screen, application, whiteboard, iPhone/iPad)



■ Toggle microphone and camera





**After**

**Accessing recordings**

- CloudDeakin → Resources → Class recordings  
\*Unit chair may store recordings in a different location



**FAQs**

**Can I join a test session before my live meeting?**

- Yes. You can join a test Zoom meeting on [zoom.us/test](https://zoom.us/test)

**How can I share my screen without my personal material and notifications becoming visible?**

- Use the “share application” feature for your desired application, rather than sharing your entire screen

**How can I change the video layout?**

- Icon in top right of screen
  - When no one is screen-sharing: Active speaker, Gallery, Mini
  - When someone is screen-sharing: Side-by-side, Active speaker, Gallery

**Can I record my meeting?**

- Only meeting hosts can record meetings
- If your meeting host is recording the meeting, they will be able to direct you to the recording once it becomes available

**What other Zoom resources are available?**

- Available on [zoom.us/download](https://zoom.us/download)
  - Zoom mobile App
  - Zoom extension for Browsers
  - Zoom plugin for iPhone/iPad, Outlook, Skype

**Additional Support**

[deakin.edu.au/students/help/it-help](https://deakin.edu.au/students/help/it-help)

Telephone: 1800 463 888  
 International: +61 352 278 888  
 Mon to Fri: 8am – 8pm  
 Weekends: 11am – 5pm