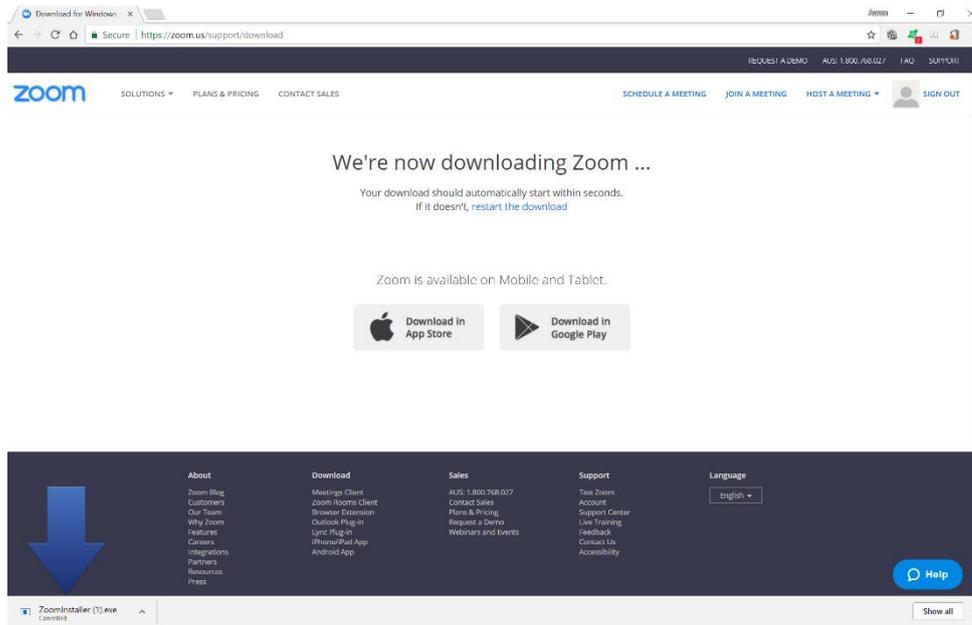
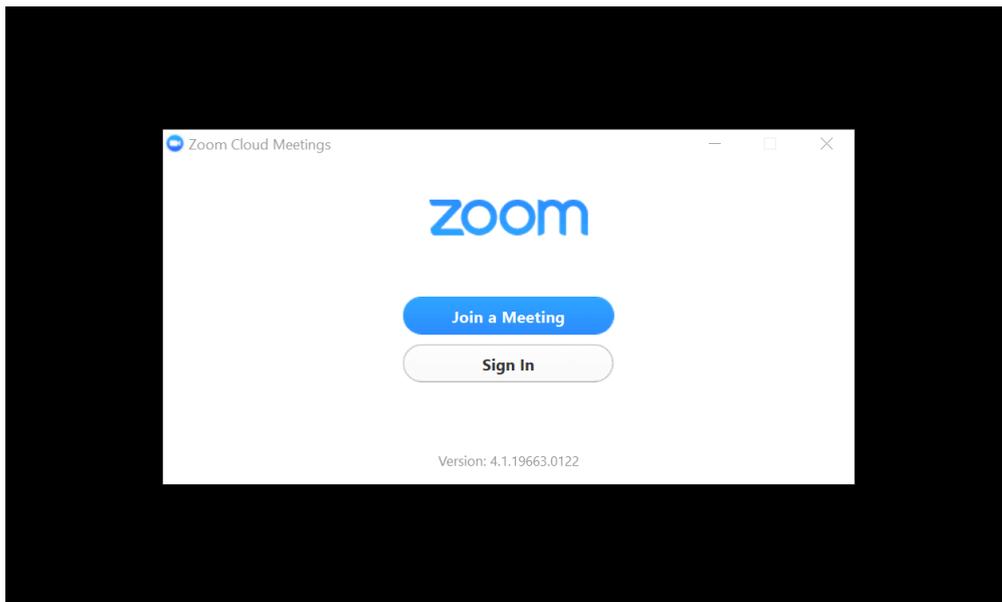


Zoom Video Software Installation (Student)

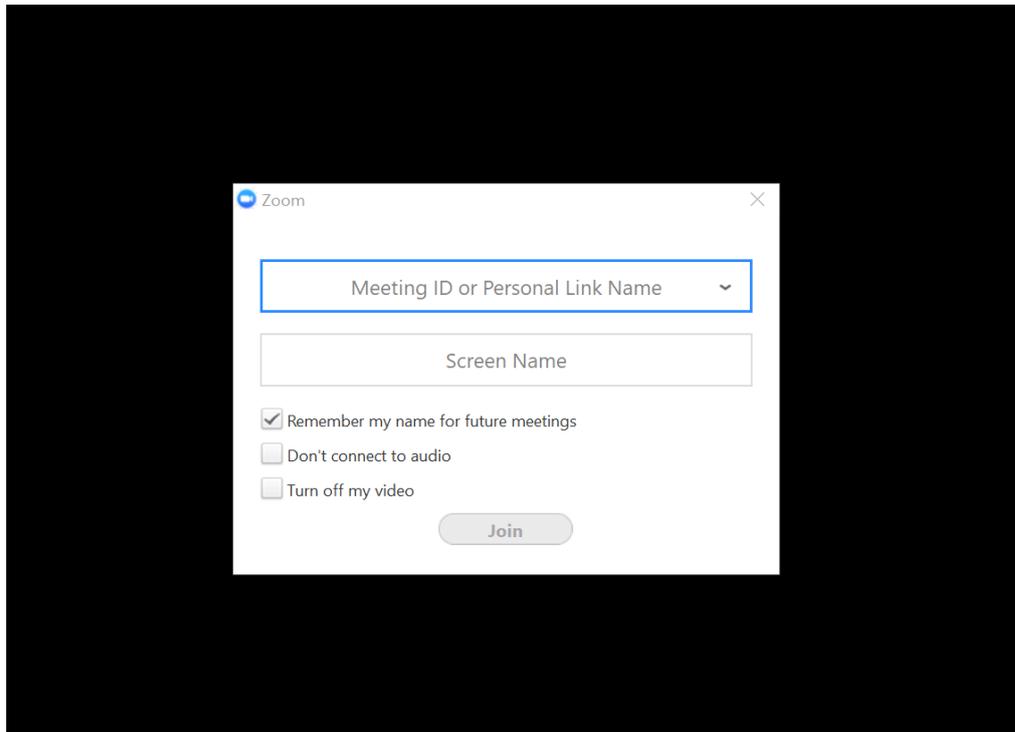
1. Download the Zoom software by going to the following URL:
<https://zoom.us/support/download>
 - a. Once download, please run the program and let it install on your PC or Laptop.
 - b. Internet Explorer and Google Chrome works fine.



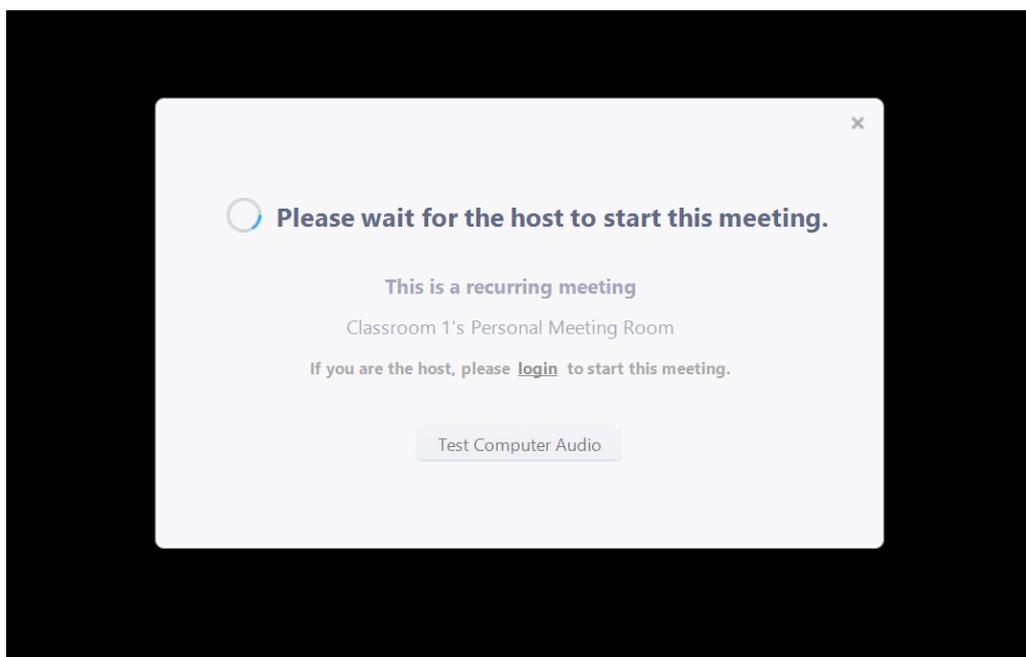
2. The following screen will appear after installation.
 - a. Click 'Join a Meeting'.
 - b. **There is no need to sign up for an account.**



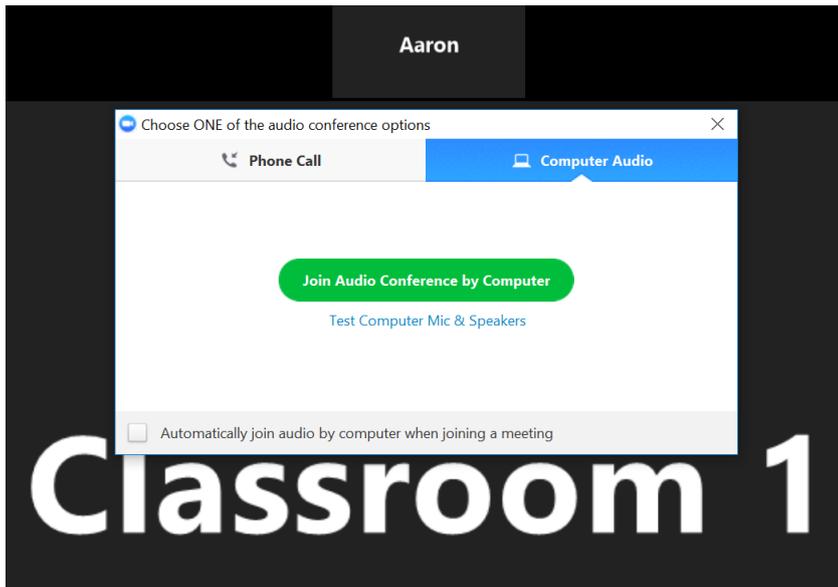
3. Type in the 'Meeting ID' for your classroom:
 - a. **Classroom 1: 9764150001**
 - b. **Classroom 2: 9764150002**
 - c. **Classroom 3: 9764150003**
 - d. **Classroom 4/ Chapel room: 9764150004**
4. Then, type in your first name in the 'Screen Name'.
 - a. Make sure 'Don't connect to audio' and 'Turn off my video' are unticked.



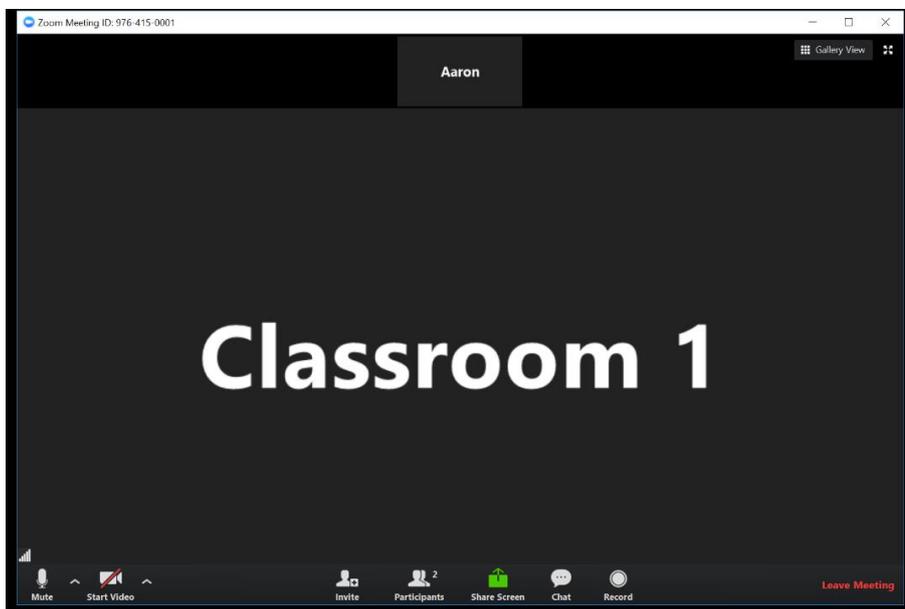
5. If the following screen appears, it means the lecturer has not logged into the classroom on Zoom yet. Once the lecturer starts up the classroom you will join in automatically.



6. When joined in, the following window may appear.
 - a. Please click 'Join Audio Conference by Computer'.



7. If you move your mouse on the screen, various options will appear on the bottom of the screen (see image below).
 - a. **Mute:** You have this option to mute or unmute your microphone.
 - b. **Start/Stop Video:** You have this option to start or stop your camera.
 - c. **Invite:** Please **DO NOT** invite any other person to the meeting without the lecturer's permission.
 - d. **Participants:** You can see who has joined the classroom by clicking this. There is a 'Raise Hand' button that you may use for questions or comments (this is not a requirement).
 - e. **Share Screen:** Please **DO NOT** share your screen unless requested by the lecturer.
 - f. **Chat:** You can use this option to send messages in the class (you can send a message to host only or to everyone in the room).
 - g. **Record:** Please **DO NOT** record the lecture without the lecturer's permission.
 - h. **Leave Meeting:** you can finish the video meeting when the class is finished.
8. When you have joined the classroom, you can change your view options by clicking the 'Gallery View' on the top right hand corner of the screen. There are also different view options available when the lecturer shares the class powerpoint slides/notes on the video.



9. For your next class, you will just need to start up the Zoom again and go through the steps 3 and 4.

10. Please contact the registrar, Aaron Park, if you have any problems or questions.

a. registrar@ntc.edu.au

b. (07) 3206 4177