



# Download Zoom - MacBook or iMac



Step	Instructions
1	Go to the website <a href="https://www.zoom.us/download">www.zoom.us/download</a> to download <b>Zoom Client for Meetings</b> .
2	Click on the typical install wizard that appears and give permissions as required.
3	Open your email from the Zoom host titled <b>Please join Zoom meeting</b> on the same device that you wish to see and hear participants.
4	Click the link in the email to take you to the meeting.
5	Click <b>Join with Video</b> and be ready to follow the prompts to test your audio and video.

## Handy hints

You do not have to sign in or sign up to use **Zoom** unless you want to create meetings yourself. All Mac computers come with built in microphones and speakers. Even the big iMac desktop machines have microphones concealed behind the front grill. The tests described above for audio and video should display automatically.

Follow along with the test tones to make sure your machine is **Zoom** ready.

You may be prompted to go to **Settings** to activate the microphone (located in the **Sound** tab and looks like a speaker). Choose **Input** and highlight **Internal microphone**.

\*\*\* Be mindful that once you are admitted to the meeting, people can hear you and whatever is going on around you, so please be discreet so as not to disrupt the meeting in progress. \*\*\*



# Join Zoom Meeting - MacBook or iMac



Step	Instructions
1	On clicking the link in the email sent to you from the host, you will likely be briefly held in a "waiting room".
2	Your host will be alerted that you are there and will admit you to the meeting.
3	You may be prompted to click <b>Join</b> in which case, choose <b>Join with computer audio</b> .
4	You will be able to see and hear the host and all those in the meeting and they will be able to see and hear you.
5	Relax and enjoy the company of others – it's always a good idea to speak slowly and quietly as audio may be hard to hear if too many people talk at once.

## Handy hints

If you would like to continue with smaller or private one-on-one meetings after the initial group meeting, you will need to sign up for a **Zoom** account.

This is a straightforward procedure which can be done on the website or through the app.



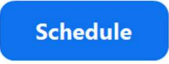




The basic "free" Personal Meeting account allows you to have time unlimited one-on-one meetings. You can also have up to 100 guests, but the larger meetings are time limited to 40 minutes.

\*\*\* To leave the meeting at any time, click on the **Exit Meeting** link on the bottom right hand corner of the screen. \*\*\*





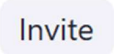

# Schedule Zoom – MacBook or iMac



Step	Instructions
1	Open the <b>Zoom</b>  icon on the <b>Home</b> screen.
2	Click on <b>Schedule</b>  . This will open the <b>Scheduler</b> screen.
3	Enter all the details of your meeting and click <b>Schedule</b>  . If you have ticked the <b>Calendar</b> option in the <b>Scheduler</b> , your meeting will now appear in the nominated calendar.
4	Click <b>Meetings</b>  on the <b>Zoom</b> Home screen and <b>Copy Invitation</b>  . Copy and paste this to an email to send to invitees using your preferred email service.
5	Click on the <b>Start</b>  icon at the scheduled time from <b>Meetings</b>  to start the meeting.

## Handy hints

To **Schedule a Meeting** (with a delayed start and/or recurring time and date) or to **Host a Meeting** (immediate start), firstly download **Zoom Client for Meetings** and **Sign Up** (it's free).

To **Host a Meeting**, click on **New Meeting**  then **Join with Computer Audio**. Click the bottom of the screen and then **Participants**  and **Invite** . Choose your email service and enter the email addresses of your invitees. Click **Send** .

**For all meetings**, click **Admit** allowing invitees into the meeting and click **End** to finish.

\*\*\* Be mindful that when you are in a **Zoom** meeting, people can hear you and whatever is going on around you, so please be discreet so as not to disrupt the meeting in progress. \*\*\*