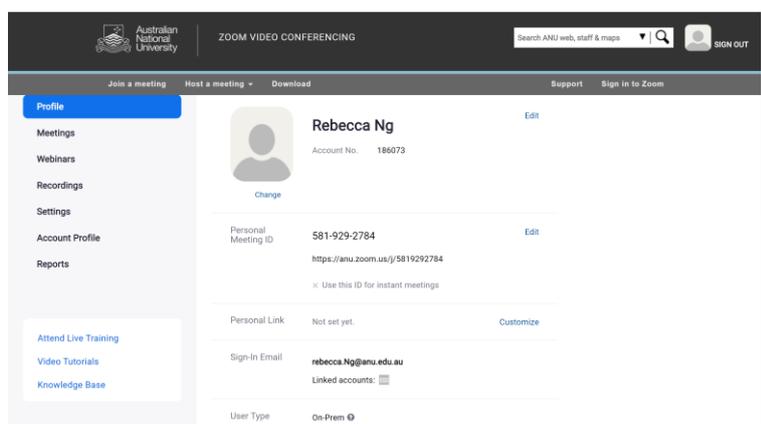


# Creating and Sharing a Zoom Meeting

## Step 1: Go to [anu.zoom.us/signin](https://anu.zoom.us/signin)

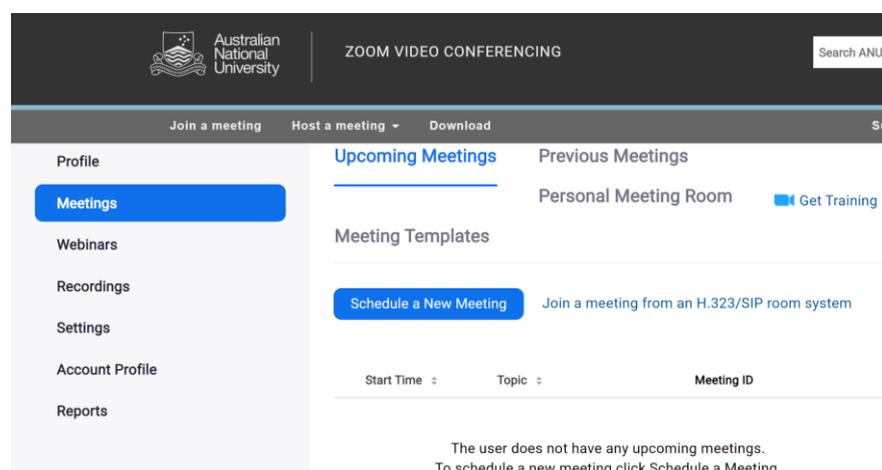
If you do not already have the Zoom application on your computer, you will need to download it via the [anu.zoom.us](https://anu.zoom.us) site. You can also use Zoom on mobile devices by downloading it via the Apple or Google app store.

## Step 2: Navigating the ANU Zoom site

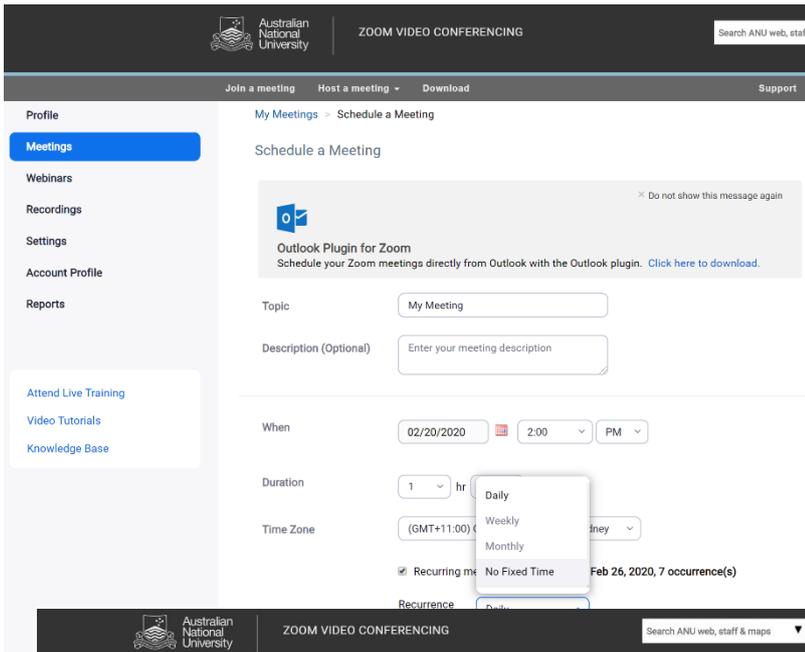


This is the Zoom homepage once you have **signed in with your ANU username and password**. We recommend that you upload a photo of yourself. *Never give out your Personal Meeting ID – students will be able to contact you at any time with it.* To create new online meetings, go to **'Meetings'** on the left.

## Step 3: Schedule a New Meeting



Select **'Schedule a New Meeting'** and you will be brought to the settings page.



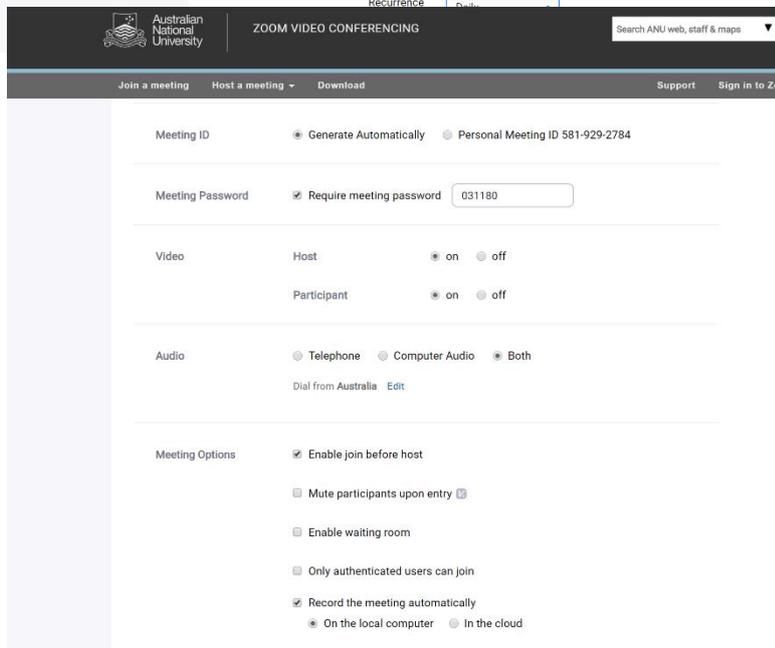
**Topic:** Insert your course code and meeting purpose (e.g. SOCY2020 Consultation for Remote Students)

**When, Duration and Time Zone:** If you are using this meeting on multiple occasions, select Recurring meeting and under recurrence, click No Fixed Time

**Meet ID:** Do not use Personal Meeting ID

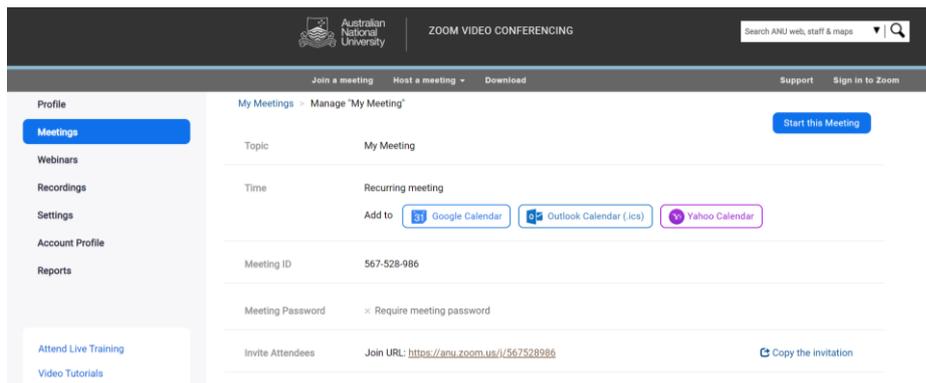
**Meeting Password, Video, Audio:** Select based on your requirements

**Meeting Options:** We recommend that you Enable join before host and Record the meeting automatically to your local computer or in the cloud (see guide on Cloudstor).



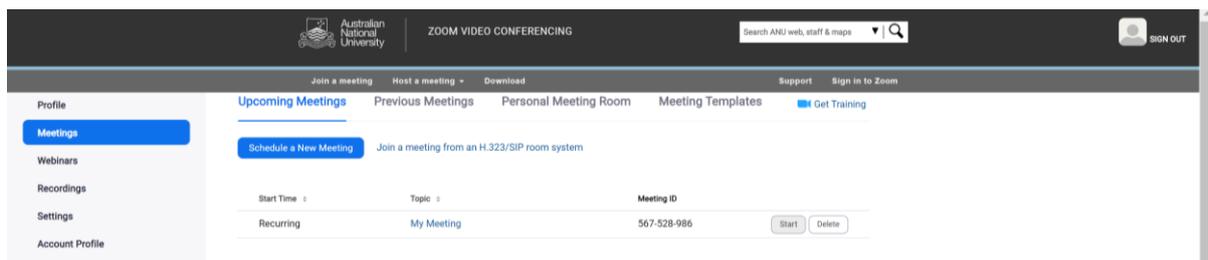
Click **'Save'** at the bottom of the page and you will be redirected to your meeting invite.

## Step 4: Sharing the Zoom session with your students



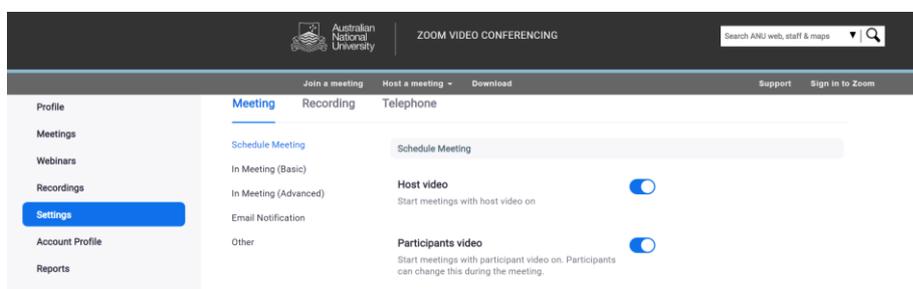
In your meeting invite, share the URL (<https://anu.zoom.us/xxx>) with your students. **For students participating remotely from China, you will need to provide them with the meeting ID (e.g. 567-528-986) and direct them to join the session via [zoom.cn.com](https://zoom.cn.com).** Students can find the guide in their Orientation Wattle site.

## Step 5: Join your own Zoom session



To join your own Zoom session, click **'Start'** in the meeting instance or within **'Start the Meeting'** within the invite you've just sent out.

## Step 6: Other settings – Enabling Breakout Rooms, Chat and Polling



To use breakout rooms, chat or polling, you will need to go under **'Settings'** and enable these features using the toggle on the right.

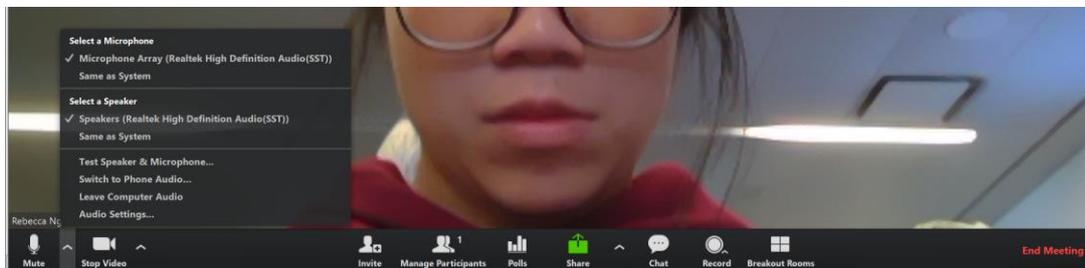
## Using Zoom – Video Conferencing and Other Features

Once you have successfully joined your Zoom session, this is what your screen should look like (with your face!) – Most of your tools and settings can be found in the bar below.

**Recording:** Note that if you've set it up for automatic recording, you will see 'Recording' with a flashing red dot in the top left corner.



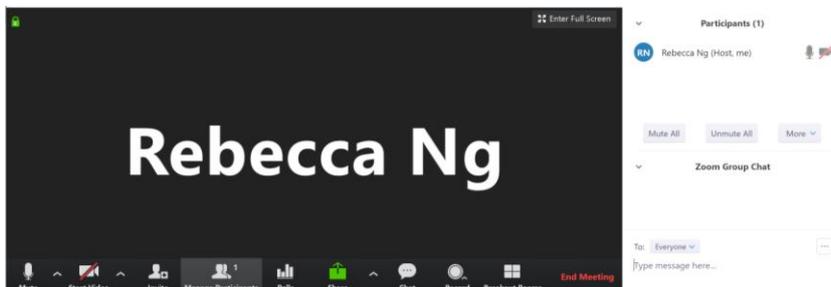
### Step 1: Ensure that your audio and video



In the bottom left corner, you will see the microphone and video icon. **If the audio works, the microphone icon should turn green as you speak.** All settings can be found in the arrow button beside the icon as shown.

Note: If you or your students are experiencing connection issues, try disabling the video by clicking on the video icon if it is not necessary to see each other.

### Step 2: Ensure your participants audio and video work

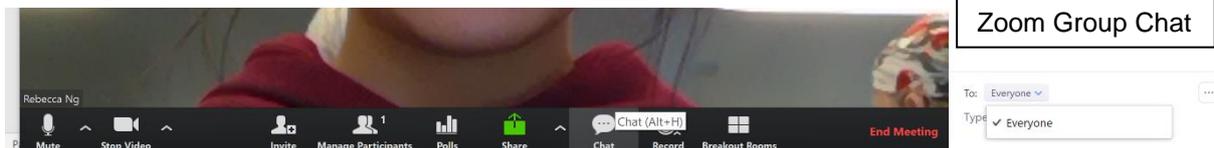


To check if your participants can hear you:

- 1) Ask them to respond via speaking or replying to you on chat

- 2) Go to **'Manage Participants'** – Beside their names, you should be able to see a microphone and video icon similar to yours. See if they have disabled video or muted themselves, and if their microphone icon is turning green.

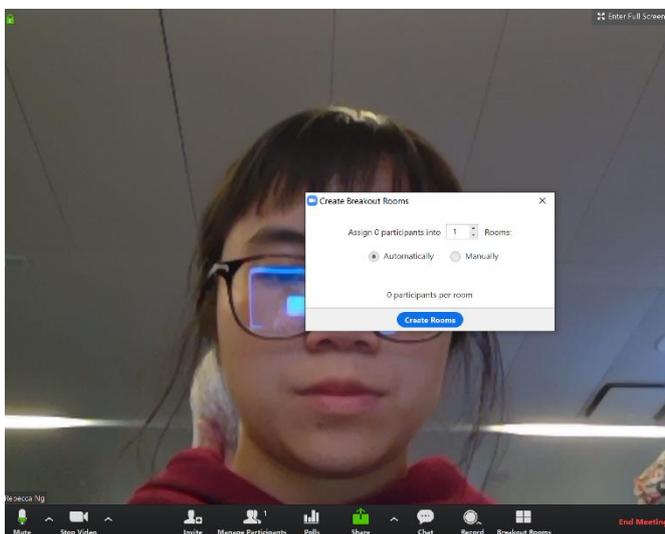
## Other functions: Chat



To open Chat, click on the speech bubble and a chatroom will open appear on the right. You, or your students, **will not receive a notification** when someone writes in in Chat. Prompt your students to open Chat if you are using it.

**Chat with everyone or with a participant:** At the bottom of Chat, you can select who you want to chat with. This is useful if you need to check in with a participant. Note that participants have the same function but as host, you will be able to see all communication even if they have written privately to another participant!

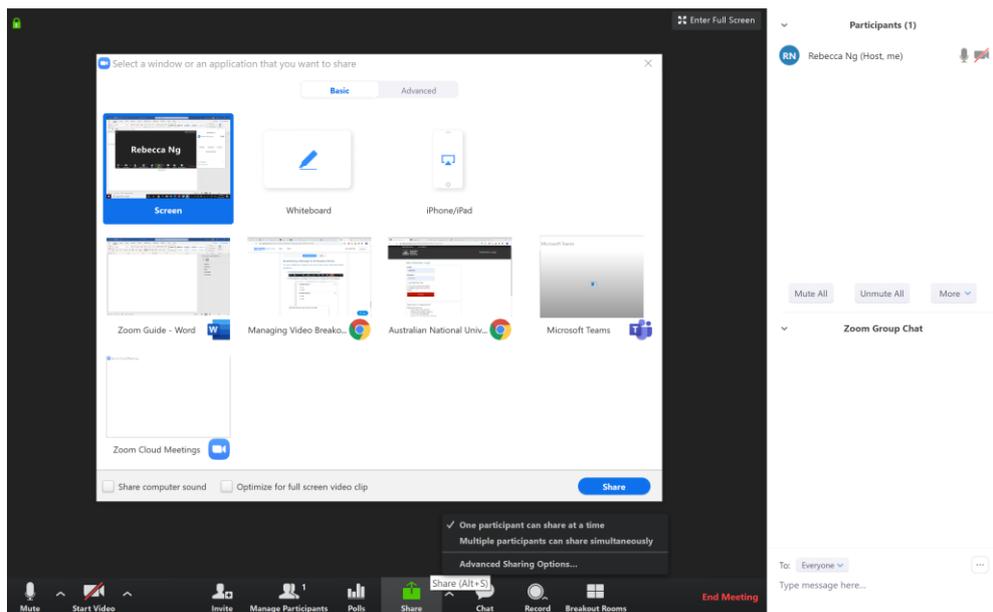
## Other functions: Breakout Room



**Breakout rooms** allow you to separate students into small groups. When you select breakout rooms (4 rectangles), you will be prompted to create the number of groups you want either automatically (Zoom assigns) or manually (host assigns).

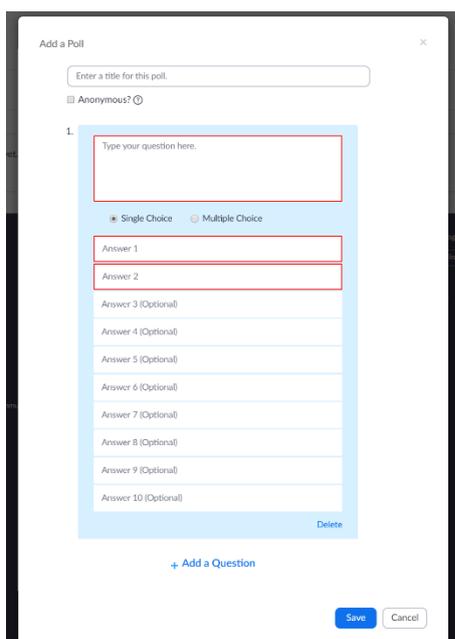
**Important:** Make any announcements prior to using breakout rooms as participants will not be able to hear you once they have been put in groups. As host, you can join any group at anytime but note that anything said within the groups will be recorded if you are there!

## Other functions: Sharing



You may want to share your screen or get students to share theirs during the session. You can do this by clicking **'Share'** and selecting the screen/window you would like to share when prompted. You and your students are also able to draw using the **'Whiteboard'** feature or **'Annotate'** (which will appear in the menu upon sharing) any screen/window that is being shared. When you are done sharing, click the red **'Stop Sharing'** button at the top.

## Other functions: Polling



If you click on **'Polls'**, you can create a number of single choice or multiple choice polling questions that you can ask in class. You can also create these polls in advance in your **Meeting Invite**.

Once you have created your poll, click **'Polls'** again and you'll be able to select the questions and **'Launch Poll'**.