
ZOOM Video Conferencing: Quick Start Guide

Welcome to Zoom at James Cook University (JCU), a video conferencing system designed to enhance your communication and collaboration with colleagues, students and the broader community. Zoom calls can be Placed and answered on any Windows, Mac, iOS (iPhone/iPad) & Android (phone/tablet) with the Zoom app installed.

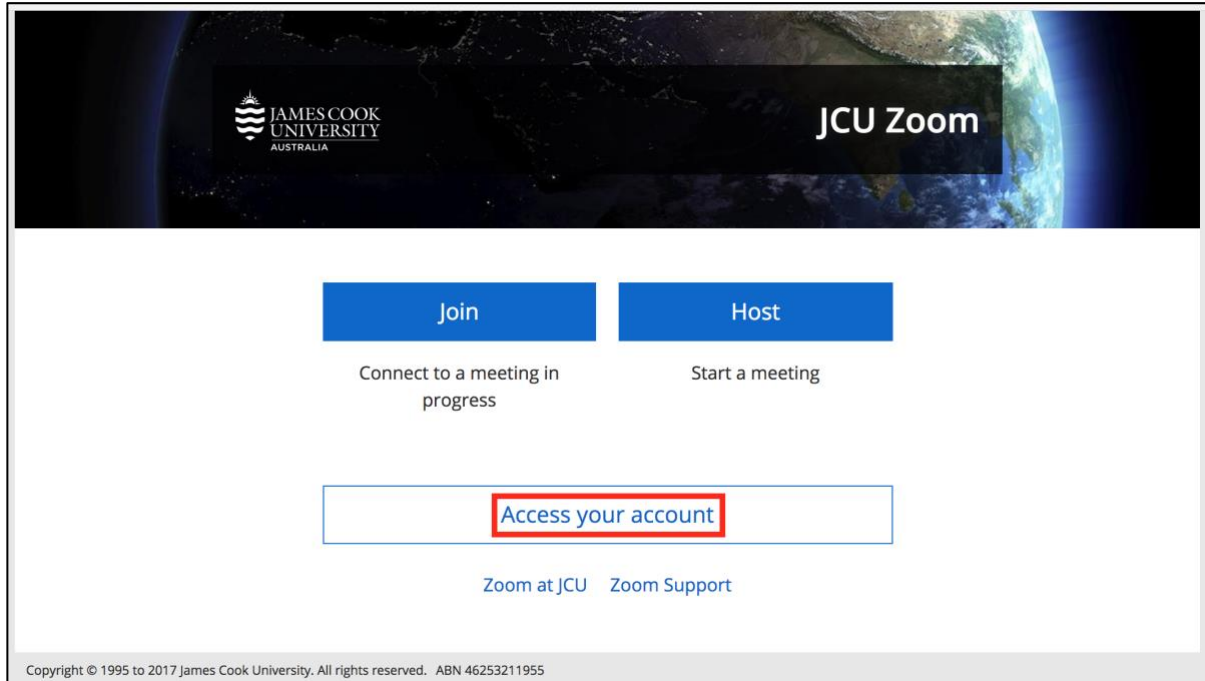
With this application JCU staff can access: Web, audio & video conferencing, Webinars, or Host or Join an Online meeting (Scheduled or Unscheduled).

Contents of this Document: *[\(Click to see the relevant instructions\)](#)*

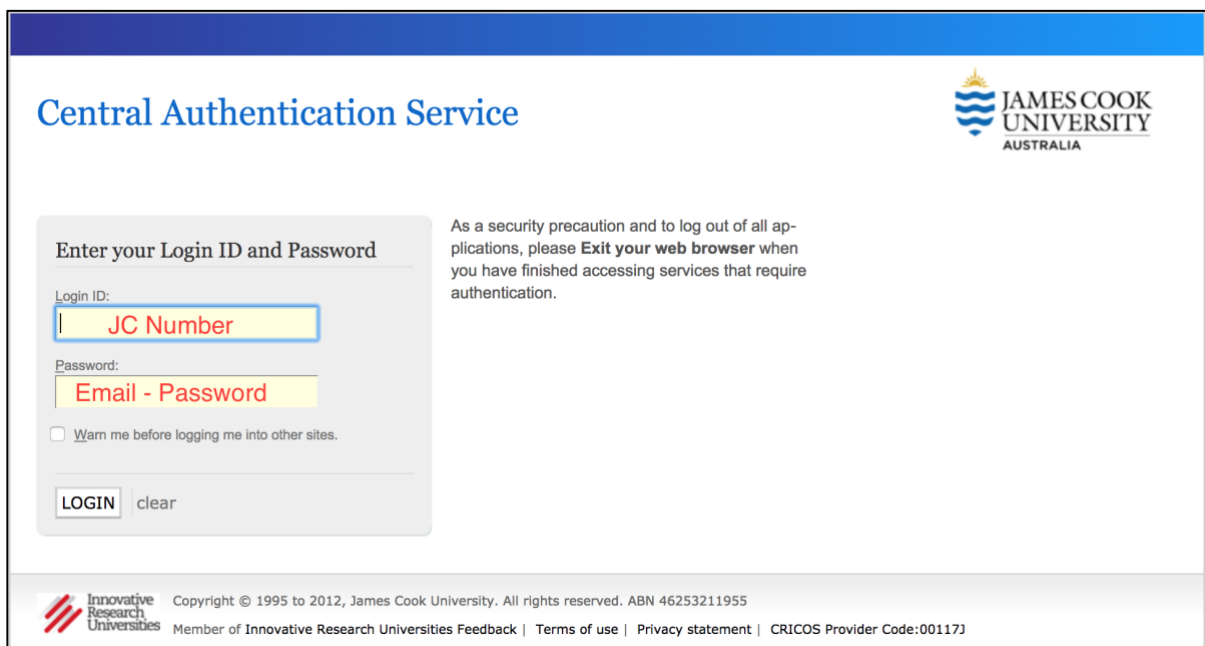
1. [Logging-in to Zoom Online](#)
2. [Steps to download and install Zoom](#)
 - a. [JCU Windows Computers](#)
 - b. [Personal Windows Computers](#)
 - c. [Mac Computers](#)
 - d. [Android Devices](#)
 - e. [iOS Devices](#)
3. [Participating in a ZOOM Session](#)
4. [Scheduling a ZOOM Meeting from Outlook](#)
5. [Scheduling a ZOOM Meeting Online](#)

Logging-in to Zoom Online

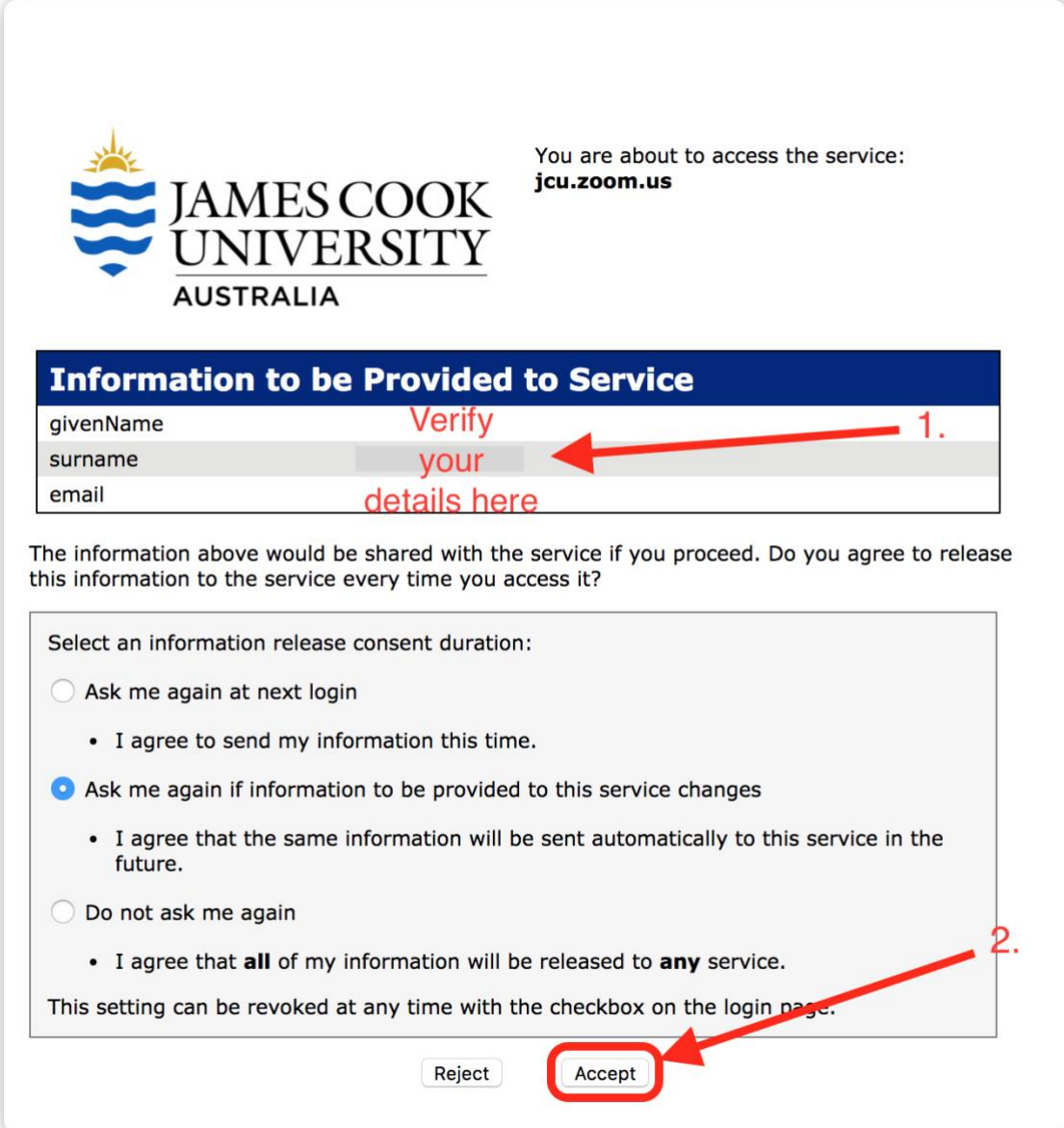
1. Go to the Zoom website at <https://jcu.zoom.us> and click on **Access your account**.




2. Login using your JC Number and Password, this opens your



3. Verify your details here and click on accept



 JAMES COOK
UNIVERSITY
AUSTRALIA

You are about to access the service:
jcu.zoom.us

Information to be Provided to Service	
givenName	Verify
surname	your
email	details here

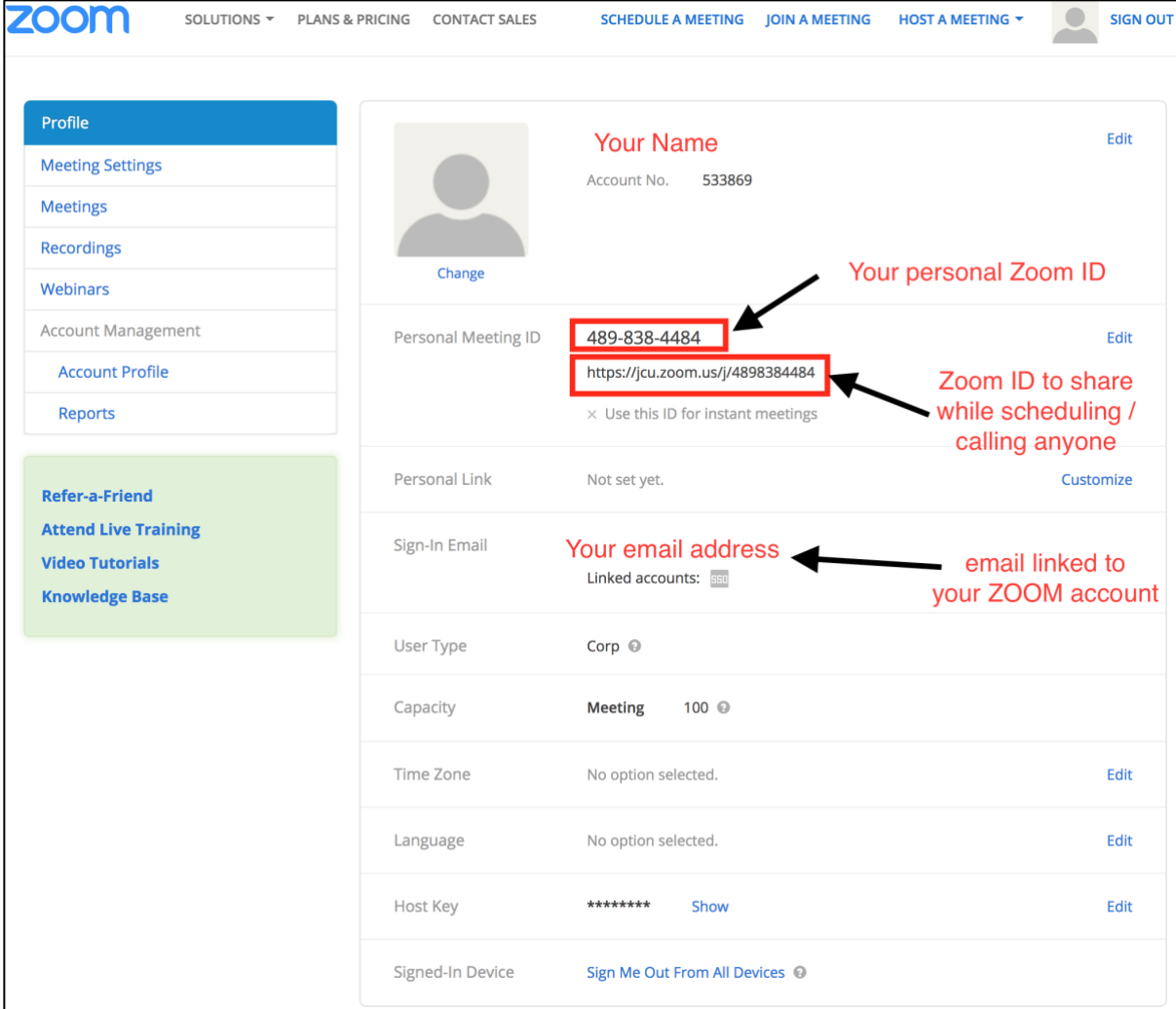
The information above would be shared with the service if you proceed. Do you agree to release this information to the service every time you access it?

Select an information release consent duration:

- Ask me again at next login
 - I agree to send my information this time.
- Ask me again if information to be provided to this service changes
 - I agree that the same information will be sent automatically to this service in the future.
- Do not ask me again
 - I agree that **all** of my information will be released to **any** service.

This setting can be revoked at any time with the checkbox on the login page.

4. You are now on your “Zoom Profile” page. See and identify your details on this page.
- **Click Profile** on the left menu to access your account profile, change your photo, add your phone number or find your Personal Meeting ID.



The screenshot shows the Zoom Profile page. The left sidebar contains a menu with 'Profile' selected, and other options like 'Meeting Settings', 'Meetings', 'Recordings', 'Webinars', 'Account Management', 'Account Profile', and 'Reports'. Below the menu is a green box with links for 'Refer-a-Friend', 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area displays the user's profile information, including a placeholder for a profile picture, the name 'Your Name', and account number '533869'. The 'Personal Meeting ID' is highlighted as '489-838-4484', with a red box around it and an arrow pointing to the text 'Your personal Zoom ID'. Below it, the meeting link 'https://jcu.zoom.us/j/4898384484' is also highlighted with a red box and an arrow pointing to the text 'Zoom ID to share while scheduling / calling anyone'. The 'Sign-In Email' field shows 'Your email address' with an arrow pointing to the text 'email linked to your ZOOM account'. Other fields include 'Personal Link' (Not set yet), 'User Type' (Corp), 'Capacity' (Meeting, 100), 'Time Zone' (No option selected), 'Language' (No option selected), 'Host Key' (*****), and 'Signed-In Device' (Sign Me Out From All Devices).

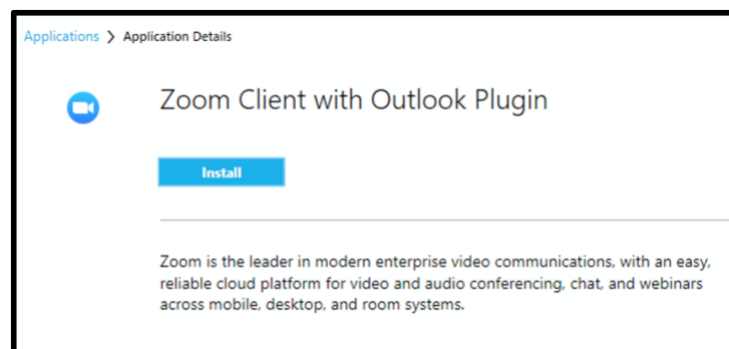
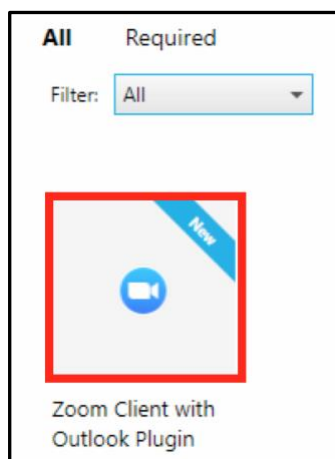
Steps to download and install Zoom

JCU Windows Computers

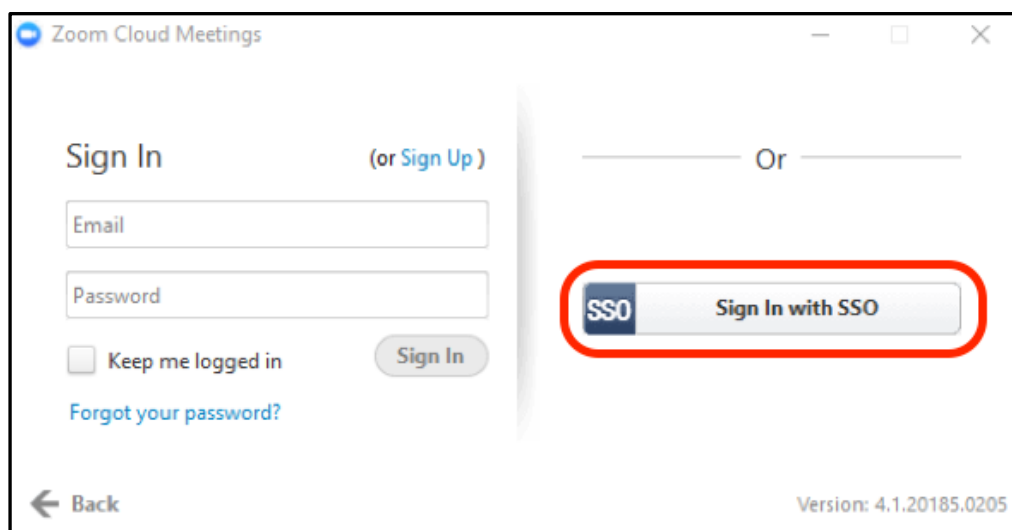
1. Check to see if Zoom is already available on your computer.
2. If you already have Zoom installed in your computer **skip to Step 5.**



3. Click on the **App Catalog** icon on your desktop and search for **Zoom client with Outlook Plugin.**
4. Click on the Zoom icon that shows up as a result of the search. Click on **install.**



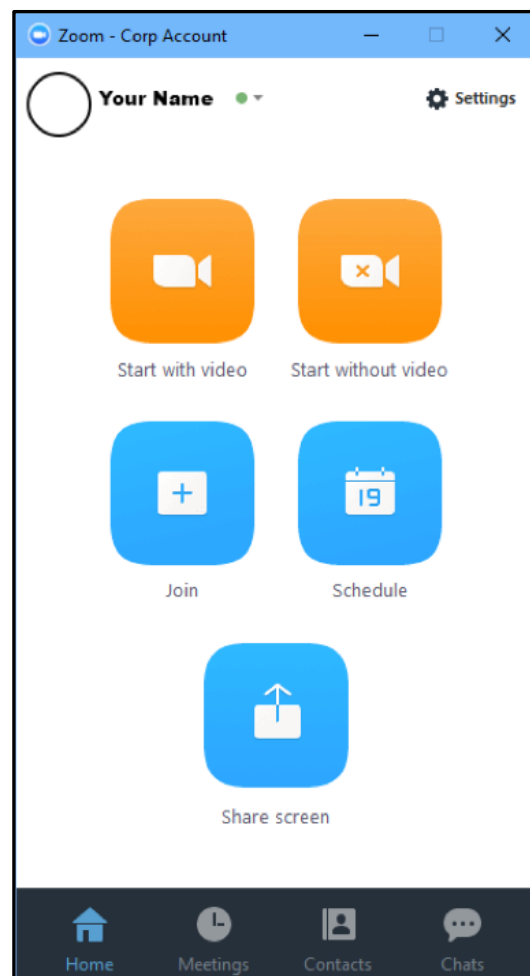
5. Once the installation is completed, Launch ZOOM application and click on **Sign in with SSO**



- Leave company domain as the default (jcu) and **click Continue**.

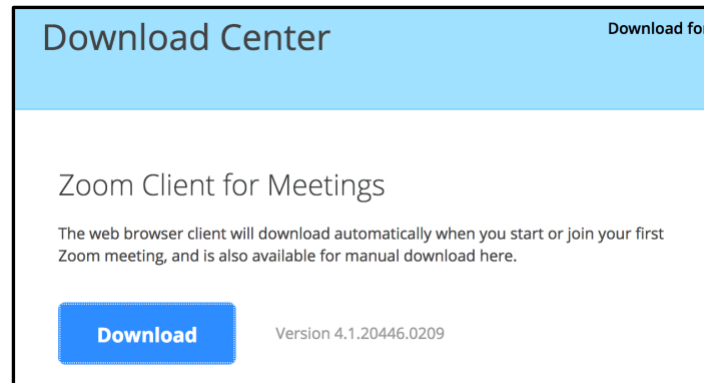


- Login with JC Number and Password** when requested, once logged in the home screen is displayed.

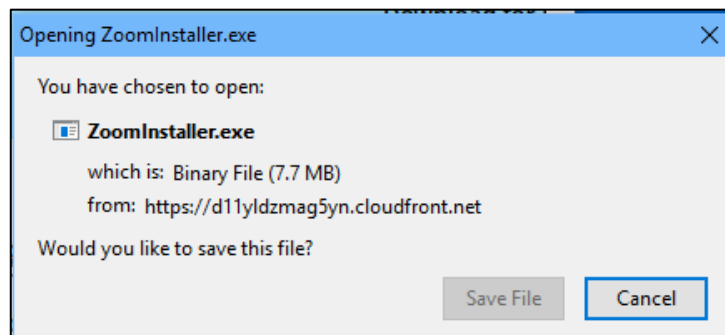


Personal Windows Computers

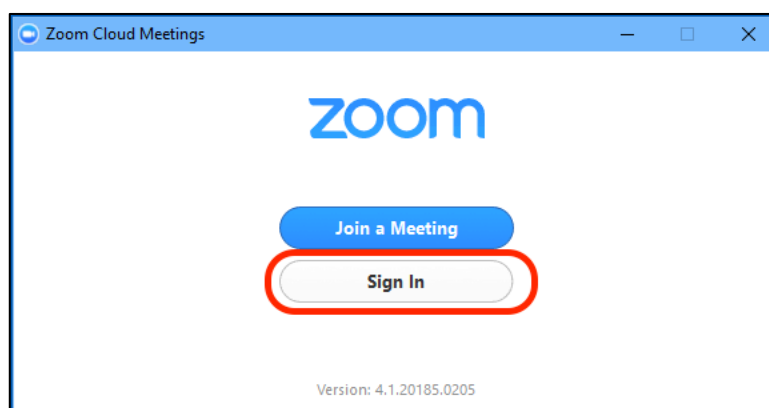
1. Go to <https://jcu.zoom.us/download> and select the **Zoom Client for Meeting** for your device and click Download.



2. Save the installer on your computer and follow the installation prompts specific to your operating system.

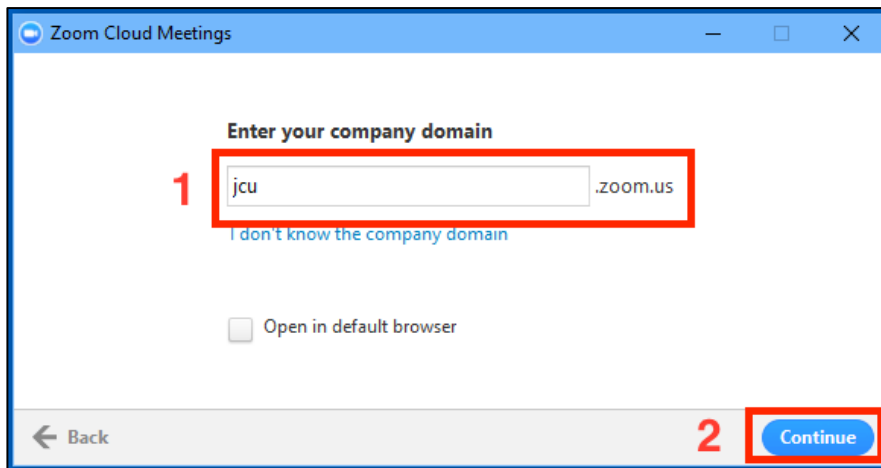


3. **Launch** Zoom and select **Sign-in** and again click on **Login In with SSO**.





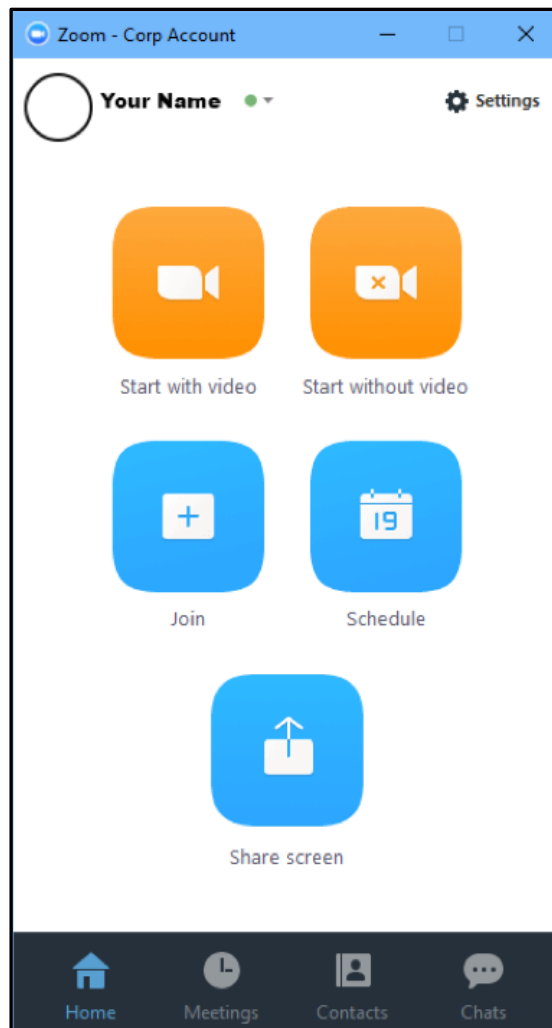
4. Type **jcu** as the domain



5. **Log in with your JC Number and password.**

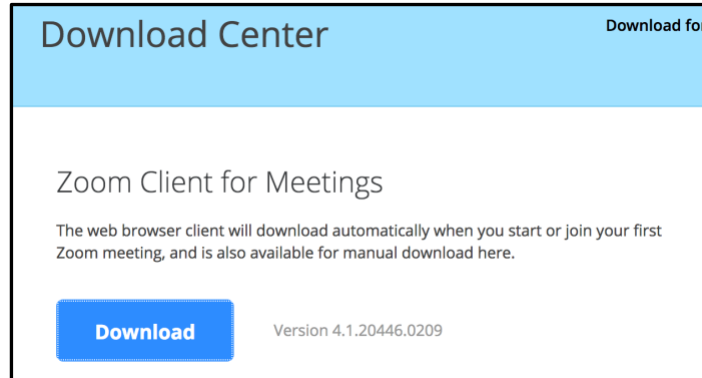


6. You are now successfully logged into your corporate ZOOM account.

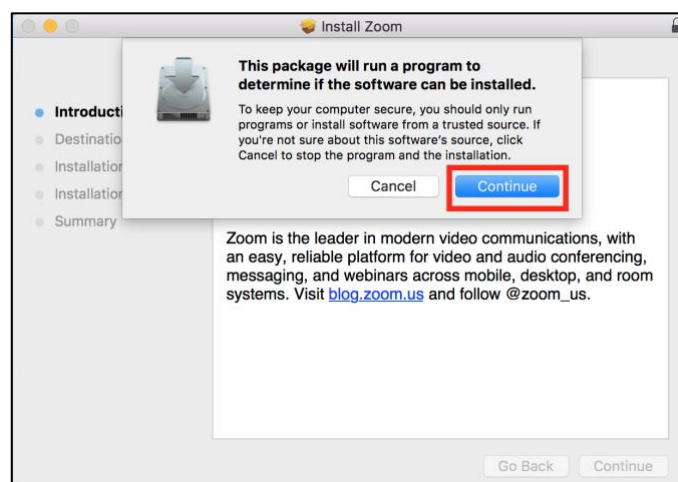
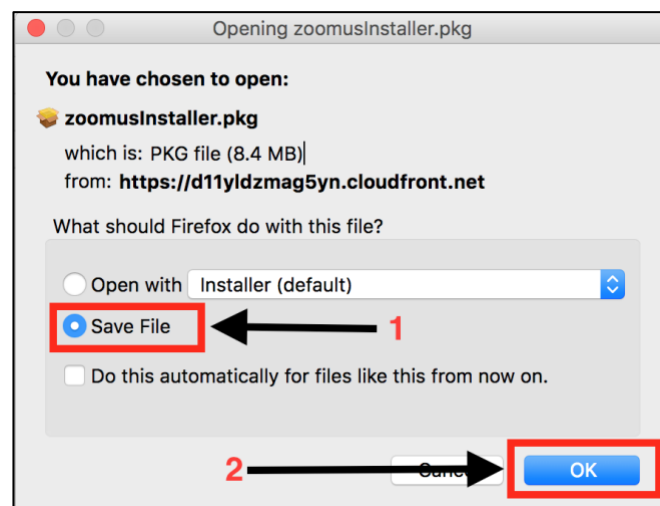


Mac Computers

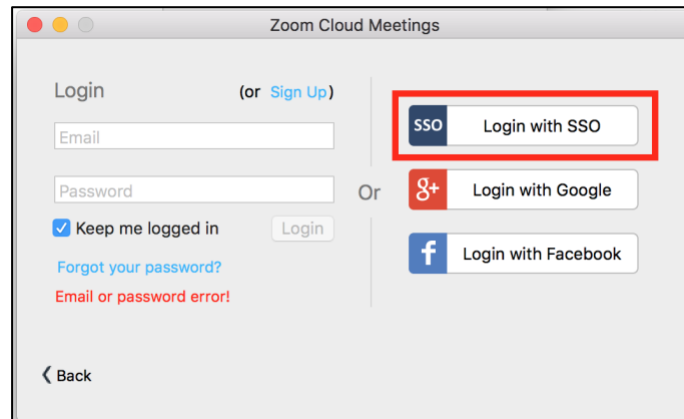
1. Go to <https://jcu.zoom.us/download> and select the **Zoom Client for Meeting** for your device and click Download.



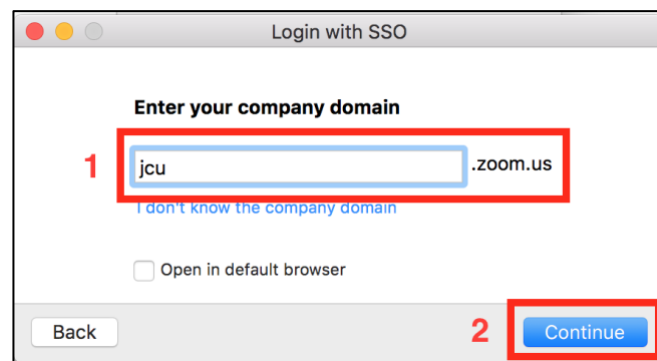
2. Save the installer on your computer and follow the installation prompts specific to your operating system.



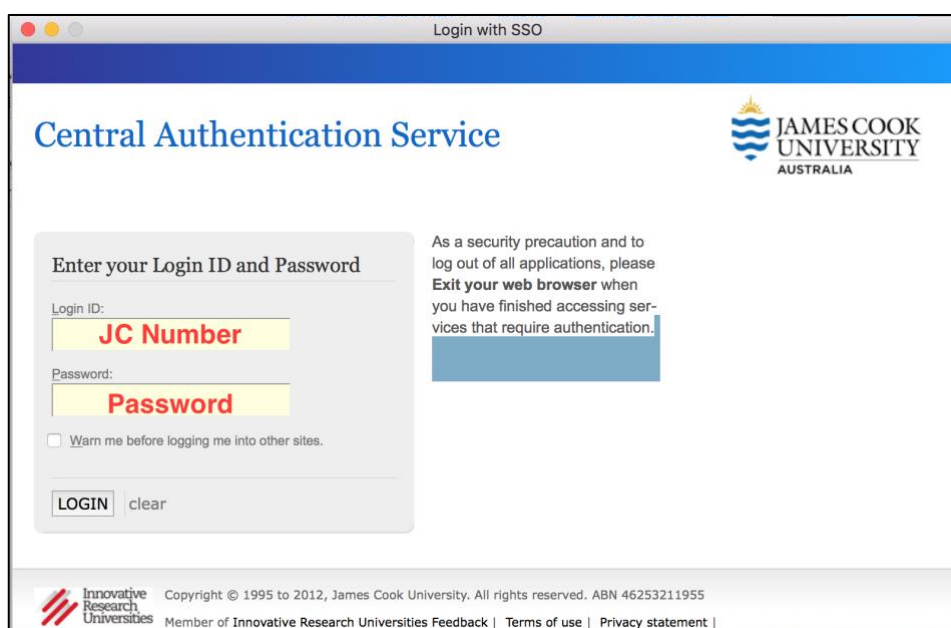
3. Launch Zoom and select **Login In with SSO**.



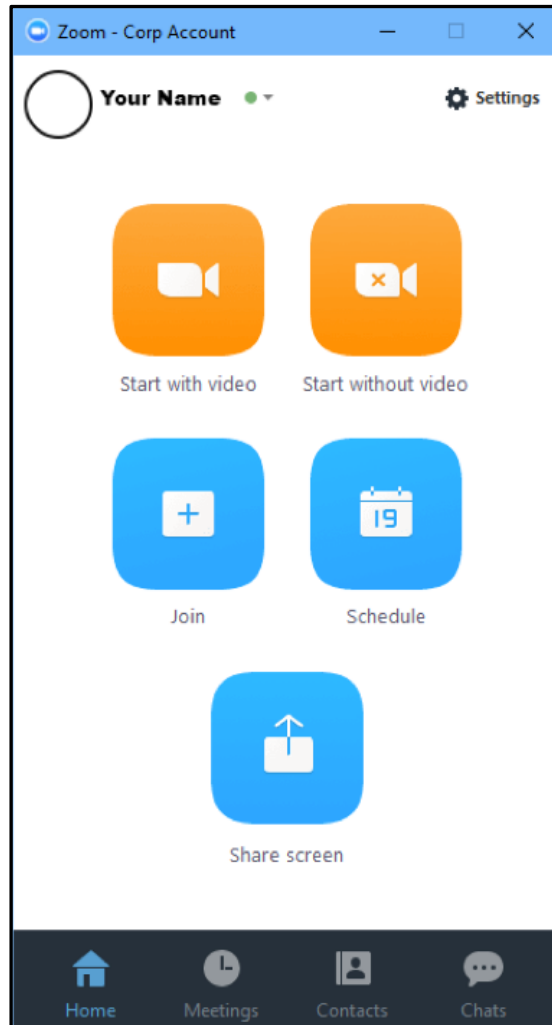
4. Type domain as **jcu** and click on **Continue**.



5. **Log in** with your **JC Number** and **password**.



6. You are now successfully logged into your corporate ZOOM account.



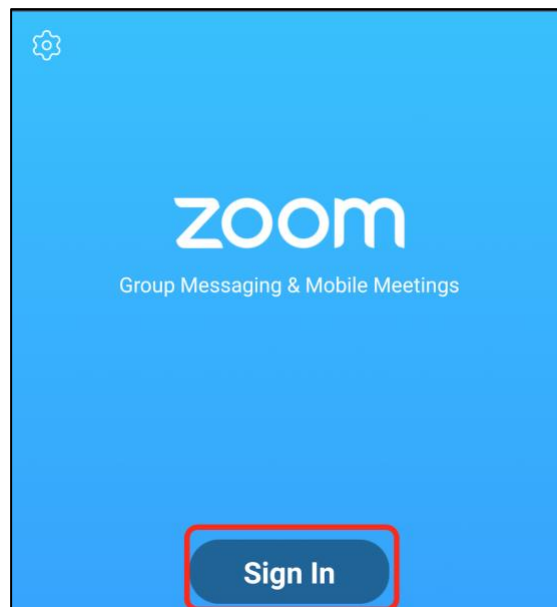
Android Devices



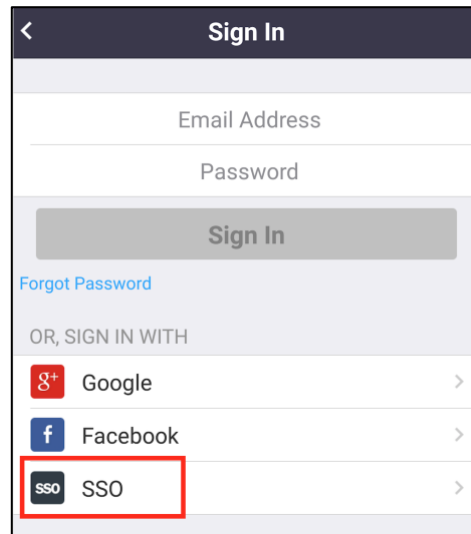
1. Go to the **Google Play Store** and search for [Zoom Cloud Meeting](#) and install the app on your device.



2. Open the app and click on the Sign-In button.

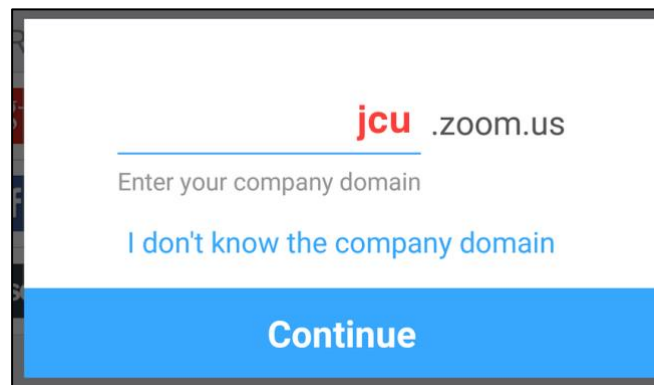


3. Click on the Sign in with SSO option as highlighted in the screenshot below.



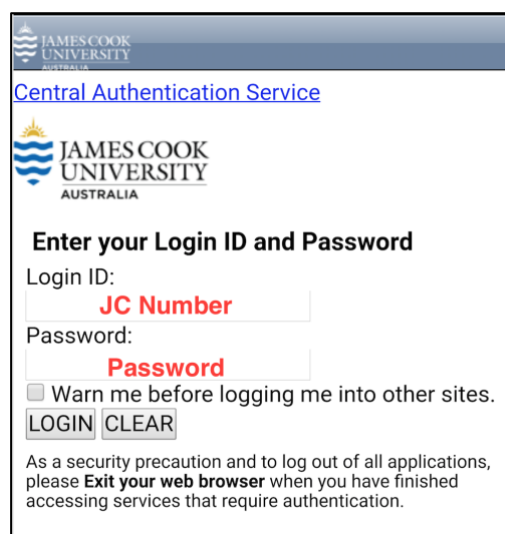
The screenshot shows a mobile application interface for signing in. At the top, there is a dark header with a back arrow and the text "Sign In". Below the header are two input fields: "Email Address" and "Password". A grey "Sign In" button is positioned below these fields. Underneath the button is a blue link for "Forgot Password". A section titled "OR, SIGN IN WITH" contains three options: "Google" with a red 'g+' icon, "Facebook" with a blue 'f' icon, and "SSO" with a black 'sso' icon. The "SSO" option is highlighted with a red rectangular box.

4. When prompted enter the domain as **jcu** and click **continue**.



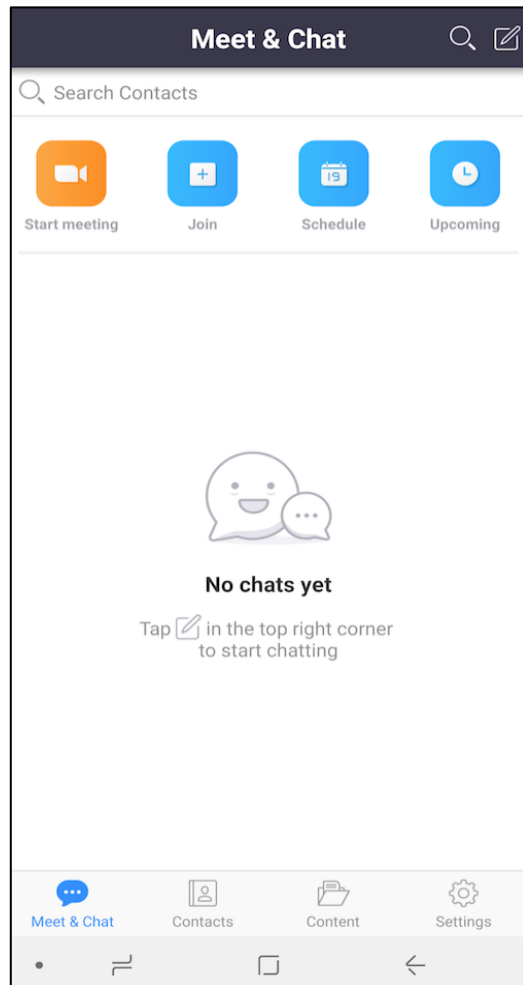
The screenshot shows a domain entry screen. At the top, the text "jcu.zoom.us" is displayed, with "jcu" in red and ".zoom.us" in black. Below this is a blue underline. Underneath the underline is the text "Enter your company domain". Below that is a blue link that says "I don't know the company domain". At the bottom of the screen is a large blue button with the word "Continue" in white text.

5. At the login screen type in your credentials and click on the **Login** button.




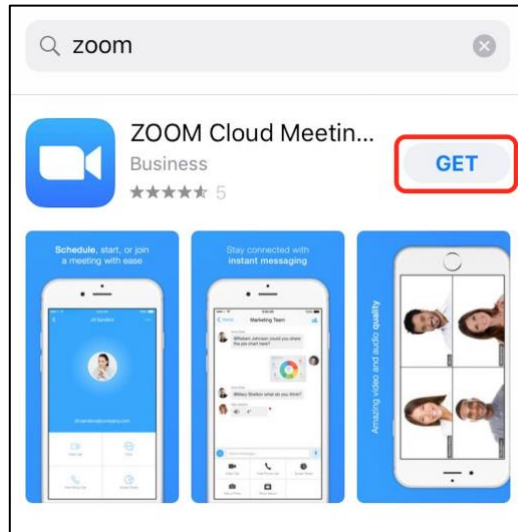
The screenshot shows a web browser interface for the Central Authentication Service. At the top left is the James Cook University Australia logo. Below the logo is the text "Central Authentication Service" with a blue link. Underneath is another James Cook University Australia logo. The main heading is "Enter your Login ID and Password". There are two input fields: "Login ID:" with "JC Number" in red text inside the field, and "Password:" with "Password" in red text inside the field. Below the password field is a checkbox labeled "Warn me before logging me into other sites." At the bottom are two buttons: "LOGIN" and "CLEAR". Below the buttons is a security warning: "As a security precaution and to log out of all applications, please **Exit your web browser** when you have finished accessing services that require authentication."

6. You have successfully setup and logged into the Zoom application on your Android Device.

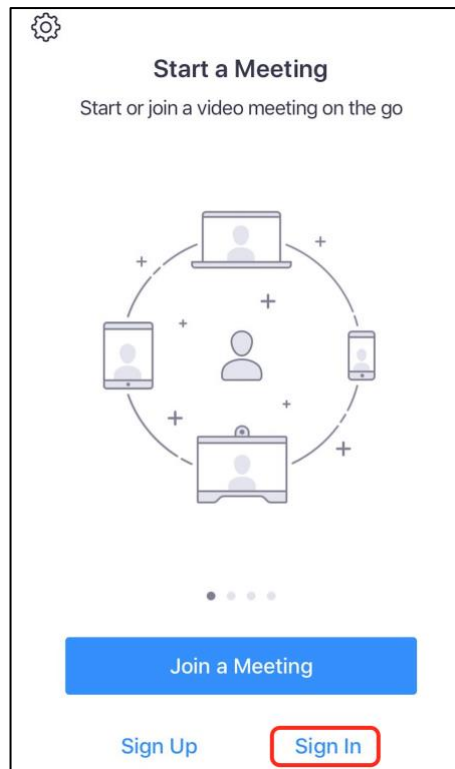


iOS Devices

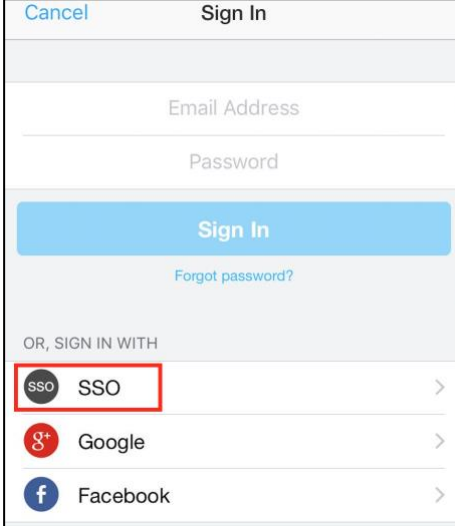
1. Go to the **App Store**  and search for [Zoom Cloud Meeting](#) and install the app on your device.



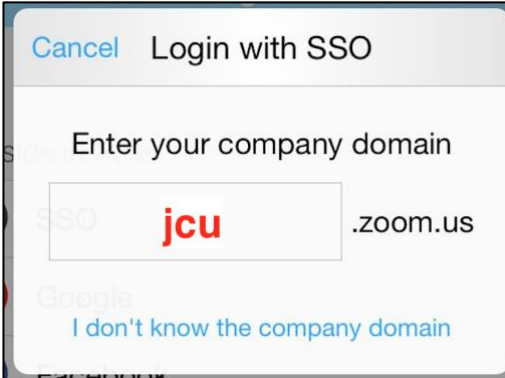
2. Open the app and click on Sign-In.




- Click on the Sign in with SSO option as highlighted in the screenshot below.



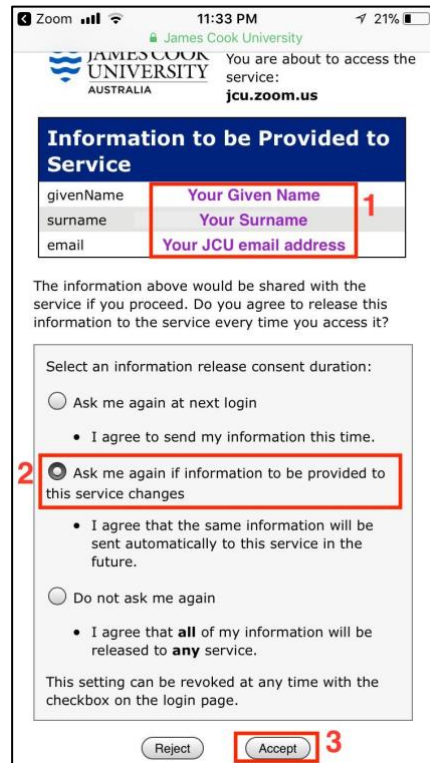
- When prompted enter the domain as **jcu** and click **continue**.



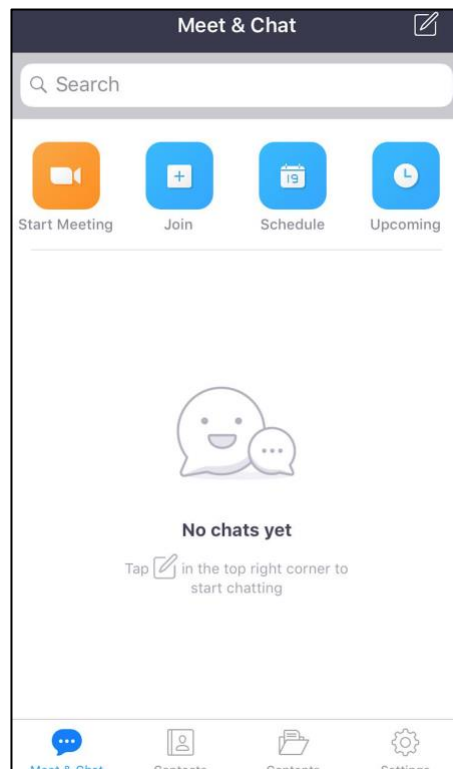
- At the login screen type in your credentials and click on the **Login** button.



- If you are logging on to the Zoom platform for the first time using a mobile device, select and accept these settings (one time only).



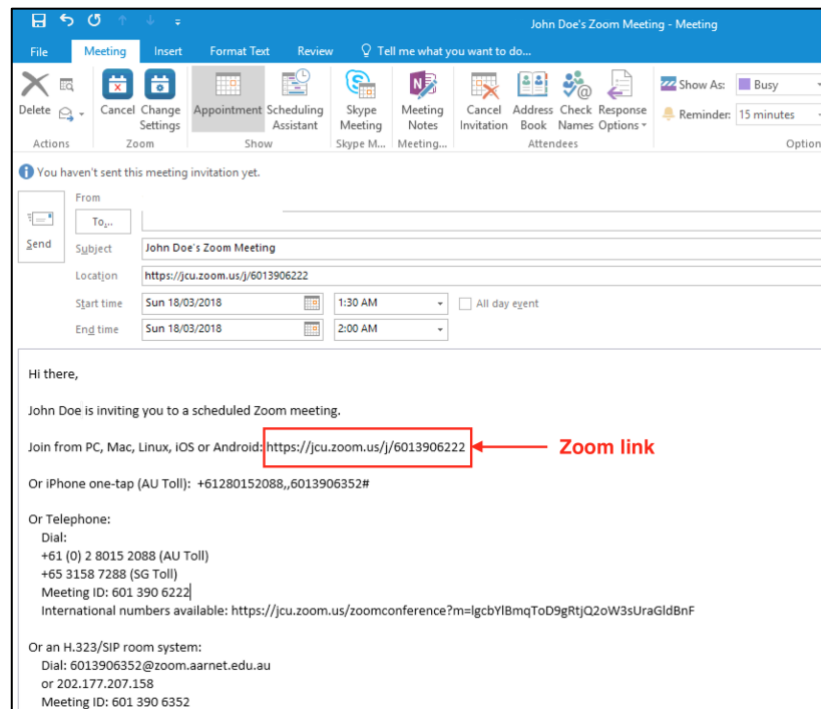
- You have successfully setup and logged into the Zoom application on your Android Device.



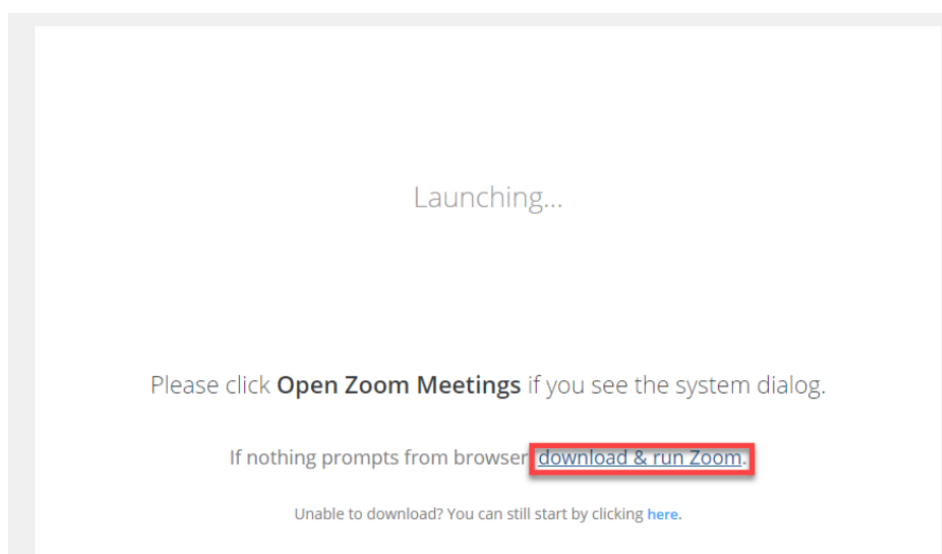
Participating in a ZOOM Session

You do NOT need an account to participate in a Zoom session, but some equipment may be required: speaker or headphones to hear the conversation, microphone to talk and camera to share video.

1. **Click the Zoom link** sent to you via email to launch the Zoom session.

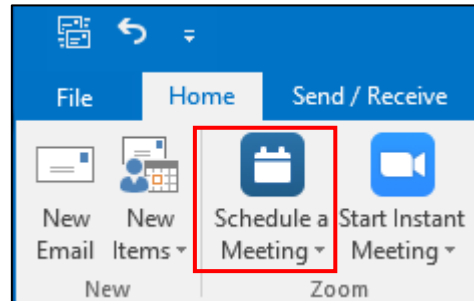


2. **Download** the Zoom application if prompted (only needed once per device)

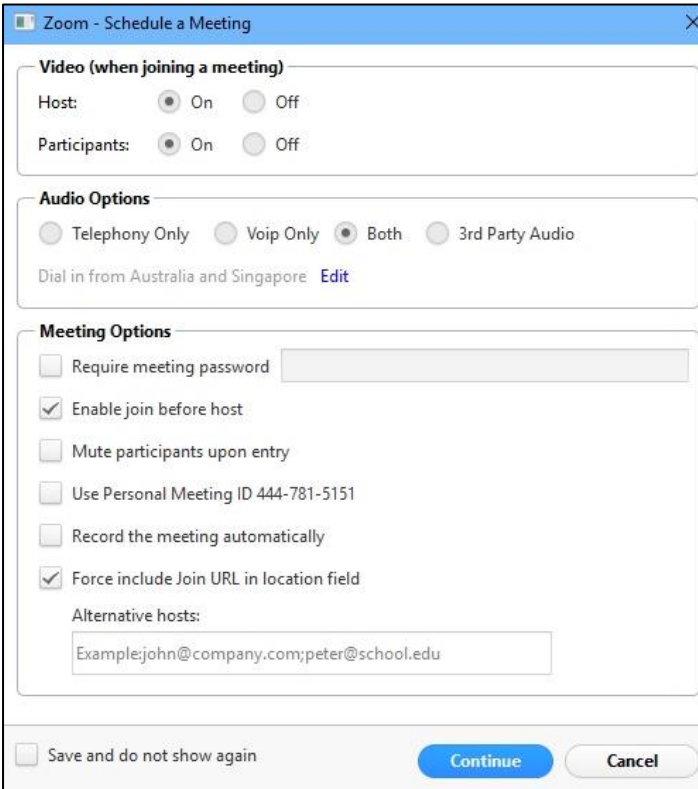


Scheduling a ZOOM Meeting from Outlook

1. **Open Outlook** on your Desktop, and click **Schedule a Meeting**



2. **Set** required meeting options as required and click **Continue**.
Tick **Use Personal Meeting ID** if the meeting time or date may need to be changed.



The image shows the 'Zoom - Schedule a Meeting' dialog box. It contains the following sections and options:

- Video (when joining a meeting):**
 - Host: On Off
 - Participants: On Off
- Audio Options:**
 - Telephony Only Voip Only Both 3rd Party Audio
 - Dial in from Australia and Singapore [Edit](#)
- Meeting Options:**
 - Require meeting password
 - Enable join before host
 - Mute participants upon entry
 - Use Personal Meeting ID 444-781-5151
 - Record the meeting automatically
 - Force include Join URL in location field
 - Alternative hosts:

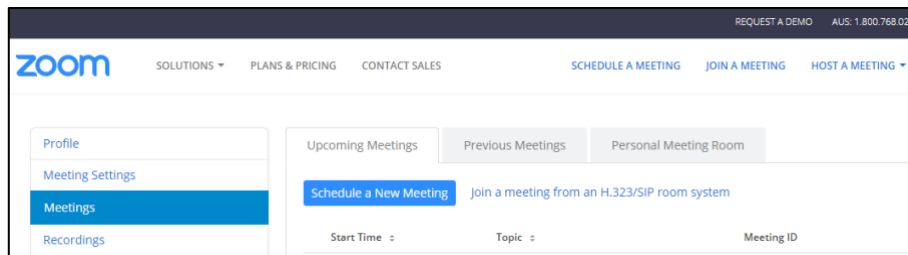
At the bottom, there is a checkbox for 'Save and do not show again', a blue 'Continue' button, and a 'Cancel' button.

3. The meeting details and links will be added automatically to the Calendar invite, schedule meeting as usual and add recipients using the **To** field. Click **Send** when complete.

Scheduling a ZOOM Meeting Online

To schedule a Zoom Meeting from the web client:

1. Go to Zoom <https://jcu.zoom.us> in web browser and click **Access your account**
2. **Login** with **JC Number** and **password**, this opens the **Meetings** page.
3. Click on **Schedule a New Meeting**



4. Set the meeting specifics (topic, date and time, and video/audio options).
5. When complete, click **Save**.

To invite participants to your meeting, click **Copy the invitation**, then use Outlook webmail, messenger or other, and paste the invitation into a new message, to send to participants. The invitation will include a link to your meeting's web address.