

TASKCARD D

Logging into Zoom and launching Zoom from a Chrome browser

1) In your Chrome Browser Go to the Zoom sign in website

- Go to <https://us04web.zoom.us/join>

Sign In


Email address


Password

Sign In

[Forgot password?](#) Stay signed in

or

 Sign in with Google

 Sign in with Facebook

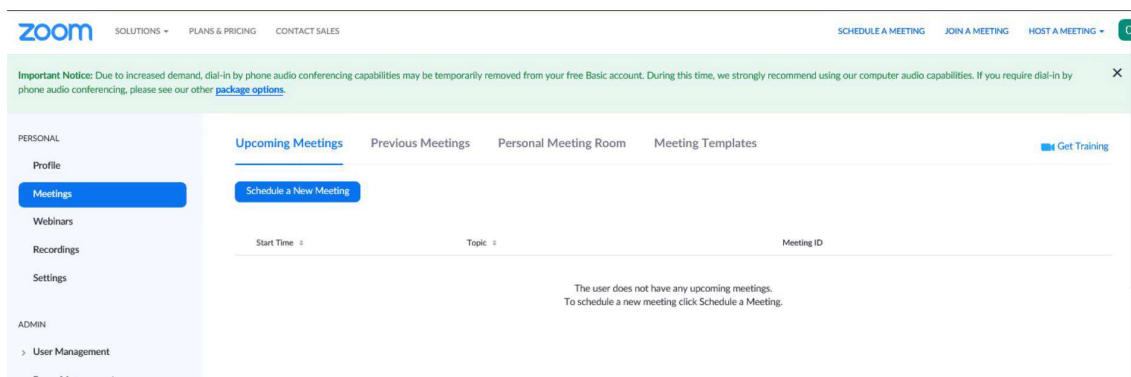
2) Click Sign in with Google

- Click Sign in with Google
- If you already have your Open Arms Gmail Account open in the browser it may auto log you in, if not, enter your Open Arms Gmail details to log in



3) Schedule a Meeting

- You are now logged in and can schedule a meeting.
- Click “Schedule a New Meeting”



4) Enter Meeting Details.

- Enter the details of when you would like the video conference to occur

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. [Upgrade Now](#)

Do not show this message again



- Once you have entered all the meeting details, click Done

Participants

Audio Telephone Computer Audio Both

Dial from [Edit](#)

Meeting Options

- Enable join before host
- Mute participants upon entry [V](#)
- Enable waiting room
- Record the meeting automatically on the local computer

[Save](#) [Cancel](#)

5) Meeting Booked

- The details of your meeting will now be displayed.

[My Meetings](#) > [Manage "My Meeting"](#) [Start this Meeting](#)

Topic My Meeting

Time Mar 26, 2020 04:00 PM Perth

Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID 231-933-631

Meeting Password [x](#) Require meeting password

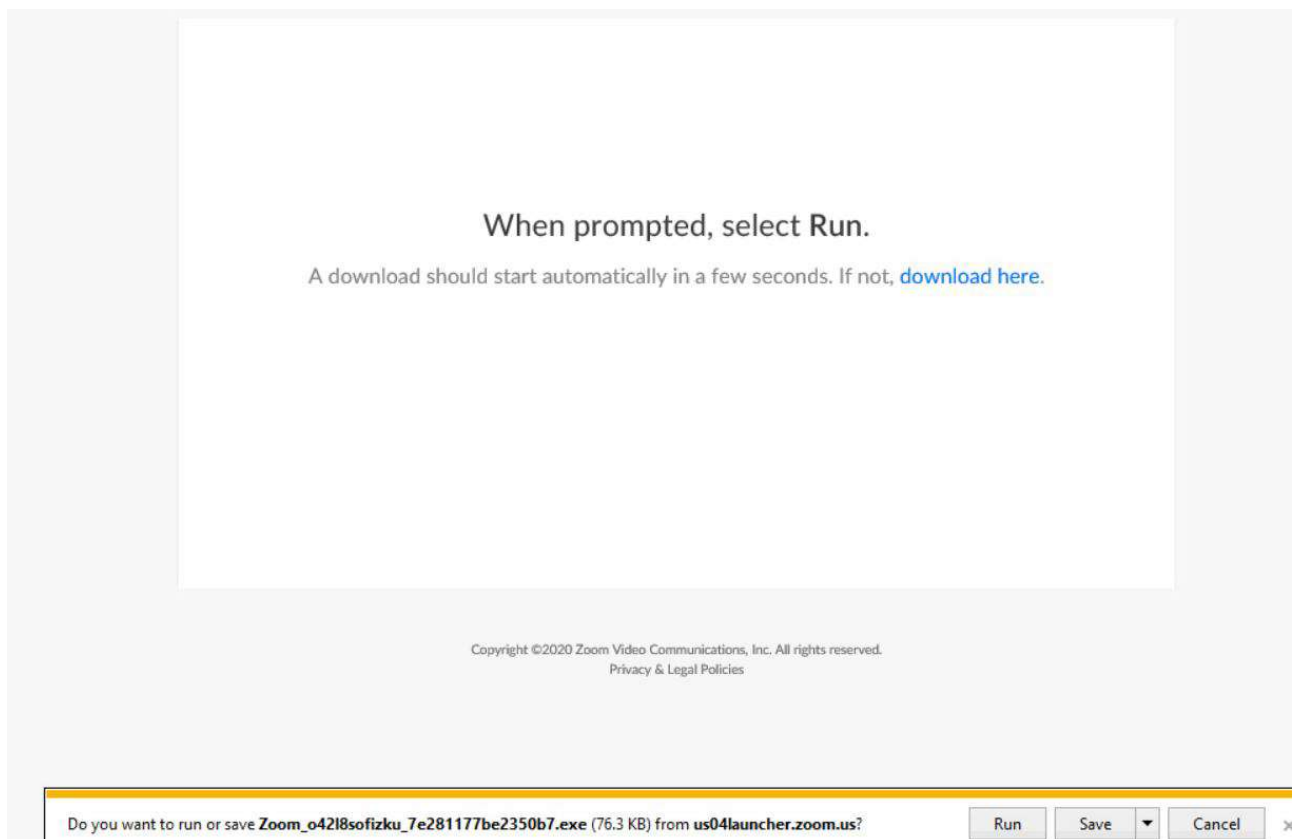
Join URL: <https://us04web.zoom.us/j/231933631> [Copy the invitation](#)



6) Click Start this Meeting

- This will try and start a download, ignore the automatic download and click the Download Here link

Start this Meeting





7) Ignore the Automatic Download and Run from Browser

This will again try and start a download, ignore this

Then click on “Start from your browser”

This will allow you to start the meeting in your browser and now have to install anything.

When prompted, select Run.

A download should start automatically in a few seconds. If not, [download here](#).

If you cannot download or run the application, [start from your browser](#).

8) Meeting Starts

The meeting will start in your browser

You may be prompted on screen to enable your audio and video please do so.

