

GETTING STARTED WITH ZOOM IN A LEARNING STUDIO

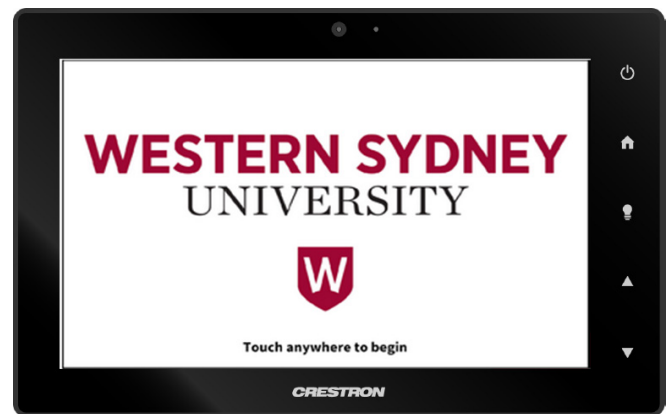


A GUIDE TO USING ZOOM IN A LEARNING STUDIO



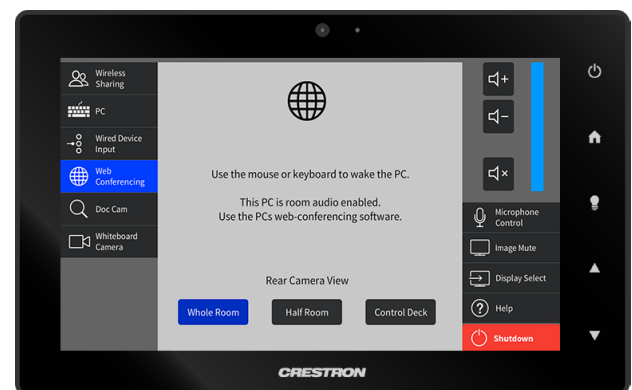
On entry to the Learning Studio, it may be that the technology will be powered down, you will need to power everything back on by touching the Touch Panel on the Control Deck and then tapping to get started.

On the Control Deck PC, shake the mouse and login to the computer using your Western Sydney ID and password. You can do this before the TVs turn on and the Touch Panel has loaded. Please note that in this teaching space, to use Zoom with the room technology, you will need to use the Control Deck PC.



Switching to Web Conferencing

Once the Touch Panel on the Control Deck has loaded, tap on **Web Conferencing** to get started with Zoom.

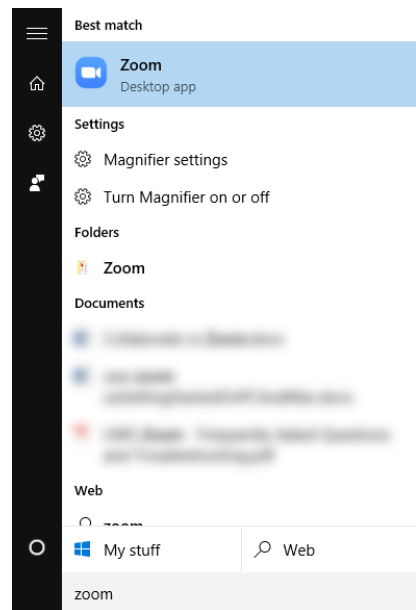


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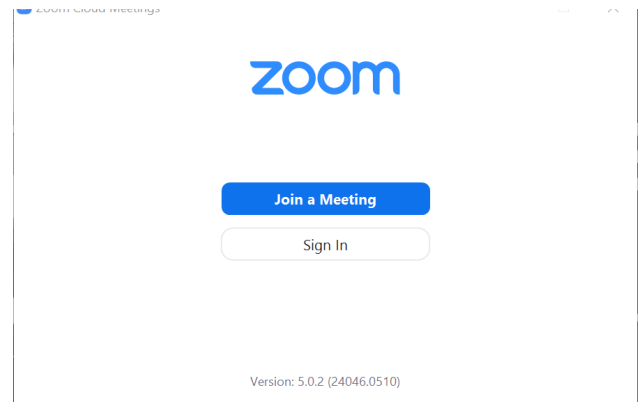
Getting started with Zoom

The Control Deck PC in each Learning Studio has Zoom preinstalled on it. To open Zoom:

1. Click on the **Windows Start Menu**, without clicking further type “zoom”.
2. Click on the Zoom item at the top of the list as shown.



3. Zoom will open.
Click on the **Sign In** button.



4. A login form will display.
Click on **Sign In with SSO**.

Sign In

Enter your email

Enter your password [Forgot?](#)

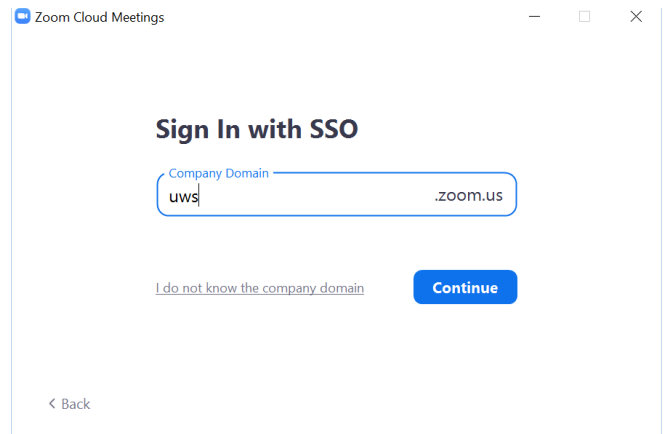
Keep me signed in [Sign In](#)

or [Sign In with SSO](#)

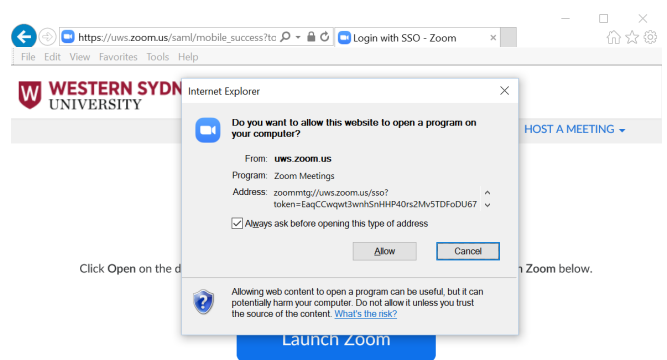
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5. You will be asked to enter a domain, type in “uws” and click **Continue**.



6. A Web Browser window will open with the Western Sydney SSO Zoom page. It will prompt you for permission to access the Zoom program. Click **Allow**.
7. The Zoom application will open and display the Home Screen. You are now ready to begin using Zoom.



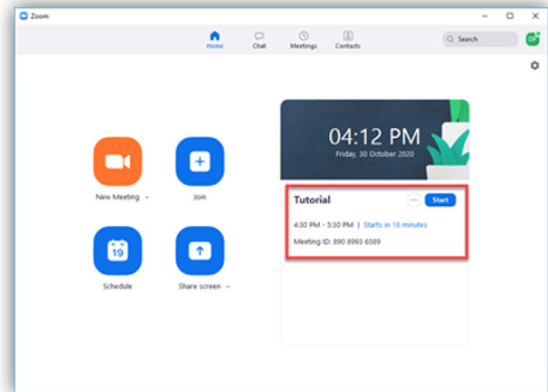
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Starting a Meeting

Starting a Zoom meeting in a Learning Studio is the same process you would use to start a Zoom meeting on your personal computer. There are two ways to start a meeting; Scheduling a Meeting or Starting a New Meeting, which are outlined below.

Scheduling a Meeting

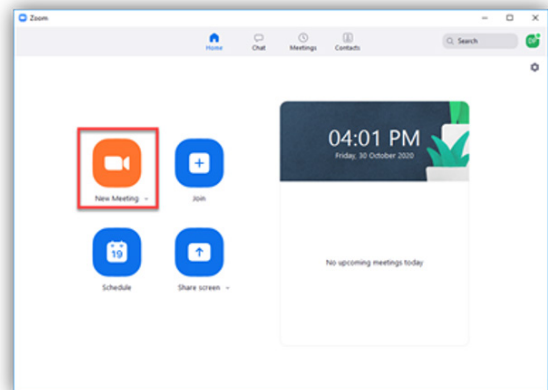
To begin a Scheduled Meeting, you will already need to have scheduled the meeting in your Zoom account. It is recommended that you schedule and distribute the details of the meeting to students prior to starting the class. Upcoming Scheduled Meetings will appear on the right side of the Zoom home page under the current date/time. Sometimes recurring meetings do not show up in this section. If you cannot see your upcoming meeting, you will need to select **Meetings** from the top tool bar to find this information.



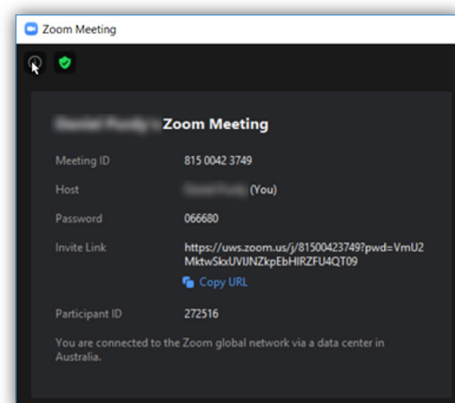
To begin the Scheduled Meeting simply click on the corresponding **Start** button.

Starting a New Meeting

To begin a new meeting immediately, click on the **New Meeting** icon. This will begin an adhoc meeting with a random Meeting ID and Password.



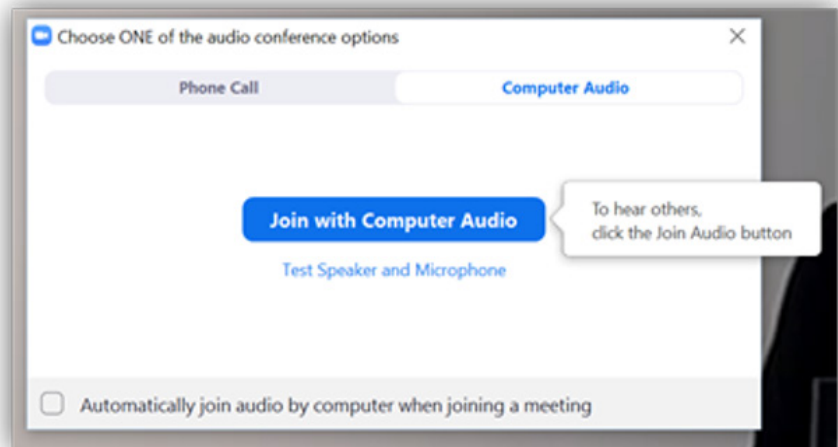
To view the Meeting ID and Password, click on the **information icon** up the top left side of the Zoom window.



GETTING STARTED WITH ZOOM IN A LEARNING STUDIO

Audio Settings

When you begin any meeting, a New Meeting or a Scheduled Meeting, Zoom will prompt you to choose the audio conference options. By default, all the audio settings in Zoom should be set up correctly, so simply click **Join with Computer Audio**.



Once you are in the Zoom Meeting or if you experience audio issues, you can confirm that the correct microphone and speakers are set by clicking on the menu button next to the microphone icon in Zoom, in the bottom left corner.

Ensure that the:

- ▶ Microphone is set to **Echo Cancelling Speakerphone (TesiraFORTE)**, and;
- ▶ Speaker is set to **Echo Cancelling Speakerphone (TesiraFORTE)**.

