**Quick Zoom**

**Join *Zoom* website:**

1. ****From the Portal use the Zoom tile or from a browser go to <https://charlesdarwinuni.zoom.us/>
2. Click on Join and put in your meeting ID from your invite details

Or

1. Click on *Zoom* Sign In and put in your user name and password when prompted
2. Click on the **My Meetings** tab
3. Click on the **Meeting link** that you want to join

**NOTE:**

**CDU Now has a corporate license for Zoom with no restrictions.**

**Join *Zoom* Desktop Client:**

1. From Desktop - > Open or click on *Zoom*
2. **Click** on Sign in and then use “Sign in with **SSO”** and use“charlesdarwinuni” .zoom.us
3. Click on **Join**
4. Enter the **Meeting ID** (Details from your email invitation)
5. You can join the meeting with your video or audio enabled or disabled
6. When zoom windows starts up **select** Join Audio Conference by Computer or **select** Test Computer Mic & Speakers if you have issues.

**Join from Email link**:

1. From your **email invitation** sent or created by your meeting host
2. Click on the **link** in the email (join via PC, Mac, iOS or Android)
3. You will be taken to the meeting created by the host.

**Telephone dial in**:

1. ****From your email invite details dial or call the number provided

**Schedule Zoom Meetings**

* From the Zoom tile in the Portal or via the Website <https://charlesdarwinuni.zoom.us/>
* *Zoom* app from your desktop when downloaded

**Schedule meeting from the *Zoom* website:**

1. Login to the Zoom via the portal or the Zoom website <https://charlesdarwinuni.zoom.us/>
2. Click on *Zoom* Sign In
3. **Click** on Sign in and then use “Sign in with **SSO”** and use“charlesdarwinuni” .zoom.us
4. Click on the **Meetings** tab
5. Click on **Schedule a New Meeting**
6. Complete the details of your meeting
7. Click on **Schedule**
8. ****You can then add your meeting to your Outlook calendar to invite other participants

**Schedule *meeting* from app:**

1. Open and log into your *Zoom* app
2. **Click** on Sign in and then use “Sign in with **SSO”** and use“charlesdarwinuni” .zoom.us
3. Click on the **Schedule** icon
4. The Schedule a meeting window will open
5. Complete the required details of your meeting
* When you click on schedule, your meeting will be placed into a meeting request
* You can then manually add your participants

**More info**

Zoom Video Tutorials <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

How to Start and Join <https://support.zoom.us/hc/en-us/sections/201728913-Joining-Starting>

Zoom Video Layout <https://support.zoom.us/hc/en-us/articles/201362323-How-Do-I-Change-The-Video-Layout->