

## The Steps below were gleaned from in the internet.

You **do not have to have** a **Zoom** account to **attend** a **Zoom meeting**. You will be prompted to **download** the software, once you **have** clicked on the link that you **have** been provided. You may also wish to create an account, but that is not required to participate in a **Zoom meeting**.

### **There are 4 ways to join a Zoom meeting:**

- **With the Zoom app on your desktop**
- **Through a link via your email invitation**
- **From the Zoom website**
- **Or via telephone dial-in**

**Note: The host will have to start the meeting first so you can join or the host enables 'join before host'.**

### **From the Zoom app:**

1. **Open the Zoom app on your desktop, Start button, Zoom folder, start Zoom**
2. **Click on Sign in**
3. **On right side menu Select "Sign In with SSO"**
4. **Enter your USQ username and password if prompted**
5. **Click on Join**
6. **Enter the Meeting ID (this is displayed in the email invitation)**
7. **You can then choose whether to come into the meeting with your audio or video enabled or disabled**

### **Email link:**

1. You will receive an **email invitation** from the 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

### **From the Zoom website:**

1. Go to the **zoom website** ([usq.zoom.us](https://usq.zoom.us))
2. Click on Zoom Account Sign On (SSO) button
3. **Sign in** with your **USQ username and password if prompted**
4. Click on the **My Meetings** tab
5. Click on the **Meeting link** that you want to join

## Telephone dial in:

1. You will receive an email from the meeting host
2. It will display the Dial in number

Zoom will open automatically once installed. You will be prompted to either Join a Meeting or Sign In. Since there is no login required to join a meeting, click the **Sign In** button.



The full Zoom application will then open and you are now ready to use your I  
\***Note:** To check and set audio and video options, click the **Settings** button.

