To Host A Scheduled Meeting Via The Web

1. First, go to https://hudac.zoom.us/ and click Sign in.

If this is the first time you access Zoom, you may be asked to add your email and confirm it in order to continue.

2. On the left-hand side select Meetings. Click Start, next to the required meeting.

3. If you haven't already installed Zoom, you will have to install it now. Alternatively open Zoom if already installed.

4. Once you’ve clicked Open Zoom the client will open in a new window. Click Join With Computer Audio. You need to click this so that it takes all the audio from your PC. If you are unsure about what audio devices you have, click Test Speaker And Microphone.

5. Zoom will open. The next page of this guide will explain the icons along the bottom of the screen.

For more information, please visit https://ipark.hud.ac.uk/content/zoom. Alternatively, you can contact your School’s LTA.
Creating a Zoom Meeting

Check and test audio and video settings if required. If you click mute it mutes your microphone and if you press stop video it puts some placeholder text over your video. Press them again to get audio and video back.

Invite attendees - you can send a direct email to the client or click Copy URL to send that to them externally.

This options allows you to share screens.

Manage participants & open a chat screen will open a side panel, in the participants window you can see all the people who are connected to your meeting, and you can also chat with them. So, they’ll be able to do Q/A sessions. Then you press end sessions to stop the meeting.

Click this to end the meeting

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