

HOW TO GUIDE

Setting up your computer for Zoom video conference

Purpose: In order to assist with our Remote Learning at PLC Armidale we will be using Zoom as a video conference platform. The intention of this document is to be able to configure your computer for Zoom Video Conferencing prior to lessons being conducted.

Audience: All Senior School Students

Prerequisites: Personal computer/laptop/device connected to the internet (College WiFi or other)

Download the Zoom Client

Zoom requires a software package to be installed on your computer. These following steps are best done prior to your first online class, assembly or Pastoral Care meeting. Please follow these steps carefully to ensure the system works as expected.

1. Open your browser and enter **zoom.us** into the address bar at the top of the window.
2. When the Zoom webpage opens, hover your pointer over "Resources" in the top right corner of the page.
3. A menu will drop down. Select "Download Zoom Client".
4. Click the Download button under "Zoom client for Meetings"
5. A window should appear prompting you to save the file. Take note of where the client is saving to (preferably your Downloads folder) and select "Save"

These next steps are important and must be completed or you will not be able to use Zoom

6. You should see a package icon called Zoom.pkg at the bottom of the Chrome window. To the right of the icon should be an up chevron (^ symbol). Click on the chevron and choose "Show in Finder"
7. Right click on the Zoom.pkg file and select Open from the pop up menu that appears. You can right click on a Mac in two different ways:
 - a. Most Macs can right click by clicking on the icon with two fingers at the same time, or
 - b. Hold the Control key on the keyboard. If you attempt to open the package any other way you will receive a warning about the package not being from a trusted developer and it will not install.
8. When the installer opens, click on Continue. Unlike other installers the window will close shortly after and then open the Zoom client window. You will need to approve Camera, Microphone and Screen Access (if required) before you can use the platform completely. Quit Zoom by clicking on the Zoom menu in the top left corner and selecting Quit.
9. Click on the Apple menu in the top left corner and then click System Preferences.

10. Click on Security and Privacy
11. Click on the Privacy tab
12. Unlock the System Preferences by clicking on the padlock in the bottom left corner. Enter your computer password and select Unlock.
13. In each of the following categories tick the box next to zoom.us. Not all may be present but check for each one to be sure - Camera - Microphone - Screen Recording
14. When you have selected each option in System Preferences for Zoom close the System Preferences window.
15. Now when you click on a Zoom meeting link you will be prompted to Open zoom.us. Click on the "Open zoom.us" button to open the Zoom client and enter the meeting.

Further instructions will follow about how to use the Zoom interface in the classroom.