

HOW TO USE ZOOM via iOS, Android or Windows/MAC client

- [ZOOM Video Tutorials](#)
- [ZOOM Live Training webinars](#)
- [ZOOM online support link](#)
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Please note: Zoom does not work if you are logged in through citrix. You will need to download the app onto your home PC.

Setting up an account is easy

- **FROM YOUR HOME PC**

1. Go to zoom.us > **Select Sign Up, It's Free**
2. Enter your complete work email address and **SIGN UP**

JOIN A MEETING HOST A MEETING ▾ SIGN IN **SIGN UP, IT'S FREE**

Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.

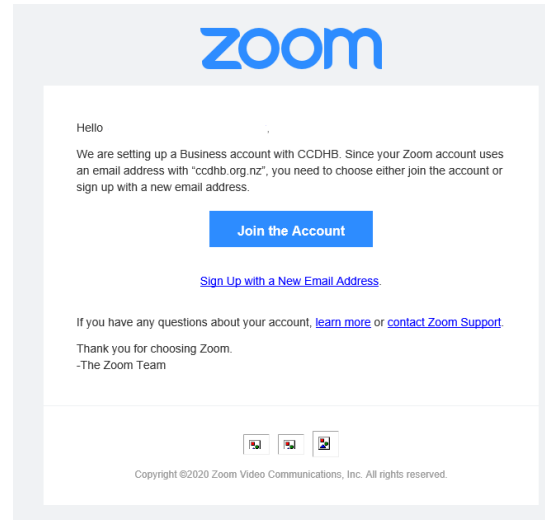
Sign Up

By signing up, I agree to the Privacy Policy and Terms of Service.

We've sent an email to @ccdhb.org.nz.
Click the confirmation link in that email to begin using Zoom.

if you did not receive the email,
[Resend another email](#)

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3. Select Join the account to the 3DHB domain.

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Welcome to Zoom

Hi, @ccdhb.org.nz. Your account has been successfully created.
Please list your name and create a password to continue.

Password must:

- Have at least 8 characters
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Include both Upper case and Lower case characters

Password must NOT:

- Contain only one character (11111111 or aaaaaaaa)
- Contain only consecutive characters (12345678 or abcdefgh)

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue


4. It will redirect you to this “**Welcome to Zoom**” website where you enter your details and pick your app password.
5. You have the option here to invite other workmates who use the same @ccdhb.org.nz, @huttvalleydhb.org.nz, @wairarapa.dhb.org.nz

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Invite Your Colleagues

Invite your colleagues to create their own free Zoom account today! [Why invite?](#)

[Add another email](#)

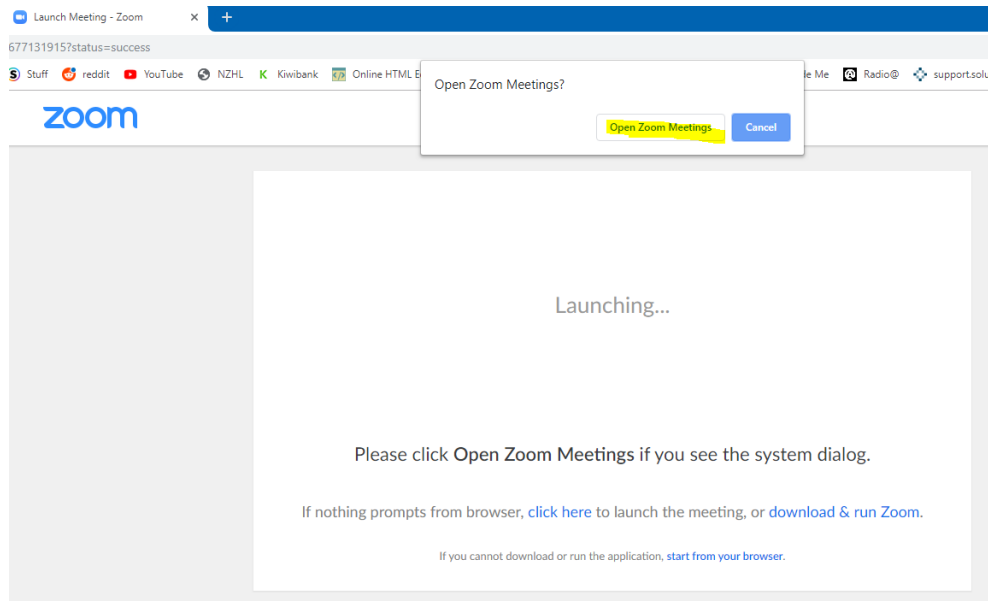
 I'm not a robot 
[Privacy](#) [Terms](#)

Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:

<https://3dhb.zoom.us/j/7677131915>

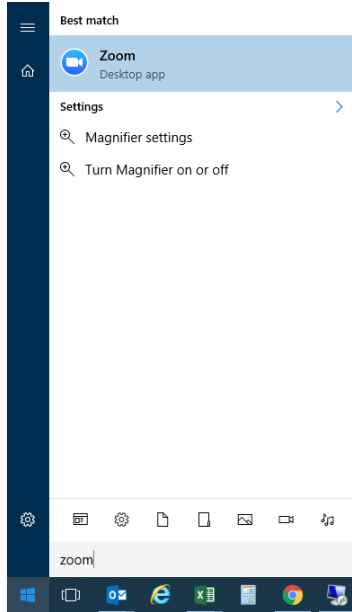
 

6. If you select "Start Meeting now" it will ask you if you wish to open meeting using the Zoom App or you can now login from your mobile using the below sign in steps, similar to signing in from your work pc.

- **FROM YOUR WORK PC**

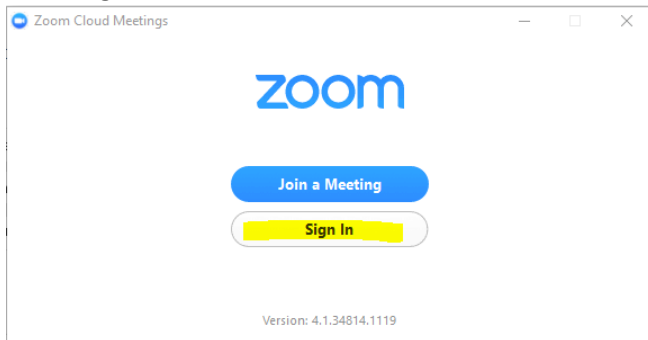


1. Go to the Windows Start menu
2. Start typing Zoom



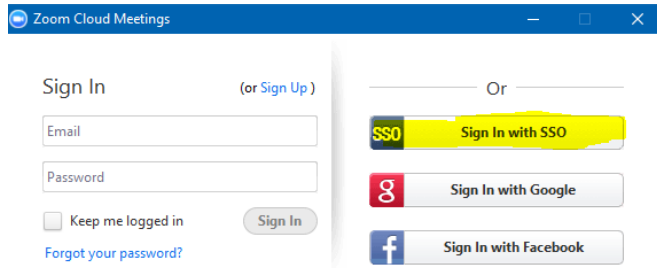
- **SIGNING IN FROM PC OR APP**

1. Select Sign In



2. Select Sign In with SSO

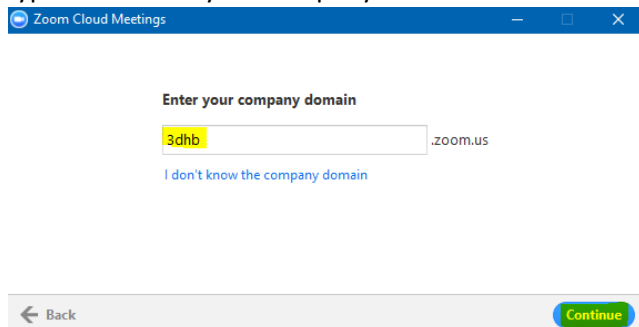
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Version: 4.1.34814.1119

3. Type in 3dhb for your company name and Continue.



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Continue

4. It **MAY** open a webpage confirming your email address, select Confirm your email address.

Confirm your email address

Welcome! Please confirm your email below to get started.

@ccdhb.org.nz

Confirm your email address

5. You **MAY** receive an email confirming your login, or if you already have an account it will be asking you to switch to the new account on the CCDHB network.

You are currently a member of the Zoom account , and you are trying to sign into the new Zoom account **CCDHB (3dhb.zoom.us)**. If you want to switch to become a member of the account **CCDHB**, click the button below within 24 hours.

Switch to the new account

Select switch.

6. **IF YOU SEE ANY ADMIN ACCESS ERRORS, JUST CLOSE THE WINDOW AND REATTEMPT TO OPEN ZOOM. IT SHOULD WORK AS EXPECTED.**

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Once you have signed up or logged in, click on [Host a Meeting](#), the desktop app should auto-download. Alternatively, you can click on the download footer link at <https://zoom.us/> or directly from <https://zoom.us/support/download>

Installing the client/App for:

- [WINDOWS/MAC](#)
- [iOS](#)
- [Android](#)

After you launch the app/client, you have two options. You can select "Join a Meeting" or "Sign In." If you just want to join a meeting-in-progress click on "Join a meeting." If you would like to log in and start or schedule your own meeting, click on "Sign In."

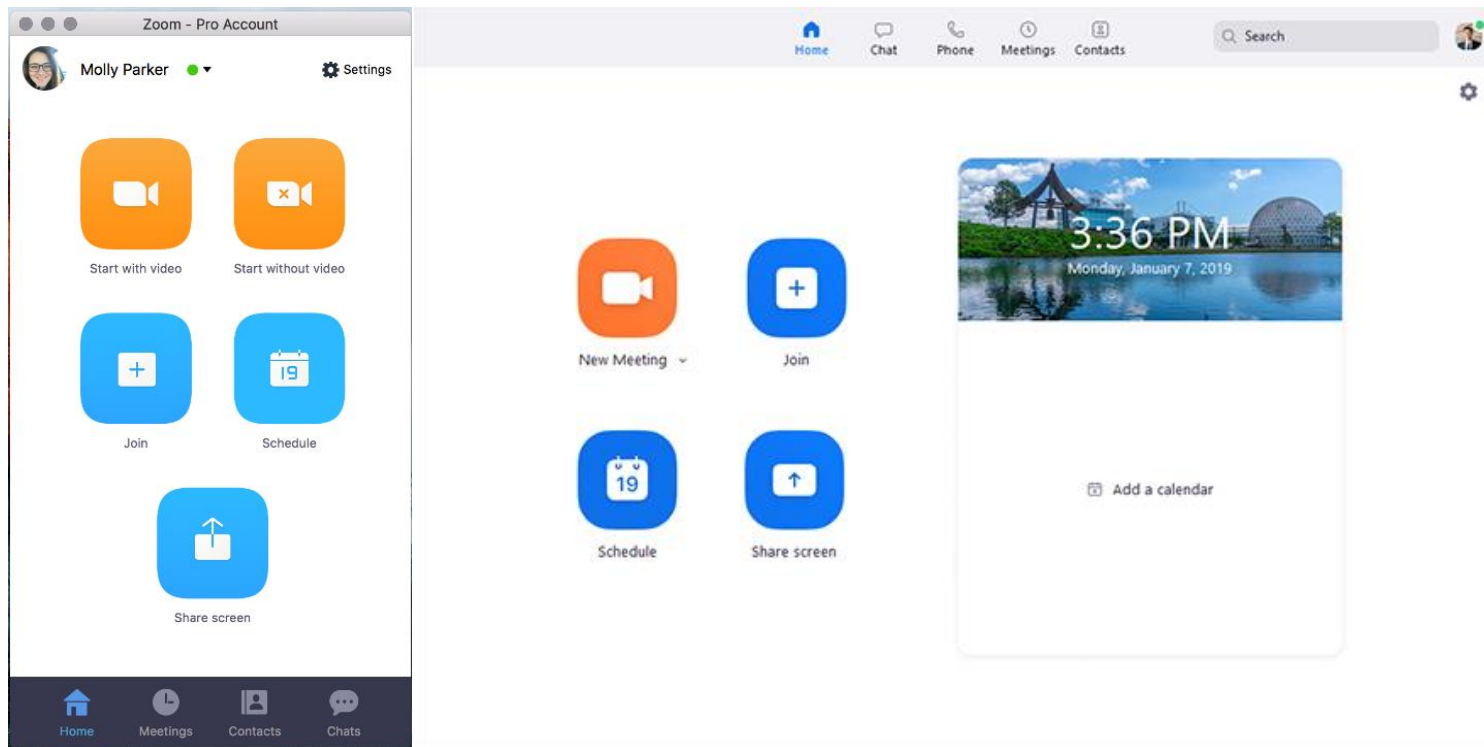


Tip: If you have not created a user email and password, please click on [Sign Up](#) to create a Zoom account.

Note: If you have a Zoom account but cannot remember your password. Please select ["Forgot your password"](#)

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Working with your home screen on Android, iOS or Windows/MAC



You can:

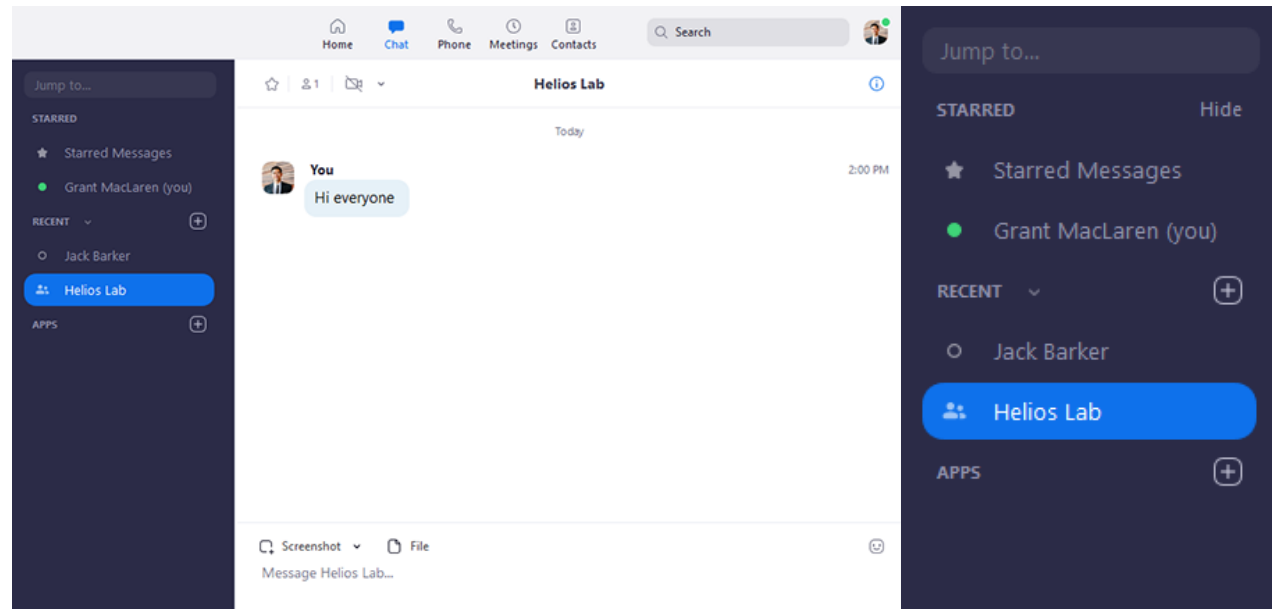
- Click on **Start without video/New Meeting** to start a meeting sharing your "desktop" or "application"
- Click on **Start with video/New Meeting** to start a video meeting
- Click on **Schedule** to set up a future meeting
- Click on **Join** to join a meeting that has already been started
- Click **Share Screen** to share your screen in a Zoom Room by entering in the sharing key or meeting ID

Note: Click on the dropdown to view your profile, check for updates, and switch accounts and logout.

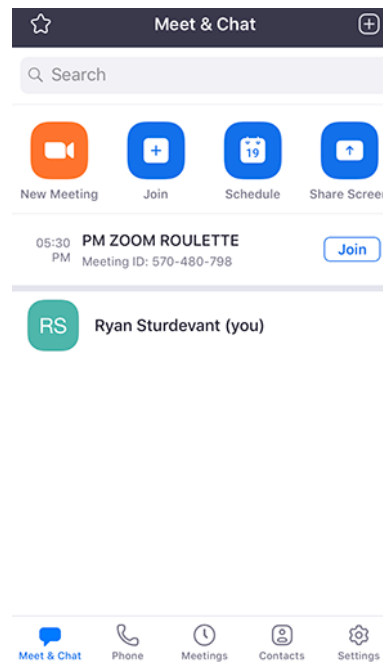
Using chat function in ZOOM App & Client

1. **If using the client**> Select Chat at the top of your screen and use the "Jump To..." to find the person you wish to chat to.
2. Select your name to use your own personal chat space or if you wish to create a group chat select the + icon and add each member required for the chat.
3. To refer back to older chat conversations just select the member under RECENT.

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1. **If using the App**> Select Chat at the bottom of your screen and then search the person you wish to chat to in the Search bar and select that member to start the chat.



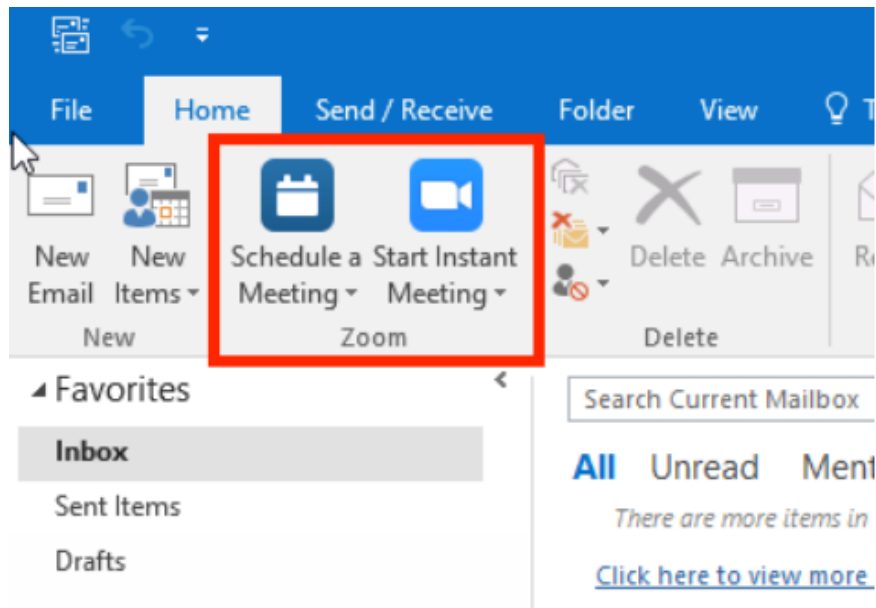
ZOOM IS YOUR FRIEND

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Other features you might find useful in ZOOM

- Invite more people to join by email, IM, SMS (mobile users) or meeting ID ([learn more](#))
- Screen share your desktop or specific application window ([learn more](#))
- Group or private chat ([learn more](#))
- Record your meeting ([learn more](#))
- Manage participants ([learn More](#))
- Mute and unmute your audio
- Select audio options ([learn more](#))
- Stop and start your video
- Configure your settings ([learn more](#))
- Leave or end the meeting

Setting up a zoom meeting via Outlook



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