



# Zoom Cheat Sheet

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## Install and Download

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### GET STARTED

Before you can use Zoom, you must install the Zoom software for your device. Start by going to <https://zoom.us/download> and click **Download**. Download the **Zoom Client for Meetings**.

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## Log in and Setup

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### WEB PORTAL (MACQUARIE.ZOOM.US)

Go to <https://macquarie.zoom.us> and log in with your OneID and password.

### ZOOM CLIENT

1. Once the Zoom Client for Meetings is installed, click the **Sign In** button.

2. Click **Sign In with SSO**.
3. Enter **macquarie** when prompted to for your company domain.
4. Enter your OneID and password on the Macquarie okta screen.

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## Schedule a Meeting

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### WEB PORTAL (MACQUARIE.ZOOM.US)

1. Go to **macquarie.zoom.us**.
2. Log in with your OneID and password.
3. Click **Schedule a Meeting** in the top navigation bar.
4. Input meeting details and click **Save**.
5. Copy the **Join URL** or click **Copy the invitation** and send to attendees through your email and calendar client.

### PERSONAL MEETING ID (PMI)

This ID is assigned to you automatically as a permanent virtual room. You can start it at anytime or schedule it for future use. To change your PMI, go to your **Profile** on the web portal and click **Edit**.

### SCHEDULE PRIVILEGE

You can assign a user in your account to schedule meetings on your behalf. Go to [macquarie.zoom.us](https://macquarie.zoom.us) > Settings > Select + under **Scheduling Privilege**.

You can also schedule meetings on behalf of a user that has assigned you scheduling privilege. The person who can schedule for you would do the following:

1. Go to the Zoom client.
2. Logout and re-login again (one time only).
3. Click **Schedule** and select who to schedule for.

### ZOOM CLIENT

Launch the **Zoom application** and click **Schedule**.

### ALTERNATIVE HOST

1. Schedule a meeting through the Zoom web portal.
2. Select **Advanced Options** and input the user email(s) separated by a semicolon in the **Alternative Hosts** section.
3. The alternative host can now host your Zoom meeting by using the join URL after logging in, or the alternative host can log in to the Zoom application and join the meeting via the Meeting ID.

**Note:** The first alternative host to join before the meeting scheduler will be granted host controls. The scheduler can reclaim host controls by going to **Participants** and selecting **Reclaim Host**.



## Meeting Controls

### AUDIO

After joining or starting a meeting, you can join audio by phone or by computer. Choose **Join Audio by Computer** to connect your computer's speaker and microphone to the Zoom meeting. You can test your audio connection before joining by clicking the **Test Computer Audio** link.

### VIDEO

1. Before or during a meeting, click **Settings** in the Zoom app menu.
2. Click on the **Video** tab to preview your camera or click the drop-down arrow to choose a different camera.
3. During a meeting, click **Video** in the meeting toolbar to start or stop your video.

### INVITE AND MANAGE PARTICIPANTS

During a meeting, click **Invite** to send the meeting information to more participants by email, Zoom chat, phone, or room system.

If you're a meeting host, you can manage participants (mute/unmute, control meeting entries, etc.) Attendees can only view other participants

### SHARE SCREEN

1. After selecting **Share Screen** located in your meeting toolbar, you can choose to share your desktop, an individual application/window, or start a whiteboard.
2. During your screen share, select **Annotate** to use screen share tools for drawing, pointing, etc.
3. Any attendee in your meeting can start annotating on a shared screen. The attendee can access **Annotate** in the upper meeting toolbar.

### CHAT

1. Click **Chat** to instant message with other participants while in the meeting.
2. In the **Chat** panel, click the dropdown to select if you want the message to go to everyone in the meeting or a single participant.

### RECORD MEETING

1. If you're a host, you can record the meeting. Click **Record** in the meeting toolbar.
2. Click the arrow on the **Record** icon to choose to **save the recording to the cloud**.
3. Access your cloud recordings from the web portal ([macquarie.zoom.us](https://macquarie.zoom.us)) under **Recordings**.

## Sharing Zoom Recordings with Staff and Students

### ENABLE RECORDING SETTINGS

Login to <https://macquarie.zoom.us> and access **Settings** --> **Recording**.

Check that:

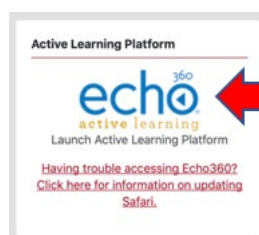
- **Cloud Recording** is **ON**
- **Only Authenticated users can view cloud recordings** is **OFF**
- **Require password access to access shared cloud recordings** is **OFF**

### SHARE A ZOOM RECORDING TO ECHO360

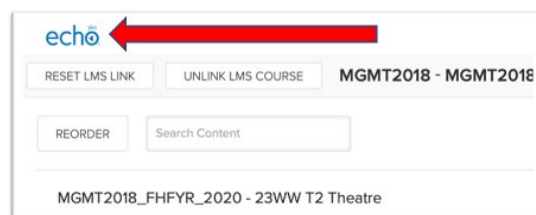
1. Start a Zoom meeting and select **Record** -> **Record to the Cloud**

**Note:** Video will automatically transfer to your Echo360 library. Only you can see your Zoom recordings library until you choose to share them by completing the following steps.

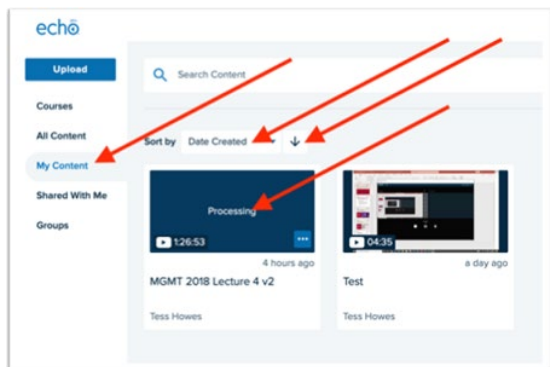
2. Browse to <https://ilearn.mq.edu.au> and log in with your OneID > Click on **Echo360**



3. From the Echo360 recording, list page click the small Echo360 logo at the top left of the page

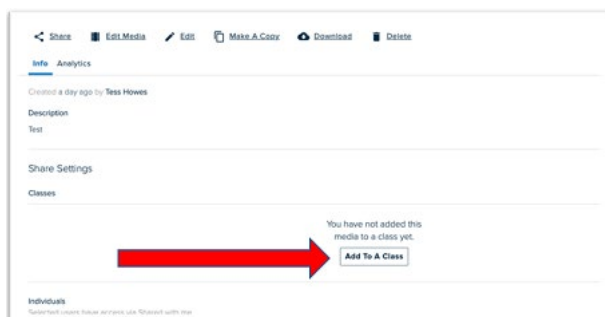


4. This is your Echo360 Library  
Click **My Content** > Sort by “Date Created” to change the order to show the most recent first. The Zoom recording will appear on this list.



**Note:** The video must be processed fully before carrying out step 6. Refresh the page or check back later if the video shows “Processing” thumbnail or does not appear on the list.

5. Under **Share Settings** > click **Add To A Class**



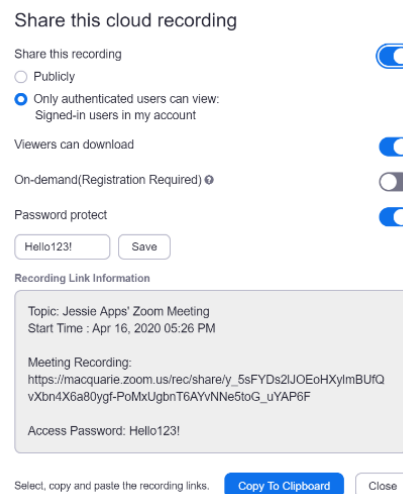
6. Select a **Course, Term** and **Section**  
Choose **New Class**. Enter a **Class Name**.  
Click **Share**.

**Note:** For co-taught units, carry out step 5 and 6 again to add the same recording to additional units.

7. To view the newly shared recording from the student’s point of view, return back to the unit in iLearn and click the Echo block link.

## SHARE A ZOOM RECORDING TO STAFF

1. Start a Zoom meeting and select **Record -> Record to the Cloud**  
**Note:** Video will automatically transfer to your Echo360 library. Only you can see your Zoom recordings library until you choose to share them by completing the following steps.
2. Browse to <https://macquarie.zoom.us/recording>
3. Select **Cloud Recordings** > Search by Date for your recording
4. Click **Share**
  - **Publicly:** Share to anyone
  - **Only Authenticated users:** Share to MQ staff and student only
  - **Viewers can download:** viewers can download a copy of the video to their computer
  - **On-demand registration:** Users must register before accessing the recording
  - **Password protected:** set your own password



5. Click **Copy to Clipboard** > paste to an email or word document to share the link.

## Additional Resources and Support

Zoom support is available from the IT Service Desk on **02 9850 4357 (HELP)** or email [onehelp@mq.edu.au](mailto:onehelp@mq.edu.au)  
Visit <https://staff.mq.edu.au/teach/learning-technologies-and-spaces/teaching-technologies-and-tools/illearn/web-conferencing> for more tips on using Zoom for online teaching.