## **UCD Zoom Instructions**

For these instructions, you will need the following username and password that have been sent to you via e-mail, and they will look like the below.

- Username: (StudentID)@student.dublinisc.com
- Password: Your date of birth in DDMMYYYY format.

If you have not been sent the above username and password details, please contact: <u>DublinISC.CSS@studygroup.com</u>

## How to access your live sessions using Zoom

Help guide for accessing Zoom (Cloud Meetings)

We provide all our students with a licenced Zoom account to make sure only our students can join any sessions. Because of this, it is important that you do not sign up for a free Zoom account.

ZOOM

Step 1: You will need to download and install the Zoom Client for Meetings app by going to <u>http://zoom.us.download</u>

Step 2: Once downloaded, open the Zoom app (Zoom Cloud Meetings) and click 'Sign In' (see image below).



youtube.com/@DublinInternationalStudyCentre Instagram.com/dublinisc/ dublinisc.com

Step 3: Click 'Sign in with SSO' (see image below).

Enter your email		9	5	Sign In with SSO
Enter your password	Forgot?	or 🤇	3	Sign In with Google
Keep me signed in	Sign In		F	Sign In with Facebook

Step 4: The next screen will ask you to 'Enter your company domain' but instead you must click 'I do not know the company domain' and then click 'Continue' (see image below).

Zoom Cloud N	leetings			×
	Sign In with SSO			
	Enter your company domain	.zoom.us		
	I do not know the company domain	Continue		
< Back				

dublinisc.com

facebook.com/DublinInternationalStudyCentre youtube.com/@DublinInternationalStudyCentre Instagram.com/dublinisc/ Step 5: The next screen will ask you to 'Enter your company email' but instead you must enter your username, which has been sent to you by email and then click continue (see image below).

ar	rch c	omp	bany	y dor	nain			
iter	r your o	compar	ny ema	ail		3	-	-
w th	he compi	any doma	ain		Cont	inue		
w th	he campi	any dama	ain		Cont	inu		•

This is the same username and password that you use for Study Smart. You might be able to log in automatically.

If you cannot remember your username and password, search for an email from **DublinISC.CSS@studygroup.com**. It will contain the account username and password, which you also use for Zoom. Please also check your Spam/Junk folder. You should see some blue text shown below.

Your account username: Your password:

University College Dublin International Study Centre Emergency telephone number: +353 86 128 2119 dublinisc.com

Step 6: After you click 'Continue', a browser will launch with a logon screen. This screen will ask for your 'email address' again, but instead, you must enter your username and password, which has been sent to you by email (see image below).

IVIICrosoπ		This is only a
Sign in		example
123456@student.b	randisc.com 🐣	
Can't access your acco	ount?	
Sign-in options		
	Back	Next

Step 7: Enter your password and click 'Sign in' (see image below).

← 123456@student.brandisc.com	This is only an example
Enter password	Charman
Forgot my password	
	Sign in

Step 8: A pop up will appear asking if you want to Open Zoom Meetings – click Open Zoom Meetings (see image below).



The Zoom app will now open, and you will be logged in!

Step 9: Click on 'Join' in the next screen (see image below).



Step 10: enter in Meeting ID and click 'Join'.

dublinisc.com