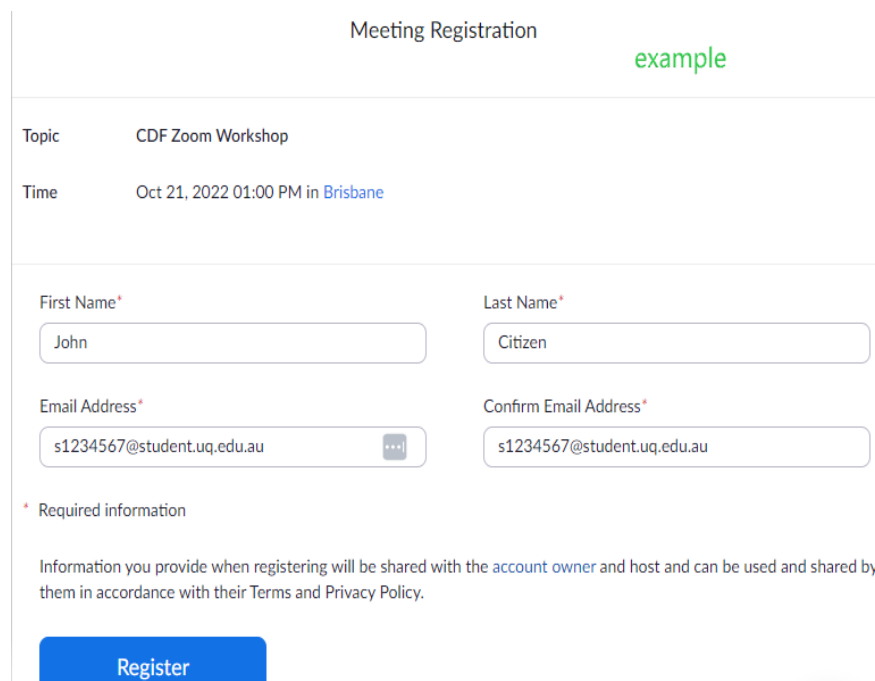**ATTENDING A CDF SESSION ON ZOOM**

1. Download, install and sign in to **UQ Zoom** following this [user guide](#).

2. Approximately one week before every CDF session that has been scheduled as a Zoom webinar/meeting, you will receive an email from Student Hub with the Zoom link.

3. Occasionally, CDF sessions will ask you to register in Zoom with your student email address (e.g. s1234567@student.edu.au). Here is an example of how to register:

Once you have successfully registered you will see an on-screen acknowledgement and will also receive an email from Zoom with your unique join link.

Troubleshooting
a) Please do <u>NOT</u> sign into the standard public Zoom website as it will not be able to recognise UQ staff and students. You must sign in to https://uqz.zoom.us/
b) If you want your attendance to be correctly marked, do <u>NOT</u> use your staff email (first.lastname@uq.edu.au). While you may sometimes be able to enter the session depending on that speaker's individual preferred settings, the Graduate School's CDF Zoom sessions are locked down to UQ students to safeguard your security and privacy.

Zoom error messages

Error message	Solution
This meeting is for authorized attendees only	Click "Sign in to Join" with your student email address in the format s1234567@student.uq.edu.au; see this help page
Please wait for the host to start the meeting.	You are too early. Select "Join before host".

The meeting is waiting for the host to join.	You are too early. Close the browser window and come back again in a few minutes.
Please wait, the meeting host will let you in soon.	This should NOT happen for CDF sessions. Close the browser window and come back again in a few minutes.
Any other error	Contact AskUs for help.

Further information is available on the Zoom user guide.