

## INSTRUCTIONS FOR JOINING A ZOOM MEETING

1. Download the Zoom application to your device (PC, Mac, tablet or smartphone). The download method will depend on which device, operating system and internet browser you are using. If you experience any difficulty in downloading the application, contact Michael Maguire (0418 170 350), who will help you step through the process.

2. To join a Zoom meeting, you will need to respond to an email invitation containing a link to that meeting. This link will normally be coloured blue and will look something like this:

<https://zoom.us/j/96133312667?pwd=V1FQaHFJU25JdUY1K3dnWnVEEdW5GQT09>

3. When you click on the link, you will automatically be directed to the Zoom application
4. Before you enter a Zoom meeting for the first time, you may be asked to enter your name. The name you choose will accompany the thumbnail picture of you so that other meeting participants will know who you are. The name will be retained for subsequent meetings so that you will not have to enter it again. However, if you wish to edit the name, this can be done via the Zoom settings page (see step 9 below).
5. You may also be given the option to “Join with Audio” and “Join with Video”. Generally, you should select both.
6. Once you have elected to join the meeting, you will normally be directed to a “Waiting Room”, and you will not be able to participate in the meeting until the Host authorises your entry to the meeting from the Waiting Room.
7. When you join the meeting, you will see the thumbnail pictures of the Host and the other participants who have arrived.
8. During the meeting you will have a choice of two views. The first of these, the Speaker View, shows the thumbnail of the person who is speaking as larger than the other thumbnails. The second view, the Gallery View, shows all thumbnails as the same size. Changing the view involves selecting the option by clicking on the menus (normally at the top of the screen).
9. You can change many of Zoom’s settings by selecting the Settings page (it is less complicated to do this when not in a Zoom meeting). Open the Zoom application and look for the profile symbol containing your initials at the top right-hand corner of any page. Click on that symbol and select “Settings”. This gives access to the settings for a range of features, including audio, video, recording, your personal profile (including the name you want to use) and keyboard shortcuts.