Zoom Meetings

AUSTRALIAN CONSERVATION FOUNDATION

Participant Guide

Zoom is a video conferencing service you can use to virtually meet with others - either by video or audio-only or both, all while conducting live chats - and it lets you record those sessions to view later. We use Zoom because:

- It allows us to have virtual meetings where face-to-face meetings are not possible.
- It is easy and simple to use. You can use your personal computer (PC), laptop, iPad, smartphone or even your home phone.
- Generally reliable and not as laggy as some other platforms.

This guide will cover:

- What you need to have to join a Zoom meeting
- How to join a Zoom meeting
- Navigating Zoom once you're in a meeting

BEFORE YOU START: We ask that all ACF community members use Zoom in accordance with ACF Community Principles. ACF takes your privacy seriously. Any information collected in Zoom will be treated with care in accordance with ACF's privacy policy.

WHAT YOU NEED TO HAVE TO JOIN A ZOOM MEETING:

- You can make the most of Zoom if you have a computer (PC / laptop) with the following:
  - An internet connection – broadband wired or wireless (3G or 4G/LTE).
  - Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth or a headset
  - A webcam - built-in or USB plug-in.

  If you have a laptop / PC without these specifications you may still be able to use Zoom although you may have limited functionalities. Internet speed can also play a part in your Zoom experience.

- To begin using Zoom on your computer first install the software. **There are separate guides for installation on different kinds of computers available here.**

- You can also use Zoom on your iPhone or Android phone. For iPhone, use this link. For Android, use this link.

- You can also join a Zoom meeting via phone call. This is useful when:
  - ➢ you do not have a microphone or speaker on your PC/Mac,
  - ➢ you do not have a smartphone (iOS or Android)
  - ➢ while on the road, or

➢ you cannot connect to a network for video and VoIP (computer audio)

Using your phone you just need to **call the phone number specified in your meeting invitation that you have received in your email inbox and, when prompted, enter the Meeting ID.**

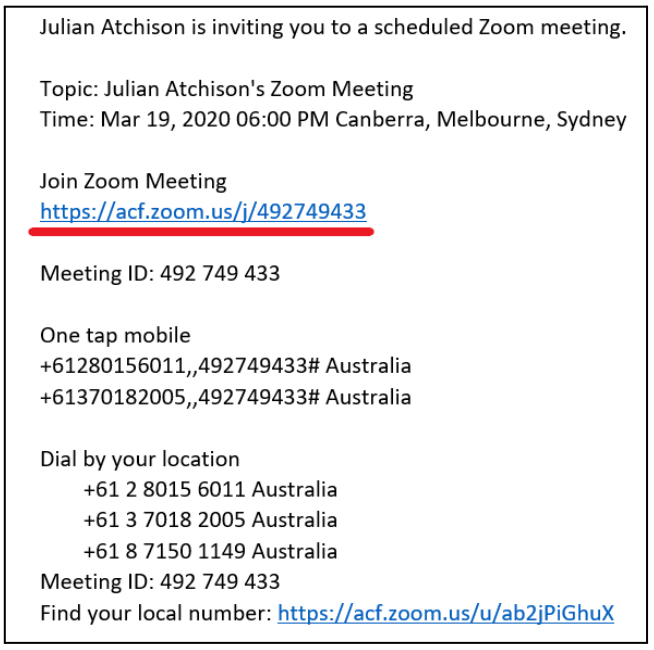
HOW TO JOIN A MEETING ON ZOOM

The simplest way to join a Zoom meeting is to just click on the link your host sends to you.

However, if this is your first time using Zoom you might need some more detailed instructions. You can **watch this video guide here** or follow the steps below:

To join via your web browser:

1. First, you need to find the meeting invitation in your email inbox or your email calendar and click on the link. It might look like this:
   - The most important part is the acf.zoom.us URL web link ->


Julian Atchison is inviting you to a scheduled Zoom meeting.

Topic: Julian Atchison's Zoom Meeting
Time: Mar 19, 2020 06:00 PM Canberra, Melbourne, Sydney

Join Zoom Meeting
https://acf.zoom.us/j/492749433

Meeting ID: 492 749 433

One tap mobile
+61280156011,,492749433# Australia
+61370182005,,492749433# Australia

Dial by your location
+61 2 8015 6011 Australia
+61 3 7018 2005 Australia
+61 8 7150 1149 Australia
Meeting ID: 492 749 433
Find your local number: https://acf.zoom.us/u/ab2jPiGhuX

2. Click on this link. It'll open a new tab in your web browser and ask you either to *download Zoom* or *Join a meeting*. Follow these prompts to join the call.

3. Select "Join Audio Conference by Computer". You can test your microphone and speakers by selecting "Test Computer Mic & Speakers"

To join via your the Zoom app:

1. Alternatively, if you have already installed Zoom in your computer / smartphone, you can launch your Zoom application first.



2. Click on 'Join a Meeting' and then enter your scheduled meeting ID to connect.

NOTE: The meeting ID is the 9 digit number at the end of the web link found in your meeting invitation:



To dial into the call from your phone:

1. Dial one of the following numbers:

   +61 8 7150 1149
   +61 2 8015 6011
   +61 3 7018 2005

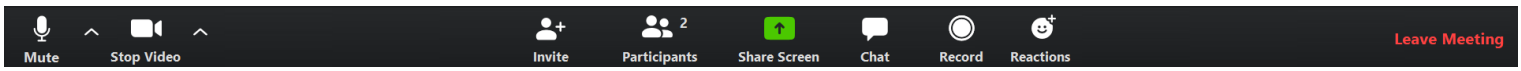
   Any will work, but you might like to choose the one with your state's area code.



2. When prompted, enter the Meeting ID:

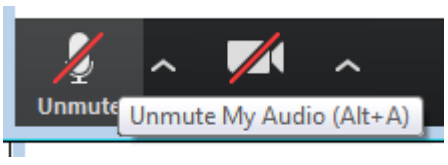
NAVIGATING ZOOM ONCE YOU'RE IN A MEETING

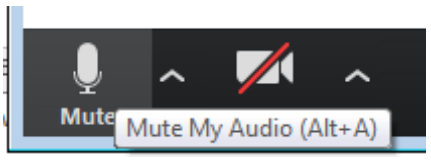
- Once you're in and you want to navigate the different functions of Zoom, click here or see below:
  - This is going to be on the bottom of your screen:



Audio – During the meeting you can turn on and off your audio

a. In the lower left is the Audio control, where you can click to Unmute or Mute your audio:

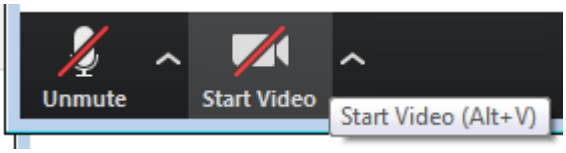


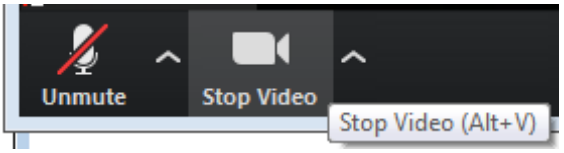


NOTE: You should leave your microphone on mute unless you are talking. This helps to reduce background noise and makes everyone's experience more enjoyable.

Video – During the meeting you can turn on and off your video

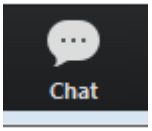
a. In the lower left is the Video control, which you can click to stop or start the video:



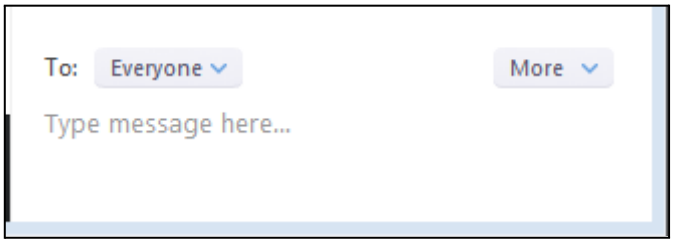


Chat – You can chat (type into a chat area)

a. Start by clicking on Chat:

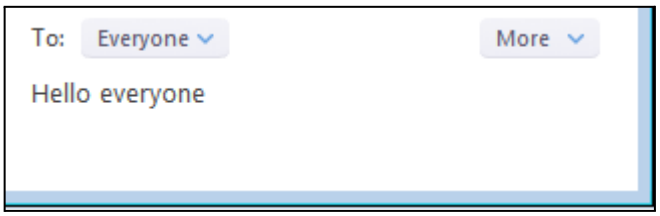


b. See Chat box on the right:

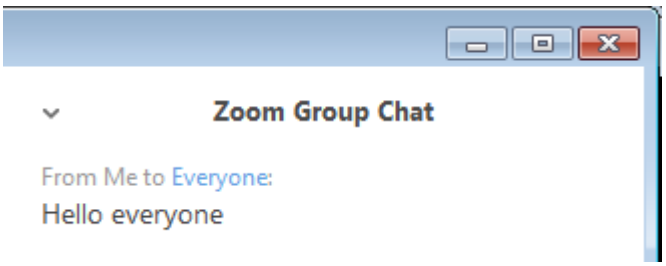


c. By default, the chat will be to “Everyone” in the meeting by typing in text:

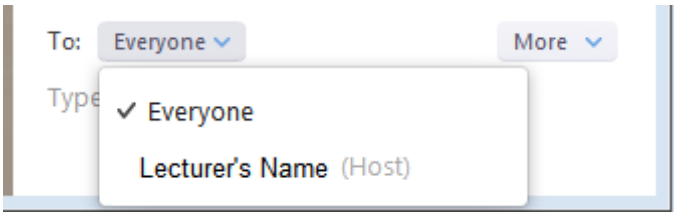
i. Typing in text and then enter:



ii. Then see what you typed at top of the chat box:



d. You can also choose to have a private chat with the Host or anyone else in the meeting by selecting from dropdown of list of all participants:



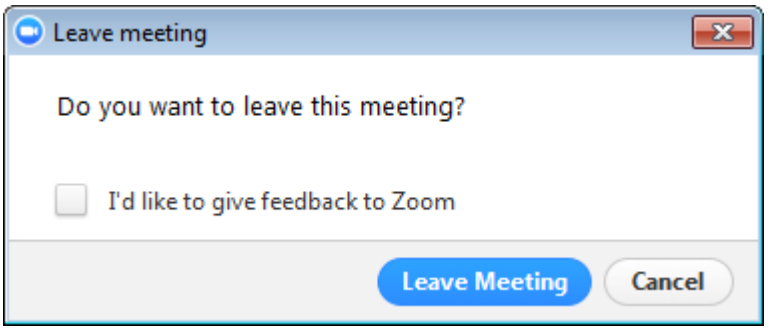
ii. Select “Everyone” to chat to everyone (all participants)

iii. Select an individual from dropdown to chat privately with the Host or another Participant

Once you are done:



a. Select “Leave Meeting”



b. You have now left the meeting

Tips on having a good meeting and Zoom etiquette:

- When you’re not speaking, please mute yourself to prevent background noise / echo.
- If you want to ask questions / share comments, you can either speak up or use the chat function.
- If your internet connection is not strong - turn your video off.
- If your audio drops out when you are speaking - turn your video off, type in chat.
- Be conscious of sharing the speaking time equally - your facilitator will be encouraging equal participation but you can help them out by self-assessing whether you should be “stepping up” (sharing more), or “stepping back” (sharing less so that others have more of a chance to speak).

Troubleshooting

Frequently asked questions on troubleshooting can be found here.

Questions, suggestions or feedback?

If you have general questions about Zoom, check out Zoom's Help Centre.

If you have questions about our Zoom account, please post in the #slack_use channel on Slack, or send an email to community@acf.org.au