

# Aspergers Victoria Zoom Instructions:

Thank you for joining us in this new virtual way of meeting.

We hope to continue our community gatherings online while in-person gatherings are discouraged or banned during the COVID-19 pandemic.

Thank you for your patience.



# Getting started



## What is Zoom?

Zoom is a program that allows video, web and audio conferencing. You can download it free onto your computer or phone/tablet.

### **STEP 1: Before the Meeting: Make sure you download Zoom either onto your computer or your phone/tablet:**

#### **To download onto your computer:**

1. Visit <https://zoom.us/download>, locate Zoom Client for Meetings and click Download.
2. Follow the download and installation prompts (you do not need admin access).

#### **To download onto your phone / tablet:**

1. Go to the App store of your device (e.g. App Store or Google Play).
2. Search for "Zoom US download"
3. Download it, as per other apps.

### **STEP 2: At the Meeting time: Log into Zoom**

1. Open the Zoom application
2. If using a computer - Go to "Settings" and do "Audio" -> "Sound and "Microphone" checks before you start.
3. Enter the Meeting ID you've been provided (in the confirmed registration email). The host will receive a 'doorbell' that you are waiting and will admit you to the meeting.

#### **Participate via phone line only:**

1. Dial in via one of these numbers: [+61 3 7018 2005](tel:+61370182005) Australia [+61 8 7150 1149](tel:+61871501149) Australia [+61 2 8015 6011](tel:+61280156011) Australia. Find your local number: <https://zoom.us/u/ahxpuxnWU>
2. Key in the Meeting ID (from your registration confirmed email).

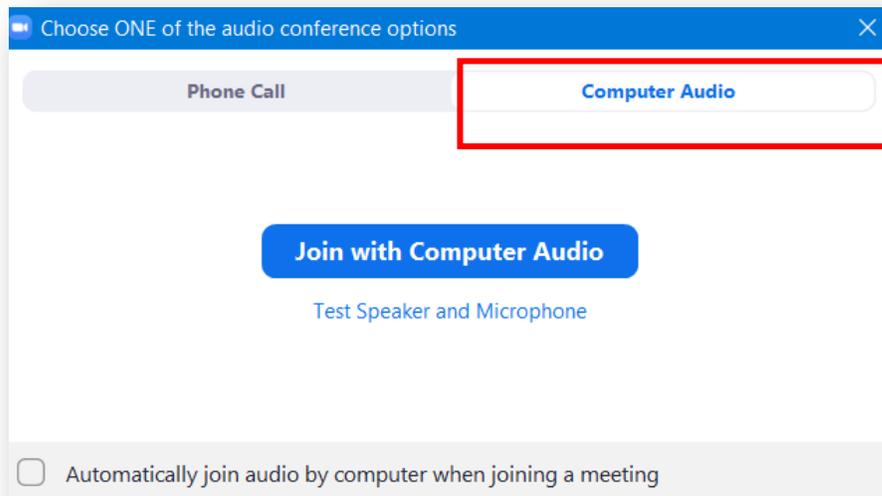
#### **Once you have entered the Zoom meeting room:**

- Your microphone will be muted by default (to minimize background noise)
- Video - you can choose if its on or off (On = more internet used)
- When you want to talk - unmute microphone - click in your picture/device name thumbnail at top of the screen and select "unmute" to switch on your microphone.
- Try to time your contribution so that only 1 person talks at a time.
- If you want to contribute something but find it difficult to see a suitable pause, you can type your message, either to 'everyone' or to the person you wish to see it (private chat).

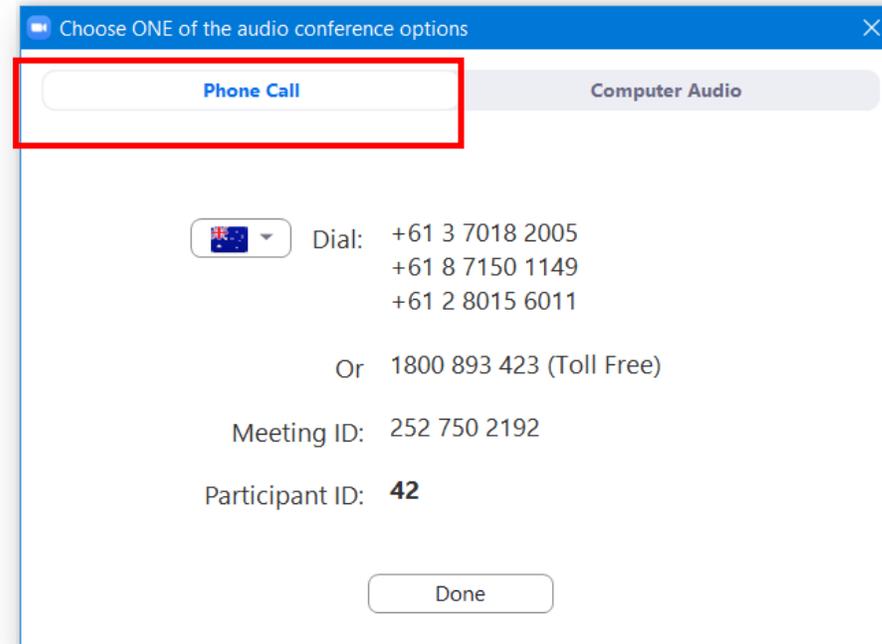
# Accessing audio



Access audio either via **computer audio (better option)** (i.e. headset plugged into your computer) **OR** via **phone call**



OR



If you are joining via computer audio ensure to test you speaker and microphone

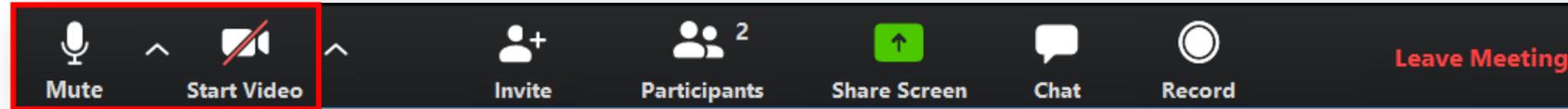
! Please note, using some dial-in numbers may result in additional financial costs to you.

<https://zoom.us/zoomconference/rates>

# Zoom toolbar – Mute & Start Video



The Zoom toolbar allows you to interact during your meeting.

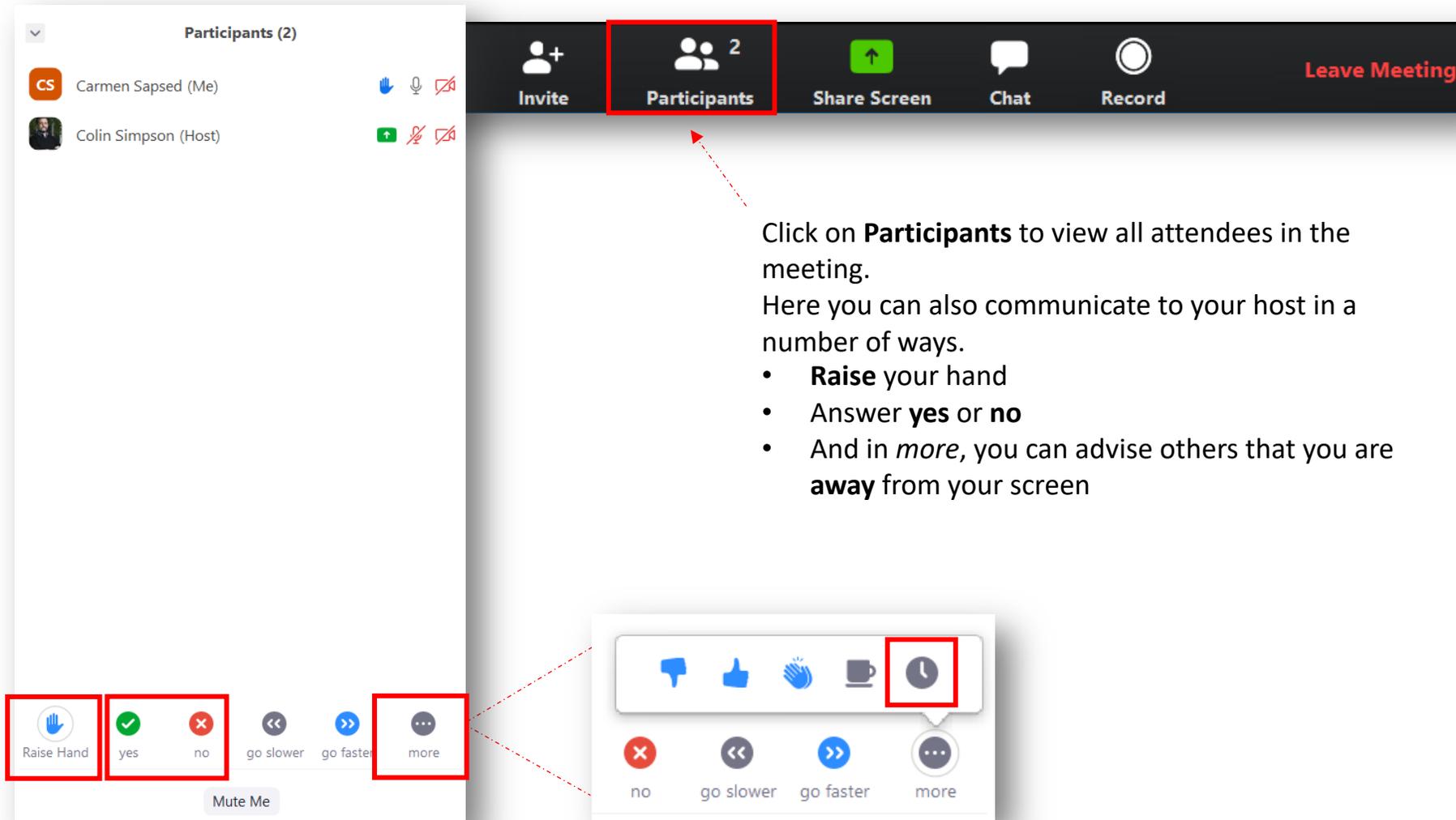


Click the **Mute** icon to turn off your microphone. Click again to unmute.

*It is advisable to remain on mute at all times unless you are speaking.*

Click on the **Start Video** icon if you want to connect your webcam. Click again to disconnect.

# Zoom toolbar - Participants



The image shows a Zoom meeting interface. On the left, a 'Participants (2)' sidebar lists 'Carmen Sapsed (Me)' and 'Colin Simpson (Host)'. The main toolbar at the top includes 'Invite', 'Participants' (highlighted with a red box), 'Share Screen', 'Chat', 'Record', and 'Leave Meeting'. A callout menu for the 'Participants' button is shown below, containing icons for 'Raise Hand', 'yes', 'no', 'go slower', 'go faster', and 'more' (highlighted with a red box). A second callout menu for the 'more' icon shows options: 'no', 'go slower', 'go faster', and 'more'.

Participants (2)

CS Carmen Sapsed (Me)

Colin Simpson (Host)

Invite Participants Share Screen Chat Record Leave Meeting

Raise Hand yes no go slower go faster more

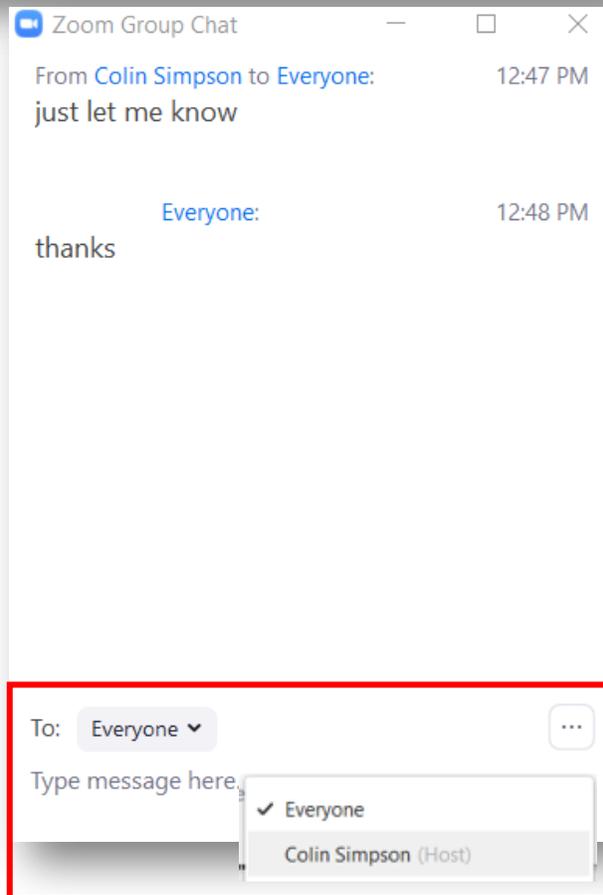
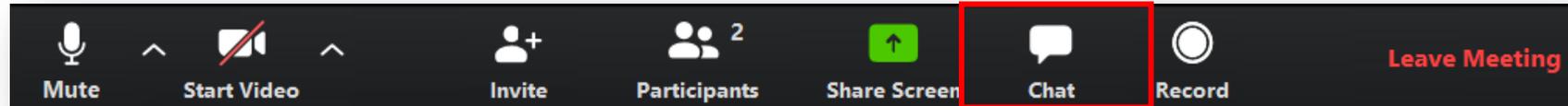
Mute Me

no go slower go faster more

Click on **Participants** to view all attendees in the meeting.  
Here you can also communicate to your host in a number of ways.

- **Raise** your hand
- Answer **yes** or **no**
- And in *more*, you can advise others that you are **away** from your screen

# Zoom toolbar - Chat



Click on **Chat** to ask questions or create a discussion within your meeting.

You can choose to send a chat message to **everyone** or **specific participants**.