

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/j/ahxpuxnWU>
2. Key in the Meeting ID (from your registration confirmed email).

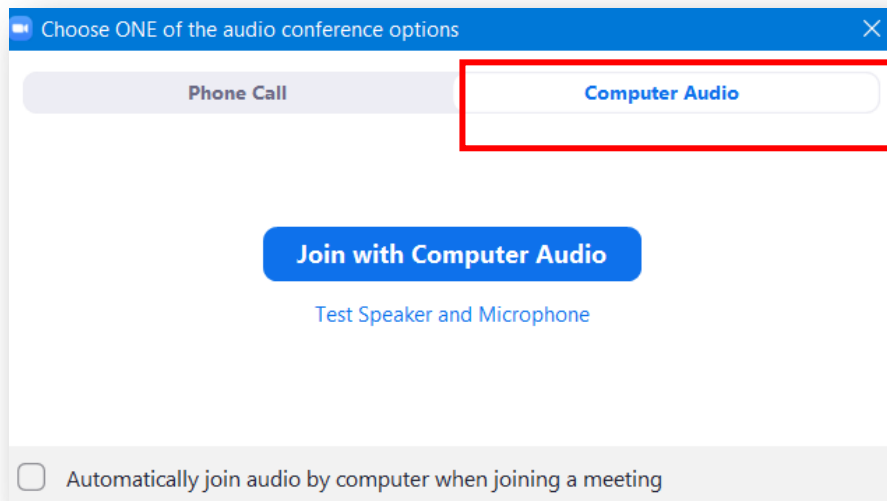
Once you have entered the Zoom meeting room:

- 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).

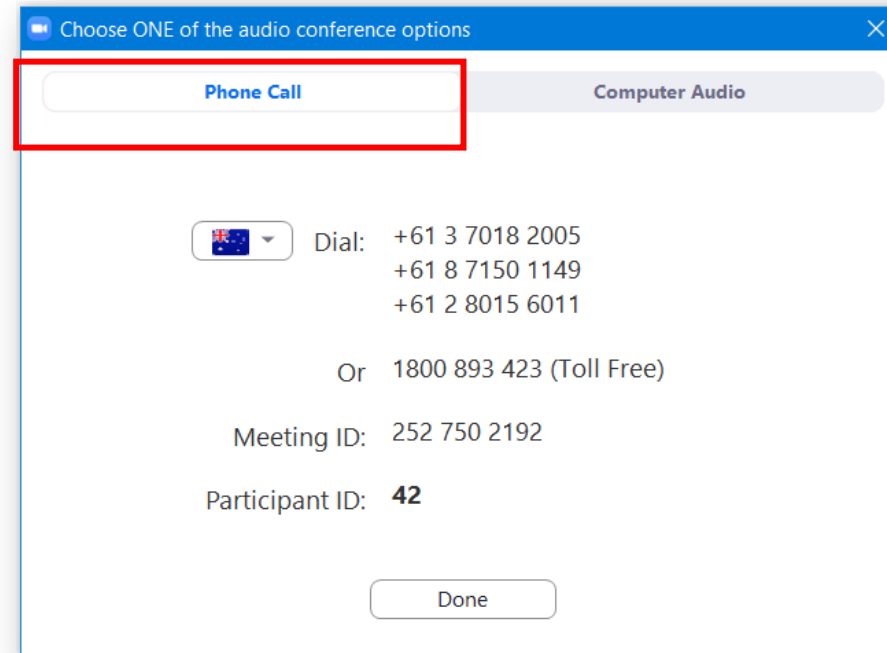
Accessing audio



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

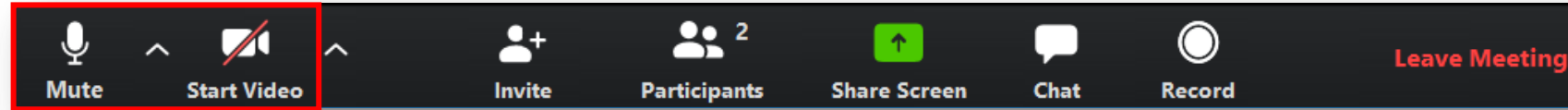
! Please note, using some dial-in numbers may result in additional financial costs to you.

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

Zoom toolbar – Mute & Start Video



The Zoom toolbar allows you to interact during your meeting.

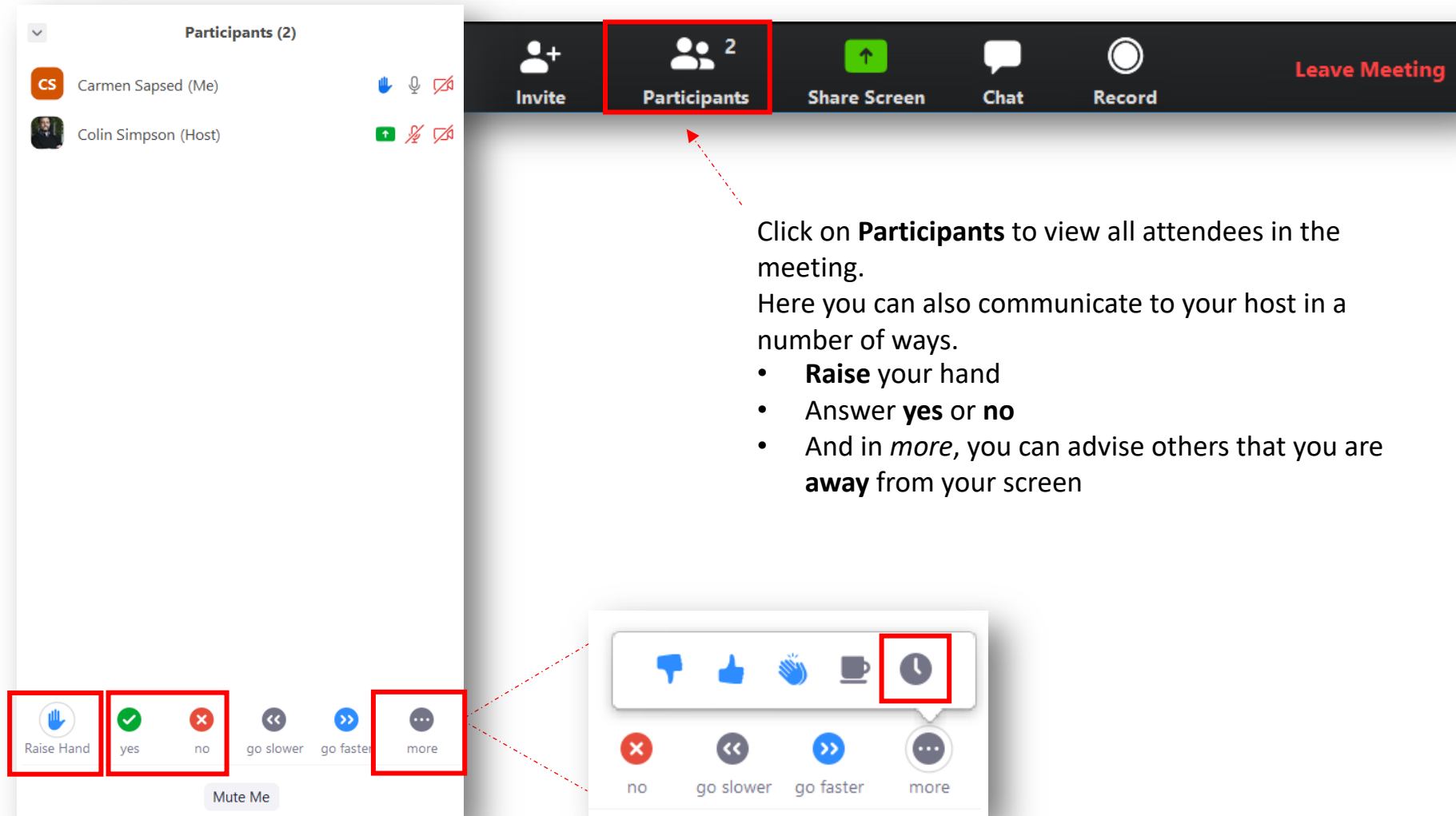


Click the **Mute** icon to turn off your microphone. Click again to unmute.

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

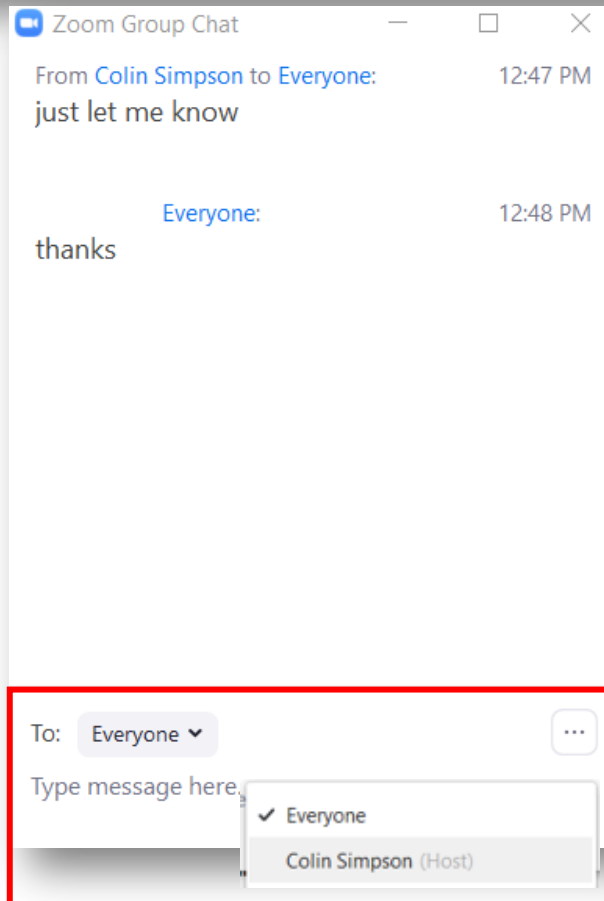
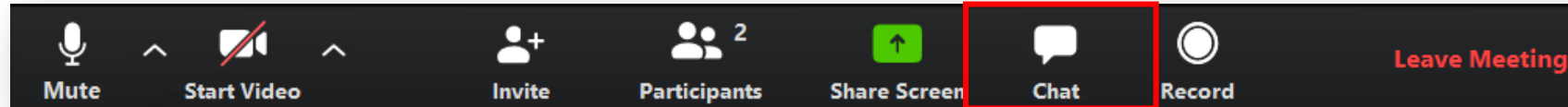
The image shows a Zoom interface. On the left is a 'Participants (2)' list with 'Carmen Sapsed (Me)' and 'Colin Simpson (Host)'. On the right is a dark toolbar with icons for 'Invite', 'Participants' (highlighted with a red box), 'Share Screen', 'Chat', 'Record', and a red 'Leave Meeting' button. Below the toolbar, a red dashed arrow points to a text box. At the bottom left, a white toolbar contains icons for 'Raise Hand', 'yes', 'no', 'go slower', 'go faster', and 'more' (highlighted with a red box). A red dashed arrow points from this 'more' icon to a zoomed-in view of the bottom toolbar, where the 'more' icon is again highlighted with a red box.

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**.