

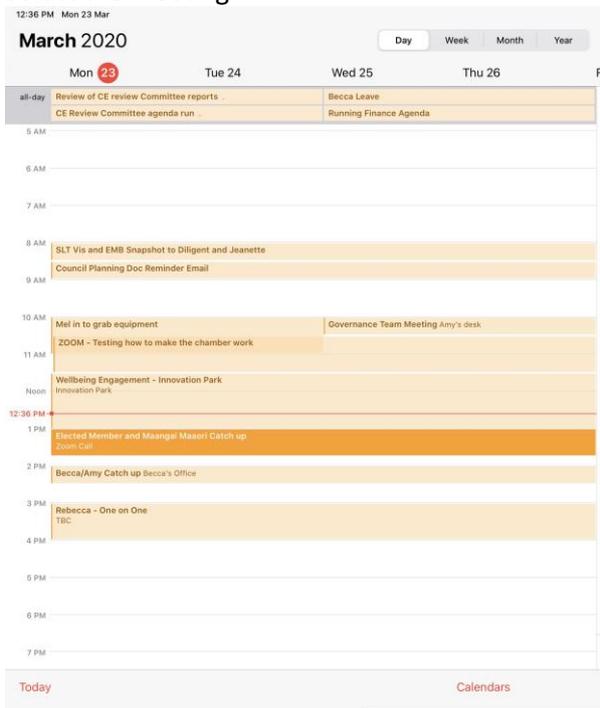
Zoom How to Instructions

Going forward, we will be conducting many of our meetings by [Zoom](#), which allows us to attend these meetings remotely. You will be able to use Zoom in two different capacities, as participant of the meeting, and as a host. Although some of the functionalities cross over,

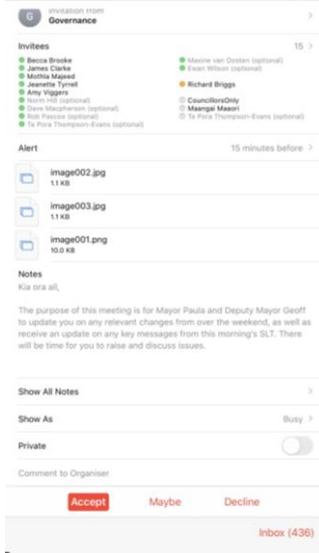
Joining a Meeting on your laptop or iPad

You will receive an email which states the time of the meeting and a Zoom Meeting URL. At the time allocated, you will need to join the meeting by clicking on the link, which will open up Zoom. You do not need a Zoom account to join the meeting, however, it is helpful if you download the programme when it pops up for future ease.

1. Open you Calendar app
2. Select the meeting



3. Scroll down the meeting invitation until you see 'Show all Notes'



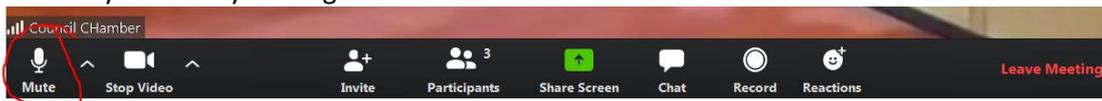
4. Select the URL under “If you are on an iPad or laptop join the zoom meeting via the below link”



5. Zoom will now open.
6. Change the iPad or Laptop name to your own
7. Join the meeting.

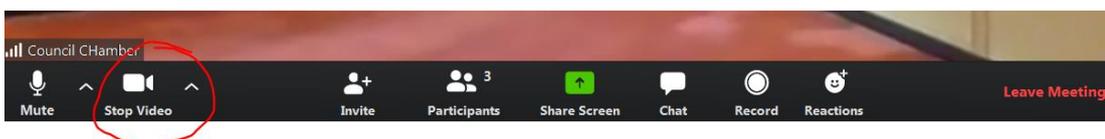
Muting/ Unmuting Your Mic

When there are a number of people in a meeting, the background noise from each participant can be quite distracting. This is why it is recommended that you mute your mic when you are not talking. You can mute and unmute your mic by clicking the ‘mute’ button in the bottom left hand side of the Zoom screen.



Starting/ Stopping Your Camera

If you are needing to stop or start your camera, you will need to click the ‘stop video’ button on the bottom left hand side of the Zoom screen. We have found that being able to see non-verbal cues such as head nodding is quite helpful, so do recommend that you have your camera on so that others can pick up on these non-verbal cues.



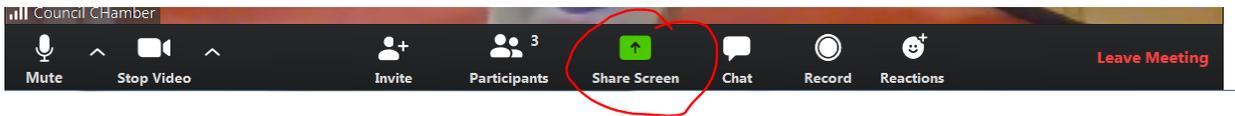
Using the Chat Function

The chat function is quite helpful if you do not want to interrupt, or if you do not have a working mic. When you click ‘chat’ on the bottom of the of the Zoom screen, this will open up a Zoom chat group. Here, you can type a message to send to the host, or to everyone.



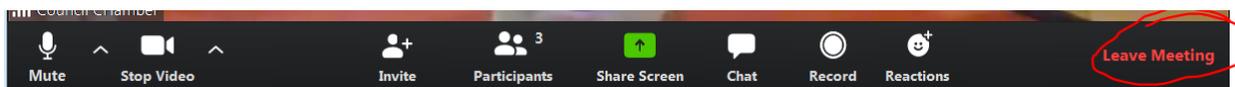
Screen Sharing

You can share your screen by clicking the 'Share Screen' button in the middle of the Zoom screen. You can use this to bring visuals to the conference by either presenting documents or PowerPoint presentations and speaking to them.



Leaving the Meeting

In order to leave the meeting, you will need to click on the button at the bottom right hand side of the Zoom screen, which states 'leave meeting'. This will close the meeting.



Dialling in by Phone

If the host has allowed dialling in by phone, the information will be in the email invitation. You will need to confirm the local number, and call the local number. You will also need to input the meeting ID before it allows you to call in.

With this option, you will only have access to the audio, so any presentations will not be seen. You can control your own audio using the normal phone functions, such as the mute button. You will simply hang up to leave the meeting.

Topic: Testing Chamber
Time: Mar 23, 2020 10:30 AM Auckland, Wellington

Join Zoom Meeting
<https://zoom.us/j/285853532?pwd=NEFuTnJxTnNKdC9FRtB2V3ZReDRldz09>

Meeting ID: 285 853 532
Password: 111788

One tap mobile
+16699006833,,285853532# US (San Jose)
+19292056099,,285853532# US (New York)

Dial by your location
+1 669 900 6833 US (San Jose)
+1 929 205 6099 US (New York)
+1 253 215 8782 US
+1 301 715 8592 US
+1 312 626 6799 US (Chicago)
+1 346 248 7799 US (Houston)

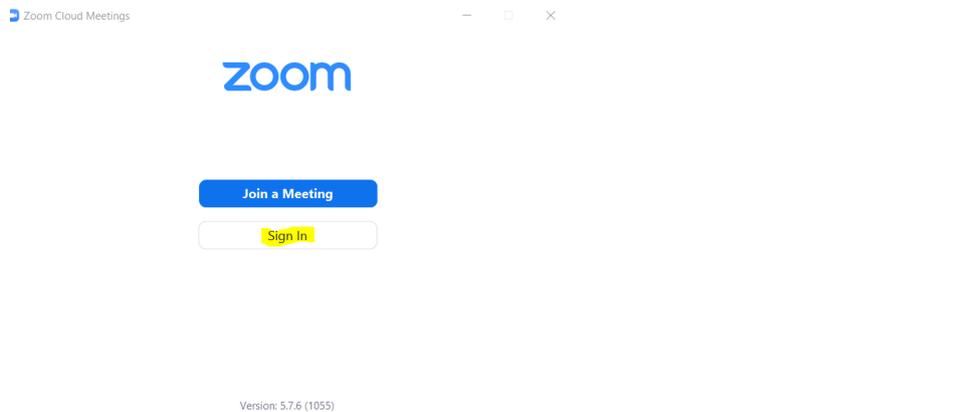
Meeting ID: 285 853 532
Find your local number: <https://zoom.us/u/aFfyzXXtf>

How to change your Zoom display name

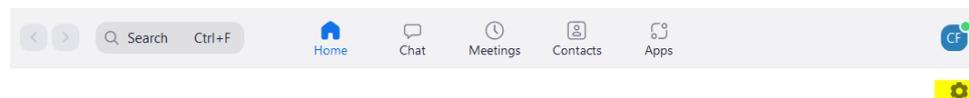
Please note that both options will require you to sign into your Zoom account.

Computer Instructions

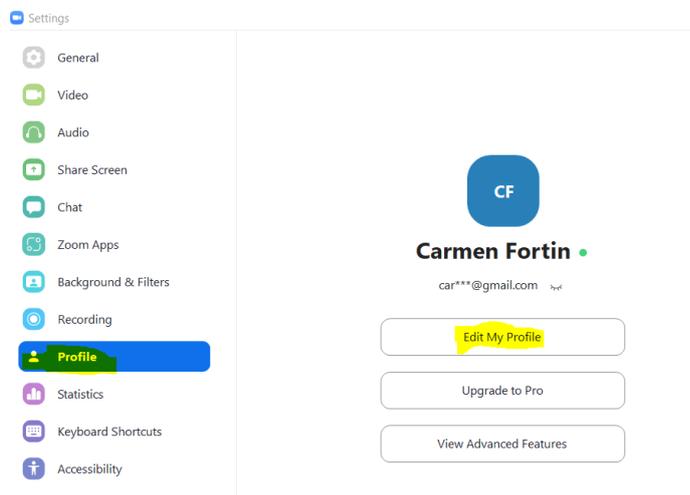
Open the Zoom app and click on the sign in button.



Once you have signed in, click on Settings in the top right corner of the Zoom screen, under your initials.



Click on the profile tab and click on Edit My Profile.



This will open your user settings in the Zoom website. Click on the edit button across from your name. Your name large, and at the top of the page.



From here, you can edit the display name which will be used when logged in under this user on Zoom. This will not change on any device *unless you are not logged into your Zoom account*.



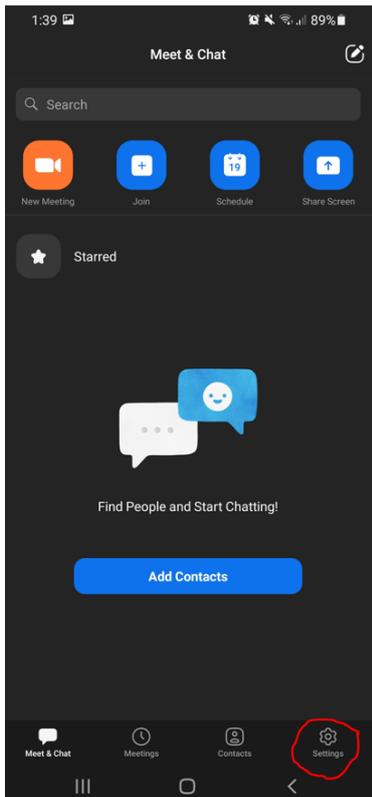
The image shows a Zoom profile settings form. On the left is a placeholder for a profile picture. To the right, there are two input fields: 'First Name' containing 'Carmen' and 'Last Name' containing 'Fortin'. Below these is a 'Display Name' field containing 'Carmen Fortin'. A yellow highlight is placed over the 'Display Name' label and its input field. Below the 'Display Name' field is a descriptive text: 'Enter a name (e.g. your first name, full name, or nickname) that will be shown to others on Zoom'.

Phone or iPad instructions

Open the Zoom app, and sign in.



Once you have signed in, you click on the settings button in the bottom right corner.



In your settings, you will be able to change the display name.

