Roses in the Ocean
stemming the tide of suicide

Zoom Help Sheet

CHECK YOUR SETTINGS

It is recommended that you check your computer video and audio settings before any meeting takes place.

- Hop into your Settings or System Preferences and locate your Sound/Audio settings
- Make sure your Video is turned ON
- Make sure your Input and Output settings are on Internal Speakers and Internal Microphone (this will ensure the audio runs through your computer rather than a tethered device such as external speakers that might not be connected when you make a video call). Don't forget to turn the volume up for everyone to hear you.
- Make sure that your computer allows Zoom to access your camera, audio and desktop. These options should be located in your Security or Accessibility settings.

Every computer is different though, so be sure to familiarise yourself with your own computer settings before a call takes place.

JOINING A ZOOM

Dialling into Zoom Meetings by Computer

If you haven't dialled into a Zoom call on your computer before, follow these steps:

- When you're sent a Zoom invitation there will be a Registration or Invitation link
- If given **a Registration link**, click on the link and fill out the next page with your details
- You will then be sent an email by Zoom with the link to join, the Meeting ID and your unique password
- If you are being invited to join without registering, just click on the link to join the meeting when the time comes
- An option to **Join from your Browser** may appear automatically. If it does not, select **download & run Zoom**.
- The option **Join from your Browser** will then appear.
- Click **Join**
- If prompted to do so, enter the **Meeting ID**
- You'll then join the call

Here is a link to some handy instructions: https://support.zoom.us/hc/en-us/articles/214629443-Zoom-Web-Client

Dialling into Zoom Meetings by Phone as a normal Phone Call

- You can also access the meeting by calling on your phone.
- In the Zoom invitation there will often be three "dial by your location" numbers.
- If you're on the east coast, dial the east coast numbers (starting 02 or 03).
- If you're in WA, dial the 08 number.
- When prompted, enter the Meeting ID that's shown in the meeting invitation.

- If you cannot see these numbers in the original invitation, ask the Host to provide them.

Using the Zoom Phone App

You can video dial into Zoom calls using your smart phone via the Zoom app.

- Go to the App Store on your phone and search: **ZOOM Cloud Meetings**
- Click: **GET**
- Once downloaded, click: **OPEN**
- To join a meeting, click: **Join a Meeting**
- In the box that appears, enter the Meeting ID that gets provided in each Zoom invitation and enter any other information as required.

FEATURES IN ZOOM

Audio and Mute

If you leave your microphone on while others are talking, sometimes your background noise is picked up (such as typing, shuffling papers, loud traffic outside your window), and the camera will jump back to you.

This can be distracting for speakers and attendees, so when you are not talking, it is recommended that you Mute yourself by clicking the microphone icon on the lower-left corner.

You will know you have been muted when a red strike appears across this icon. Remember to click this icon again if you want to speak.

The Host can also opt to mute all participants if they'd like to lead the discussion without interruption – if you speak and can't be heard, this might be why.
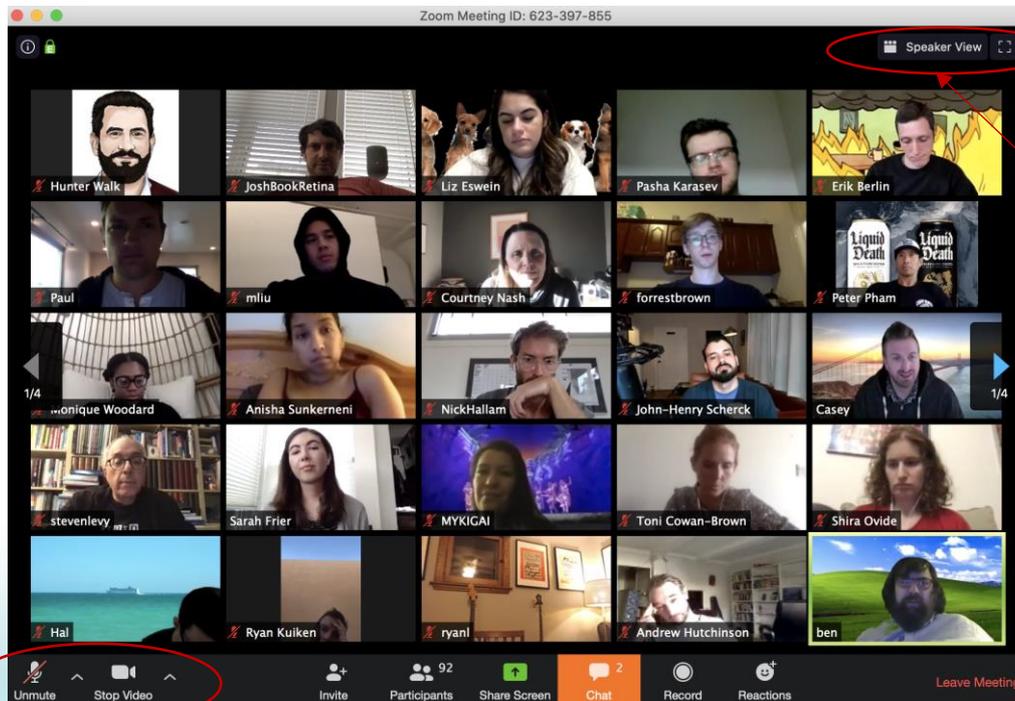
Use this function to mute or unmute your mic. Its best to keep it mute with the cross unless speaking

Change your screen view to speak view (where you only see the person who is using the mic) or to Grid view (where you can see everyone who is online as seen in the pic).

Use this function show or hide your video camera. It is best to keep it on so we can see the whole group and can check in

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Video

Click on the video camera icon in the lower-left corner. If a red strike is present across the icon it means the camera is turned off. Please make sure the camera is switched on; the facilitators needs to check in with each team member to get an idea on how you are going throughout the workshop.

If for any reason you need to turn off the camera, please send a message to the facilitators in the chat box function.

Chat

You can use the *Chat* icon on the bottom menu panel to chat and comment with participants while others are talking. Keep in mind this can be distracting to other members of the zoom workshop. We want you to stay engaged with the workshop contents and the facilitators.

EXPECTATIONS OF CONDUCT

When you host or participate in a Zoom meeting, it is expected that you will conduct yourself in the same professional manner as you would during any in-person meeting. Greet the other participants warmly, engage in friendly chat, and maximise your time in the meeting for your work or project.

Patience is also required as some participants may encounter technical difficulties due to poor internet connection or general unfamiliarity with the technology. If possible, help your fellow workshop member by providing clear instructions to help them troubleshoot using the chat (or mic if possible) and carry on with the meeting.