

How to Use Zoom Guide

Zoom is a free online platform that is easy to use. If you join online, it allows you to see and speak with people. If you join via the phone, it allows you to hear the other participants.

Video introduction

To watch a video on how to join Zoom online [click here](#)

How to use Zoom for people joining online

To join the meeting online, click on the meeting link that we have sent you via email. Depending on how early you join the session, you may be placed in a waiting room. You will stay here until the Host lets you in to the meeting room. Once you have been accepted into the meeting you will see a screen showing all of the other participants.

In the unlikely event that you are not able to open Zoom via the Zoom Program or via your web browser, you may need to register for a Zoom account (free option available) and download the app or program at <http://zoom.com>

Once in the meeting, you will see the bar below at the bottom of the page. This may look a little different if you are joining online by phone.



Mute / Unmute: The mute/microphone area mutes and unmutes your microphone. To mute and unmute yourself, click on the microphone on the bottom left of the page. Stay on mute unless you are talking to the other participants. Depending on your computer, you may also be able to unmute yourself by holding the space bar.

To access Audio Controls click the ^ arrow next to **Mute / Unmute**. It allows you to change the microphone and speaker setting that Zoom is currently using on your computer.

Start Video / Stop Video: The video camera/stop video turns your camera on or off. If you can, please keep your camera on as it helps with interaction. If your internet keeps buffering or stopping, you may wish to turn your camera off. If you do not have a camera installed, or if you turn the video off, we will still know that you are participating in the session.

To access video controls, click the ^ arrow next to **Start Video / Stop Video**. This will allow you to change cameras if you have multiple cameras or to select a virtual background.

Participants: This icon shows you how many people have logged into the session. You will not need to look at this.

Chat: The Chat feature allows you to chat with the other participants and the organisers. Before you hit send, check to see whether you are sending the message to everyone or a particular person.

Click on the chat to see what other people are writing or to add some information. The chat will likely open on the right-hand side of the page once clicked on. You can message everyone, or selected people only.

Share Screen: You will not be using this feature during this session.

Record: You will not be using this feature during this session. COTA Queensland will be recording the session to assist with capturing everyone's thoughts. The recording itself will not be distributed and the transcription will be de-identified.

Reactions: You may use the reactions buttons throughout the session. This may be to "raise your hand" or to "applaud" what someone is saying. Click on the relevant reaction button to show your reaction.

Leave: Press the leave button when you wish to leave the meeting. The meeting will continue until COTA Queensland ends the meeting.

[Written instruction for people joining via phone](#)

To join via phone, dial the number provided in the email that has been sent to you. You will be prompted to enter the Meeting ID followed by #. If you are prompted for a Participant ID, enter #. You will then be prompted to enter a Password followed by #. The Meeting ID and Password will be in the email COTA Queensland has sent you. If you are asked for a host key, press #.

You will be placed in a waiting room until the host lets you in.

Throughout the session:

- To **mute and unmute** yourself, press *6
- To **raise your hand**, press *9