Royal Commission into
Victoria's Mental Health System

Zoom Meetings 'How to guide'
Overview of setup, connection and functionality

1. Purpose

- This document outlines how to set up, connect and participate in Zoom videoconferences.
- It is suitable for internal and external audiences.

2. Setup requirements

- You must have a stable, fast internet connection capable of streaming *or* phone reception.
- If using a computer, you should have a video camera, microphone and use a headset rather than computer speakers for optimum videoconferencing.
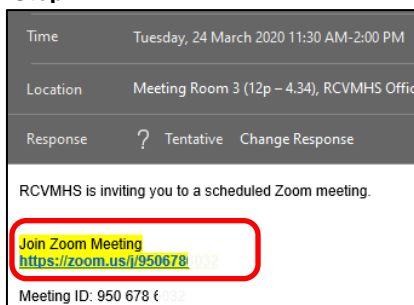
*Note: Zoom is capable of being accessed through a web browser (Internet Explorer, Google Chrome etc.). Specific software/ applications are **not** required.*
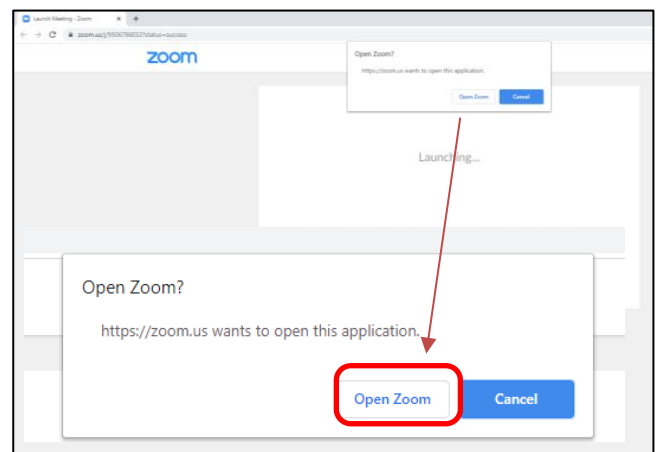
3. Joining a meeting
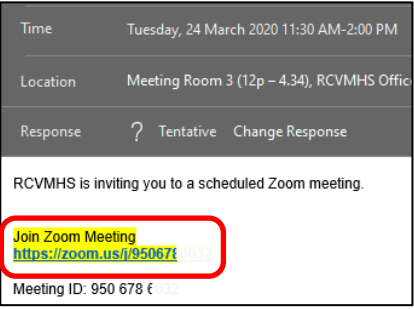
Option 1: Using a computer *and* Zoom application

1. Click the weblink highlighted in your calendar invite
2. Your web browser will open and ask you if you want to "Open Zoom?". Click **"Open Zoom"**.
3. Your meeting will automatically open in the Zoom application.

Step 1

Step 2

Time   Tuesday, 24 March 2020 11:30 AM-2:00 PM

Location   Meeting Room 3 (12p – 4.34), RCVMHS Offic

Response   ?   Tentative   Change Response

RCVMHS is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
https://zoom.us/j/95067

Meeting ID: 950 678 6

## Option 2: Using a computer *without* Zoom software

1. Click the weblink highlighted in your calendar invite

2. Select **Start from your browser** (indicated below).
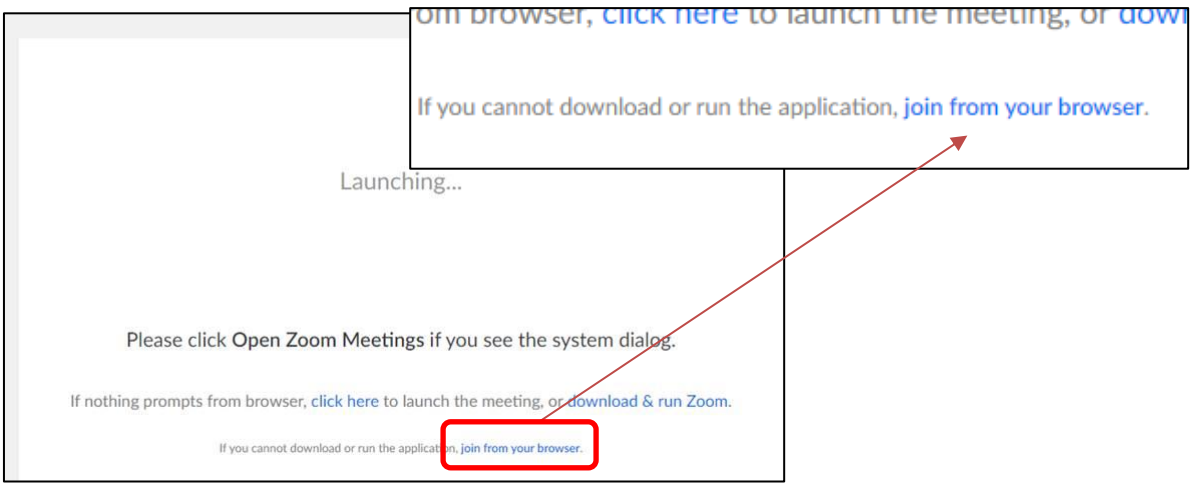
3. Enter your name and click **Join**

4. When prompted, ensure you **enable** audio and video functionality.

By phone

1. If using a smart phone, click the 'one tap mobile' number in your calendar invite to be directly connected to the call.

2. If using a landline or teleconferencing facility, enter the number listed under "Dial by your location" in your calendar invite.
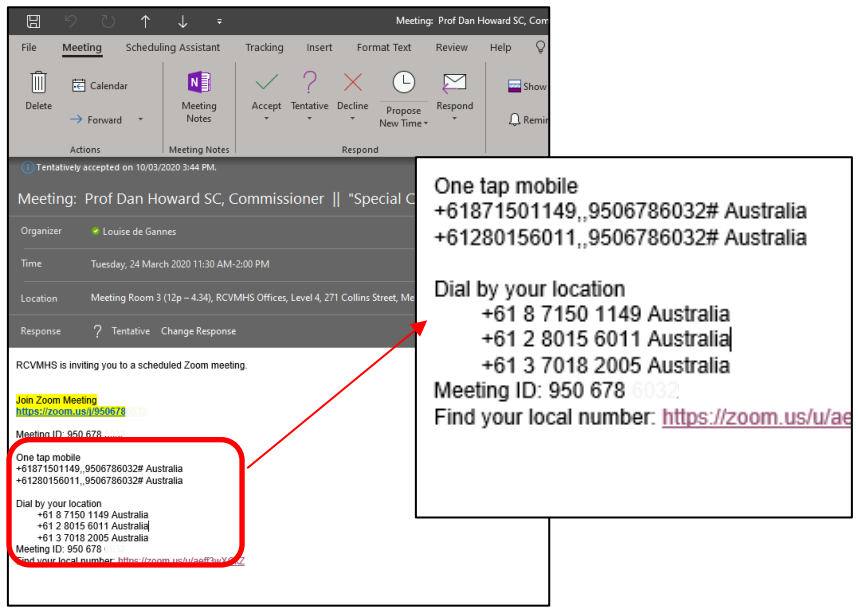
4. Meeting participant functionality

### Setting your view of participants (only available if using <u>Zoom software</u>)

1. When a meeting has commenced, you can choose a "Gallery view" of all participants or a "Speaker view".

Gallery view   **Speaker view**
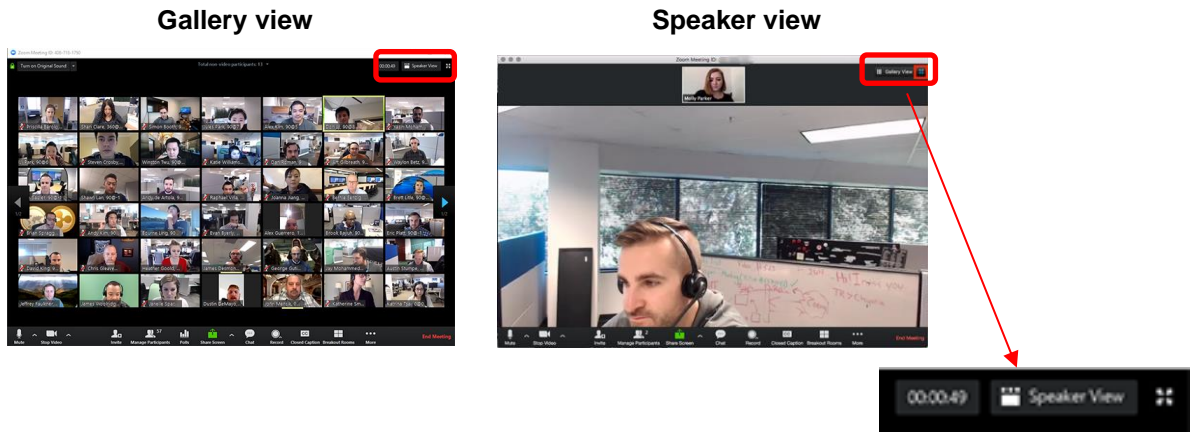
2. You can change the view by clicking the menu option on the top right-hand side of the videos and selecting your preferred view.
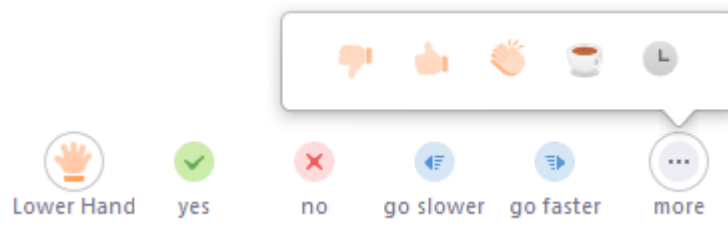
Meeting participant controls

Participant controls appear at the bottom of your screen.
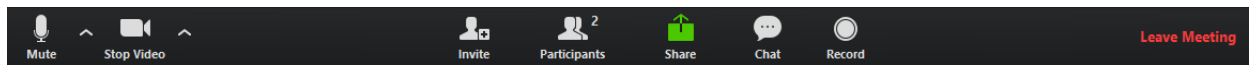
Features include:

- **Mute** / **Unmute:** Mute and unmute your microphone.
  Audio Controls (click the **^** arrow next to **Mute** / **Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.

- **Start Video** / **Stop Video**: Turns your camera on or off.
  Video Controls (click the ^ arrow next to **Start Video** / **Stop Video**): Change cameras if you have multiple cameras, select a virtual background (if enabled), or access your full video settings.

- **Participants**: See who's currently in the meeting. The Participants list also gives you access to these options:

  o **Rename**: Hover over your name and click **Rename** to change your screen name displayed to other participants.

  o **Non-verbal feedback icons**: Places an icon beside your name to quickly notify the host. For example, **Raise Hand** places the raise hand icon beside your name and simulates a hand raise.

  o **Participant chat:** Enables you to send instant messages to all **or** individual meeting participants. Select the "To" menu to change message recipients.