

# Zoom Instructions for Participants



Please register in advance for this meeting. After registering, you will receive a confirmation email containing information about joining the meeting.

Event Name	<b>AGM for Residents of Retirement Villages Victoria (RRVV)</b>
Event Date	Monday, 18 <sup>th</sup> of January 2021
Event Time	11:00 AM to 1:00 PM (AEDT)
Registration Link	<a href="https://us02web.zoom.us/join/register/tZMsfuuspjMtG9MpPFYGL8QztuwVNscdL6Md">https://us02web.zoom.us/join/register/tZMsfuuspjMtG9MpPFYGL8QztuwVNscdL6Md</a>

Dear Participant,

## Before joining the Zoom meeting:

- You will need a computer, laptop, iPad, tablet, or smartphone with speakers or headphones.
- Have a Practice Run** - Before joining us, we recommend familiarising yourself with Zoom by joining a test meeting, and checking your device's microphone, speakers and camera. You can do this on your desktop via: <http://zoom.us/test>
- If you have not downloaded the **"Zoom Client for Meetings"** application yet, you can download it as follows:
  - For iOS devices (iPhone, iPad) [click here to download](#) from the App Store
  - For Android devices (ie. Samsung, tablets) [click here to download](#) from Google Play
  - For PCs, your web browser will download automatically when you start or join your first Zoom meeting, and is also available for manual download [here](#).
- You will receive an email with the event details (Zoom Meeting ID, Password, Date and Time). Simply create an event or a calendar reminder on your device with the details provided.

## How to join the Zoom meeting:

- At least 10 minutes prior to the start time**, click on the URL link provided to join using one of your devices.
- Please make sure your Full Name is displayed instead of your device name once logged in
- To hear others, please join audio by selecting "Call using Internet Audio". Select **connect audio and/or video** and tap on Join.
- Upon joining the meeting, you will be placed in a **WAITING ROOM** and the meeting host will admit you in once the presenter is ready. Once you are admitted into the meeting, your microphone will be on mute to eliminate any background noise.
- If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:
  - On your phone, dial one of the teleconferencing numbers +61 2 8015 6011 or +61 3 7018 2005 Australia
  - Enter the Meeting ID number and password when prompted using your touch-tone (DTMF) keypad.

## During the Zoom meeting:

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Somewhere on your Zoom screen you will see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants on the screen.

During the event, the presenter will share their presentation/slides on the screen. Should you have a question, please use the “**Chat**” feature on your device to be reviewed and answered accordingly. Please note, the presenter may not be able to answer all questions during the session, however they will respond to you after the event.

## Technical Support

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In the event that your internet connection drops out, simply log back into the session using the login details above.

For technical support, please contact the Viewpoint Team:

**By Phone:** +61 3 9510 6377

**By Email:** [groups@viewpointcentre.com](mailto:groups@viewpointcentre.com)