

How to attend and participate in a VAA Melbourne Section Zoom Meeting

As you would be aware that, because of the COVID-19 pandemic and the resulting social distancing regulations, VAA Melbourne Section is not able to conduct its monthly face-to-face meetings for the foreseeable future. In their place, we will be conducting on-line meetings via the Zoom interface.

Thus, on the last Thursday of the month there will still be a meeting but this will not occur in a physical location. There will be no charge to attend these meetings.

How to register for the meeting

Step 1. If you are listed on the VAA Melbourne Section's email list, you will be sent an email invitation to attend the meeting in the week before the meeting. If you do not yet receive invitations, send a request to vaamelbournesection@hotmail.com

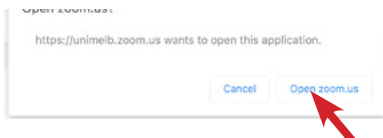
Step 2. The meeting invitation will include a link for you to register to attend the meeting. Click on this link.

Step 3. After registering, you will receive a confirmation email which will contain a direct link to the meeting.

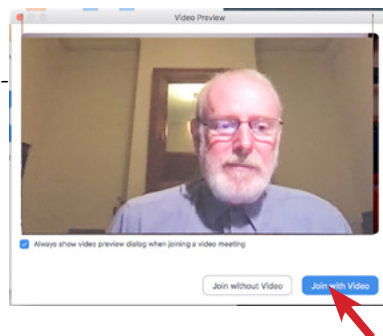
How to join the meeting

Step 4. Between 7:15 and 7:30 pm on the day of the meeting, click on the link on the confirmation email. You can also copy and paste the link into the address bar of a browser.

Step 5. Click on the "Open zoom.us" button.

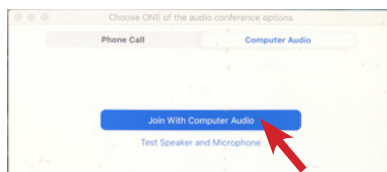


A video preview of yourself will be displayed:-



Step 6. Click on the "Join with Video" button

Step 7. Choose your audio option (usually "Join with Computer Audio").

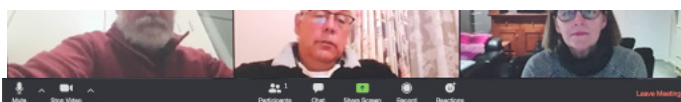


Step 8. If you are not already muted, click on the Mute button at the top right of the meeting view. This is most important as otherwise incidental sound from your microphone will be broadcast to the meeting. If you need to speak, the meeting host will unmute you.



Zoom controls

Step 9. Move the mouse cursor over the bottom of the screen.

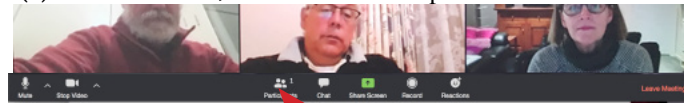


(above) A menu bar of Zoom controls will appear.

How to properly display your name

It is a requirement of meeting attendance that your first and last name is displayed. If it is not displayed correctly, you will need to change it.

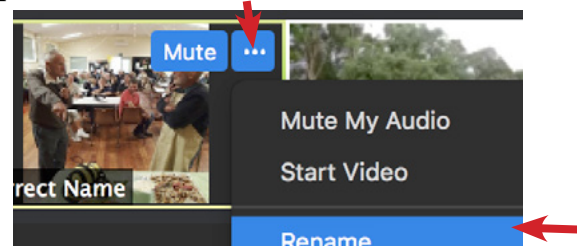
Step 10 (a) On the tool bar, click on the Participants button.



Step 10 (b) Move the mouse onto your incorrect name

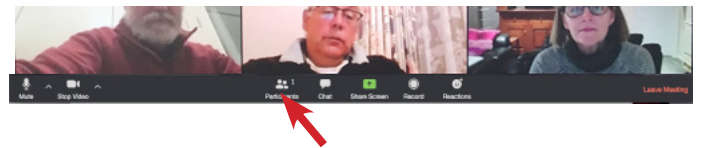


Step 10 (c) Click here (on the three dots) and choose "Rename"

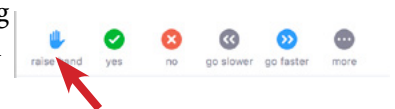


How to request to ask a question

Step 11 (a) On the tool bar, click on the Participants button.



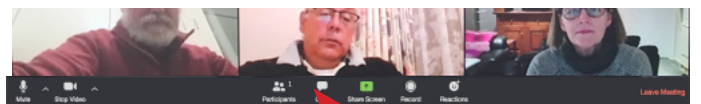
Step 11 (b) On the resulting Participants panel, click on the "raise hand" button.



How to use the chat tool

The chat tool allows you to type messages to one, more than one, or all the people at the meeting.

Step 12 (a) On the tool bar, click on the "Chat" button.



Step 12 (b) In the resulting panel, choose to whom you wish to send the message, then type the message. Press the Enter or Return key to send the message.

How to leave the meeting

Step 13. On the tool bar, click on the "Leave meeting" button.

