

ZOOM QUICK START GUIDE

Zoom is a cloud-based video conferencing service that Dairy Australia will be using to support online engagement. Zoom allows you to virtually meet with others, by video and/or audio, all while conducting live chats and sharing documents.

All you need to access Zoom is a computer, tablet or smartphone with internet connectivity. Preferably use a device with a camera and video capability.

Follow these simple steps to get started

- 1** To access Zoom, you will have **received a link** via email or text from the meeting organiser to join a Zoom meeting. The link looks like this: **<https://dairyaustralia.zoom/>**. Click on the link to access the meeting
- 2** A pop-up box may appear. Select **Open Zoom Meeting** and wait. Sometimes loading can be slow
- 3** A second pop-up box will appear, prompting you to select your audio option. **If you have good internet service**, click the **Join with Computer Audio** button, and it will take you into the meeting
- 4** **If you have limited internet connection**, you can opt to join a Zoom meeting via phone. Instead of clicking 'Join with Computer Audio' in Step 3, select **Phone Call**. Dial the listed number and follow the prompts. Once you are connected, select **Done**
- 5** You should now be able to see the meeting screen and hear the meeting participants
- 6** For the best experience, put yourself on **Mute** unless you are speaking. **Start Video** switches your camera on so you can visually connect with the other attendees. You can find these buttons in the bottom left corner of your screen

If you are having any trouble accessing Zoom, contact your meeting organiser.