

How to join and participate in a TasCOSS training online using Zoom

Before the training, check out Zoom and that you know:

- How to connect to the meeting
- How to find the chat function
- How to mute and un-mute your microphone
- How to turn on and off your video camera
- Test with a colleague or the organiser to make sure it is working

Further Zoom specific information please check out:

- How to join a Zoom meeting: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>
- How to participate in a Zoom meeting: <https://support.zoom.us/hc/en-us/articles/200941109-Attendee-controls-in-a-meeting>
- An easy user video about how to join a Zoom meeting: <https://www.youtube.com/watch?v=9isp3qPeQOE>

During the training:

- Arrive 5 minutes before the start time
- Introduce yourself as you connect – also please add your name and organisation in the chat box, this is so we can record your attendance for the training.
- If you haven't already done this, please make sure your preferred name is showing up.
- Turn off your microphone unless speaking
- If your computer is running slow, turn off your video
- If you have headphones, put them on to reduce background noise.
- If someone is presenting and you have a question, place it in the chat function

If you would like further support to use Zoom to participate in this training please contact Ally via email: ally@tascoss.org.au