How to access a Zoom digital skills session

Date of session:

_____

Time of session:

_____

Meeting ID:

_____

Zoom is an online video calling platform that will allow you to connect with your digital mentor over the internet.

This can be a bit scary at first, but once you've gotten to grips with how it works, it can be really useful. You can also use Zoom for free to keep in touch with your friends and family!

To join your digital skills session you will need:

- An internet connection (either Wi-Fi or mobile data)

- A device such as a computer or tablet that has:

  - The ability to connect to the internet

  - A camera

  - A speaker (or a pair of headphones plugged in)

  - A microphone (most headphones have one built in if you're using these)

- Zoom downloaded onto your device

- Details of how and when to connect to the session (these are above)

TOP TIP: You can download and use Zoom on a smartphone, however it can be difficult to use as the screen is quite small. If you can, use a tablet or computer instead so that you can better see what your digital mentor is trying to show you.

How do I download Zoom on my computer?

Using your computer, you need to go to Zoom's website to download the app. Open a web browser and go to **https://zoom.us/download**. Click on the blue "Download" button that you see:
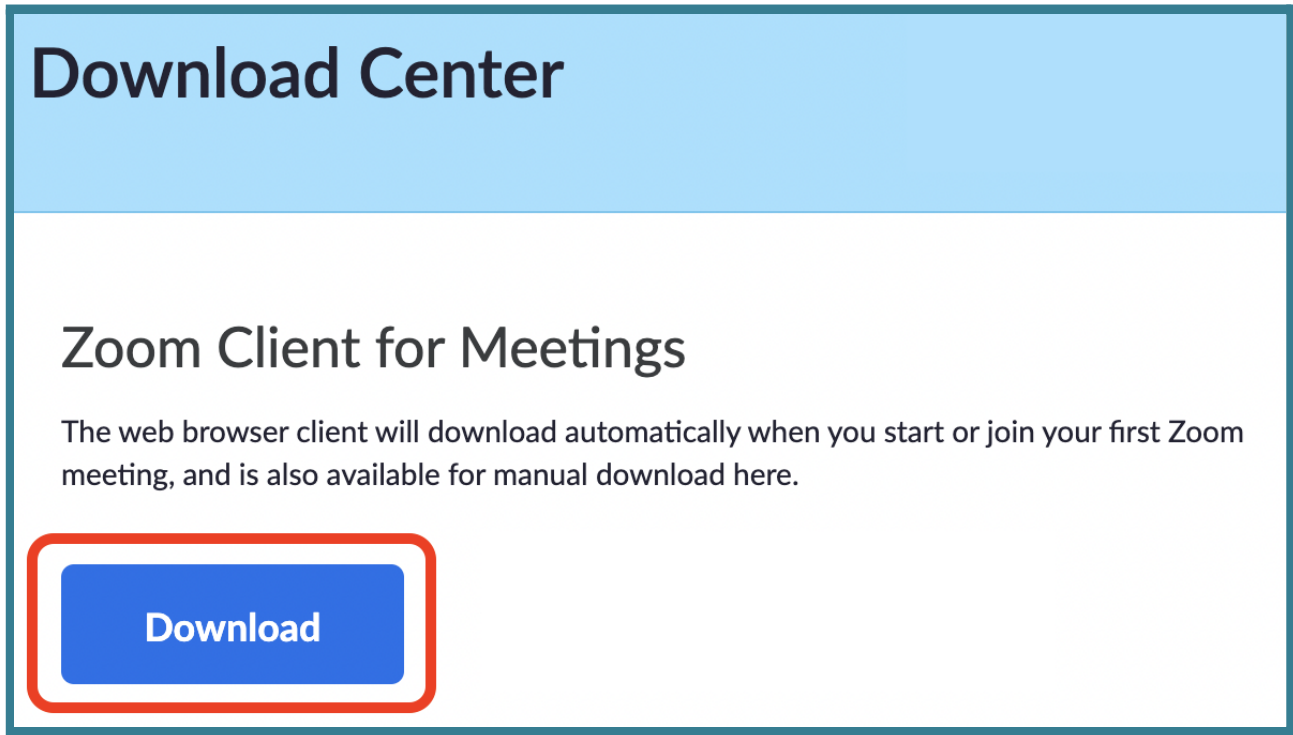

This will download the app onto your computer. Find the file on your computer and install it. You will then see Zoom in your list of apps. The logo will look like this:
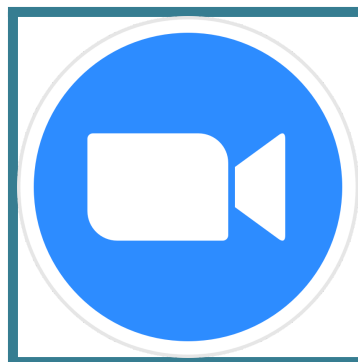
How do I connect to the digital skills session?

The next thing to do will be to open the app when it's time to join your digital skills session. At the date and time at the top of this guide, open up Zoom. You will see the following on your screen:
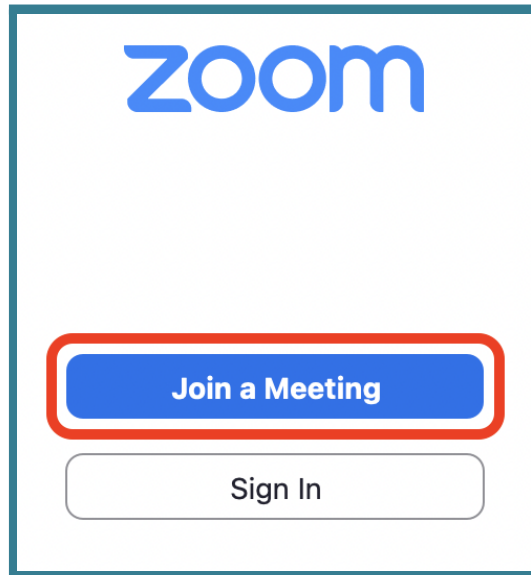
Click on the blue "Join a Meeting" button. You'll be asked to enter your Meeting ID and your name.

Enter the Meeting ID given to you by your digital mentor (at the top of this guide) and your name. Then click on "Join":

You will then be taken into the session with your digital mentor!

What if I can't download Zoom?

If you don't feel confident or comfortable with downloading Zoom onto your computer, you can join your digital skills session from your web browser instead. It won't give you as much time to practise with using Zoom, and you won't be able to create your own meetings until you've downloaded it, but it will work just as well for your digital skills session.

To access your digital skills session through your web browser, and go to **https://zoom.us/join**. You will see this screen:

Join Meeting

Meeting ID or Personal Link Name

Enter Meeting ID or Personal Link Name

By clicking "Join", you agree to our Terms of Services and Privacy Statement

Join

Join a meeting from an H.323/SIP room system

Type in the Meeting ID (at the top of this guide) and click on Join. On the next screen. Click on "Join from your browser" and you will be taken to the session:

Click **Open zoom.us** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

By clicking "Launch Meeting", you agree to our Terms of Service and Privacy Statement

Launch Meeting

Don't have Zoom Client installed? Download Now

Having issues with Zoom Client? Join from Your Browser

Australian Government

Be Connected
Every Australian online.

Good Things
Foundation Australia

Top tips for getting started with Zoom

1. Get yourself familiar with Zoom

Zoom has a lot of options to make sure you're as comfortable as possible during your session. You can choose whether you want to let other people in the session see your face or hear what you're saying. The Be Connected Learning Portal has a course called **"How to use Zoom"** that will give you some insight into how it works. It will also teach you how to set up your own Zoom sessions with your friends and family once you're feeling confident!

2. Use Wi-Fi where possible

Zoom uses quite a lot of data to send your face and voice over the internet for other people in the session to see and hear. If you're using mobile data to connect to the session, you might find that it uses a large chunk of your monthly allowance. Wi-Fi allowances are normally a lot higher (or unlimited in some places), so try and use Wi-Fi where you can. This doesn't mean you have to use your home Wi-Fi, there are plenty of Wi-Fi hotspots around Australia where you can use the internet for free!

3. Choose a quiet environment

If you're using a Wi-Fi hotspot or connecting to the session from outside of your home, try and choose a quiet place so that you can focus on what your digital mentor is showing you. Background noise can be very distracting, and you might find it hard to keep up. If you are connecting to the session from a public place, use headphones to block out other people and noises.

Keep your microphone muted when you're not speaking to others in the session, so they aren't distracted by the noises or you talking to other people that are physically around you.

4. Check your surroundings

If you choose to have your camera on during the session, check what's in your background before you join, as everyone in the session will be able to see it.

5. Test your equipment before the session starts

You can check your equipment in Zoom before you join a session by going to the app's settings. This will allow you to see what you will look like and check your microphone's working before you join.

6. Connect early

If possible, try and connect to the session 5 or 10 minutes before it starts. This gives you time to sort out any technical issues and not feel stressed when joining the session. Your digital mentor might not let you in until the time the session starts, but you'll feel ready and comfortable when they start the session.

7. Get comfortable!

Being in a Zoom session for an extended period can be taxing! Make yourself comfortable with a good chair/cushions and adjust your screen so that you're looking at the screen from the right angle. You don't want your neck aching afterwards! Also make sure you have drinks and snacks to hand to keep you going during the session!

If you need help, you can contact your digital mentor for support:

Network Partner
organisation:

_____

Digital mentor
name:

_____

Phone:

_____