

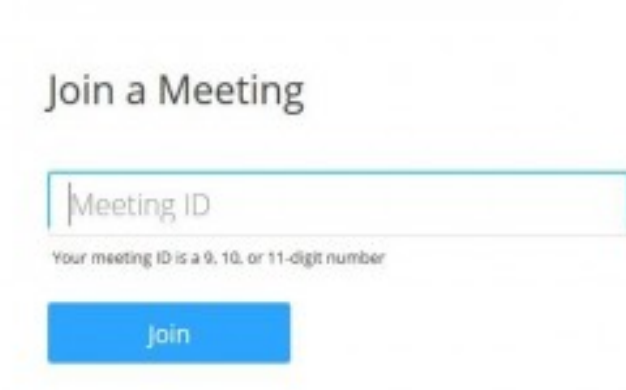
Step by Step Instructions to join the meeting

Either:

1. click on/type in the Zoom link (<https://us04web.zoom.us/j/5528910134>)

Or

2. Go to <https://otago.zoom.us/join> and Enter the Meeting ID (552 891 0134) in the appropriate field and click 'Join'



If joining from a mobile Device

If you are joining from a mobile device (Android smartphone/tablet, Apple iPhone/iPad) then it will simply prompt you to download the Zoom Cloud Meetings app from the App/Play Store.

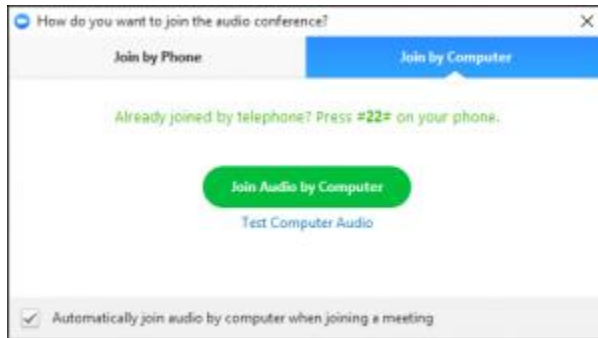
If joining from a computer

When entering a Zoom meeting for the first time from a computer you will need to download a small application file.

Just before entering the meeting you will be prompted to enter a display name. This name is simply to identify you in the meeting.

Join Audio via Computer

You will then be prompted how you wish to join your audio. If you wish to join audio via the telephone, follow the instructions further down, otherwise simply select Join Computer by Audio



Join via Telephone

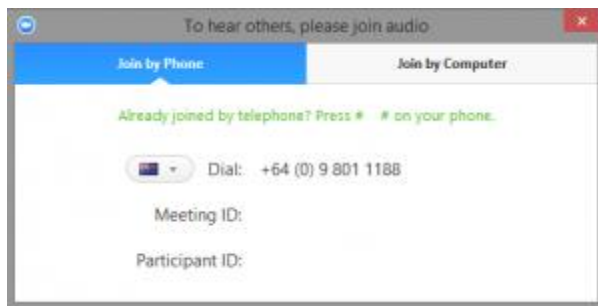
If you are unable to join from Zoom on a computer or mobile device, then you can join on the telephone instead.

If you would like to attend a Zoom meeting via telephone call +1 253 215 8782 or +1 301 715 8592. Then enter the Meeting ID (552 891 0134) when prompted.

Join via Computer & Audio via Telephone

It is possible to use a combination of computer for video and phone for audio.

If you use this option, then enter by computer first and select the **Join By Phone** tab when the audio pop-up window appears (see example below). This will display the dial in number for you as well as the Meeting ID (552 891 0134)



Raising Your Hand

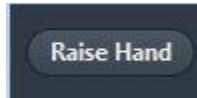
As the non-speaker if you wish to ask a question or make a point during a meeting it is good protocol to use the 'Raise Hand' facility.

If you are joining by telephone only and not using a computer, press *9 to raise your hand.

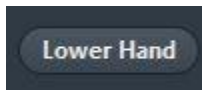
If the tool bar is not showing at the bottom of the Zoom window, place your cursor over the Zoom window so it appears and select the 'Participants' icon.



A window listing other participants will appear, there is also a 'Raise Hand' icon, click the icon to make it known to the Host that you would like to raise your hand.



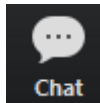
If you wish to lower your hand, click the 'Lower hand' icon that will have replaced the 'Raise hand' icon.



Using Chat

You can use the 'Chat' facility to send text chat to the host to ask questions or make comments.

Click on the 'Chat' icon in the tool bar, again hover your mouse over the Zoom window if you can't see the tool bar.



A chat window will then open.

Video only

It is possible that during the conference participants will be asked to turn off their audio and move to video only. This will help remove background noise for easier listening.

To do this simply click on the microphone icon on the bottom of the screen.