


NSANZ SAFETY WEBINAR SERIES

Zoom User Guide

Joining the Meeting

To join the meeting, please click on the link provided to you in your event reminder email. If you are experience any difficulties logging in, please contact nsanzwebinar@dccam.com.au or +61 402 457 828.

The email reminder sent to you on the day of the webinar will include any passcodes you need to enter.

It is preferable to join the meeting via a computer or tablet. If you require the dial-in details, please contact nsanzwebinar@dccam.com.au or +61 402 457 828.

Mute: Your microphone will be automatically muted upon entry to the webinar. Please keep it muted for the duration unless you're invited to present your case and/or would like to ask a question.

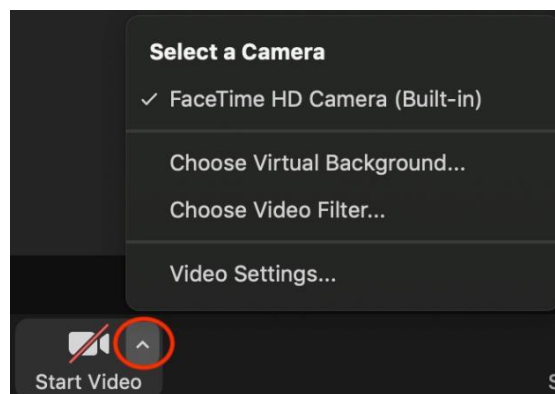
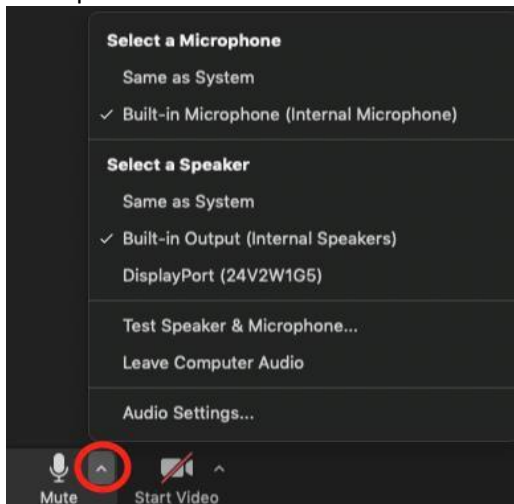
If you are presenting, we strongly recommend using a headset to limit the background noise and/or any feedback.

Camera: You may leave your camera on.

Microphone, Speaker or Camera not working?

If your Microphone, Speaker or Camera is not working, check that your device is connected to Zoom. Loose cables may be the issue.

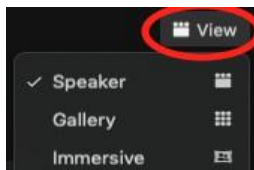
Also, check that you have selected the correct preferred output. Most of the time this will be the inbuilt camera on your computer, but you can confirm this via the small arrow on top of the Microphone and Video icons at the bottom of your screen.



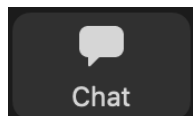
If it is still not working, contact nsanzwebinar@dccam.com.au or +61 402 457 828 and our Webinar Secretariat will assist.

Change Your View Mode

To make the most of this webinar, please select 'Speaker View'. You can do this via the 'View' Button located at the top right corner of your Zoom Screen.

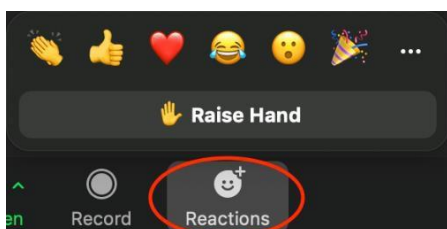


Sending Your Questions to the Panel



If you have a **question you would like to ask the Panel**, please pop it into the chat. You can send direct questions to individuals. For the panel, please send these to 'Everyone' so they can view all questions in one place.

If you have submitted a question in advance, these have been shared with the Panel ahead of the webinar.

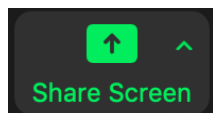


You can also ask questions live by 'Raising your Hand' via the 'Reactions' Button. You will also have the option to 'Lower your hand'.

Sharing Your Screen

Please only share your screen when asked to by the panel.

To share your screen, click on "Share Screen" at the bottom of your screen. A window will pop up.



This window will allow you to select the screen or window you would like to share with attendees. **For seamless sharing, please have your presentation ready and open on your device before joining the webinar.**

As a backup, please send a copy of your slides to nsanzwebinar@dcam.com.au as in case you're unable to on the day, so we can share it for you. Please save as "[YOUR NAME]_NSANZ webinar".

Recording

This is a confidential meeting; therefore, it will not be recorded.

Important Information for Mac OS Devices

If this is the first time you are using Zoom on your Mac OS Device, you may need to change your permission settings for Zoom to Share your Screen.

You can do this via **System Preferences > Security & Privacy > Privacy Tab**.