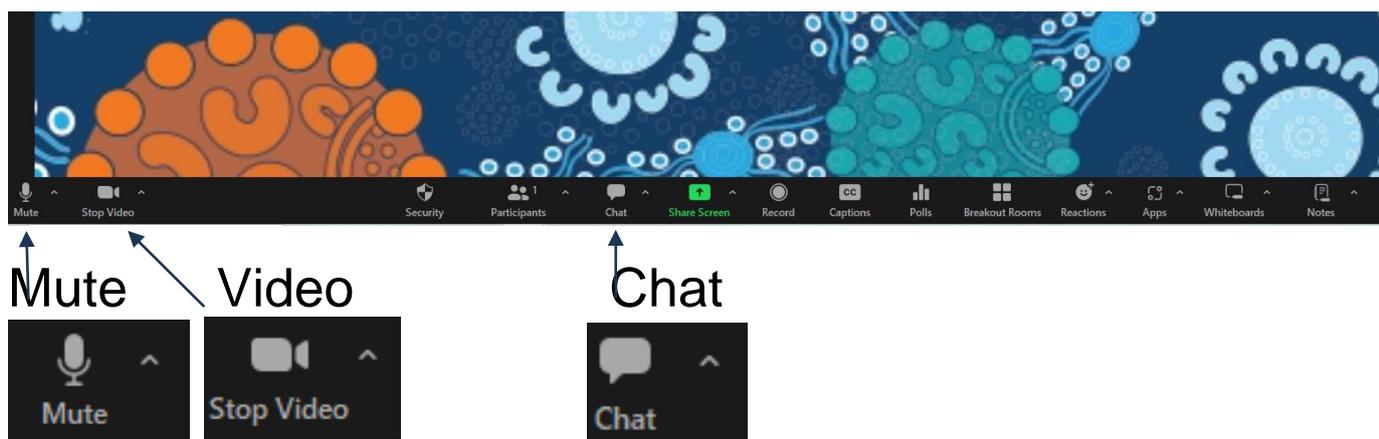


## Zoom Instructions IAR-DST Training

When participating in the Zoom meeting there are some functions you need to be aware of:

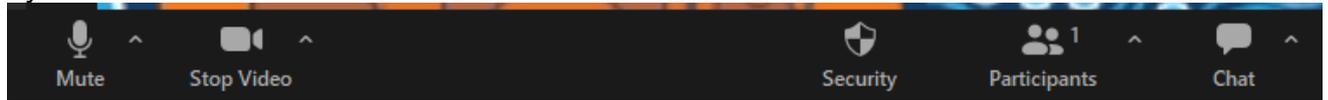
1. [The mute function \(microphone\)](#)
2. [Video function](#)
3. [Chat function \(chat box\)](#)
4. [Gallery display](#)
5. [Renaming](#)

You will need to locate the menu bar on your device. Typically, this is at the bottom of the screen and will look like the image below.

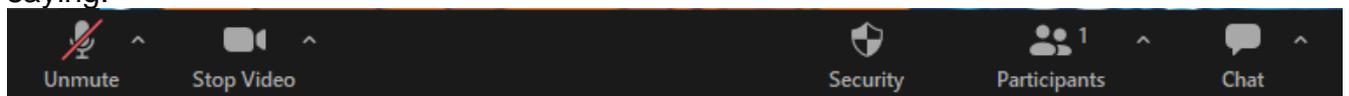


## Mute (microphone)

To be heard during the session, your mute button should look like the icon illustrated by the arrow.



To put yourself on mute you can simply click on the icon and a red diagonal line will appear (see below). This means that no one in the session can hear what you're saying.



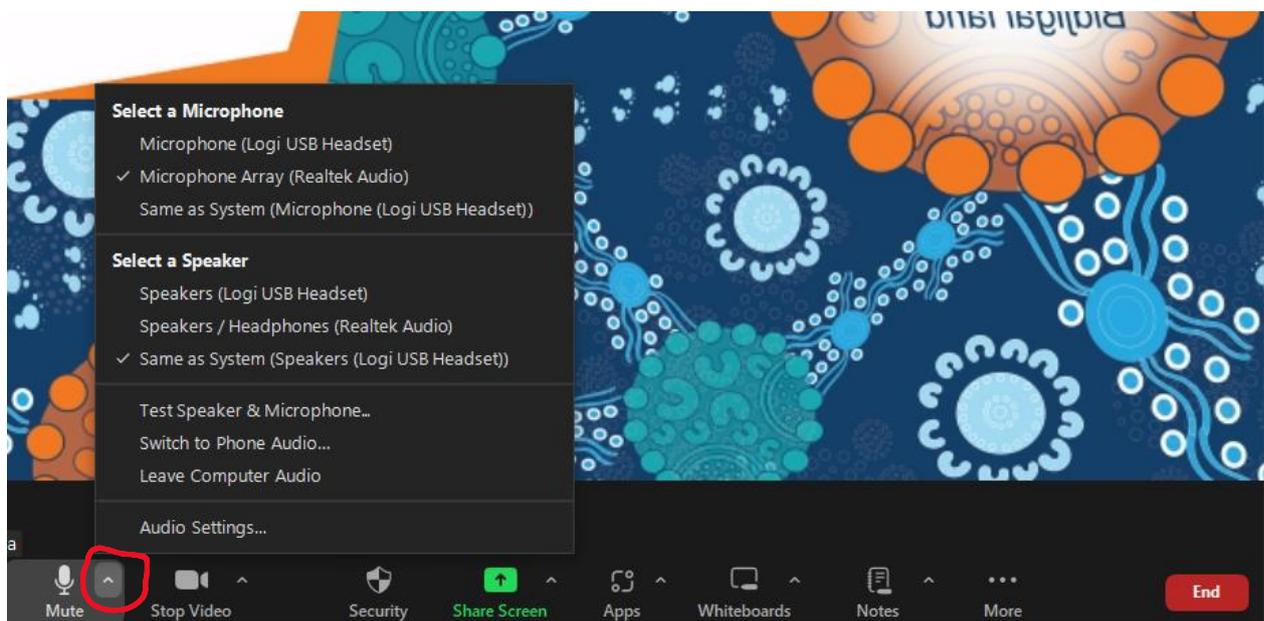
Please ensure that you remember to 'unmute' yourself by clicking again on the icon if you would like to speak during the session.

If this doesn't work, please refer to the 'Troubleshooting' section below.

### Troubleshooting- Microphone

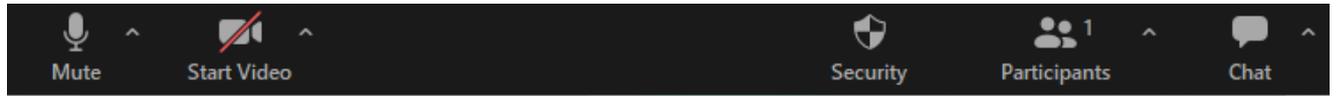
If you come into session and despite making sure you are unmuted you cannot be heard, please follow the steps below.

- Move your cursor down to the mute icon and click on the small arrow on the top right (circled in red below). Depending on your device, there may be a number of options you can select to try to align your microphone and sound. The tick mark indicates your current set up and you may need to change this.
- There are other options for speaker and 'Audio Settings' (at the bottom of the menu) that you might need to explore.



## Video

Similar to the above, if there is a diagonal line through the video icon you will not be seen within the session.



Please click on the icon to 'Start video'. When the red diagonal line disappears, your device settings have allowed you to start the video.



If you are having trouble getting your video to work, please refer to 'Troubleshooting' below.

### **Troubleshooting - Video**

If you come into session and despite making sure the video has started, you cannot be seen, please follow the steps below.

- Check on your device that the internal or external camera is not covered. Some examples are below:



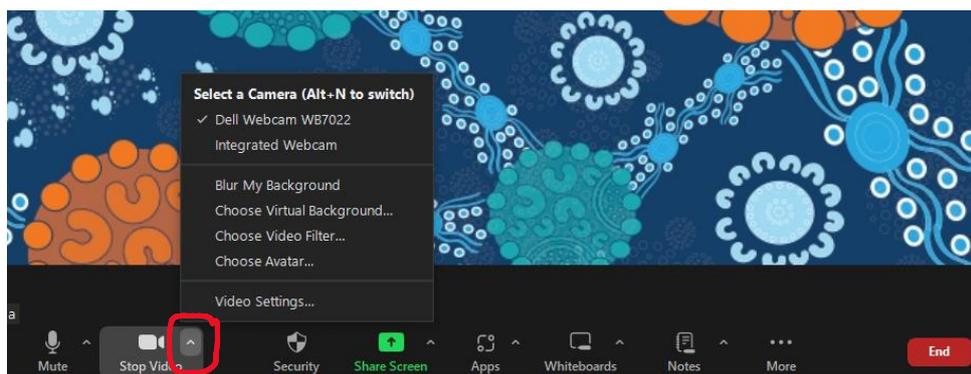
Camera is covered.  
Move the slider to the left or right to uncover.

Camera is uncovered.



If you are still having issues:

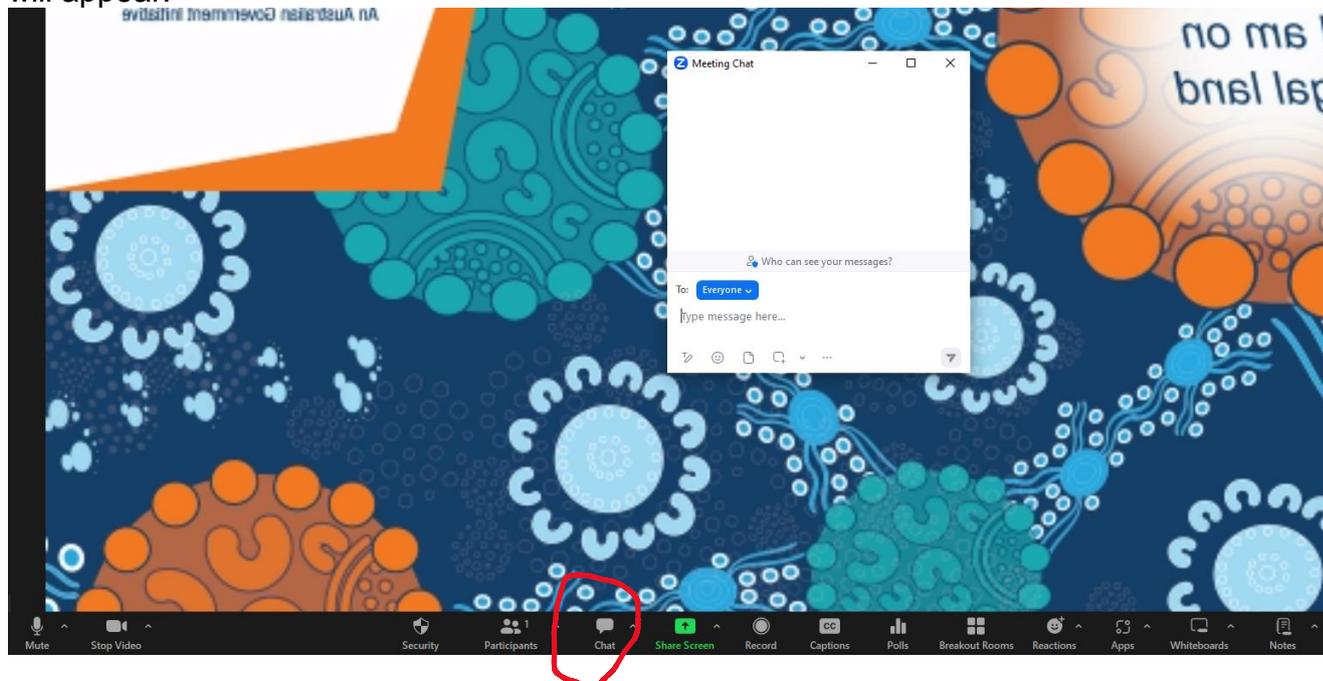
- Move your cursor down to the video icon and click on the small arrow on the top right (circled in red below). Depending on your device, there may be several options you can select to try to align your video. The tick mark indicates your current set up and you may need to change this.



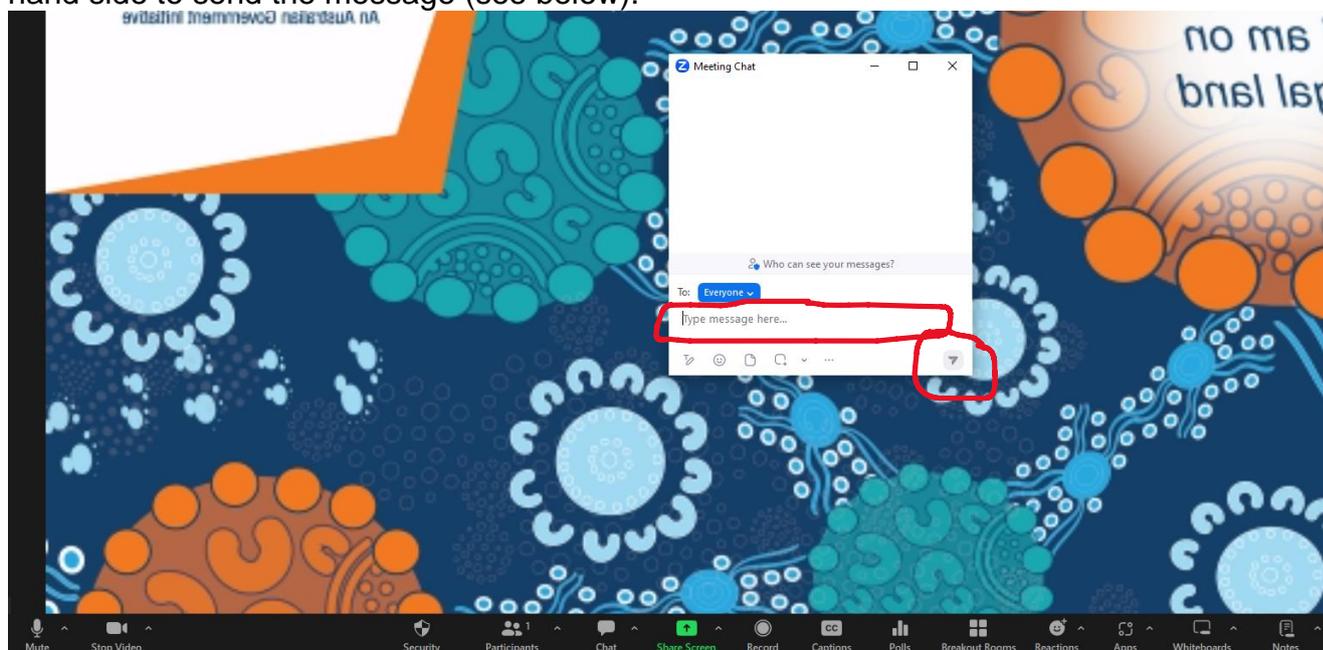
- There are other options under 'video Settings' (at the bottom of the menu) that you might need to explore.

## Chat Function

To use the chat box, simply click the chat icon (circled in red below) and the chat box will appear.

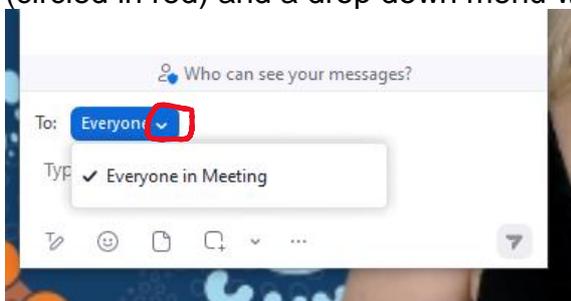


You can type your message into the box and click the arrow on the bottom right-hand side to send the message (see below).

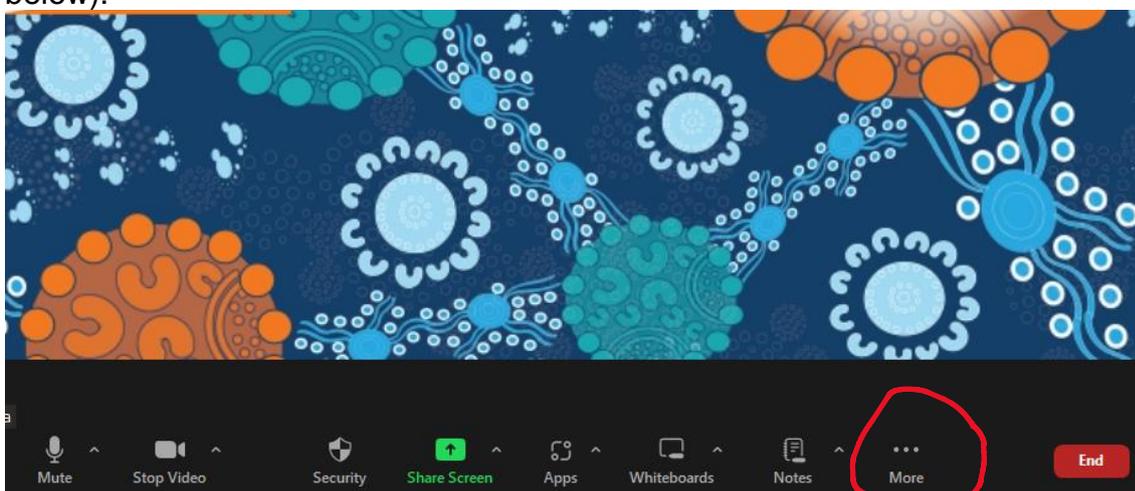


You will notice there's a blue box with the word 'Everyone'. Please ensure this is selected. If there is another name in blue, then you are privately messaging

someone. To change back to 'Everyone' click on the arrow on the right-hand side (circled in red) and a drop down menu will appear. Click on 'Everyone'.



Depending on your screen layout, the chat box might not be visible (as illustrated below).



You can access it by clicking on the 3 dots where it says 'More' (circled in red above). A screen will appear, and you can click on 'Chat'.



The chat box will then appear.

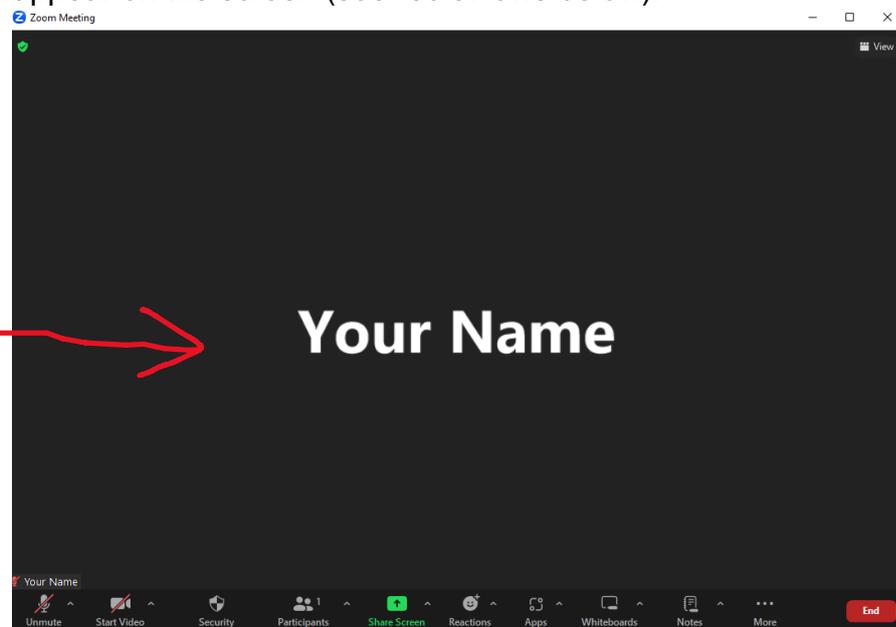
## Gallery View

Gallery view allows you to see the people in your meeting in different ways. On the top right-hand side of the screen there is the 'view' button. When you click on this a pop out box will appear. There are a few options available, and you can select the view you would like to use by clicking on the options.

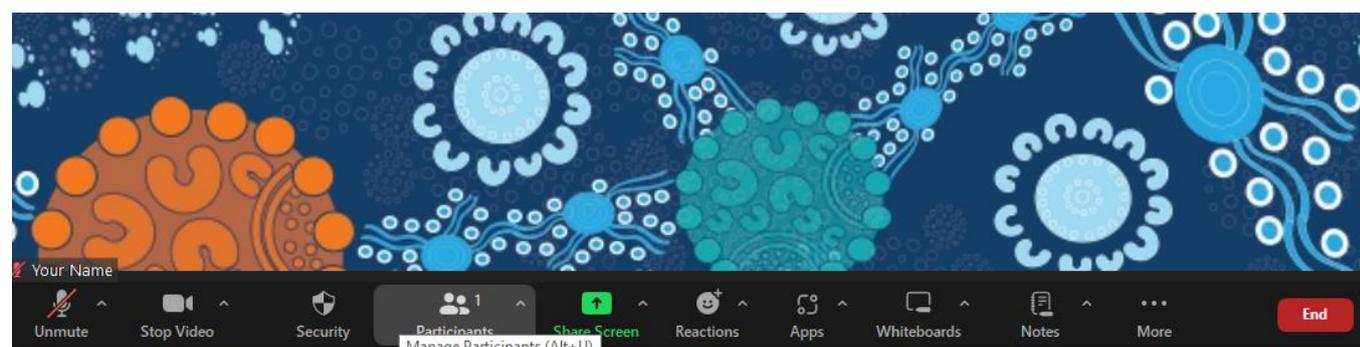


## Naming/Renaming

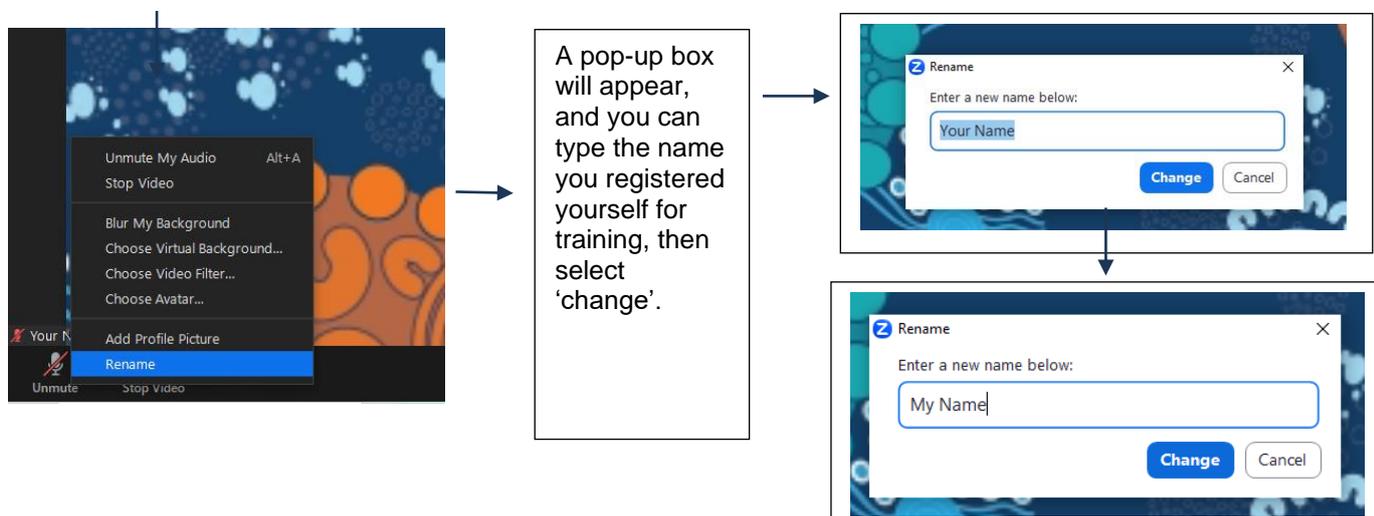
When you come into the session, and if your video is switched off, your name should appear on the screen (see red arrows below).



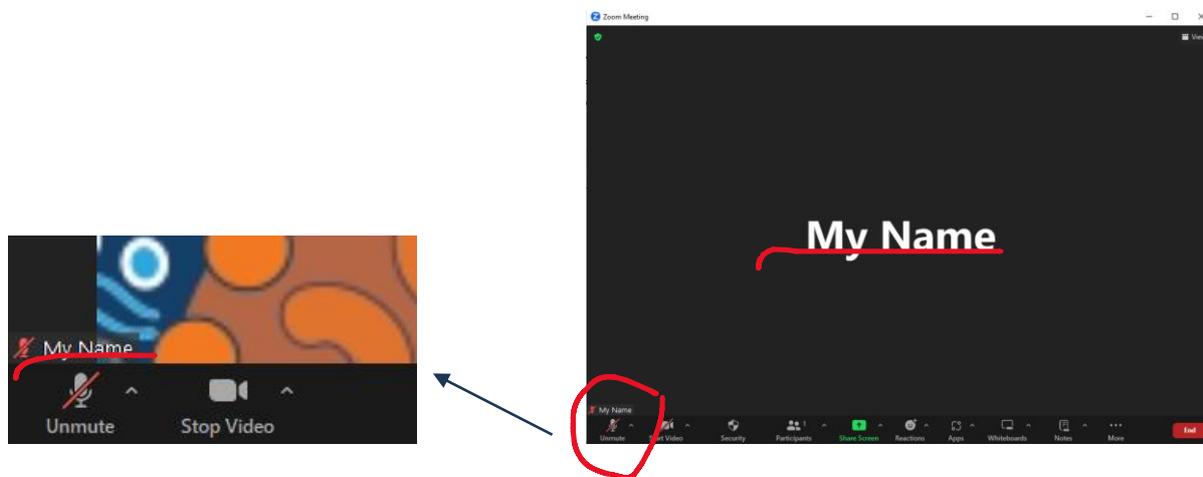
As soon as the video is switched on, you should appear on screen and your name will still be displayed at the bottom left of the screen.



To rename yourself, right click on your name and the menu bar will appear, select 'Rename' in the list.

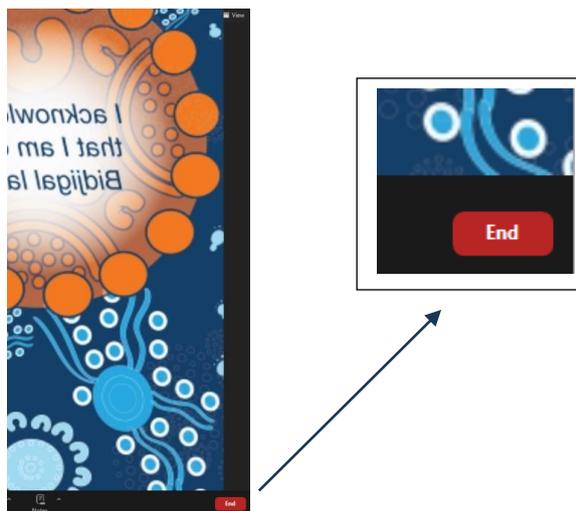


You have now successfully changed your screen name.



## To leave the meeting

To leave the meeting, click the 'end' button on the bottom right-hand side of the screen.



If you have any questions, please contact us at [iar.dst@cesphn.com.au](mailto:iar.dst@cesphn.com.au)

