



GETTING ONLINE: ZOOM BASICS

Technology is often foreign at first. It takes a little while, and a little knowledge, to understand what does what and how to use a computer, mobile phone, and the internet.

The Australian Government has created several online courses on its Be Connected website to help get every Australian online. Here is what they say about Zoom basics.

What is Zoom?

Zoom is a video conferencing platform that allows its registered users to make video calls to one another and participate in group calls. Zoom works based on every call having a host (the organiser of the call) and participants (the invited guests).

The host sets up the meeting and sends a meeting link and passcode to each of the participants in the form of an invitation.

Zoom can be used for a range of things, from connecting with friends and family anywhere in the world, to attending online doctor's appointments, taking educational classes or games nights with friends.

Zoom has a range of plans available that cater to several types of users. The good news is that there is a Basic Zoom plan that is free for personal use.

The Basic plan allows unlimited one-to-one calls, but there are some restrictions for group calls, including:

You can only have up to 100 people on any single call.

Group calls are limited to 40 minutes in duration.

What do you need to use Zoom?

Zoom can be used on most mobile devices, as well as desktop and laptop computers. Regardless of which device you use, you will need to download and install the Zoom app and create a Zoom account.

As Zoom allows you to use both video and audio, you will ideally need a stable, high-speed internet connection. If your connection is slow, you may notice lags (delays) in the video and some distorted audio.





FAMILIES OF VETERANS GUILD



Using and watching video over your internet connection requires a significant data allowance. For example, a one-to-one call on Zoom for 40 minutes can use approximately 0.5GB to 1.2GB of data. The more people on the call, however, the more data is used, so group meetings can use almost double the data for the same duration of call.

Before downloading Zoom, check that you have the required data allowance for your mobile device or home internet.

Using Zoom to connect with others

Every call or meeting on the Zoom platform has a Host.

This is the person who sets up the meeting (or call) and sends email invitations to others (known as Participants) to join the meeting.

The Host also controls:

- who can join the meeting – by admitting individual Participants from the Waiting Room
- who can speak during the meeting
- when the meeting ends.

To join a Zoom meeting as a Participant, you will need the following information, which you will find in the meeting invite:

- the link to the meeting room
- the meeting ID number
- the meeting passcode.

When it is time to join the meeting, click on the link contained in the invitation and enter the meeting ID and passcode when prompted.

You will then enter the Waiting Room and the Host will admit you into the meeting.

For more information about how to use Zoom, visit:

<https://beconnected.esafety.gov.au/topic-library/connecting-to-others/how-to-use-zoom>

or scan the QR code below.

