

# TOURISM TOP END

wild life - wild land

## Zoom Meeting How-to Guide

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# Registering for a Tourism Top End Zoom Meeting

1. Tourism Top End Zoom meetings will be advertised through a dedicated Industry Newsletter.
2. The following example of an invitation shows the Zoom meeting information.  
*Note the Time, Date and Registration Link.*

Hi there,

You are invited to a Zoom meeting.

When: **Mar 18, 2020 10:00 AM** Darwin

Click on link here to register

Register in advance for this meeting:

[https://zoom.us/meeting/register/v5QqfumqqD8s8Z3- DbSoGej0Lc1cBaM2w](https://zoom.us/meeting/register/v5QqfumqqD8s8Z3-DbSoGej0Lc1cBaM2w)

After registering, you will receive a confirmation email containing information about joining the meeting.

3. To register for the Zoom meeting, click the registration link.

If you require assistance in joining the Zoom meeting with your computer, smartphone or telephone, more information is below:

- [Connecting via your computer](#)
- [Connecting via your smartphone](#)
- [Connecting via your telephone](#)

## Connecting Via Your Computer

1. Click on the registration link within the Zoom invite

Hi there,

You are invited to a Zoom meeting.

When: **Mar 18, 2020 10:00 AM Darwin**

Time of meeting

Registration link

Register in advance for this meeting:

[https://zoom.us/meeting/register/v5QqfumqqD8s8Z3- DbSoGej0Lc1cBaM2w](https://zoom.us/meeting/register/v5QqfumqqD8s8Z3-DbSoGej0Lc1cBaM2w)

After registering, you will receive a confirmation email containing information about joining the meeting.

2. Fill out the registration form



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Meeting Registration

Topic My Meeting

Time Mar 18, 2020 10:00 AM in Darwin

First Name\*

Last Name\*

Email Address\*

Confirm Email Address\*

3. Add your Questions for our speaker

Questions & Comments

4. Check the box & click Register.

I'm not a robot

reCAPTCHA  
Privacy - Terms


Register



I'm not a robot

reCAPTCHA  
Privacy - Terms

5. The page will refresh and show the following information. Click on the link to join the meeting.





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Meeting Registration Approved

Topic      My Meeting

Time        Mar 18, 2020 10:00 AM in Darwin

 Add to calendar ▾

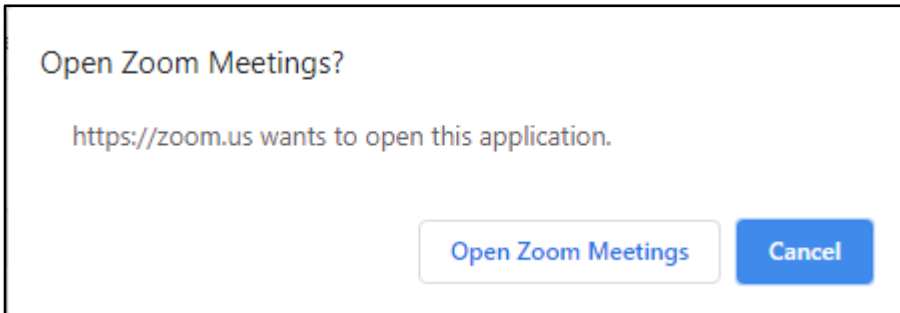
Meeting ID:    207-902-646  Meeting ID code.

To Join the Meeting

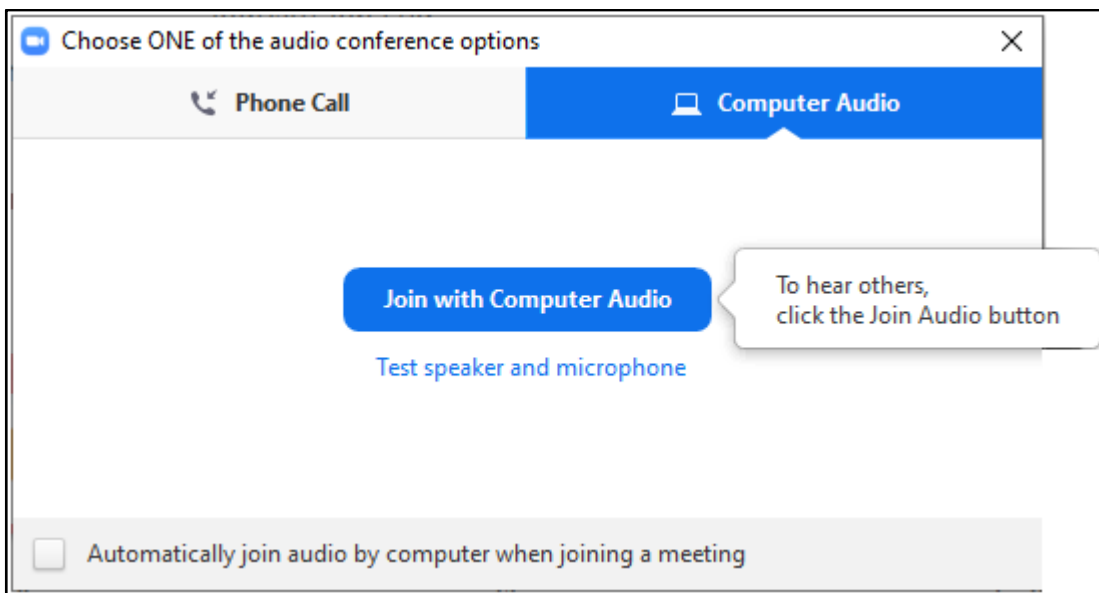
Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. [https://zoom.us/j/207902646?  
tk=DKagNZWACOLBkQQYSnv60VYQfIjw00ejYkKowOgds21.DQEAAAAADGRXthZxRGQ4bldTUFMtT0dxZGE3TmY1S2JRAA](https://zoom.us/j/207902646?tk=DKagNZWACOLBkQQYSnv60VYQfIjw00ejYkKowOgds21.DQEAAAAADGRXthZxRGQ4bldTUFMtT0dxZGE3TmY1S2JRAA)

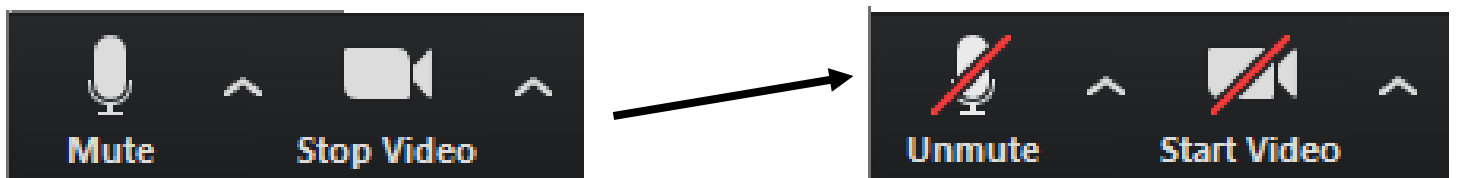
- Zoom Meetings will prompt you to either Open Zoom Meetings, Download Zoom & Run Zoom or a 'click here to launch the meeting' link.
  - We recommend clicking the 'Open Zoom Meetings' button.



- Click Join with Computer Audio

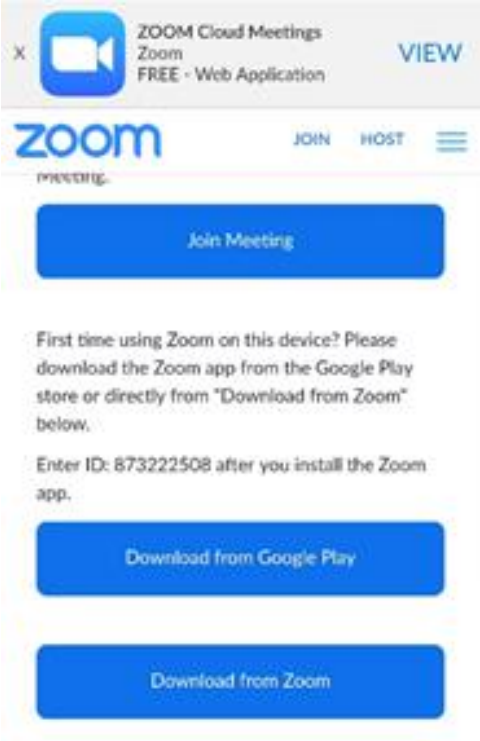


- Mute/ Unmute & Start/Stop Video
  - During the meeting keep your microphone on Mute, by clicking the Mute button.
  - You are welcome to Start/Stop your video at any time.



# Connecting Via Your Smartphone

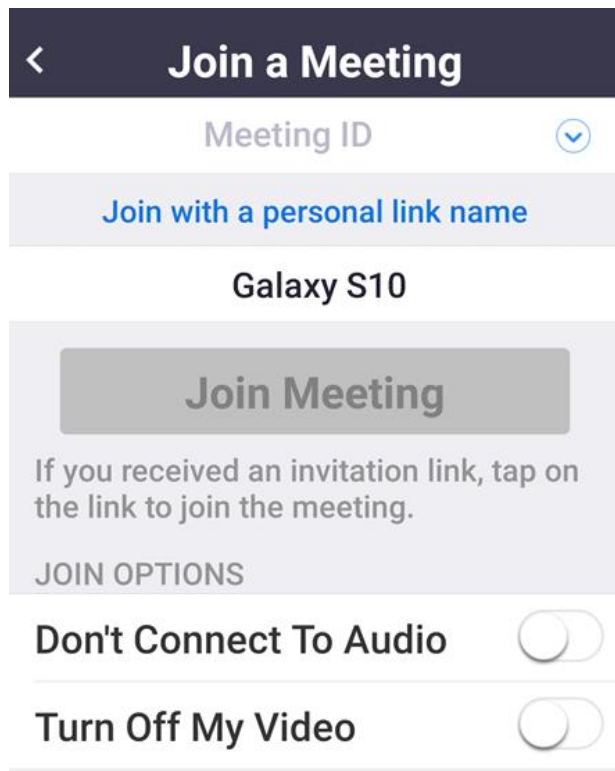
By clicking on the link in your confirmation email the below will open. Download the app thru your phone and follow the prompts.



Open app once loaded onto your device and you will see the screen below. Tap on "Join a Meeting"



The screen below will open. Enter your Meeting ID code in space provided. You will find this the meeting registration approval email.



Once the Meeting ID is entered you can choose to turn your audio or video off. Tap “Join Meeting” you are now in the meeting room. To hang up just tap “Leave Meeting”

## Connecting Via Your Telephone

Have the email that was sent to you handy with the 3 numbers for dialling in and the Meeting ID highlighted. You may find that the lines are congested if this is the case just wait 30 seconds and try again you will get through.

Dial one of the 3 numbers provided in your confirmation email. Please note that you may receive a message that the line is busy. If you do get this response try the next number along.

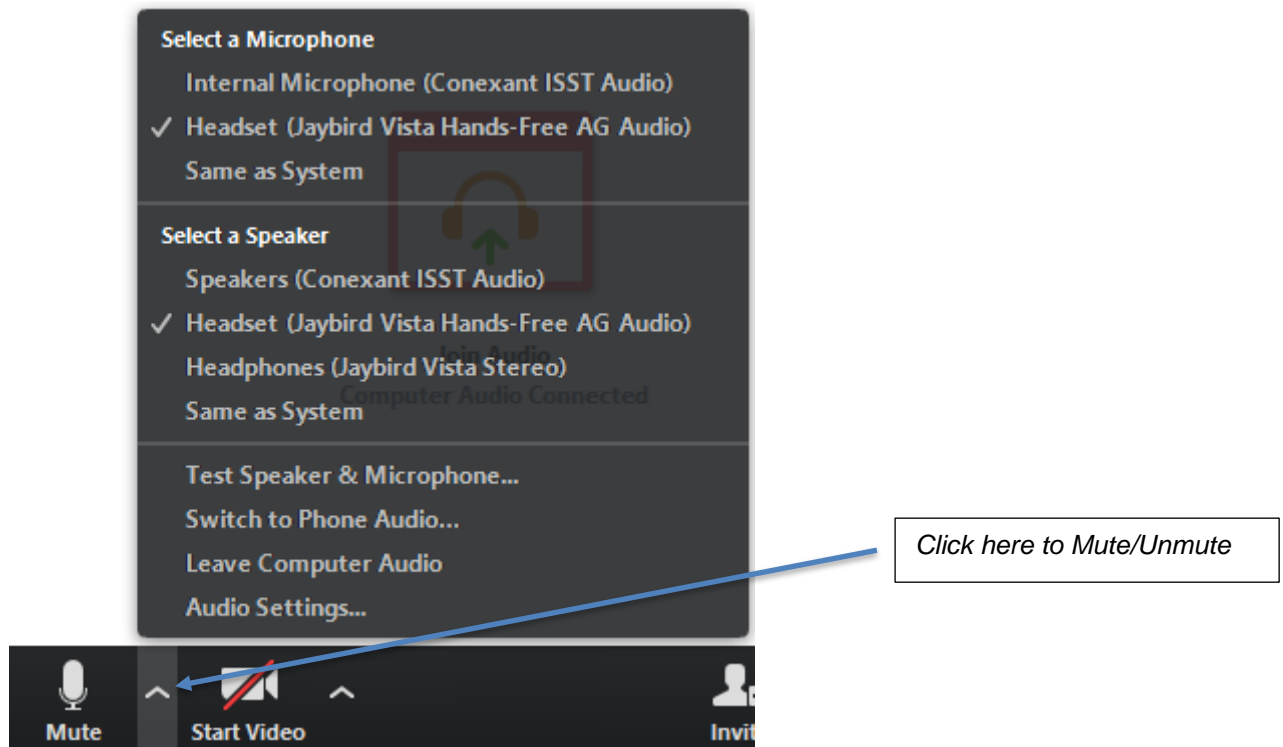
On connection:

1. Enter the Meeting ID followed by #.
2. Enter #.
3. You are not in the meeting.
4. When you are ready to leave just hang up.

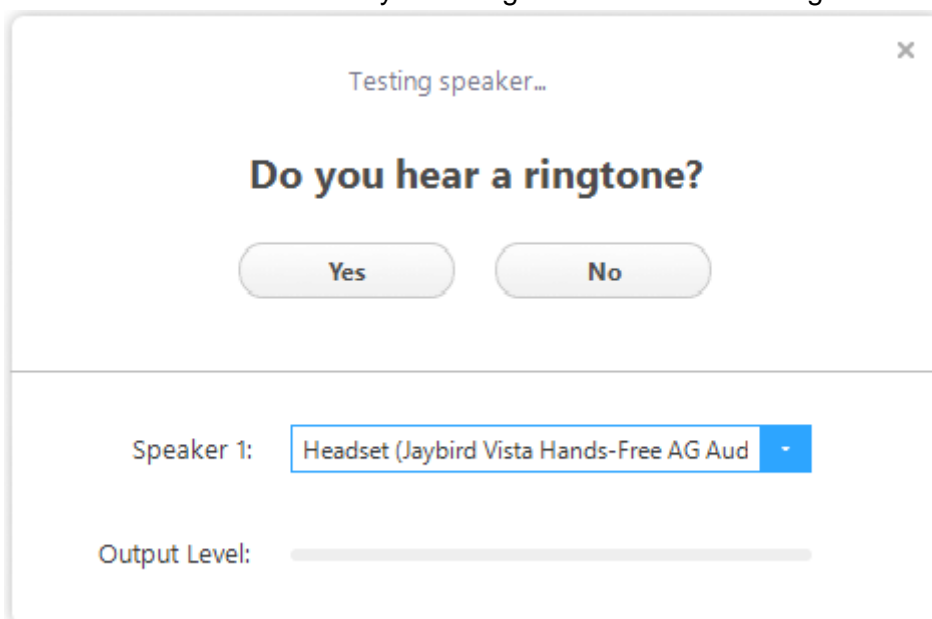
# Checking Your Audio

We recommend checking your audio settings once you are in the meeting.

1. Click on the ^ arrow next to Mute/Unmute button to see which microphone and speaker is selected.



2. Select the 'Test Speaker & Microphone' option if you are having issues hearing or speaking.
  - Zoom will run you through some troubleshooting.



3. To refine your speakers and microphone, select the 'Audio Settings' option.



- Here you can adjust the volume on both your speaker and microphone.

The image shows a screenshot of the Windows audio settings interface. It is divided into two main sections: **Speaker** and **Microphone**.

**Speaker Section:**

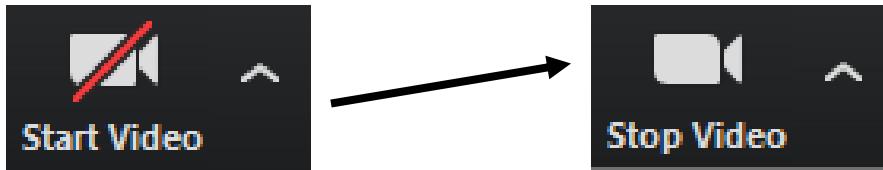
- Device: **Headset (Jaybird Vista Hands-Free AG ,** (dropdown menu)
- Output Level: A horizontal bar with a blue indicator showing the current level.
- Volume: A slider with a blue knob positioned approximately in the middle.

**Microphone Section:**

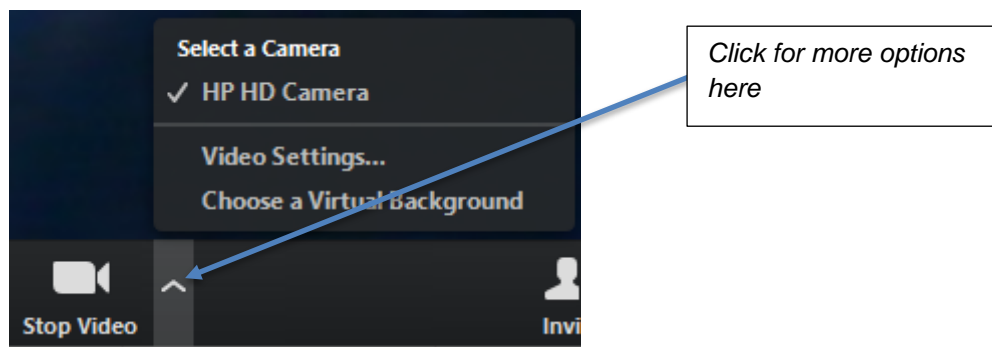
- Device: **Headset (Jaybird Vista Hands-Free AG ,** (dropdown menu)
- Input Level: A horizontal bar with a blue indicator showing the current level.
- Volume: A slider with a blue knob positioned near the right end.
- Automatically adjust volume

# Checking Your Video

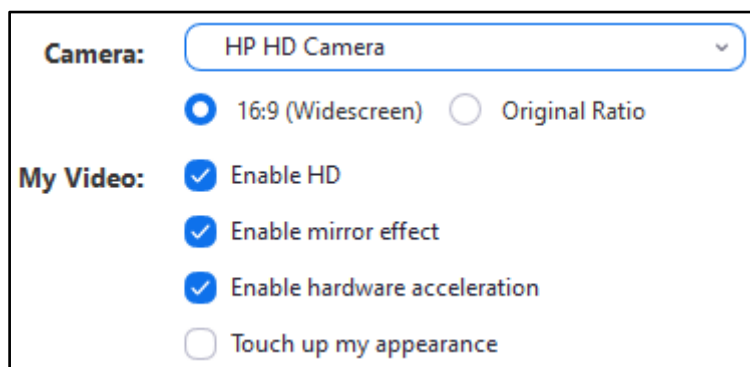
1. Firstly, make sure you have a camera on your device.
  - Some computers do not have webcams.
2. Turn your video on



3. Confirm your video is showing.
4. If you're having troubles, select the arrow ^ next to the video button to find more options.



5. Select 'Video Settings' if you want to tweak your video.
  - Recommended settings are as follows:



For further assistance please see You Tube video below.

URL:

[https://www.youtube.com/watch?time\\_continue=52&v=vFhAEoCF7ig&feature=emb\\_logo](https://www.youtube.com/watch?time_continue=52&v=vFhAEoCF7ig&feature=emb_logo)

# Tips and Tricks

1. Test your video and audio before your meeting at [zoom.us/test](https://zoom.us/test).
2. Make sure you are muted at all times, unless you wish to speak.
3. Look at the camera when you are speaking
4. Smile!
5. Use vocal expression and body language when you talk.