



Quick Reference Guide

OHSA OCCUPATIONAL HEALTH SERVICES AUSTRALIA

OHSA Occupational Health Services Australia Pty Ltd

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The Zoom Meeting Screen

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Via a Link: Click the Zoom meeting link, give the Zoom app permission to open (or download the app if using Zoom for the first time). Wait for the Trainer to admit you into the session, then click Join with Computer Audio.

Using a Meeting Code: Click the Join button. Enter the meeting ID, then click Join. Enter the meeting password, then click Join Meeting.

Choose whether to join with or without video, wait for the Trainer to admit you into the session, then click Join with Computer Audio.

System Requirements

1. Zoom can be used on the following platforms:
 - a. Windows 7 or higher
 - b. macOS X or higher
 - c. iOS and Android devices
 - d. Others (go to <https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux> for further details).
2. A headset (recommended) or microphone and speakers (required).
3. A webcam, as it will allow for better interaction with your trainer.

Participants Control - Appear in the toolbar at the bottom of your screen



Mute / Unmute: Toggle your microphone off or on. If you're not talking, keep your microphone muted so that background noise does not disrupt the meeting. While your microphone is muted, you can press and hold the spacebar to temporarily unmute yourself. You can also click the menu arrow next to the Mute / Unmute button to change your microphone or speaker or access other audio settings.



Stop / Start Video: Toggle your camera off or on. Depending on the etiquette of the group, you may turn off your camera when not actively participating to reduce distractions. You can also click the menu arrow next to the Stop / Start Video button to change the camera used for the meeting, change your virtual background, or change other video settings.



Participants: Pop out the Participants pane, where you can see who else is in the session. You will also be able to raise your hand to ask a question from this panel (if you have been muted by the host).

Participants Control - Appear in the toolbar at the bottom of your screen



Chat: Pop out the Zoom Group Chat pane, where you can send chat messages to everyone else in the meeting, or choose a specific person to send a message to. You can also share files here.



Reactions: Display a reaction emoji on the screen that other meeting participants can see. You can choose from a hand raise emoji, or an applause emoji.

Whiteboard & Annotation Tools

If the Zoom Whiteboard is shared by your trainer, you can access the annotation controls from the top of your screen.

Click **'View Options'** > **Click Annotate**

View Options

Annotate



Mouse: Stop annotating and resume using the mouse on the screen.



Text: Add text to the whiteboard or screen.



Draw: Draw lines, arrows, and shapes.



Stamp: Insert a selected shape wherever you click.



Arrow: An arrow with your name.



Eraser: Remove individual shapes, stamps, drawings, or text.



Format: Choose the color and thickness of drawings, or the font, size, and style of text.



Undo: Undo your last drawing edit.



Redo: Redo an undone action.



Clear: Clear the entire whiteboard or annotated screen.



Save: Save the whiteboard or annotated screen as an image.

Meeting Tips

Prepare Your Physical and Digital Space: Connect to a meeting from a quiet space with few distractions. If you're going to be sharing your camera, check your background to make sure that there's nothing that would distract others. Remove digital distractions by closing unnecessary tabs in your browser, turning off notifications on Email and Messaging applications, and switching your phone to silent or do not disturb.

Mute Your Microphone: When you're not talking, mute your own microphone so that any unexpected noises from your end don't disrupt the meeting.

Use Headphones: When you hear an echo during a meeting, it's because someone's microphone is picking up the audio from their speakers and repeating it. Using headphones will prevent this feedback.

Test Your Camera and Microphone Ahead of Time: You can test both your camera and microphone in the Zoom app's Settings screen to make sure that both are working properly before joining a meeting. This prevents you from delaying the start of the training session. Run a test Zoom session by [clicking here](#).

Wires Over Wireless: Wired connections, for both your computer and audio devices, tend to be more reliable than wireless connections. Connect your computer via ethernet instead of Wi-Fi when possible and use a headset that connects by USB or audio jack instead of Bluetooth. If using a wireless headset, ensure that it is fully charged before the session.