

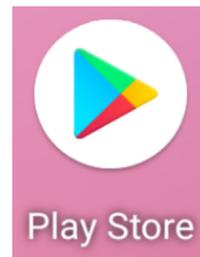
HSU Zoom Guide

The HSU uses video conferencing app Zoom to host meetings with members. Meeting via Zoom means members can join remotely from any location and don't have to be physically in the workplace to attend a meeting. As long as members have a phone with an internet connection, you can join from anywhere!

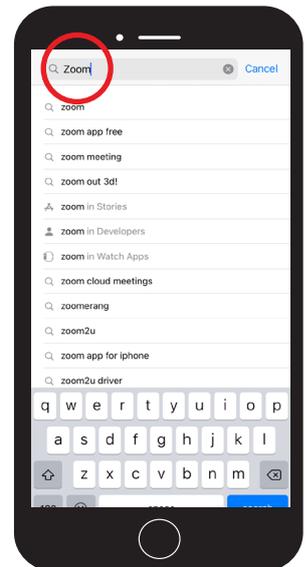
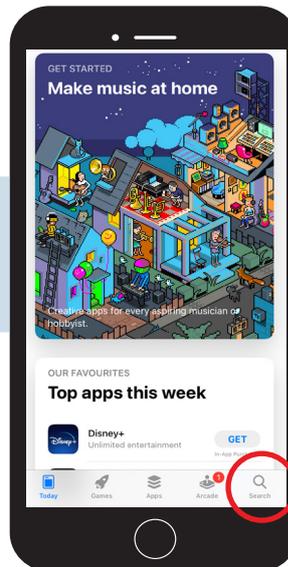
Zoom can be used on mobile or on a computer. This guide will show you how to download and setup the Zoom app on your phone and how to join HSU meetings.

How to download Zoom on your phone

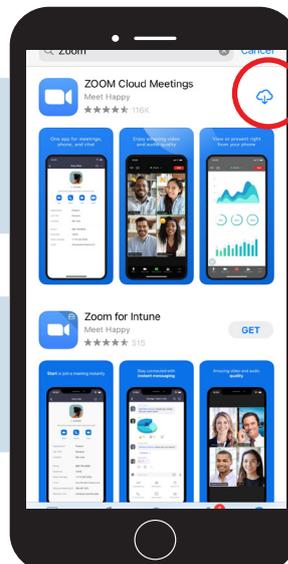
Step 1: Go to your App Store or Google Play Store.



Step 2: Search 'Zoom' in the search bar and press enter.



Step 3: The app you want to download is called 'Zoom Cloud Meetings'. Click on the 'DOWNLOAD' or 'INSTALL' button.



Step 4: You may need to enter your app account details to start the installation.

Phone: 1300 478 679 Fax: 1300 329 478 Email: info@hsu.asn.au

Authorised by Gerard Hayes Secretary HSU NSW/ACT/QLD
This petition will be used to advocate for an improvement in understaffing. Your contact details will not be disclosed to anyone outside of the HSU.

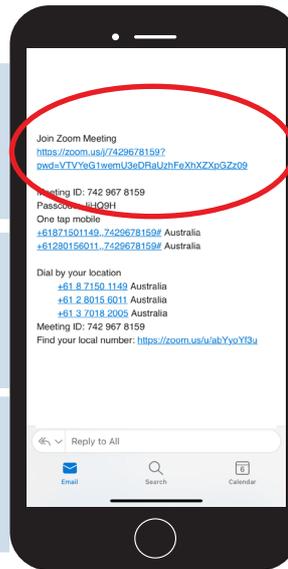
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Step 5: Locate the Zoom invitation containing the 'Join Zoom Meeting' link.

Step 6: Click the Zoom meeting link (it will usually start with <https://zoom.us/>).

Step 7: The Zoom app will open and you will enter the meeting.



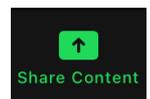
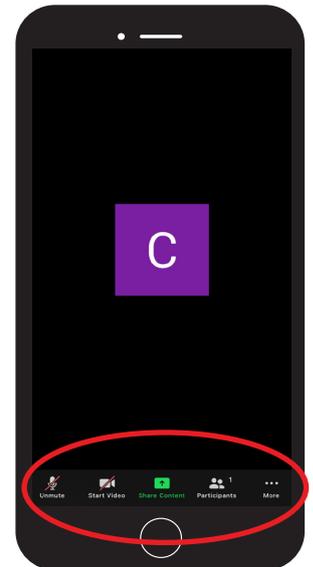
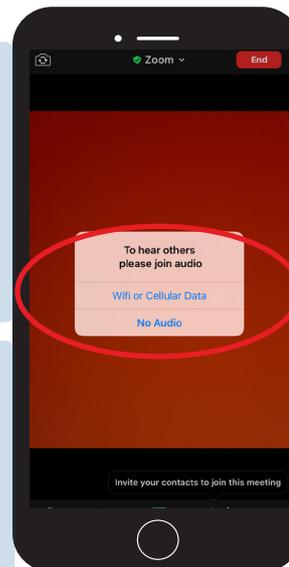
Step 8: A 'To hear others please join audio' prompt will appear. Click 'Wifi or Cellular Data'. (Please note, Zoom does use large amounts of data. If you do not have a large mobile data plan, it is best to use Zoom where wifi is available.)

Step 9: From here you will have a range of options at the bottom of your screen.

The 'Mute' button will mute your sound to the rest of the meeting. If you are not muted, other participants will be able to hear any audio on your end. (Note: It is always best to mute yourself until you want to contribute.)

The 'Stop Video' button will disable your camera and the rest of the meeting will not be able to see you.

The 'Share Content' button allows you to share your screen and a range of other mediums (photos, videos, etc.) However, you may need permission from the host to share.



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The 'Participants' button will allow you to see who else is on the meeting.

The 'More' button will provide you with a drop-down menu that includes other features such as 'Chat', where you can text with other participants, and background and filters, which allows you to change your Zoom background. You can also choose to 'Raise Hand', which indicates to other participants and the host that you wish to speak.

Step 10: To end the meeting, press the 'End' button in the upper right-hand corner. This will exit you from the meeting.

