

# How To

## Watch Webinars using Zoom

### What is a webinar?

A webinar is a lecture, seminar or presentation, delivered online. Once you enter a Daily Moves webinar at the scheduled time, you will be able to see the face of the host, as well as the presentation slides.

### What is Zoom?

Zoom is a tool for online meetings, social catch ups, webinars and more. You can connect to Zoom from your mobile phone, or your computer. In our opinion, using Zoom on your computer is better for webinars, as the wider screen means you will be able to read the presentation slides.

### Etiquette for using Zoom

- Sign in and enter the webinar early – just in case you have technology glitches! This way, you won't miss the beginning of the webinar.
- As you enter the webinar, your microphone and video will be automatically switched off by the host. So, don't worry, you can speak openly and wear your pyjamas, and we won't be able to see or hear you.
- Use the Q and A function to ask questions at any time.
- Be patient – no technology is perfect and may be clunky or glitchy at times.
- We will do a little induction at the beginning of the webinar to make sure you are all comfortable with the technology.

### Getting Started

You will need to register for all the Daily Moves webinars, or else you won't be able to enter. You can do that on the Daily Moves website at [www.unley.sa.gov.au/daily-moves](http://www.unley.sa.gov.au/daily-moves)

Once you have registered, we encourage you to sign up for a Zoom account, so you are ready to go at the time of the webinar.

#### Desktop computer/ laptop instructions

1. Visit the Zoom website and click the 'Sign up, it's free' button in the top right of the screen. You can create an account using an email address or existing Google or Facebook accounts.
2. You can also create an account by clicking the "Sign in with Google" or "Sign in with Facebook" buttons, after which you just download the Zoom desktop app and move on to step 7.
3. If you entered an email, Zoom will send an activation email. Click the "Activate Account" button to activate your account.
4. On the page that opens up in your web browser, fill in your first and last name and a password.

5. You will be provided with your personal meeting URL link and will have the option to click a 'Start Meeting Now' button to start a test meeting. You will then be prompted to download the Zoom desktop app. Follow the prompts to install the app.
6. You're ready to go!

#### Phone instructions

1. Download the iOS or Android app. When you open the app for the first time, you'll be presented with the options to join a meeting, sign up for Zoom or sign in to a Zoom account. Tap 'Sign Up'.
2. Enter your email address, first and last name. Tap 'Sign Up' and you'll be sent an activation email.
3. Tap the 'Activate Account' button in the email you receive.
4. You'll then need to complete the same steps outlined above in the computer/laptop instructions to create an account, just from your mobile.
5. You're ready to go!

#### **Joining the webinar**

You will receive several reminder emails about the webinar you have registered for.

You can join a webinar in a number of ways.

#### Via email link

You will receive an email confirmation from us containing a link to the webinar. Click on the link in the email (join via your computer or mobile phone).

#### From your Zoom app:

1. Open the Zoom app on your desktop/ mobile phone and click 'Sign in'
2. On right side menu Select 'Sign In with SSO'
3. Enter your username and password and click 'Join'
4. Enter the Webinar ID (displayed in the email invitation)