Accessing a webinar

Hello, and welcome to our step-by-step instructions to access a Writers Victoria webinar. Thanks so much for joining us. Writers Victoria uses Zoom for our webinar hosting platform.

To begin:

Your first step will be registering for webinar. You may do this just as you register for any of our workshops: either via our website or by calling our membership team and booking in over the phone. Once you have done so, there is nothing else for you to do until a few days before the webinar. You can also go to Zoom (zoom.us) and sign up for a free account. This is not necessary, but it will save time on the day of the webinar. Go to the website and click on the orange button. Follow the steps. You will need to use an email that you have access to, as you will be required to verify your email address.

A few days before the webinar:

You will receive an email very similar to this email below. It will have a great deal of information about both the course and the webinar program:

> Writers Victoria is inviting you to a scheduled Zoom meeting.
>
> Topic: Writing Workshop with Great Tutor
> Time: May 2, 2020 10:00 Canberra, Melbourne, Sydney
>
> Join Zoom Meeting
> https://zoom.us/j/6238427003?pwd=THISWILLBEADIRECTLINK
>
> Meeting ID: 555 555 5555
> Password: Password
> One tap mobile
> +61731853730,,6238427003#,,1#,555555# Australia
> +61861193900,,6238427003#,,1#,555555# Australia
>
> Dial by your location

+61 731 853 730 Australia
+61 861 193 900 Australia
+61 8 7150 1149 Australia
+61 2 8015 6011 Australia
+61 3 7018 2005 Australia
Meeting ID: 555 555 5555
Password: 555555
Find your local number: https://zoom.us/u/DIRECTLINK

All of this email is useful, however the most important part is the link that is included within:

Topic: Writing Workshop with Great Tutor
Time: May 2, 2020 10:00 Canberra, Melbourne, Sydney

Join Zoom Meeting
https://zoom.us/j/6238427003?pwd=THISWILLBEADIRECTLINK

If you have already used zoom, clicking on the link will open up a web browser, which will ask you to open the URL: Zoom Launcher. Click 'Open URL: Zoom Launcher' button.
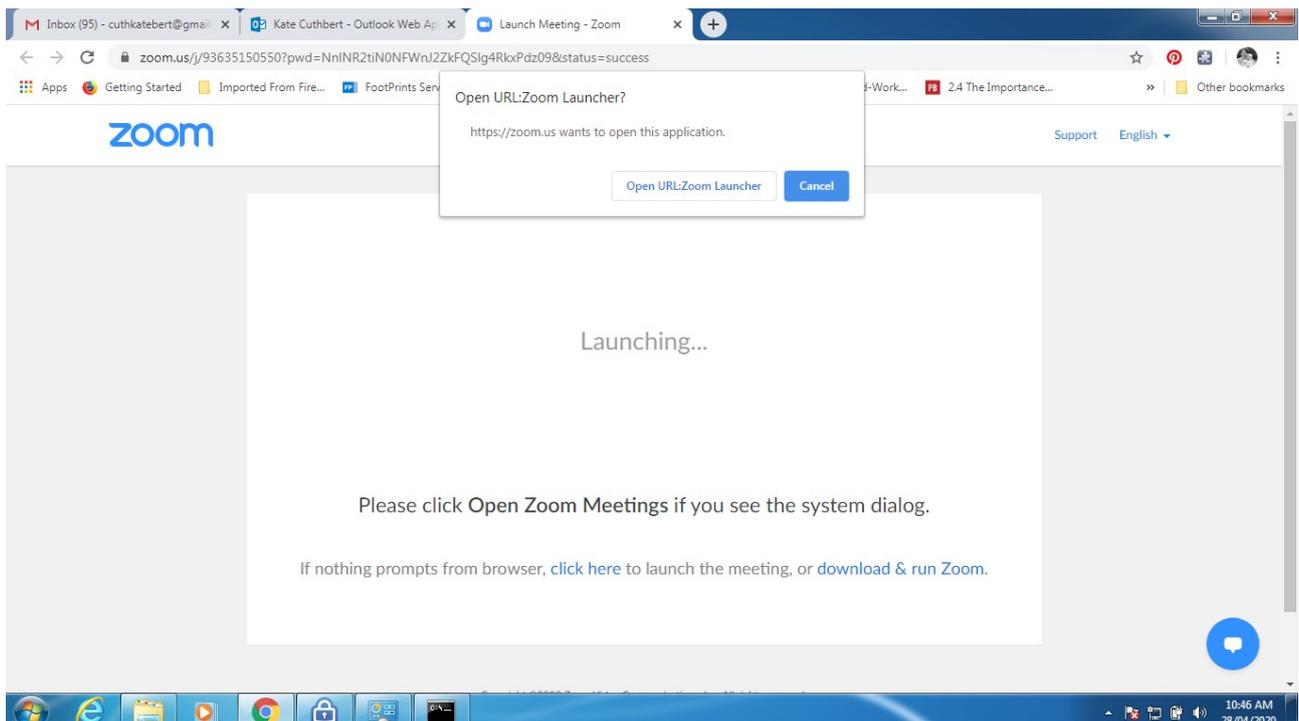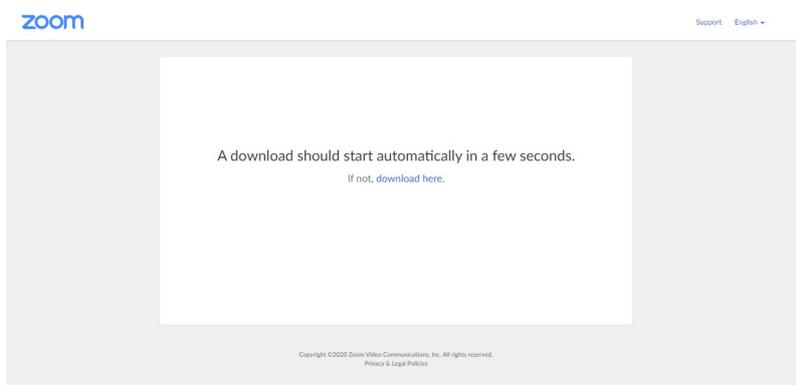
If you already have a Zoom application saved on your computer, you can log in using the meeting ID and the password.

Meeting ID: 555 555 5555
Password: Password

Zoom will remember your name from the last log-in, so you will then be taken right to the webinar.

If you haven't used Zoom before, you will be asked to download the program from the browser. Click yes.

Once you have launched zoom in your browser, you will be asked to login with your name. This will determine how your name is shown to the tutor and your fellow participants. Once you have entered your name, you will be ready to join the webinar.
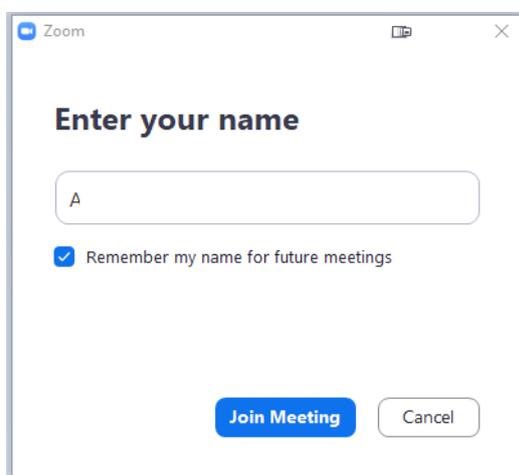
Before joining, you will have the opportunity to test your video and your audio. Your video should pop up immediately. You are not required to use a webcam in order to join the webinar, but it's a great way to feel more included and to provide a more communal workshop feel.

Testing the audio, however, will be crucial for full participation. A pop-up box will show up asking you to join with computer audio. You can also access the sound via your telephone by calling the appropriate telephone number provided in the meeting invitation. Please note, these numbers are examples and will not connect you to your meeting. Please use the numbers provided in your invitation email.

> One tap mobile
> +61731853730,,6238427003#,,1#,555555# Australia
> +61861193900,,6238427003#,,1#,555555# Australia
>
> Dial by your location
>   +61 731 853 730 Australia
>   +61 861 193 900 Australia
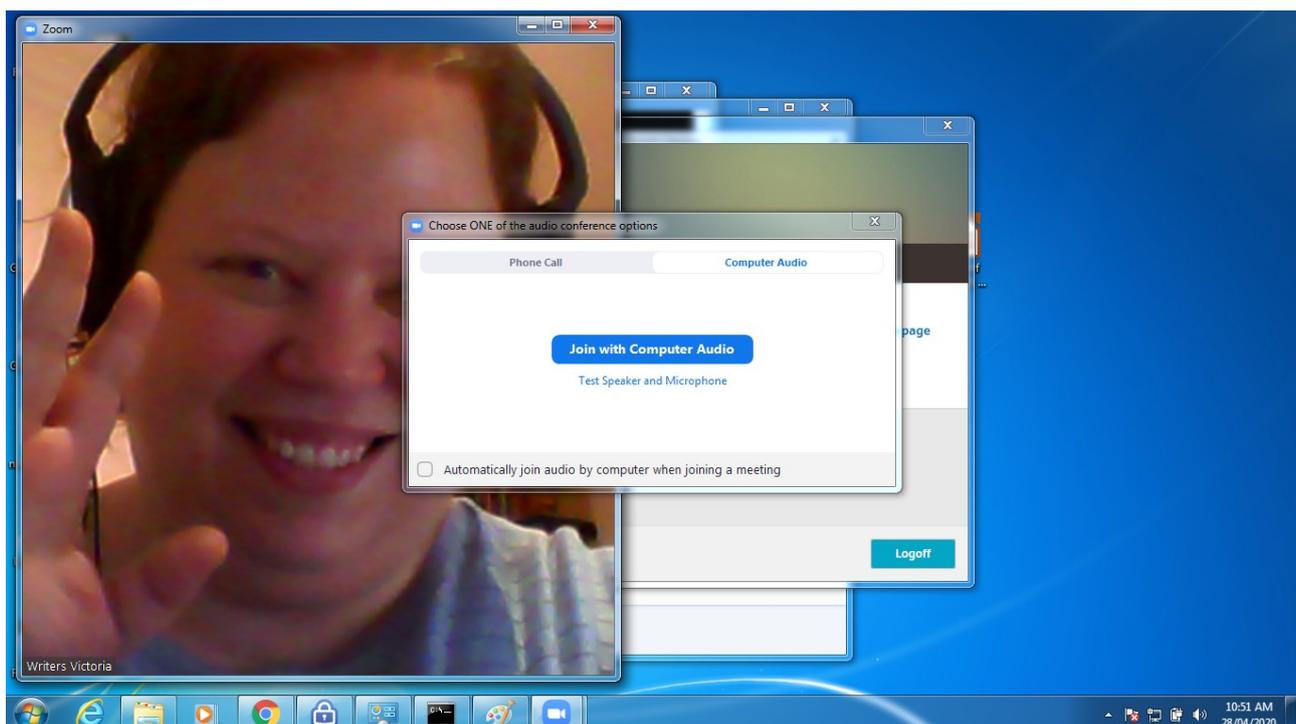>   +61 8 7150 1149 Australia
>   +61 2 8015 6011 Australia
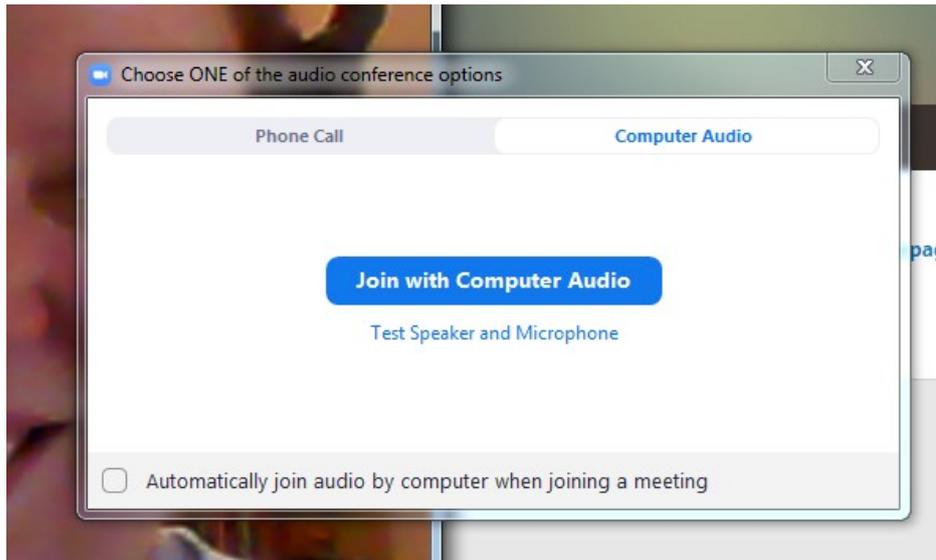>   +61 3 7018 2005 Australia
> Meeting ID: 555 555 5555
> Password: 555555

Joining with your computer audio is straightforward, by clicking the big blue button.

However, this box also gives you the opportunity to test your speaker and microphone first.


By clicking on this button, you will have the opportunity to make sure the sound and the microphone is working. Generally 'same as system' is a good choice for your microphone and for your speakers.
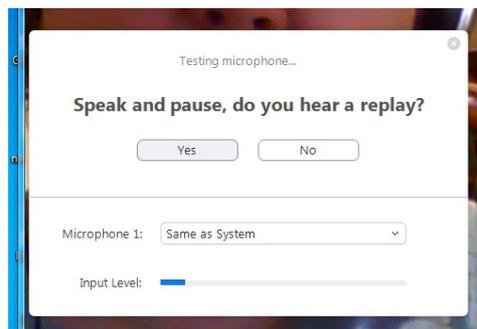
If you aren't able to hear, make sure the volume on your computer is turned on. You can also try with headphones. If there are sound issues, it will most often be with your own computer, rather than with the webinar. So make sure you can play a YouTube video or a sound file before you troubleshoot with Zoom.

Once you've signed in and tested the sound, you may be put into a waiting room. If you are in a waiting room, it will appear like this:


You will have
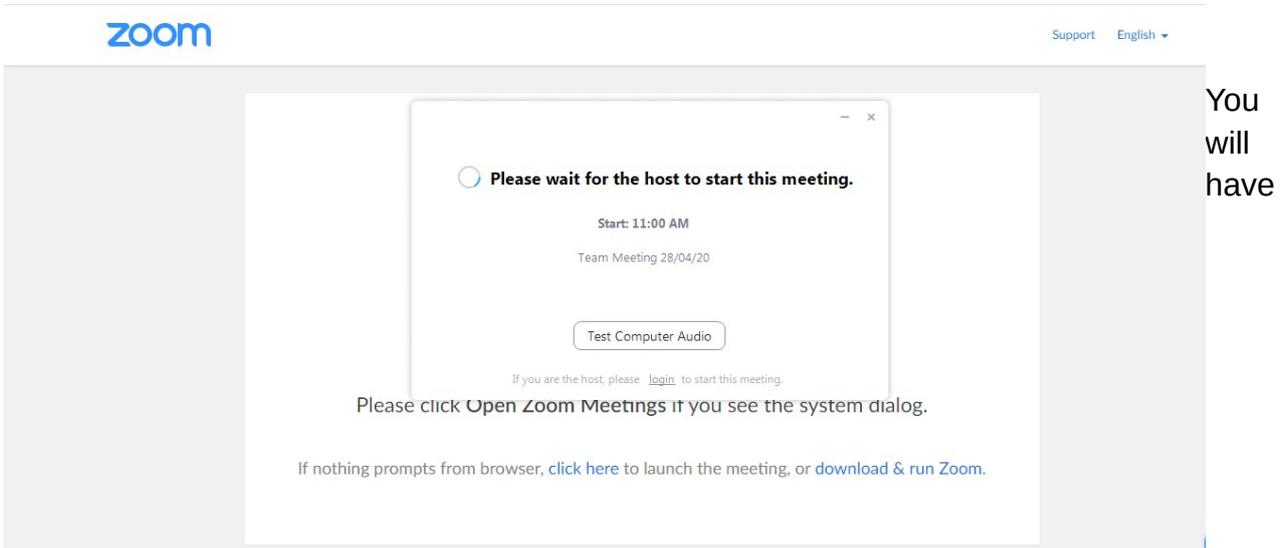
another opportunity to test your audio. If you find yourself in a waiting room, there is no need to do anything. When the webinar is ready to start, you will be automatically entered into the room.


All participants in webinars are entered in 'mute' mode, which means you will not be able to speak. This is to protect against a wave of background noise. While it may not seem loud to you, little noises in the background of every participant add up very quickly and can become a wall of sound that interferes with the webinar. However, your video will automatically turn on, so everyone will be able to see you. In Q&A sessions, you will be

unmuted and able to interact more fully. However, we do ask that you mute yourself when you are not speaking.

You are able to control both your video and your audio through the toolbar at the bottom of your screen.
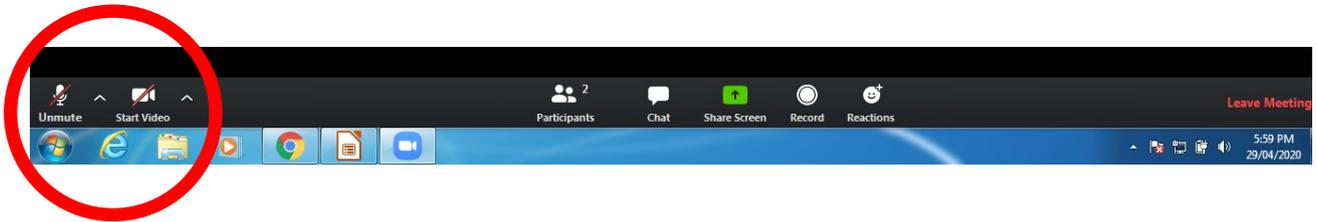

Even muted, you can participate in a discussion:
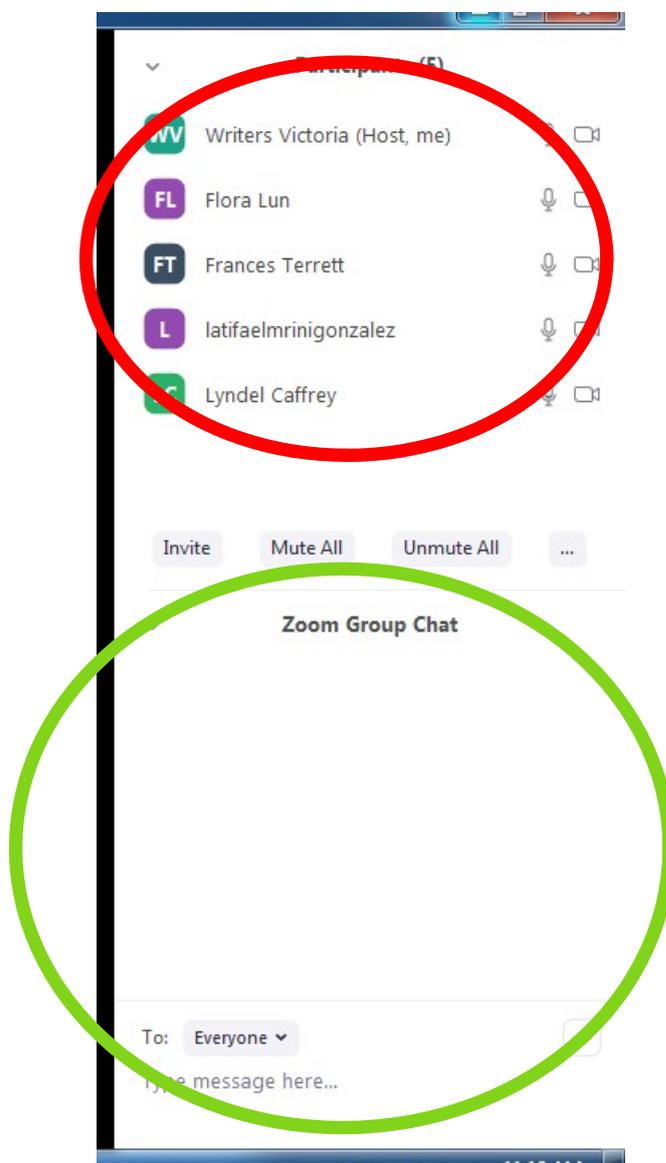
The red circle is around the names of the participants in the webinar. The green circle is around the chat box. The chat box is found in your toolbox in the zoom session. You can send chat messages to other participants or the room as a whole. You can see in the

green circled area that the 'to' box is set to 'everyone'. Underneath the 'to' box is a text box where you can type. Hitting 'enter' automatically sends.
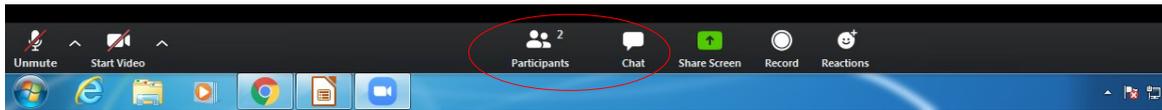
The 'to' box is a drop-down box, and you can send messages to anyone else in the chat as well. This is a good way to ask questions of the moderator, but choosing 'Writers Victoria' or to reach out to friends or acquaintances in the webinar. However, please be warned that even if the chats appear to be private, the transcripts will be sent to Writers Victoria from all chats at the end of the session, so the messages will be seen by others. It should also be very clear that participants in the workshops are there to learn and participate with the tutor and the chat function should be used sparingly and always with permission.