

Zoom – Tools and Examples

The following are some examples of easily printed signs that people could use to help communication in meetings, but it is important to be aware that if “Virtual Backgrounds” are enabled without a “green background” then these images will breakup and possibly disappear in front of the camera. These are suggestions only and you can adapt these to suit your needs.

Example of ‘Meeting rules’

- We stick to our agenda
- We aim to have no more than two major agenda items per meeting
- The Chair/facilitator goes around one member at a time for comment to allow everyone to contribute
- We can always bring up an agenda item for future meetings
- Keep in confidence the personal information shared by the group
- Respect other people’s opinions/values

Example of ‘Meeting etiquette’

- Join early so you are ready to go when the meeting starts
- If you are new to Zoom do a test run before the meeting to familiarise yourself with Zoom features
- Find a quiet place with minimal background noise and interruptions
- Consider your background – a plain background in a light filled space is best

- Consider your camera position, keep it at eye level if possible
- Mute your microphone when you are not talking
- Raise your hand or use the hand emoticon to ask a question
- Try to avoid talking over/at the same time as other participants
- If you need to step away, make sure you are on mute and turn your video off
- Write down thoughts or comments you might like to share later
- Feel free to pass if you do not wish to speak
- Turn mobiles to silent

Example of a 'Zoom invitation'

Dear Name,

Person/organisation is inviting you to a scheduled Zoom meeting.

Agenda

Please see meeting agenda attached.

Joining the meeting

We will be using "Zoom" to host the meeting. To join you need to click on the following link or copy and paste it to your internet browser:

[Meeting Link] or visit **<https://zoom.us/join>**. Please enter meeting ID **[Meeting ID]** followed by the meeting password **[Meeting Password - if applicable]**

If you have issues on the day please contact **[Contact details]**

****Using Your Telephone Instead****

If you do not want to or cannot join the meeting using a computer or tablet you can join using your telephone and you will hear the conversation the same way you would hear it on the teleconference.

To join from your telephone follow the instructions below:

1. Dial by your location
(03) 7018 2005
(08) 7150 1149
(02) 8015 6011

2. A message will say welcome to Zoom and ask for your meeting ID
3. Input the following meeting **ID: [Meeting ID]**
4. Press the hash (#) key.
5. The message will confirm your number and ask you to press 1 to confirm. Press 1.
6. It will ask you for your participant ID. You do not need an ID. Press hash (#).
7. It may ask you for the meeting password. Enter **[Meeting ID]** and then press (#)
8. You will be connected to the meeting

Kind regards,

Example of sign templates



**Sorry
I've got to go**



**I want to
speak please**

**Please, lets
Change
the topic**

Yes
I Agree





These tip sheets were initiated by and developed with the Dementia Australia Advisory Committee.

We welcome any feedback or comments. To share your comments or feedback please email advocates@dementia.org.au.