



AIRAH Mentorship Program – Zoom User Guide

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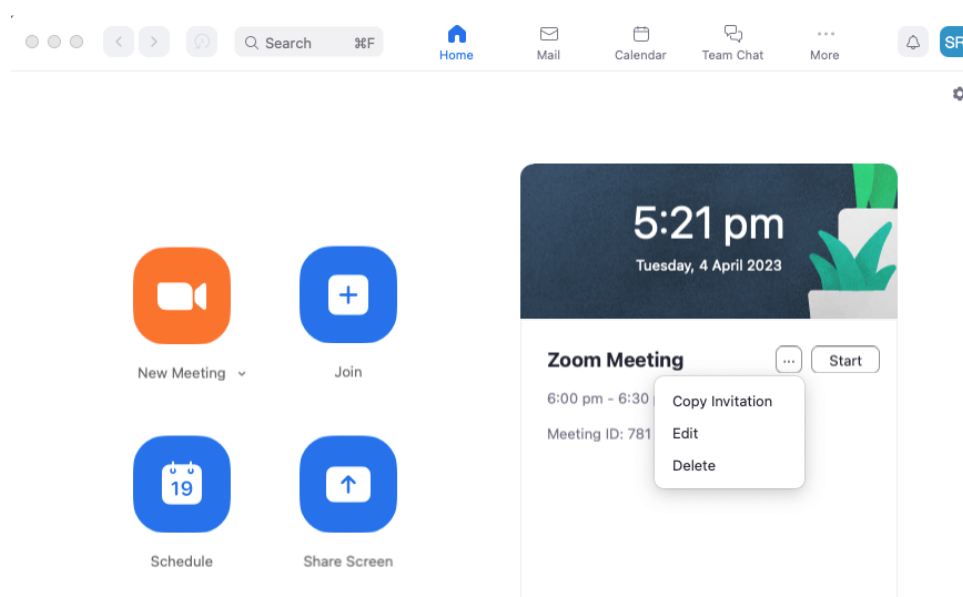
Information on downloading the Zoom desktop client and mobile app is available via this link: bit.ly/zoom-ug

For more information and the latest on Zoom, please visit their official Support portal – support.zoom.us

These steps will assist you in using the Zoom video platform to schedule a meeting.

*Alternatively, you can start a meeting at any time by clicking **New Meeting**. If opting for this route, you will need to copy the meeting invitation from the meeting window (under **Participants**) and email it to your mentor/mentee so that they can join you.*

1. Make sure that you have a Zoom account and have downloaded the Zoom app on your computer or mobile device. Your computer will need to have a camera and microphone.
2. To schedule a meeting ahead of time, sign in to Zoom, click on the **Home** tab and click **Schedule** to open the scheduler window.
3. Select your meeting settings. This includes giving your meeting a name; putting in the scheduled date and time; adjusting security settings; and more.
4. Click **Save**. You can then add the meeting to your calendar.
5. You can easily forward the meeting invitation from your calendar.





You can also send the invitation via email. Go to your Zoom home screen and click **Copy Invitation** to get this information. As an example, your Zoom meeting invitation will include these details:

Your Name is inviting you to a scheduled Zoom meeting.

Topic: Zoom Meeting

Time: Apr 17, 2023 10:00 AM Canberra, Melbourne, Sydney

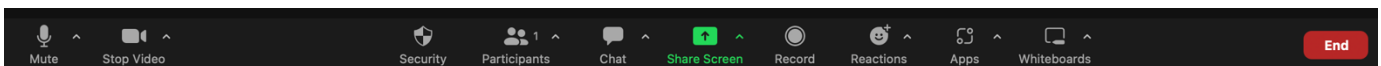
Join Zoom Meeting

[meeting link]

Meeting ID: ### ####

Passcode: #####

6. When your meeting is scheduled, join using the Zoom link provided in your calendar invite. Your mentor/mentee should also have the same meeting link.
7. At the bottom of the screen, you will see a toolbar with various controls. This includes **Mute/Unmute** and **Start Video/Stop Video**.



8. The other person will join, and you will be able to see/chat with them on screen.
9. To end the meeting, click on the **End** button in the bottom right. This will close the meeting and disconnect both participants.

To ensure your meeting is productive and engaging, here are some tips for hosting a successful Zoom call:

1. **Test your technology:** Before the meeting, make sure that your internet connection, webcam, microphone, and speakers are working properly. You can run a test meeting to ensure that everything is functioning as expected.
2. **Be mindful of your background:** Make sure your background is clean and uncluttered, and that there are no distractions.
3. **Minimise distractions:** Turn off notifications on your computer/phone, close unnecessary programs, and find a quiet location.
4. **Be prepared:** Have an agenda and any necessary materials ready in advance. This will help keep the meeting focused and set expectations.
5. **End on time:** Respect everyone's time and commitments by ending the meeting on time.