

GETTING ONLINE

You've been invited to an online meeting/consultation. We will be facilitating this online session and have prepared this quick guide to help you access the meeting.

(1) REQUIRED TECH

To get the most from the meeting you will need a computer/laptop, tablet/ipad or smartphone (with webcam/camera). You will also need a headset and microphone.

If that is all too much, you can dial in using a phone number, but you will only have audio and not be able to see any slides that are shared.

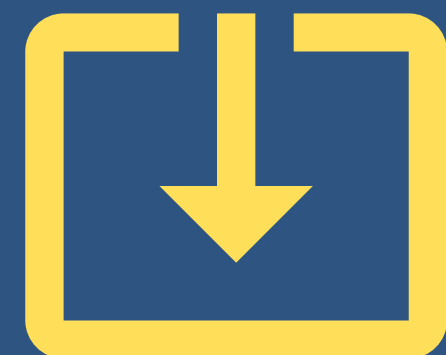


(2) JOIN BY LINK OR DOWNLOAD THE APP

We are using a platform called ZOOM and you will be sent a link for the specific meeting ahead of time.

About 10 minutes before the start of the meeting, click the link and join through a web browser or well BEFORE the meeting you can download the ZOOM app to your computer or smartphone. The app gives you more features.

To get the app google ZOOM DOWNLOAD or go to the app store on your phone.



(3) ONLINE ETTIQUTE

At the start of the meeting, we will run you through how to use the platform. It works much like Skype, where you can see and hear each other. Here are some tips to making the most of these online sessions:

- Keep your microphone muted when not speaking. If you've got a question, or would like to speak, click on the "Raise Your Hand" button or write in the chat box
- Find a quiet spot with minimal background noise
- Find the best internet connection you can to maximise your audio/video quality
- Test all your gear and do step 5 the day before, so you arrive 'chilled'



(4) VISUAL LEARNER? WE'VE GOT A VIDEO FOR YOU

This 5 minute video will guide you through the set up process and platform in more detail. Type in this url to a browser:

www.tiny.cc/ahaonline



(5) WANT TO FEEL SUPER CONFIDENT BEFORE HAND?

You can use this link to open a test meeting and familiarise yourself with the platform at any stage - <http://zoom.us/test>



All too much? Drop us an email and we can trouble shoot.

Note: The earlier you get in touch the better. Leaving it to just before the session will limit our ability to support

Aha! Consulting

info@ahaconsulting.net.au

ahaconsulting.net.au