

Tips on Using Zoom

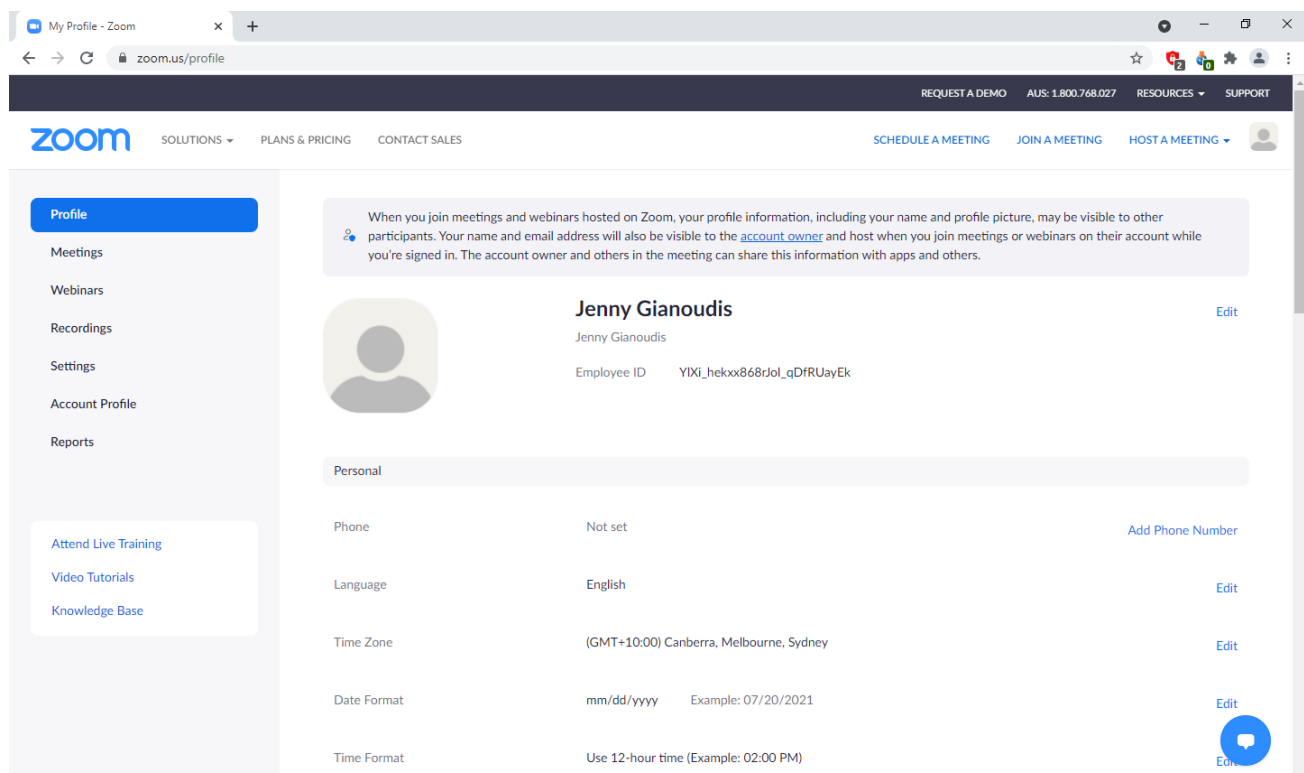
You will be using Zoom for your video consultations with your Exercise Practitioner and Dietitian and, if you are located outside of Melbourne, for the Home Physical Assessments with the research team. Below is a guide to help you set up and use Zoom.

Creating your own Zoom account

If you don't already have a Zoom account, you can set it up for free – go to zoom.us/signup and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). Within this email, click **Activate Account**.

Signing into your Zoom account (on the web)

You can sign into your Zoom account on the web by going to zoom.us/signin. Once you are logged in, use the panel on the left side to navigate the Zoom web portal.

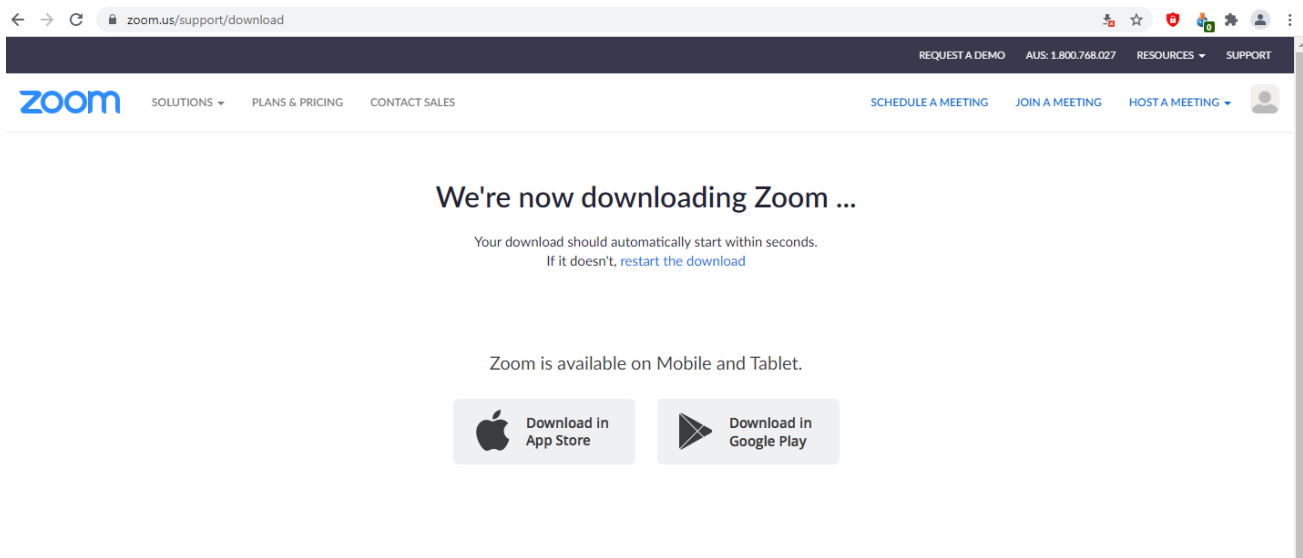


The screenshot shows the Zoom web portal profile page for Jenny Gianoudis. The page includes a navigation menu on the left with options like Profile, Meetings, Webinars, Recordings, Settings, Account Profile, and Reports. The main content area displays the user's name, profile picture, and various settings such as Phone, Language, Time Zone, Date Format, and Time Format. A warning message at the top states: "When you join meetings and webinars hosted on Zoom, your profile information, including your name and profile picture, may be visible to other participants. Your name and email address will also be visible to the account owner and host when you join meetings or webinars on their account while you're signed in. The account owner and others in the meeting can share this information with apps and others."

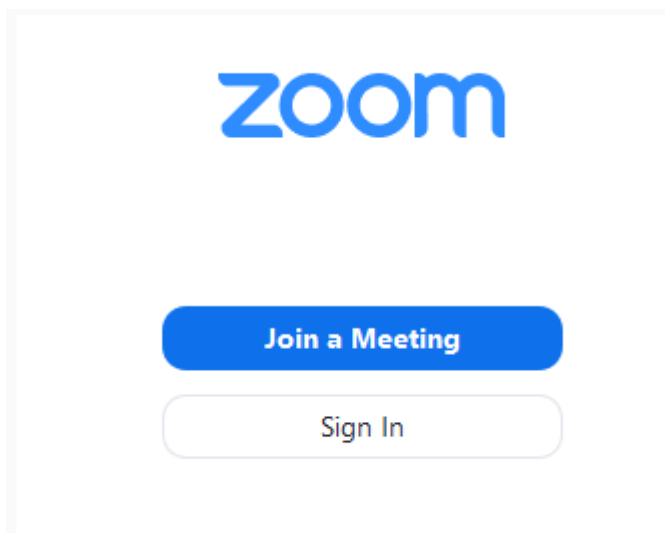
You may choose to [update your profile](#) by e.g., adding a profile picture, or updating your password. You can do this by clicking on **'Profile'** on the left side panel.

Using the Zoom 'client'

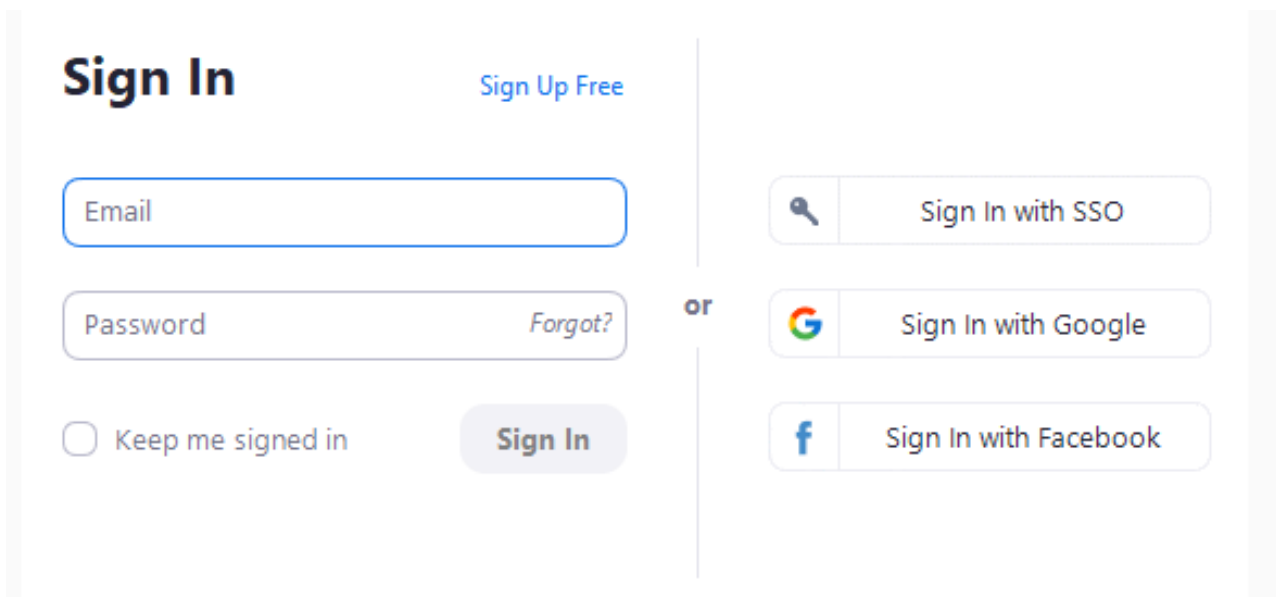
You can also access Zoom by downloading a “Zoom Desktop Client” for Mac or Windows, by going to the following website: zoom.us/support/download



You will be asked to save the Zoom file. Launch Zoom. Note, you can Join a meeting without signing in.



To Sign in, use your Zoom account details.



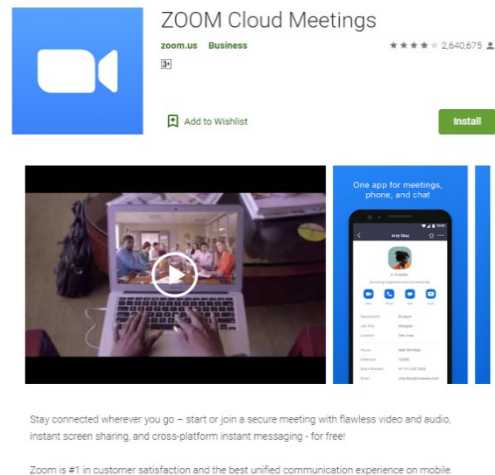
The image shows the Zoom sign-in interface. On the left, under the heading "Sign In", there is a "Sign Up Free" link. Below it are two input fields: "Email" and "Password". The "Password" field has a "Forgot?" link to its right. Below the password field is a checkbox labeled "Keep me signed in" and a "Sign In" button. To the right of the sign-in form, separated by a vertical line and the word "or", are three social sign-in options: "Sign In with SSO" (with a key icon), "Sign In with Google" (with the Google logo), and "Sign In with Facebook" (with the Facebook logo).

You may select “Keep me signed in” to eliminate the need for you to sign in each time you launch the Zoom Desktop Client.

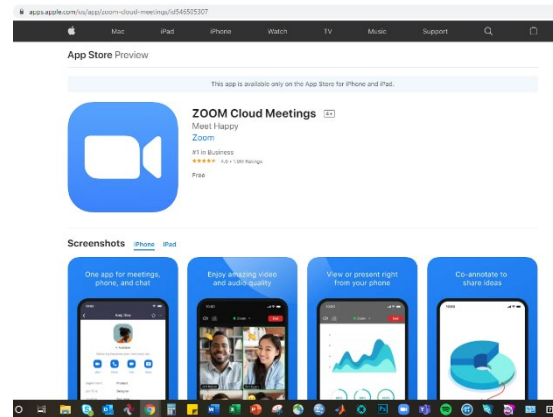
Using Zoom on your mobile phone/tablet

To be able to use Zoom on your phone, you must first download the Zoom app.

For Android devices, you can access the free Zoom app on Google play. Click “Install”.



For iOS (Apple products), you can find the Zoom app in the Apple Store.



After launching Zoom, click “Join a Meeting” to join a meeting without signing in, or log in if you want to use any other of Zoom’s features.

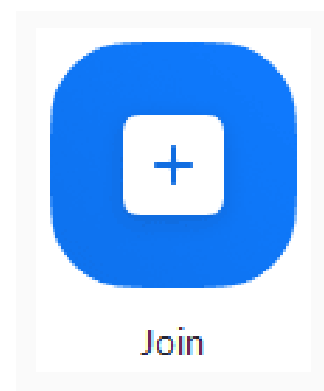


Zoom “Meetings”

There are several ways to join a meeting, but the easiest is to click the join link that the meeting host (your EP, Dietitian, or the research team) has provided by email.

You can also click Join in your Zoom Desktop Client and enter the meeting ID.

You may also be prompted for a meeting passcode, so keep the meeting invite information available.



If you have signed into your Zoom account on the web, you can click on 'Meetings' on the left side panel to take you to a list all your upcoming consultations that you have scheduled. Click on each consultation to see details and click on the "Invite Link" to take you to the meeting.

Zoom Meeting Management Interface

Profile | **Meetings** | Webinars | Recordings | Settings | Account Profile | Reports

Attend Live Training | Video Tutorials | Knowledge Base

Meetings

Upcoming | Previous | Personal Room | Meeting Templates

Start Time to End Time [Schedule a Meeting] [More]

Wed, Aug 4

- 01:00 PM - 02:30 PM** TeleFFIT Stakeholder Workshop - Deakin Univ...
Meeting ID: 847 6571 3753
- Recurring** Egg Study Zoom Meeting
Meeting ID: 965 2292 4358
- Recurring** TeleFFIT team meeting
Meeting ID: 859 5498 5073

Zoom Meeting Management Interface

Profile | **Meetings** | Webinars | Recordings | Settings | Account Profile | Reports

Attend Live Training | Video Tutorials | Knowledge Base

My Meetings > Manage "TeleFFIT Stakeholder Workshop run-through"

[Start this Meeting]

Topic: TeleFFIT Stakeholder Workshop run-through

Time: Jul 23, 2021 10:30 AM Canberra, Melbourne, Sydney

Add to: [Google Calendar] [Outlook Calendar (.ics)] [Yahoo Calendar]

Meeting ID: 874 0225 7078

Security: Passcode [Show] Waiting Room
 Require authentication to join

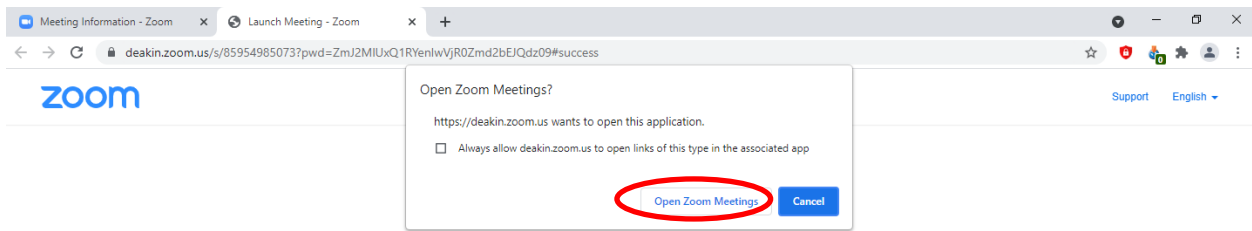
Invite Link: **https://deakin.zoom.us/j/87402257078?pwd=N2ZZNDBJdldGb0ZEQmpNYORPbjExdz09** [Copy Invitation]

Video: Host Off, Participant Off

Audio: Telephone and Computer Audio
Dial from Australia

Meeting Options: Allow participants to join anytime

Once you have clicked in the Invite Link, a pop-up box will appear asking you to “Open Zoom Meetings?”. Click “Open Zoom meetings” to take you to your consultation.



Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

By clicking "Launch Meeting", you agree to our [Terms of Service](#) and [Privacy Statement](#)

Launch Meeting

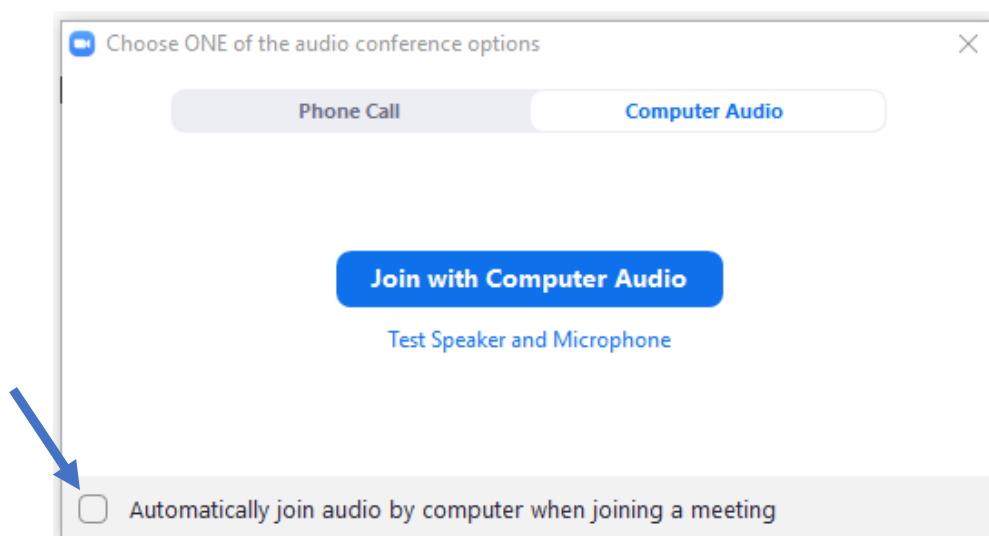
Don't have Zoom Client installed? [Download Now](#)

Having issues with Zoom Client? [Join from Your Browser](#)

Copyright ©2021 Zoom Video Communications, Inc. All rights reserved.
[Privacy & Legal Policies](#)

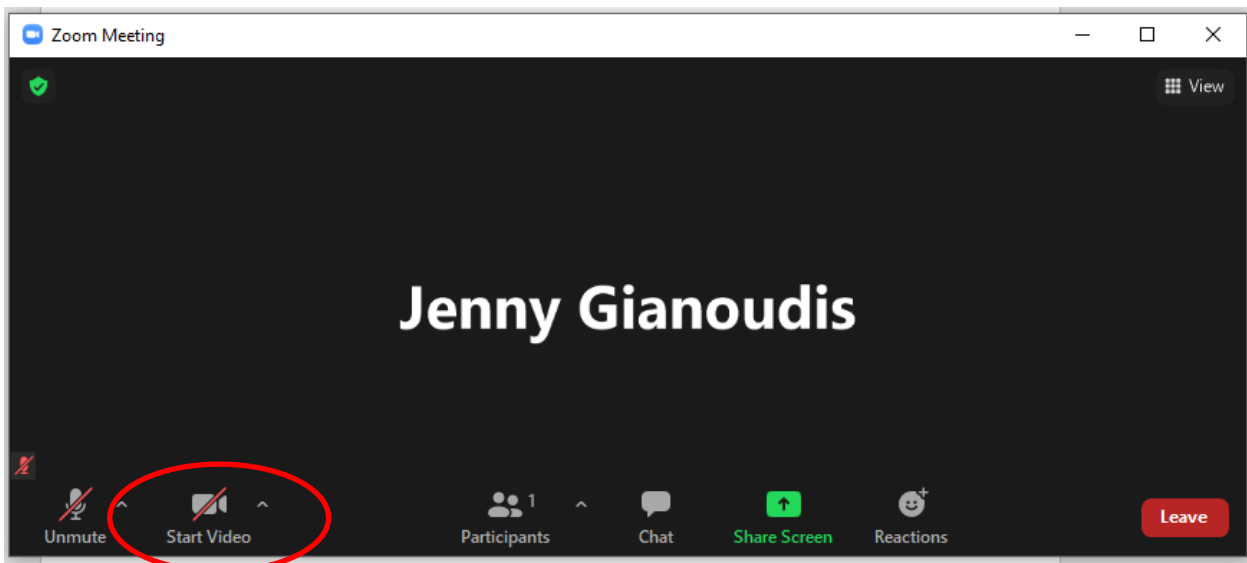


Another pop-up box will then prompt you to “**Join with Computer Audio**”. Press the blue button if you are doing a video call. NB. To save you from this step in future meetings, before clicking “Join with Computer Audio” you may choose to tick the box that says, “Automatically join audio by computer when joining a meeting”.



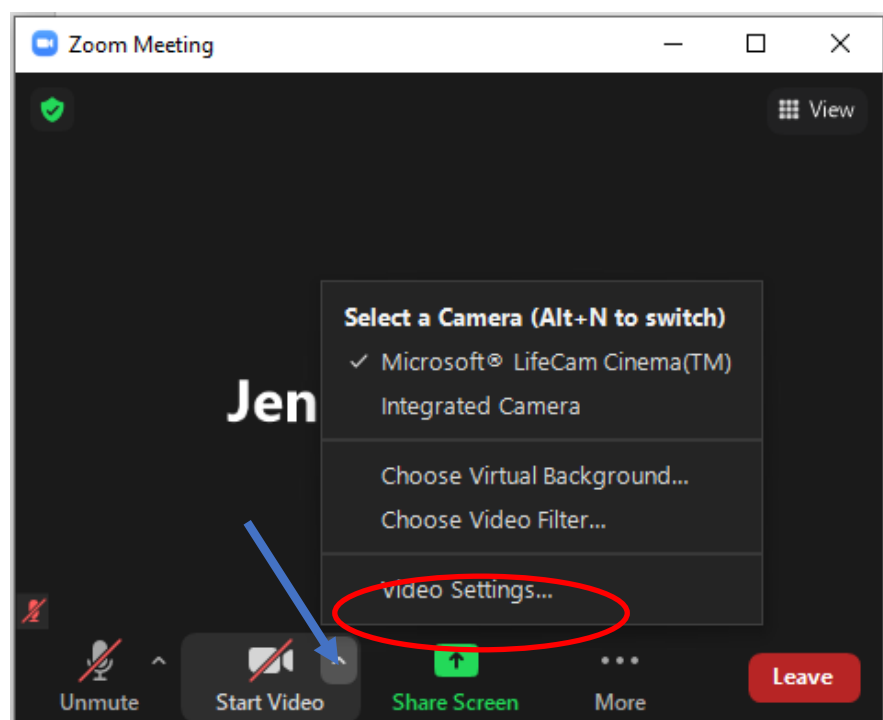
If you are located outside of Melbourne and are performing Home Physical Assessments via Zoom, at the beginning of each meeting you will be prompted to accept the recording of your meeting. This is part of the study data analysis we use to evaluate the functional tests and will not be used for any other purpose. If you have any concerns about the recording of your Zoom meetings, please contact the research team.

Click on the camera icon on the bottom toolbar to 'Start Video' and turn on your camera. Clicking the camera icon again will 'Stop Video' and turn off your camera.

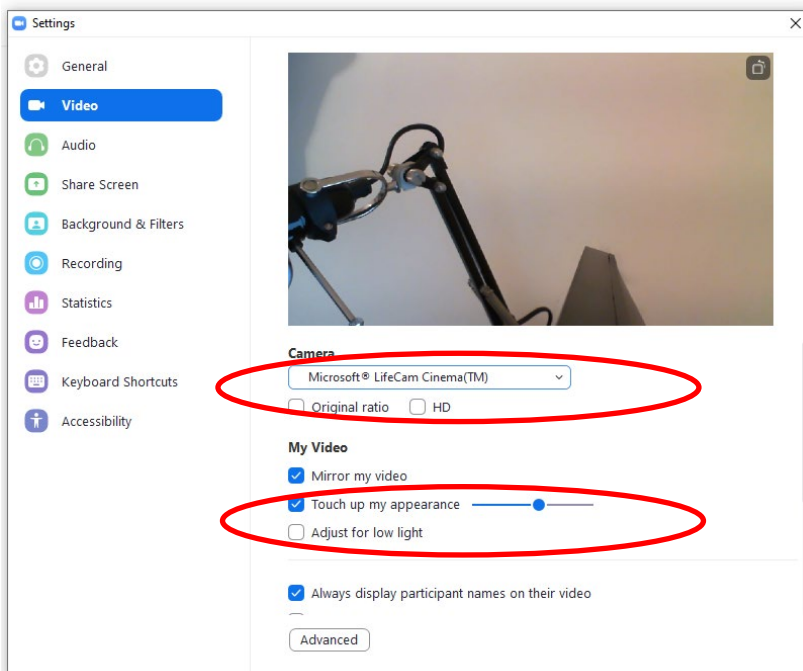


Video Settings

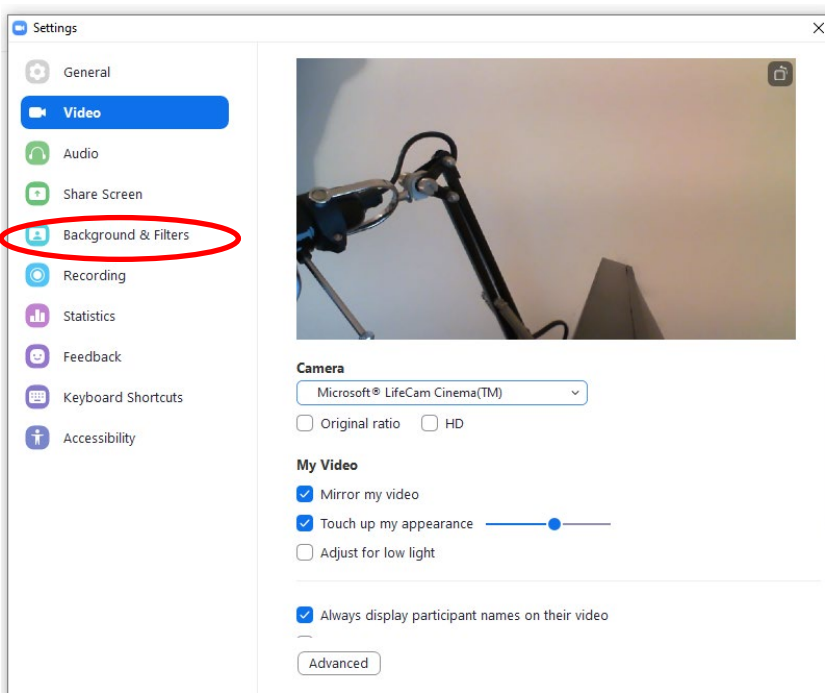
By clicking on the small arrow symbol to the top right of the camera icon, you can select 'Video Settings'.



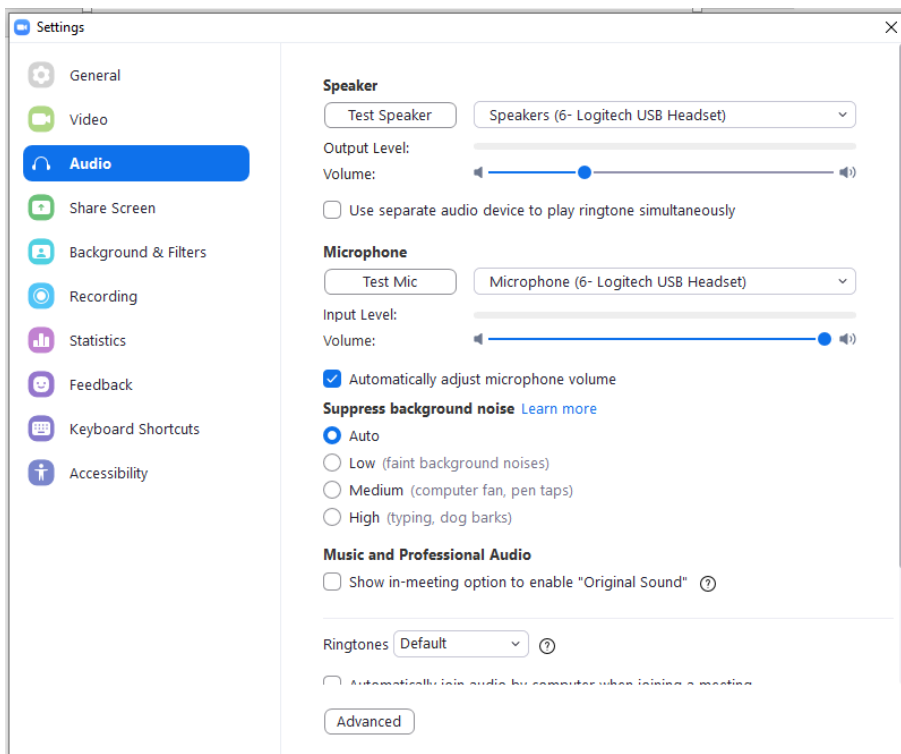
Here you can check that the correct webcam is selected, you can choose to “Touch up my appearance” or “Adjust for low light”, among other features.



By selecting ‘Background & Filters’ you can choose to add a virtual background if you prefer, however it would be preferable that you don’t use a virtual background or filter so the researcher can get a better understating of your home set up and view you doing certain movements if required.



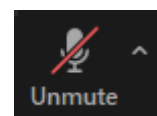
Audio Settings



Other useful Zoom functions

Muting/Unmuting your microphone

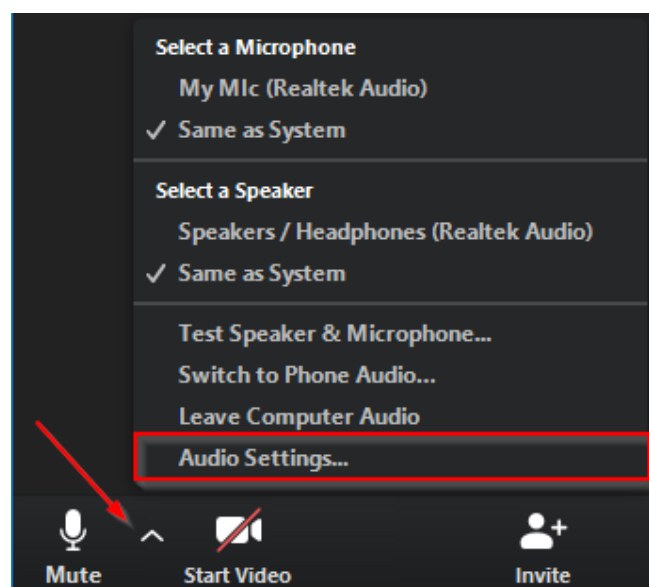
Turn your microphone on by clicking on the 'Unmute' microphone icon on the bottom left toolbar.



on

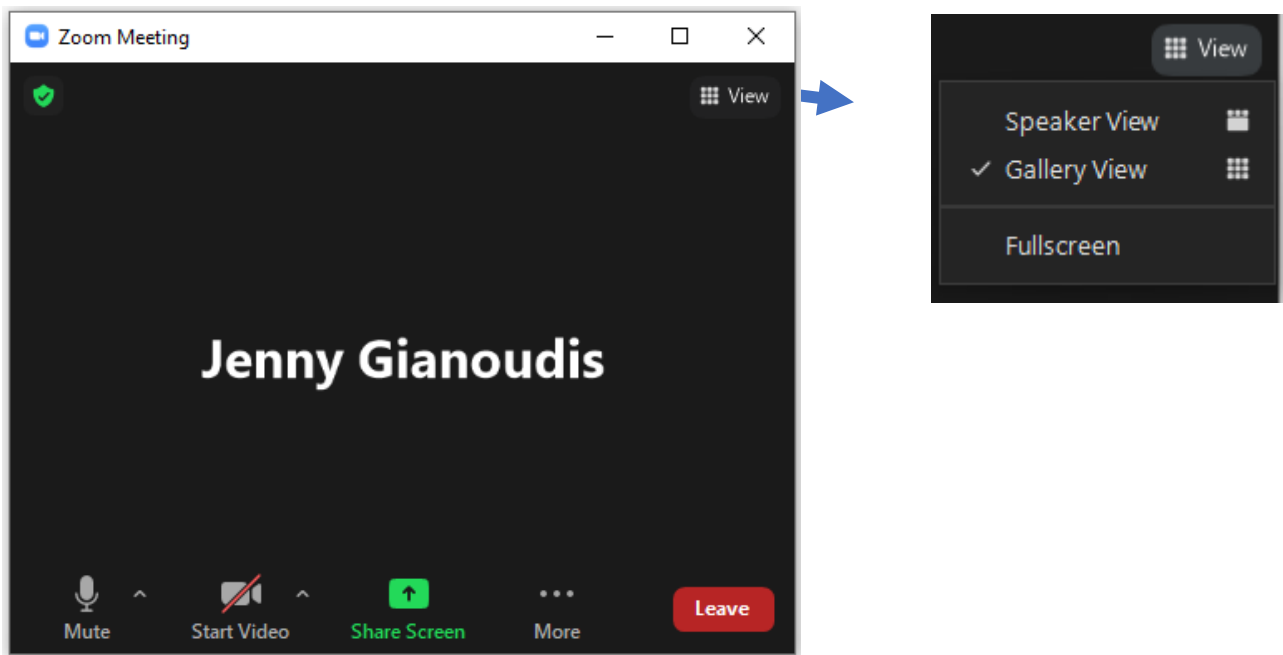
Clicking on the same icon again will 'Mute' your microphone.

Clicking on the arrow top next to the microphone symbol allows you to adjust your audio settings.

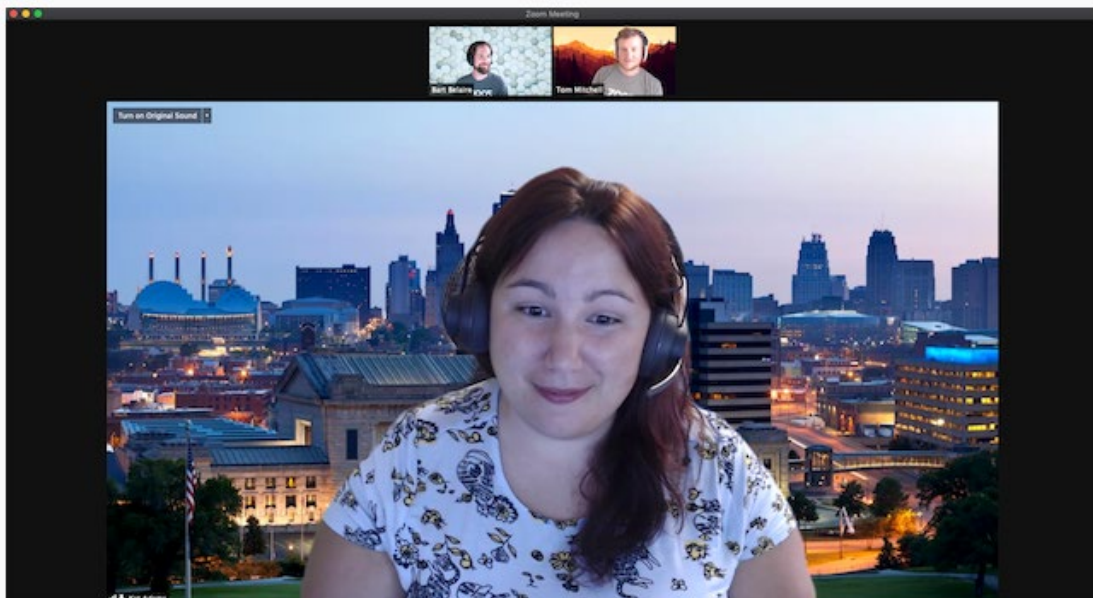


Changing your video layout

You are able to change the layout of the videos of your Zoom meeting, by clicking on 'View' on the top right-hand side of your Zoom window.



If you select 'Speaker' view, whoever is speaking at the time will appear in a large central video window, and your video (as well as anybody else in the meeting who is not talking) will appear smaller at the top.



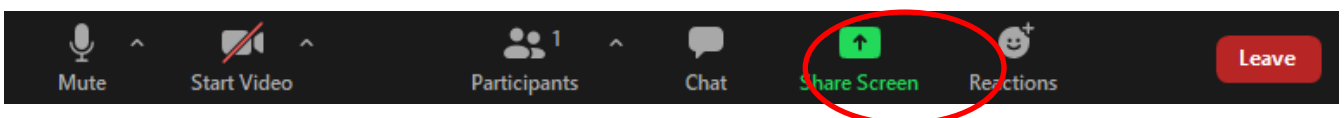
If you select 'Gallery' view, each person's video window will be the same size and appear in the centre of your screen



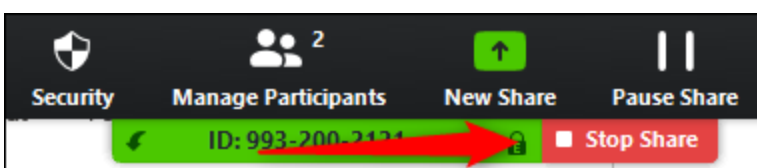
Note. You can switch either of the layouts to full screen mode by double-clicking your Zoom window. You can exit full screen by double-clicking again or using the **Esc** key on your keyboard.

Sharing your screen

During your video consultations, you may want to show your EP/Dietitian/researcher a document or website, for example, that you have on your computer screen. By selecting 'Share Screen' on the bottom toolbar, your EP/Dietitian/researcher can see whatever you have open on your screen.

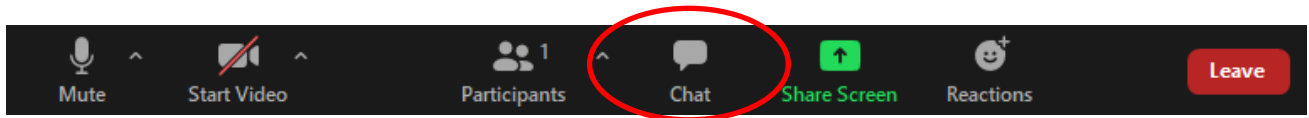


To stop sharing your screen, click the red 'Stop Share' button at the top of your screen that you are currently sharing.

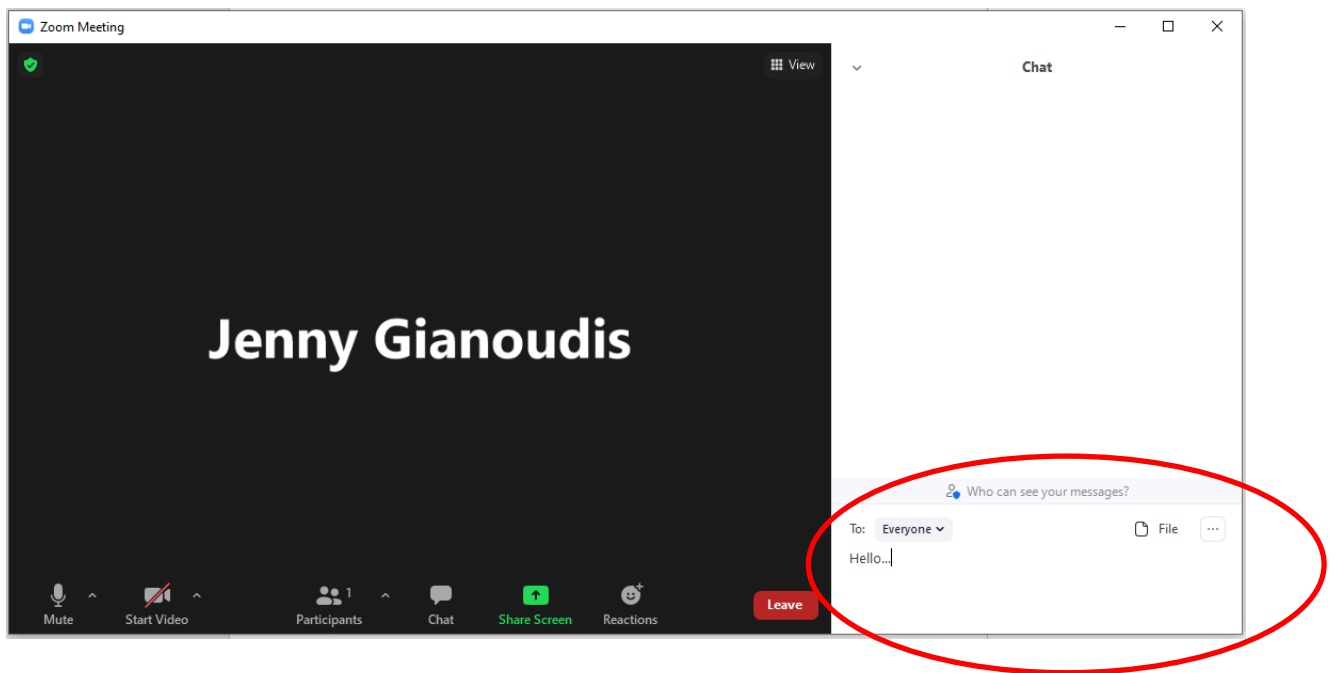


Chat

You are able to text message the researcher during your Zoom meeting, by clicking on the 'Chat' icon along the bottom toolbar.

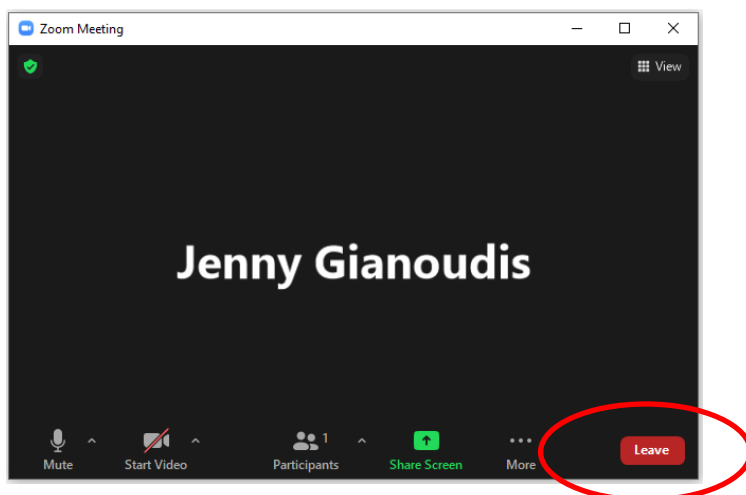


This function is useful in the event that your microphone is not working and you need to communicate to work out the issue.



Ending your Zoom meeting

You can exit from a Zoom meeting by clicking on "Leave" on the bottom right of the toolbar. Please note that your EP/Dietitian can also end the meeting from their end, as they are the host.

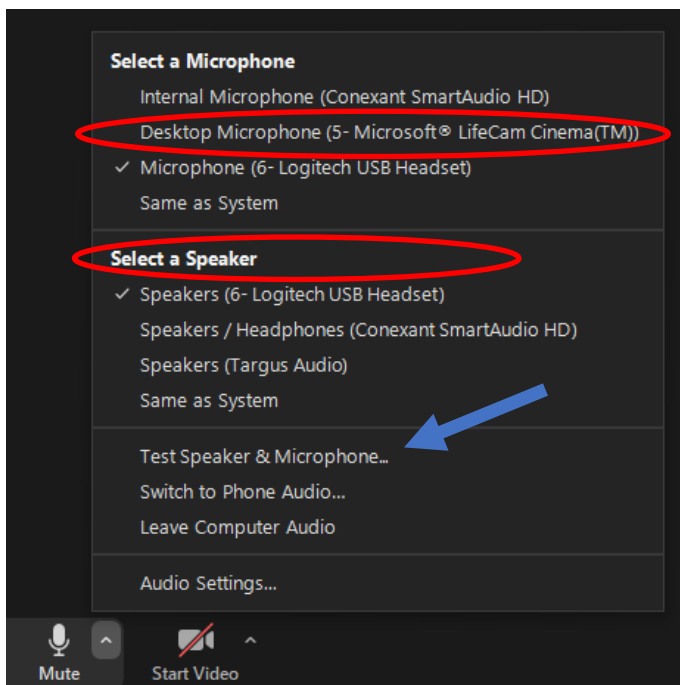


Tips for a successful Zoom video consultation

Below are a few helpful tips for when you are setting yourself up for a Zoom video consultation with a research team member.

1. Choose a quiet room to set up your computer or tablet, with good lighting

If you have some unavoidable background noise, you may find it helpful to use a USB-connected headset (with a microphone). This way you will find it easier to hear what your EP/Dietitian/researcher has to say, and any background noise from your end will be minimised. To make sure you have the headset selected for both microphone and speakers, click on 'Audio Settings'.

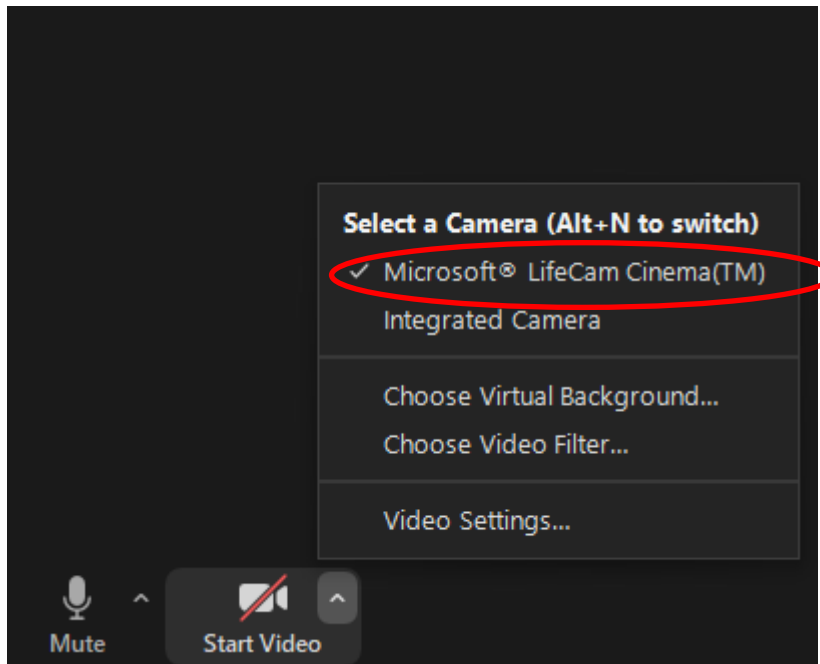


You can test that your headset is properly connected by clicking on 'Test Speaker & Microphone' and following the prompts.

2. Make sure your webcam or device is working and positioned properly

You can adjust the tilt of the webcam (if using a computer), or the tablet/laptop screen itself to ensure you are positioned in the centre of your video window. It is particularly important that the researcher is able to view you properly during the Home Physical Assessments (HPA). The research team will guide you through setting up your webcam/tablet/laptop for these assessments.

If you are experiencing any trouble with your video and you using a computer + webcam, check that your webcam is correctly selected (ticked), as shown in the picture below.



If you are using a laptop or tablet, these devices already have an in-built camera, so you do not need a webcam. If you are experiencing issues with your video, first ensure the 'Integrated Camera' is selected. If it correctly is, try restarting your device. If it is still not working uninstalling and reinstalling the latest version of Zoom may be required.

3. Ensure you have a stable internet connection

It is important to choose an area of your home that has a strong, reliable internet connection. If you are using a laptop or other portable device, make sure that you choose a room where your Wi-Fi signal is strong. If you are concerned about the strength of your Wi-Fi signal (e.g., you are positioned in a room at a distance from your router) you may consider purchasing a Wi-Fi extender to boost your signal.