

# Getting Online & Zoom

Digital Assistive Technology

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## This Workshop will Cover

- Keeping your devices and accounts safe
- Staying safe online
- Mobile Data vs WiFi
- How to use Zoom
- Troubleshooting

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## How to keep your devices safe

- Use a passcode
- Do not share your passcode with anyone
- Do not leave your phone unattended
- Keep your software and apps up to date



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## Passcodes, Passwords and Passphrases

Passcode - Used to unlock your phone or tablet  
167899

Password - Should be a mix of letters, numbers and symbols  
dXey6-meL8i-d3aa&

Passphrases - Relatively secure and easier to remember.  
Mydogis100%thebestintheworld



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## Password tips

Follow these tips for creating a strong password.

- Do not include personal information
- Use a jumble of numbers, letters and symbols.
- Use password manager software.
- Use multi-factor identification



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## Identify Scams

Usually threaten that something may happen to you or your accounts

Include a link that may look unusual

Your bank will never contact you and ask you to confirm your login details or password.



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## More information

[www.scamwatch.gov.au](http://www.scamwatch.gov.au)

<https://www.scamwatch.gov.au/>

<https://beconnected.esafety.gov.au>

<https://www.cyber.gov.au/>



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## Making secure online payments

- Use a secure internet connection
- Use a trusted website
- Consider using credit over debit
- Keep an eye on your accounts



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## Mobile Data vs WiFi

- Mobile data is provided by your mobile phone carrier. When in use you will see 5G, or 4G in the top corner of your phone.



- WiFi is provided by your Internet Service Provider. When in use you will see this symbol in the corner of your phone.

- How to avoid a data blowout



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## Zoom

Zoom is a video conferencing app

Can be used for meetings, therapy sessions, conversations with friends.

Zoom has significantly more functionality on the computer version.



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## Getting Started

Allows you to join meetings

Host one on one meetings

Host group meetings (up to 40 minutes duration)

Ensure your device has

- Webcam
- Microphone
- Speakers



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## Joining A Zoom Meeting

- You may be emailed a link to join a Zoom meeting. Click on the link to join the meeting (you may need to enter a passcode)

Hi there,  
[Name] is inviting you to a scheduled Zoom meeting.  
Join from PC, Mac, Linux, iOS or Android: [https://\[Meeting ID\].zoom.us/](https://[Meeting ID].zoom.us/)

- Joining using Meeting ID



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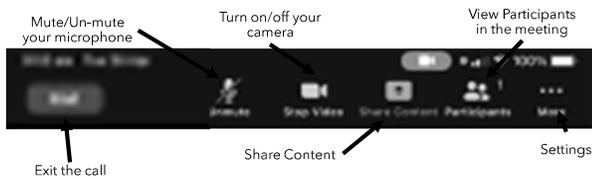
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## In a call



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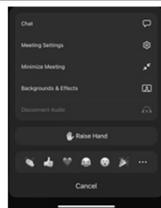
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## Useful functions

- Chat
- Raise Hand
- Reactions
- Meeting settings
  - Gallery View
  - Blur Background



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### Computer specific accessibility settings

- Closed Captions
  - Including ability to adjust text size
- Noise Suppression
- Multi-spotlight
- Focus Mode
- Mute participants upon entry.



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### Etiquette

- Keep your microphone muted when not speaking
- Use the raise hand button if you have a question
- Try to find a quiet space for the call
- Send links prior to the meeting



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### Trouble Shooting:

- Check your connection to the internet.
- Not all problems may be at your end, other people in the call may have issues which will affect your ability to hear.
- Check your device volume is turned up
- Check your microphone is not muted



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Thank you

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