Zoom Webinar Guide

Overview

Enriched Migration Training delivers our live CPD Webinars via the Zoom platform. This document is a guide on the basic functions of Zoom.

As an Enriched Webinar attendee, you can virtually raise your hand, ask questions via the Q&A function, and send messages to other attendees or the panelists.

Contents

Joining the Webinar

Join by Link

In the week leading up to the webinar, you will receive an email from Enriched Migration Training containing a link to register for each of your Zoom Webinars.

If you are attending multiple webinars you will need to click the link and register for each individual webinar.

IMPORTANT INFORMATION FOR CPD WEBINARS

Dear Attendee,

Participants of the 20 September 2019 CPD webinars should take note of the following:

Registration and Webinar Links

The Zoom registration links for each of your webinars are listed below. Please follow each link to register for each webinar.

8:00 a.m. – 3:00 p.m. AEST on 20 September 2019
WK340 Business Skills Visas (188, 888 and 132) Practical Intensive workshop
Webinar Registration Link:
https://zoom.us/webinar/register/WN_QsLxULvCTZmeL-F6Crm_4w

3:15 a.m. – 6:30 p.m. AEST on 20 September 2019
WK598 Visa Cancellation, PIC 4020 and Recent Migration Law Changes workshop
Webinar Registration Link:
https://zoom.us/webinar/register/WN_ut_WC9mfT22Y9SQeDl6zHg

Please enter your full name as listed on your MARA profile, then select Register:

| Time | Sep 20, 2019 08:00 AM in Canberra, Melbourne, Sydney |

* Required information

First Name *

Last Name *

Email Address *

Confirm Email Address *

Register

Once you have registered, you will receive the Webinar ID, and a link to join the webinar. A copy of this information will also be emailed to you automatically. To join the webinar, please click the link.

| Time | Sep 20, 2019 08:00 AM in Canberra, Melbourne, Sydney |

📅 Add to calendar ▾

Webinar ID   770-362-789

To Join the Webinar

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. https://zoom.us/w/770362789?
tk=hgkhhpnKdg4Tbn9gbiLUQxsekYfVwuSWIMd75pTW7js.DQEAAAAALerNpRZ6c0N4WmNLRINKQ0dlVXBkZ2k2WGRBAA&uuid=WN_QsLx
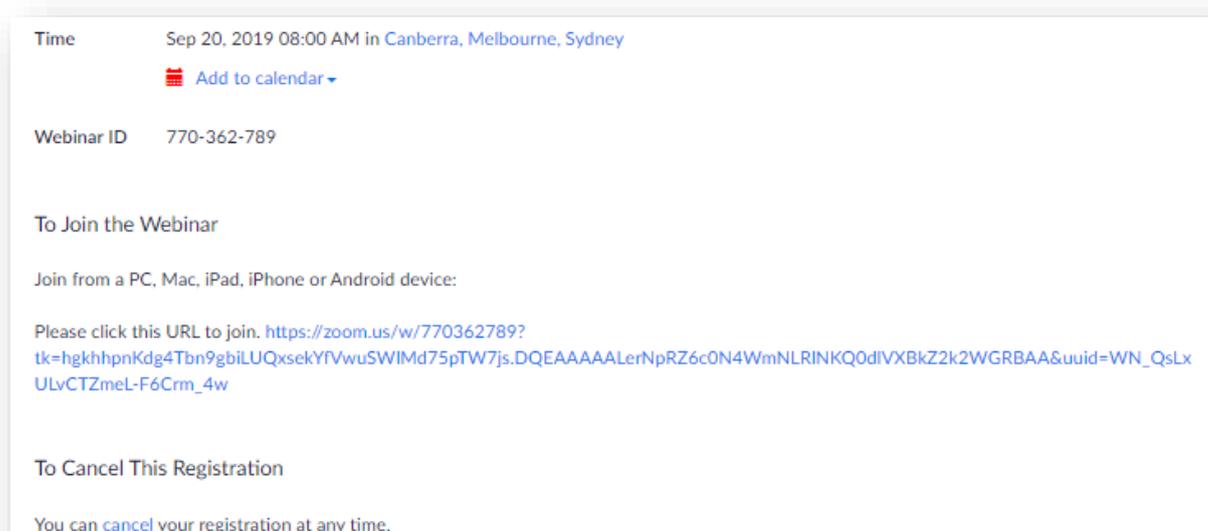ULvCTZmeL-F6Crm_4w

To Cancel This Registration

You can cancel your registration at any time.

Manually Join the Webinar

If clicking the link does not open the webinar, you can download Zoom Client for Meetings and follow these steps.

1. Install the application.

2. Open the Zoom Client and click **Join a Meeting**.

3. Locate the 9-digit webinar ID

Time	Sep 20, 2019 08:00 AM in Canberra, Melbourne, Sydney
	📅 Add to calendar ▾
Webinar ID	770-362-789

To Join the Webinar

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. https://zoom.us/w/770362789?
tk=hgkhhpnKdg4Tbn9gbiLUQxsekYfVwuSWIMd75pTW7js.DQEAAAAALerNpRZ6c0N4WmNLRINKQ0dlVXBkZ2k2WGRBAA&uuid=WN_QsLx
ULvCTZmeL-F6Crm_4w

To Cancel This Registration

You can cancel your registration at any time.

4. If you cannot locate the 9-digit webinar ID, please contact us.

5. In the **Meeting ID / Personal ID / Personal Link** field, enter the 9-digit webinar ID, and click **Join**.

6. Enter your name and email address if requested. Click **Join Webinar**.
   This should take you into the webinar if the webinar is in session.

Waiting for the Host to Start this Webinar

If the webinar broadcast has not yet begun, you will receive the following message:
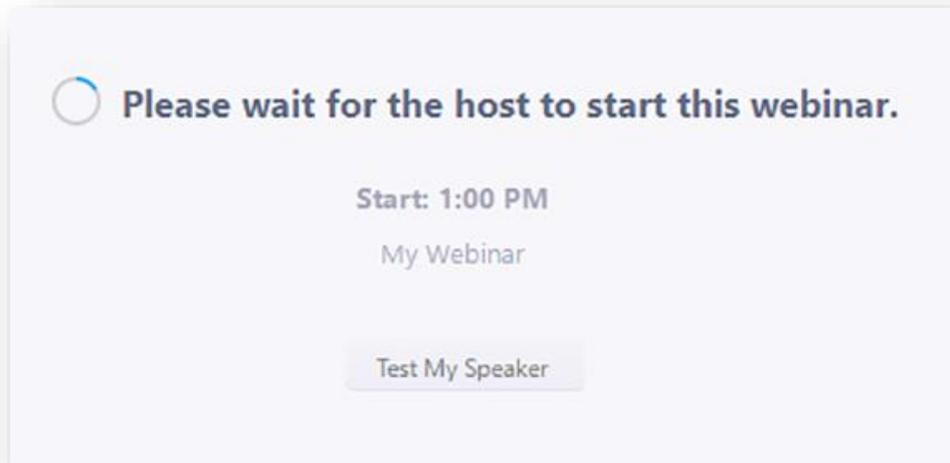
If you receive a message showing the date and time of the webinar, check the date and start time of the webinar including the time zone. Make sure to join when the webinar starts.
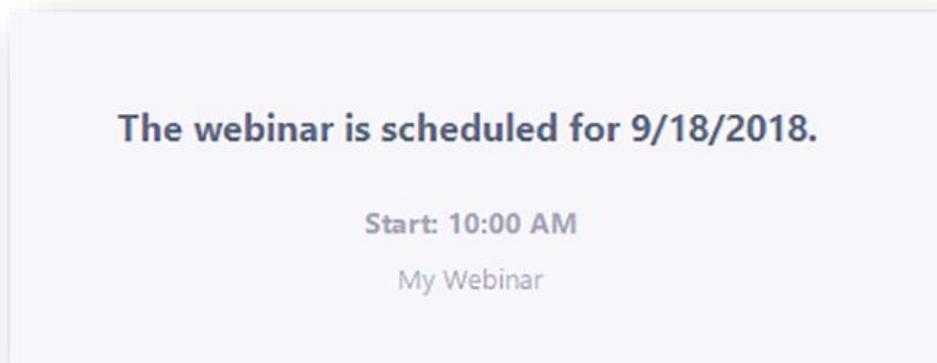
Controls within the Webinar

Audio Settings

As an Enriched Migration Training webinar attendee, your microphone will be muted automatically. To ask a question you can either use the Question and Answer function, or Chat.
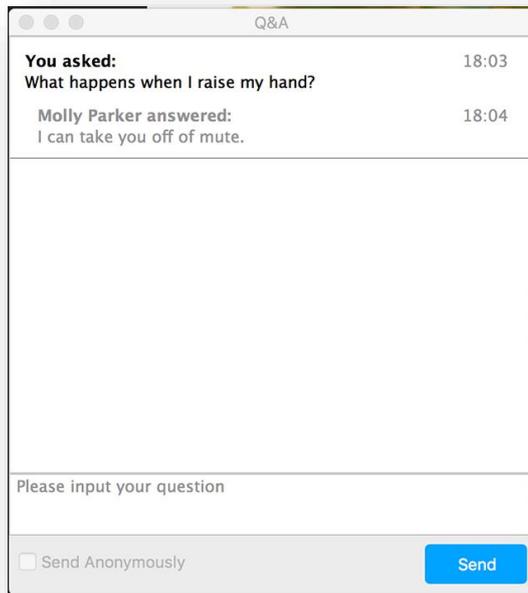
Question & Answer

The Q&A window allows you to ask questions to the host. They can either reply back to you via text in the Q&A window or answer your question live. (Please note that all attendees will be able to view your question, and you can choose to send any question anonymously.)
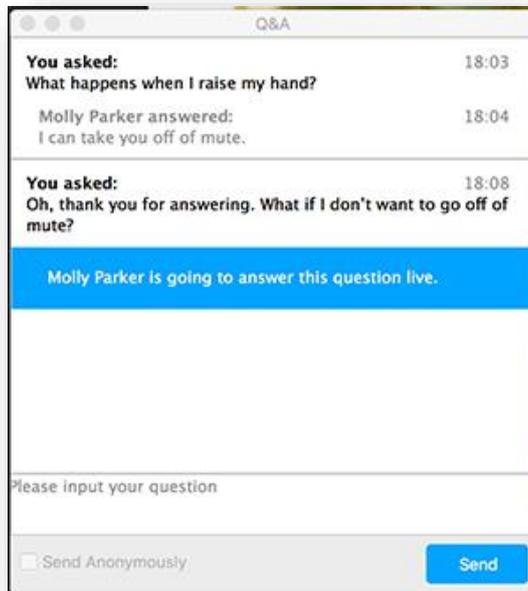
1. Click Q&A to open the Q&A window.

2. Type your question into the Q&A box. Click **Send**.
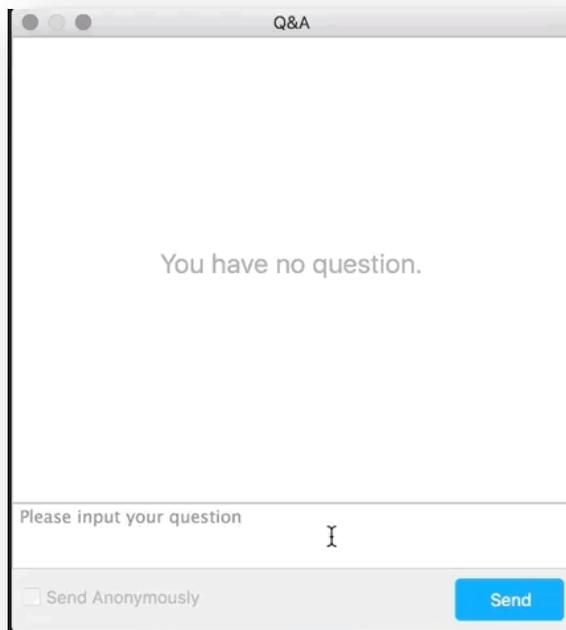
3. If the host replies via the Q&A, you will see a reply in the Q&A window.


4. The host can also answer your question live (out loud). You will see a notification in the Q&A window if the host plans to do this.


Note: Check **Send Anonymously** if you do not want your name attached to your question in the Q&A.

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As an attendee you can also comment on other attendee's questions.

1. Click **Comment** to write a reply to an existing question.
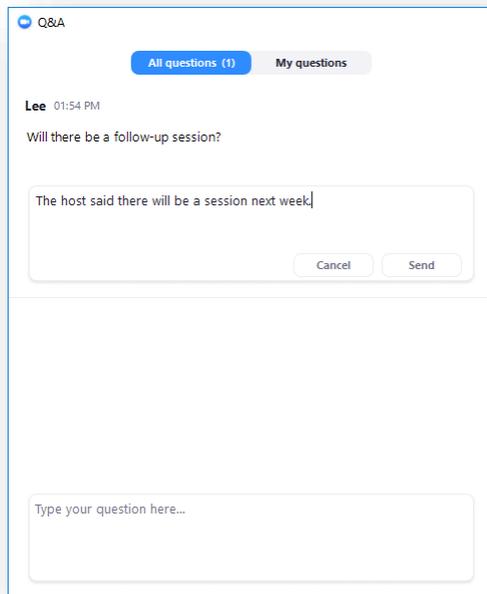
2. Type your comment and click **Send**.
    Your comment will appear beneath the question.

![ENRICHED MIGRATION TRAINING]
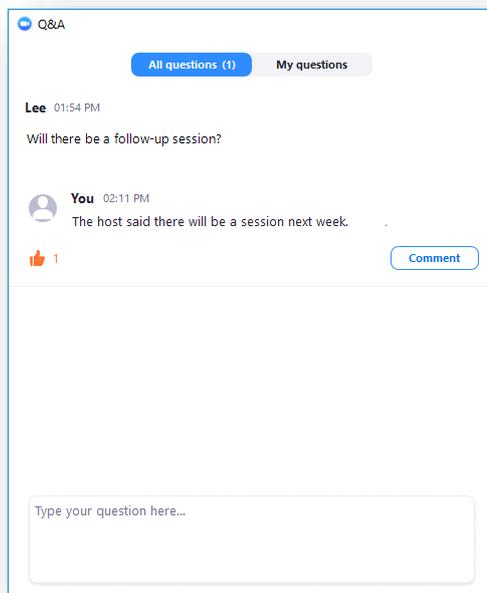
Chat

The in-meeting chat allows you to send chat messages to and send a message to the host, panellists/moderators, and attendees.

1. Click **Chat** to open the in-meeting chat.

2. The chat will appear on the right side of your Zoom window if you are not in full screen. If you are in full screen, it will appear in a window that you can move around your screen as needed.

3. To change who you are chatting with, click the drop down beside **To:**.
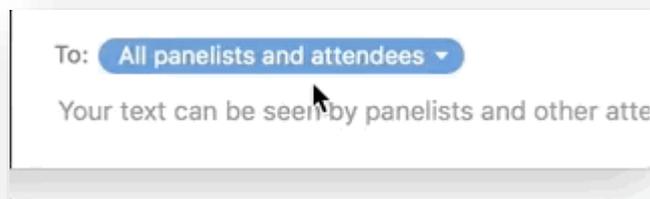
4. Type your message and press **Enter**.

Raise Hand

You can raise your hand in the webinar to indicate that you need something from the host. The host may instruct you on how they plan to use this. Many webinar hosts use this feature to know if an attendee has a question and would like to speak out loud. Read more about raising your hand.

1. Click **Raise Hand** in the attendee controls.
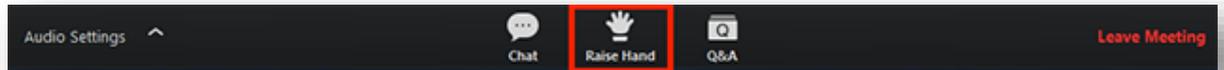
2. Your hand will stay raised until you or the host lower it. You can lower your hand if needed by clicking **Lower Hand**.

Leave meeting

Click **Leave meeting** to leave the webinar at any time. If you leave, you can re-join if the webinar is still in progress, as long as the host has not locked the webinar.

If you leave the meeting before the CPD session ends and you are unable to re-join the session due to technical difficulties, please contact us on (03) 8743 1245.

Attendance Requirement

Your login and logout session time are recorded for attendance purposes.

Please refer to our attendance policy ensuring that you meet our attendance requirements for OMARA purposes.