



### **Zoom Instructions for Residents**

Firstly, thanks for joining us as we navigate some new ways to connect our communities and learn some new things. We are really excited to be bringing you this program and if you have any questions at any stage please don't hesitate to contact us on [events@thelaunchbox.com.au](mailto:events@thelaunchbox.com.au)

#### **STEP ONE**

Stockland will send through a list of the activities that will be offered in your community. The first step will be for you to follow the Eventbrite link and register for the session/s that you are interested in. Please ensure you double check the email address you enter on your registration in Eventbrite as this will be used to send you the information on the session. For some sessions you may be required to submit additional information if you have any health issues etc so please read your confirmation email for information.

#### **STEP TWO**

Download the Zoom app onto your device – this can be done on your phone, laptop, IPAD or computer. You do not need to have a camera or microphone on your device as the sessions will be watching the instructor. You also do not have to sign up to Zoom if you prefer not to, you can join a session as a guest. To download Zoom on your device please visit the following website - <https://zoom.us/download> or you can search for Zoom in your App Store. You can also join a test meeting to familiarize yourself with Zoom.

#### **STEP THREE**

On the morning of each session we will email all of the attendees with the link to access the session. You will need to click on the link and use the Meeting ID and Password to log into the session. If you do not wish to register for a Zoom Account (which is free) you can simply click "Join a meeting" if you would like to join without signing in. If you have a registered Zoom account, just log in and then click the "Join a Meeting" icon and enter the meeting ID and password.

Please do not log in to the session until 5-10mins prior to the session time, you will be placed into an "online waiting room" until we officially start the session. Once the session officially begins the video screen will open up and you will be welcomed to the session and it will commence.

All participants will be muted so we don't have lots of noises disturbing the sessions – if you have a question please click on the "Chat" icon and type your question in here. Please keep the questions related to the session, if you have any general Stockland questions please refer them to Stockland Customer Service via phone or email.

Note: If you are logged in and would prefer your name didn't appear you can right click on your name in the session and select rename and call yourself something else.