

Quick Start Guide: Online Meetings

Getting started

To access an MTAA online meeting, click the URL link emailed to you. You will be directed to the online meeting room. Enter your name and request entry to the room. The page may take a few minutes to load depending on your internet connection.

Checking requirements

To participate in the meeting you will need to have internet access and Flash Player installed on your computer.

Checking your connectivity

View the connectivity bar on the top right-hand side of the screen. If you see a green light, your connectivity is fully functioning. If you see a red light, the connection will need to be adjusted.

To adjust your connection, please notify the meeting host just prior to the session commencing by sending a private message in the *chat* facility. It's a good idea to access the meeting a few minutes early so you can check your connectivity.

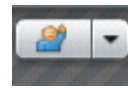
Typing a question or comment

Use the *chat* and/or Q & A pods to enter your question or comment. All participants can view these pods and have the ability to add their own comments and questions. Within *chat*, you can post a message to the whole group or send a private message to the host or presenter.

Accessing weblinks

If weblinks are provided in the *chat* facility, you will need to copy and paste the link into a new internet window to open the link.

Communicating with the presenter



Click the *Raise Hand* icon on the bottom-left of your screen to notify the presenter(s) that you would like to contribute.



Click the drop-down menu on the *Raise Hand* icon for more options on how to communicate with the presenter(s).

Participating in the discussion

If the meeting is being conducted via teleconference, you will be provided with the dial-in details. Ensure you turn your computer speakers **off** to prevent feedback noise.

If the meeting is not being conducted through a teleconference, you will be using VOIP, which means you will need a **microphone to participate in discussion**. You will also need to ensure your computer speakers or headphones are working.

Help

If you experience any problems during the online meeting, the host will be available to troubleshoot any issues. You can send a private message using the *chat* facility or call reception on +612 9900 0650. For further information or prior assistance, please contact reception@mtaa.org.au