



ZOOM FAQS

Where do I download the latest version of Zoom?

You can download the latest version of zoom from the <u>download centre</u>. <u>Learn more about downloading zoom</u>.

Do I need an account to use Zoom? Do I need a computer?

A Zoom account is not required if you are strictly joining Zoom Meetings as a participant. If someone invites you to their meeting, you can join as a participant without creating an account.

You can use Zoom on a desktop or laptop computer, or on most iPhones, iPads and Android devices. You can also use a telephone to join for audio-only – to hear but not see the meeting.

<u>Learn more about joining a zoom meeting.</u>

How do I join a Zoom meeting?

You can join a meeting by clicking the meeting link or going to join.zoom.us and entering in the meeting ID. Alternately, you can join by telephone, for sound only (no visual). Phone numbers are provided in the meeting invitation.

Learn more about joining a meeting.

How do I join computer/device audio?

On most devices, you can join computer/device audio by clicking Join Audio, Join with Computer Audio, or Audio to access the audio settings. <u>Learn more about connecting your audio.</u>

Can I Use Bluetooth Headset?

Yes, as long as the Bluetooth device is compatible with the computer or mobile device that you are using.

Do I have to have a webcam to join on Zoom?

The webcam function will be disabled to attendees for the purpose of the AGM, therefore you will not require a webcam in this instance. You will be able to see the Board presenting the AGM, but the Board and other AGM attendees will not be able to see you.

I have joined the webinar, but it says 'waiting for the host to start the webinar'

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.

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Head Office

We will start the webinar approximately 10 minutes prior to the advertised time of the meeting, so you can test your connection and audio functions.

How can I ask a question during the meeting?

Open the Q&A window, via the button at the bottom of the screen, allowing you to ask questions to the moderator and Board. They can either reply back to you via text in the Q&A window or answer the question live. The Board will endeavour to respond to all AGM-related questions live, whilst technical questions will be responded to by the moderator via the chat function.

How can I leave the webinar?

To leave the webinar click Leave Meeting 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.

I need additional support

For any additional support, review **Zoom's help centre**, or **contact support**.