



Quick Start Guide: Online Meetings

Getting started

To access an MTAA online meeting, click the URL link emailed to you. Enter as a Guest by selecting this option and typing your name into the text box. Your request will be sent to the meeting host. Once accepted, you will be able to join the online meeting room.

The page may take a few minutes to load depending on your internet connection. Some meetings will be recorded for later reference.

Checking requirements

To participate in the meeting you will need to have internet access and Flash Player 10.2 or higher 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 via 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 pod to enter your question or comment. All participants can view this pod, 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 at the top of your screen to notify the presenter that you would like to speak using VoIP.

Click the drop-down menu on the *Raise Hand* icon for more options on how to participate.

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** when the teleconference commences to prevent feedback. Please mute the phone line unless participating to reduce interference.

If the meeting is not being conducted via teleconference, you will be using VoIP. 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. You can send a private message using the Chat facility or call MTAA P: +612 9900 0650.