Zoom

MTAA accounts

MTAA recommends staff download Zoom (check system requirements for PC and Mac) and login using your personal account.

When setting up your password please make it unique, easy to remember, and a password not used before.

Name	Username	Can participant in meetings?	Can host meetings?
Katrina Birrell	kbirrell@mtaa.org.au	Yes	Yes
Ian Burgess	iburgess@mtaa.org.au	Yes	Yes
Paul Dale	pdale@mtaa.org.au	Yes	Yes
Ranju Dhungel	rdhungel@mtaa.org.au	Yes	Yes. Contact Kerrie or Louie
Neina Fahey	nfahey@mtaa.org.au	Yes	Yes
Rachel Fry	rfry@mtaa.org.au	Yes	Yes
Lee Grow	lgrow@mtaa.org.au	Yes	Yes
Lorraine Hendry	lhendry@mtaa.org.au	Yes	Yes
Seni Murni	smurni@mtaa.org.au	Yes	Yes. Contact Kerrie or Louie
Katherine Purcell	kpurcell@mtaa.org.au	Yes	Yes. Contact Kerrie or Louie
Louie Radburnd	lradburnd@mtaa.org.au	Yes	Share with reception@mtaa.org.au
David Ross	david.ross@mtaa.org.au	Yes	Yes
Val Theisz	vtheisz@mtaa.org.au	Yes	Yes
Peter Tustin	reception@mtaa.org.au	Yes	Share with reception@mtaa.org.au
Kerrie Zocchi	reception@mtaa.org.au	Yes	Share with reception@mtaa.org.au

Configure settings

MTAA has configured to your Zoom settings in advance. These settings are configured using the owner account, reception@mtaa.org.au, to help reduce security risks associated with the platform, allow office admin staff to add, edit or remove meetings on your behalf, and account billing and usage reports.

Your settings are located in **Personal ➔ Settings.** Please do not change these settings without consulting with Louie Radburnd (responsible for MTAA IT services).

How to schedule a meeting

1. Login to: https://zoom.us/ or schedule a meeting through the App
2. Watch this Zoom instructional video to schedule a meeting
3. Please ensure the following is toggled on when setting up a meeting:
   a. **Meeting ID** is generated automatically
   b. **Meeting password** must be selected
   c. **Under Meeting options → Enable join before host**
4. Click **Save**
5. When next window loads, go to row 4, right hand side and **Copy the invitation**
6. **Paste** invitation into an Outlook calendar invite and send to guest

How to host your meeting

1. Go to your meeting room. Read how to enter your meeting room.
2. Become familiar with in-meeting functionality (see below). Watch this video to learn.

3. Become familiar with Screen sharing. Watch this video to learn.
4. Record your session using local recording only. Watch this video to learn.

Follow security protocols

MTAA staff must action the following when hosting Zoom meetings:
- **Meet the minimum System Requirements** recommended by Zoom.
- **Close Facebook and LinkedIn** websites or applications (suspicious they listen in sessions)
- **Close simultaneous video calls/web calls** (e.g. GlobalMeet, Google Hangouts, Facebook calls, CiscoWebex).
- **Not use a Virtual Private Network (VPN)**. Re-routing increases connection vulnerability.
- **Must have virus/firewall protection** on computer.

Tips & best practices

Visit the Zoom support page for more tips.