# **How do I join the online hearing via Zoom?**

**1. Check that your desktop computer, laptop, tablet or smart phone has a:**

• built-in microphone or USB microphone; or

• built-in speaker or an external speaker; or

• built-in web camera or USB web camera.

**2. Ensure that you have a stable internet connection.**

**3. Join the hearing via your web browser or the Zoom app by clicking on the link below.**

Please click the link below to join the webinar:

https://us06web.zoom.us/j/89210768470?pwd=MWplbk5DQ1FoRUM5THlFUW1qZUNHQT09

Passcode: 990066

Or One tap mobile:

Australia:

+61731853730,,89210768470#,,,,\*990066# or +61861193900,,89210768470#,,,,\*990066#

**4. If you are only able to attend the hearing by telephone (rather than a smart phone):**

Dial (for higher quality, dial a number based on your current location):

Australia:

+61 7 3185 3730

+61 8 6119 3900

+61 2 8015 6011

+61 3 7018 2005

Webinar ID: 892 1076 8470

Passcode: 990066

International numbers available: https://us06web.zoom.us/u/k0B7ADPEp

**5. We recommend you join the Zoom hearing at least 15 minutes before it is scheduled to allow time to address any technology issues.**

**6. When joining the Zoom meeting, you will have an option to “Join with Computer Audio” or “Test**

Speaker and Microphone” (see screenshot below). We recommend you select “Test Speaker and Microphone” in the first instance to ensure your speaker and microphone are working properly before you join the audio.

**7. Once in the Zoom meeting, please enter your name and details. You will find the “Rename” function in Zoom by right clicking on your mouse.**

**8. If you are attending the hearing to observe only and will not be speaking, please turn your video and microphone off.**

**9. The hearing will not be recorded and participants are prohibited from recording any part of the hearing without express permission from the Committee.**

**10. If at any time you would like to speak, whether as a “panelist” or an “attendee”, please raise your virtual hand using the “raise hand” button**.