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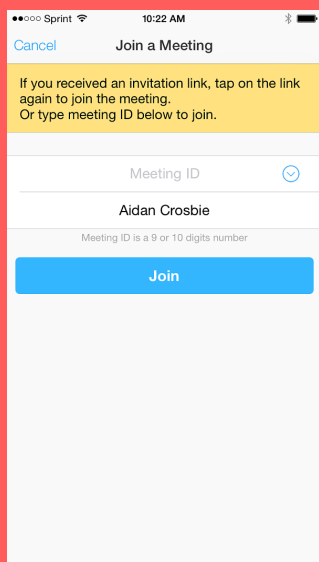
CPSU/CSA
WE MAKE WORK
LIFE BETTER.

1 Download the zoom app from the iTunes store

2 Open the app and create a zoom account by choosing 'sign up' located in the bottom left hand corner

3 If you already have an account, you just need to sign in

4 Once you are signed in, you can 'join a meeting' by entering the meeting ID and clicking 'join'.



5

During plenary sessions, we will have all participants muted, this decreases the background noise for each of you and makes it easier to hear what's happening in the room.

6

When you wish to speak, simply raise your hand by selecting the raise hand button, look for the dots and then click on 'raise hand'. A notification will appear on screen so we know you want to contribute.

7

All the usual housekeeping rules apply, be courteous and kind and don't make it personal.

8

When it's time to leave the meeting, just click 'leave meeting'.

9

If you have any problems, call us on 9323 3800

