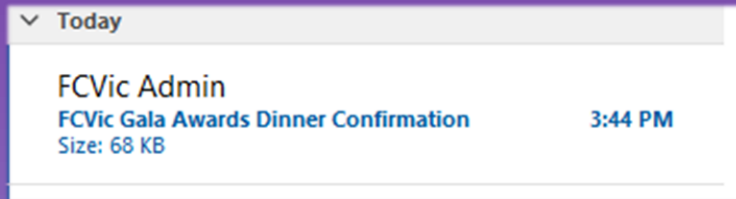


FCVic Virtual Gala Awards Event – Zoom Guide

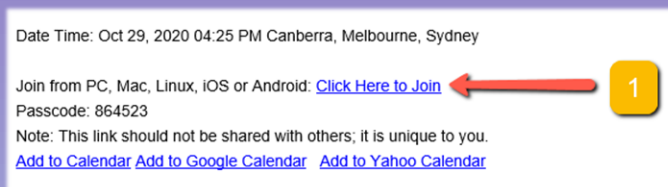
Make sure you have registered and have received your confirmation email from **FCVic Admin**:
“FCVic Gala Awards Dinner Confirmation”



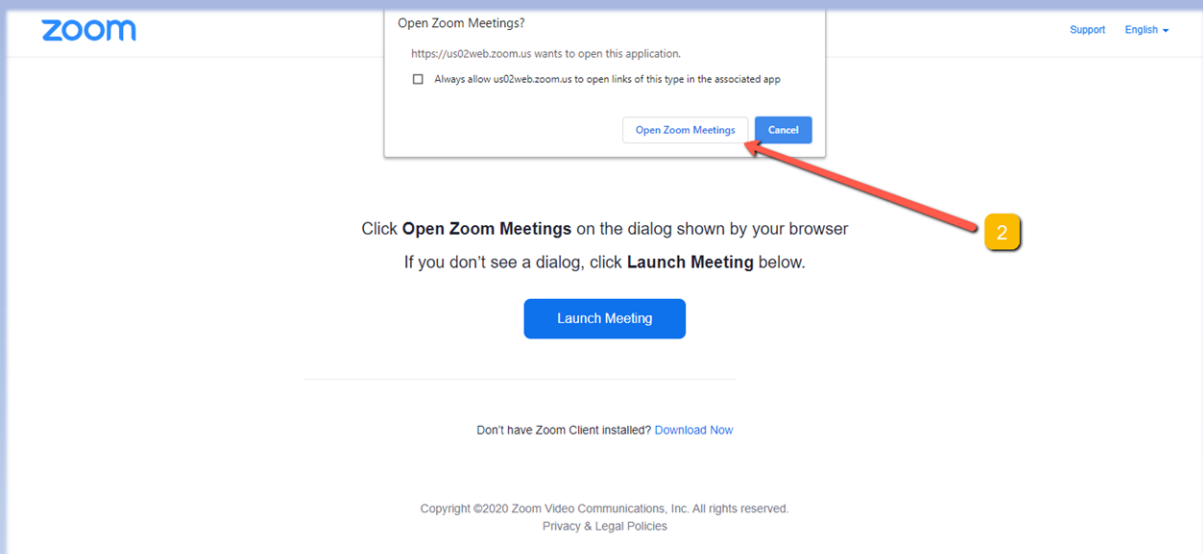
If you haven't received your email by 4pm on 29 October, check your Junk folder before emailing: admin@fcvic.org.au

Follow these steps at 4.20pm on 29 October:

1. Open your email and follow the link:
“Click Here to Join”

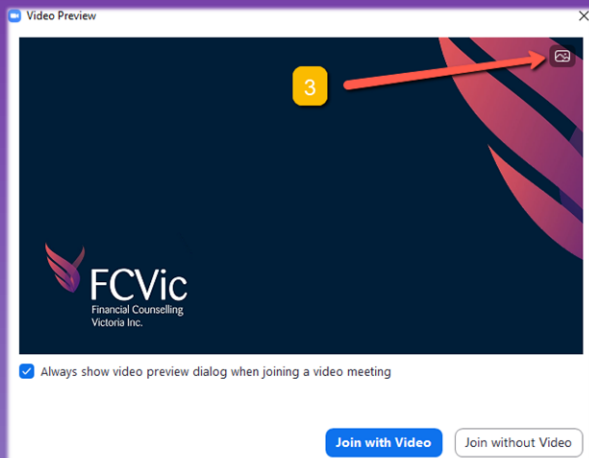


2. Follow the prompt to:
Open Zoom Meetings
(If prompted to download Zoom, please do so)

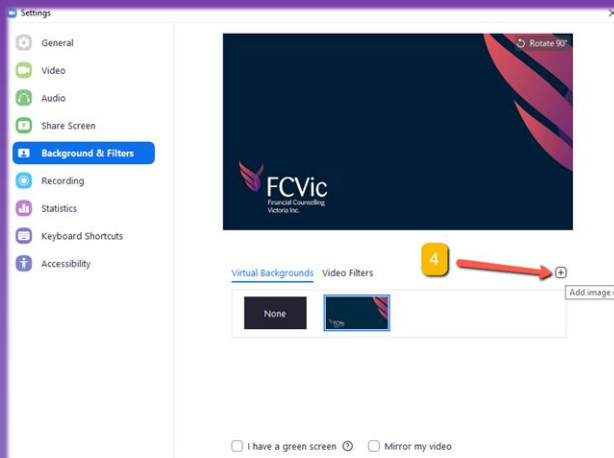


Setting your Virtual Background (optional)

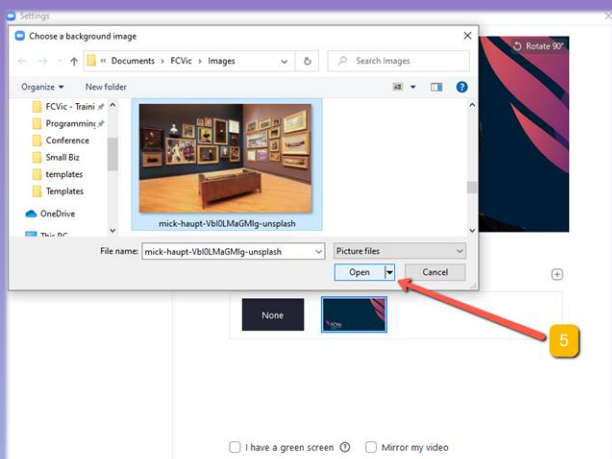
3. Click the image icon



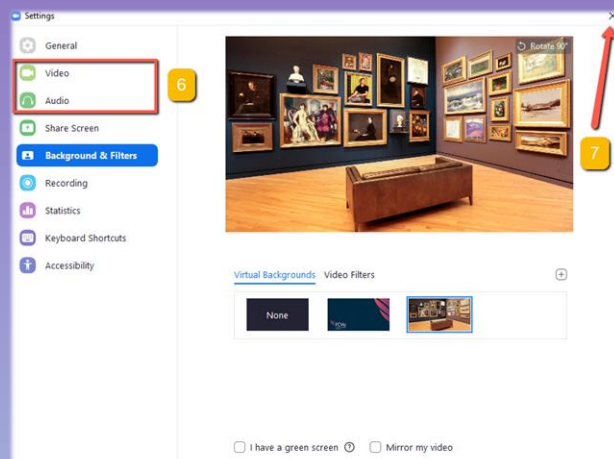
4. Click the + (plus) icon to add a background image



5. Select your background and click 'Open'

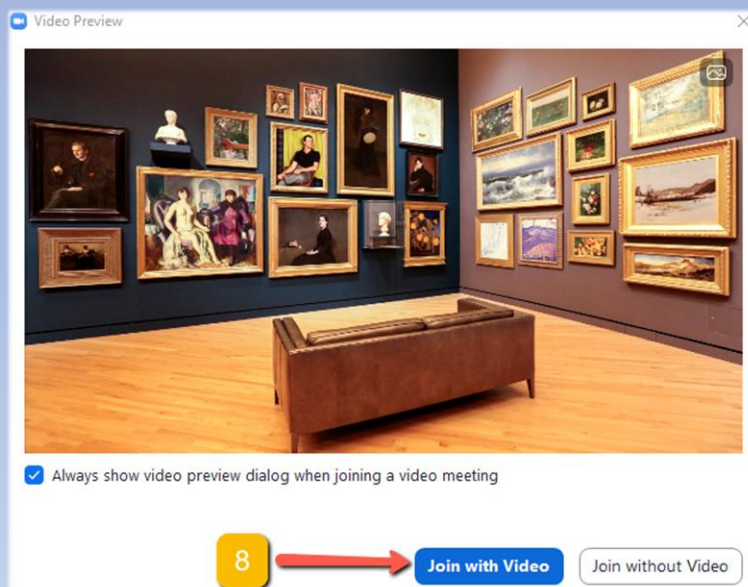


6. Video and Audio settings are on the left

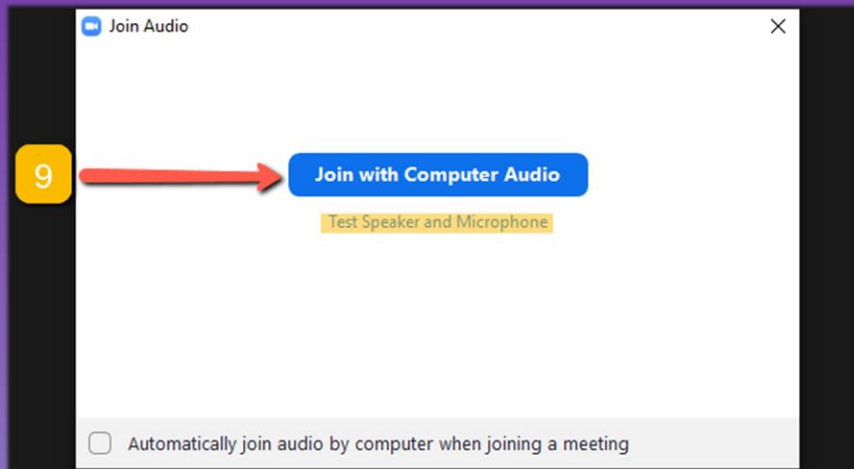


7. Click the X icon to close the window

8. Click 'Join with Video' when you're ready

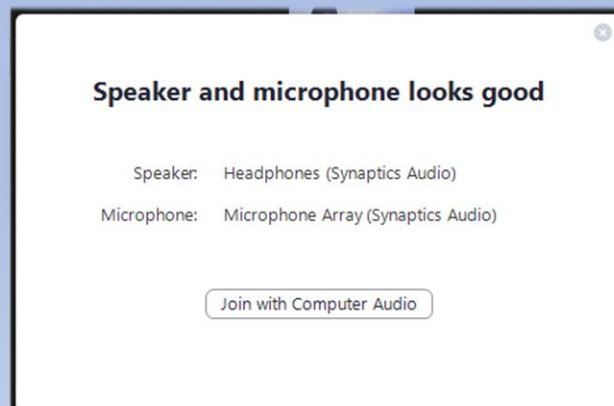
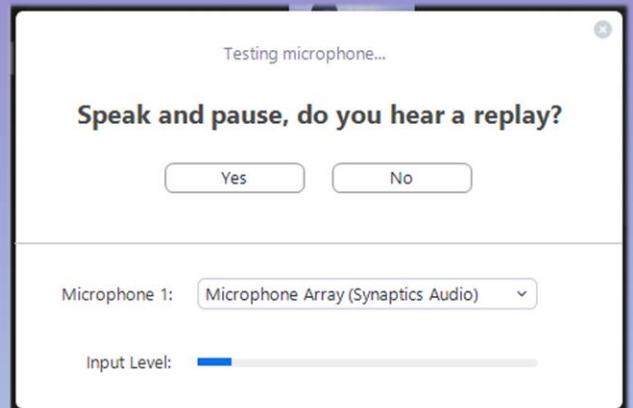
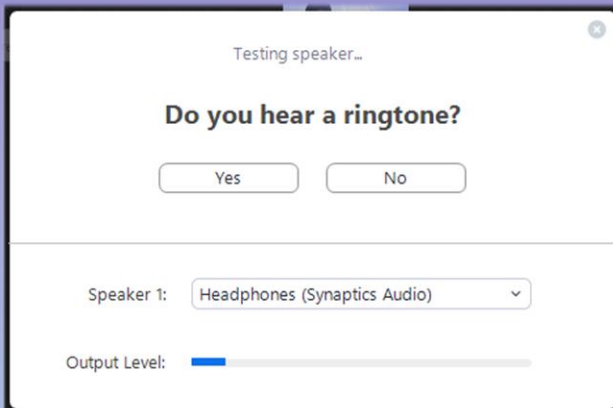


9. Click 'Join with Computer Audio' or test your Speaker and Microphone (optional)



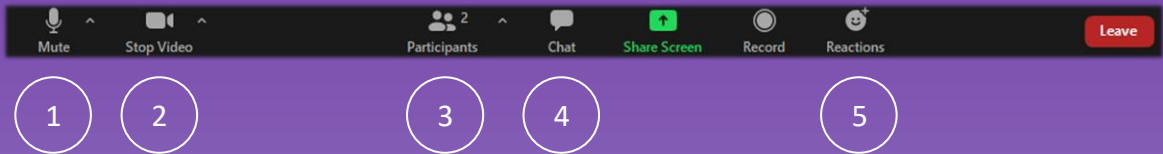
Test Speaker and Microphone (optional)

Follow the prompts to set up your audio and microphone settings,
and when ready click 'Join with Computer Audio' to continue

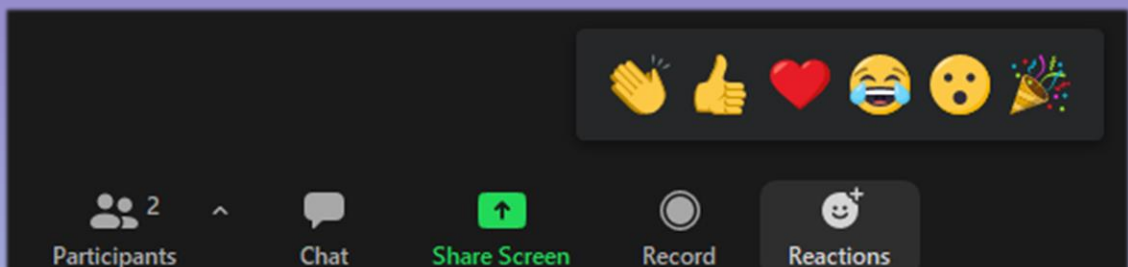


Control Panel

Once in the meeting, your control panel will appear at the bottom of your screen.



1. Your microphone will be muted by default. Click here to unmute yourself.
2. Turn your camera on/off. Click the ^ icon for more video options.
3. View event participants. Click here to use the Raise your Hand function.
4. Open the chat box to start the conversation.
5. Express yourself – see below for the full gamut of emotions...



You're ready to Zoom!

See you on the 29th of October for some virtual fun.

For more information and assistance using Zoom,
[click here to browse the Zoom Video Tutorials](#)