



OGHI Global Health Bytes

Instructions for attendees

You will need Internet access as well as speakers on your computer. Each Global Health Bytes webinar will be approximately ½ hour in duration.

1. To join a webinar:

Click on the Zoom link from from PC, Mac, iOS or Android:

<https://otago.zoom.us/j/486443663?pwd=WGgyUkEyQm13djIPRDRhWFVmWUZZUT09</h4>>

Password: 303183

The guest speaker will present their talk, and you will be able to ask questions using the *Chat* function in Zoom. The speaker will respond to questions either verbally, or using Chat. *Please note - this is a webinar and you will not be able to turn your video or microphone on, you are welcome to send questions and chat messages instead.*

2. Using the Chat

1. Attendees will ask questions using the Chat function. In your controls at the bottom window, click **Chat**.

The *Chat* window will open on the right side of your screen if you are not in full screen mode. If you are full screen mode, it will open in a window that you can move around your screen. *Chat* will be in the controls at the bottom of your screen.

3. Type your message and press **Enter** to send it.
4. You can also select who you would like to send the message to by clicking on the drop down next to **To**:
 - When you receive a *Chat* message, you will receive a notification at the bottom of your screen if you do not currently have the Chat window open.

The meeting will be recorded and available through OGHI (web and Facebook links will be posted). It will be part of an archive of meetings which can be accessed via the web. By participating in the *OGHI Global Health Bytes*, you agree to the webinar being recorded and available online.

For any questions or help with Zoom, please contact eConferencing on econferencing@otago.ac.nz or call +64 3 479 8440 during normal work hours (8:30am – 5:00pm NZ time)