



User Instructions for Zoho Meeting

For All Members

The following instructions are for Users of Zoho Meeting as a video chat tool to connect with Chapter members and other members in the Members Portal.

The instructions are in the form of Frequently Asked Questions (FAQs).

Only allocated Admins will be able to Schedule or Manage a meeting. These Admins are the Chapter Chairs or Chapter Deputy Co-Chairs or members of Staff.

I am a Member. How do I join a meeting in the Portal?

From your desktop log-in to the Hauora Taiwhenua Members Portal.

- ① Use the email address and log-in details you created to log-in to the Members Portal.

If you have forgotten these details, please follow the instructions to reset or contact the Administrator on enquiries@htrhn.org.nz

- ② Sign into the Members Portal using your email and Portal password.

You will be directed to the Members Portal Home Page.

- ③ Once you are signed in, go to **Chat** and then select **Meeting**. The Meeting page will open and display all scheduled meetings.

I can see a scheduled meeting on the Meeting page that I want to join. How do I do join?

- ① Click on **Join**.

You will be redirected to the meeting.

Once you have Joined the meeting you will be able to use tools such as activating or deactivating your camera and microphone.

I am not in the Portal. How do I join a meeting?

- ① If you are not in the Portal but have received an email invitation to join a meeting, click on **Join meeting**.

You will be redirected to the Meeting window.

Here you will be able to Join the meeting and adjust your background if you wish to.

Once you have Joined the meeting you will be able to use tools such as activating or deactivating your camera and microphone.



I want to schedule or manage a meeting, but I can't find how to. What can I do?

- ① Only Chapter Chairs, Deputy Co-Chairs or other designated administrators can schedule and manage meetings.
- ① Members who are not administrators will only be able to Join meetings, they will not be able to schedule or manage meetings.
- ① Please contact your Chapter Chair or Deputy Co-chair or email enquiries@htrhn.org.nz for more support.

I am a Chapter Chair or Deputy Co-chair. How do I schedule a meeting?

- ① Log-in to the Members Portal.
- ① On the menu bar find **Chat**. As you hover over **Chat** you will see **Meeting** listed.
- ① Click on **Meeting**.

Handy hint: View the video tour of the Portal on the Portal home page.

How do I change the details of my scheduled Meeting?

- ① Click on Schedule or Manage a Meeting
- ① You will be prompted to log-in once again.
- ① You will again be directed to the Meetings set-up page.
- ① To see your changes in the Members Portal, click Refresh on your Browser.

I am a Chapter Chair or Deputy Co-chair. How do I use Meeting?

- ① Log-in to the Portal
- ① Click on **Schedule or Manage a Meeting**
- ① You will be redirected to a log-in pop-up.
- ① The log-in pop up reads:

To schedule your meeting or make changes to your scheduled meeting please log-in using your Meeting log-in details provided to you by the GM Membership.

Once you are logged in you will be redirected to the Meeting Set-up Page.

- ① Log-in using your allocated Meeting Admin log-in details as provided to you from GM Membership.
- ① Successful log-in will redirect you to the Meeting set-up page.
- ① From here you can use all the tools available on the Meetings App.

How do I Schedule a Meeting?

- ① Click **Schedule** in the top right-hand corner.
- ① This will open a Form in which you can add a title, date, times, add hosts and co-hosts, add participants and create an agenda. Under more options you can create a recurring meeting, change hosts and set reminders.
- ① Click **Schedule** to save and share your Meeting.
- ① Your Meeting will now be visible on the Meetings page in the Portal.

for more information, contact: @enquiries@htrhn.org.nz