

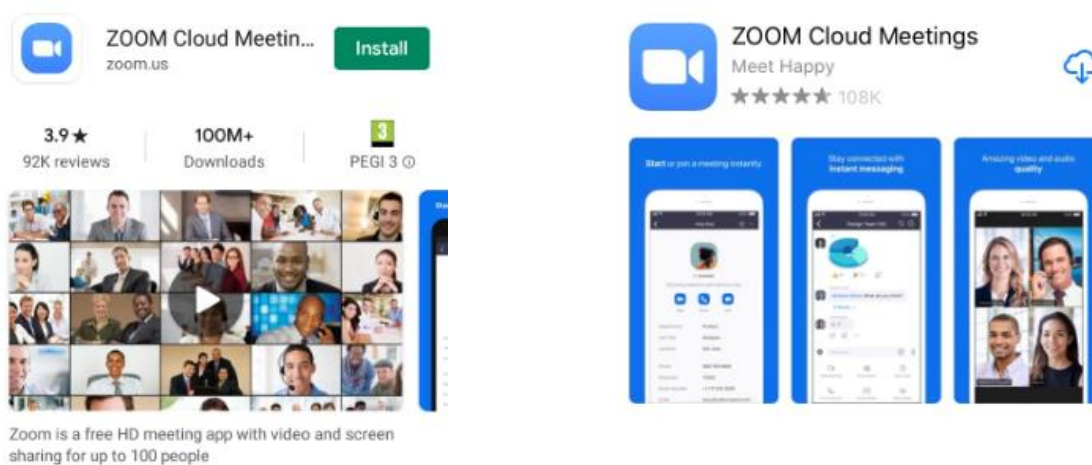
## Step by Step Guide: Joining a Zoom Meeting

In order to access the training with ease, we strongly advise that you download the Zoom App for free so that the hyperlink within the email takes you straight to the session.

Below are different stages which will support you using Zoom. We recommended that you allow 5-10 minutes to get sorted if this is the first time you have used Zoom.

### To Download Zoom:

- If you have not used zoom before you can easily download it via the app store if using a mobile, iPad or handheld device. It can easily be found by searching for 'Zoom':



Or if using a desktop or a laptop you can download from the Zoom website <https://zoom.us/>

### If you already have Zoom downloaded:

- If you have used Zoom previously you may be familiar with how it works. If not the steps below might help
- You will receive a Zoom meeting invite via email, which will enable you to join the training session. The email will look **similar** to this:

Topic: Patient Education Zoom Meeting  
Time: May 15, 2020 09:30 AM London

Join Zoom Meeting

[https://us02web.zoom.us/j/83979765786?  
pwd=ZWRpMWNNMXpDM0U5aEtqdDlDbDhqdz09](https://us02web.zoom.us/j/83979765786?pwd=ZWRpMWNNMXpDM0U5aEtqdDlDbDhqdz09)

Meeting ID: 839 7976 5786  
Password: 2UYV9Z

- You then have 2 options for how to access the sessions:

**Option 1:**

Simply click on the hyperlink embedded within the email

Topic: Patient Education Zoom Meeting

Time: May 15, 2020 09:30 AM London

Join Zoom Meeting

[https://us02web.zoom.us/j/83979765786?  
pwd=ZWRpMWNNMXpDM0U5aEtqdDlDbDhqdz09](https://us02web.zoom.us/j/83979765786?pwd=ZWRpMWNNMXpDM0U5aEtqdDlDbDhqdz09)

Meeting ID: 839 7976 5786

Password: 2UYV9Z

This will take you to the following screen:

Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

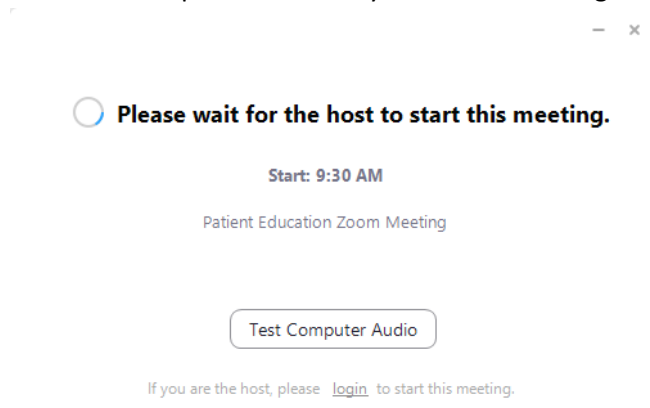
If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

If you already have Zoom installed it will prompt you to open via the application, failing that you are able to 'click here' at the bottom to launch.

**Option 2:**

If you already have Zoom downloaded, you can open the application and enter the meeting ID and password – also given within the email, which will take you straight to the session.

Either of the options will take you to the following screen:



**If you wish to join the sessions, but prefer to not download the App:**

You may wish to join a zoom session, but would prefer to not download, the good news is that you can still access the session using either a desktop or a laptop.

In your web browser (e.g. Google), simply access <https://zoom.us/>

Click 'Join a Meeting' at the top and you will see the following screen:

## Join a Meeting

Meeting ID or Personal Link Name

Join

This is where you will input the Meeting ID and Password that are provided in the email alongside the hyperlink.

Topic: Patient Education Zoom Meeting

Time: May 15, 2020 09:30 AM London

Join Zoom Meeting

[https://us02web.zoom.us/j/83979765786?  
pwd=ZWRpMWNNMXpDM0U5aEtqdDIDbDhqdz09](https://us02web.zoom.us/j/83979765786?pwd=ZWRpMWNNMXpDM0U5aEtqdDIDbDhqdz09)

Meeting ID: 839 7976 5786

Password: 2UYV9Z

**Helpful information once you are ready to join:**

- Once the host is ready to start the training they will 'admit' all participants in and the session will begin
- You will have the option to join with or without video, this is completely optional so do not feel pressured to do so if you would prefer not to be seen. Please note, in group discussions and for workshops within the training we may ask for cameras to be turned on to make it more interactive for all
- With regards to audio, the host will be muting all participants to minimise any interruptions. We welcome questions that can be asked via the chat box which appears in the control bar when the training is underway. Regular opportunities will be given to ensure any comments, questions or ideas are shared throughout the session.

