

Guide to Zoom

Digital Events Overview

Joining a Webinar/Meeting from your Desktop or Laptop

- **Join by link:** Prior to the webinar we'll send across the link to the Zoom meeting and password you'll simply be able to click the link, enter your Name and Email Address and then join the session. **We recommend you to use a Chrome Browser to join the webinar.**
- You'll receive an email with dial-in details that will look like this:

Hi there,

You are invited to a Zoom webinar or meeting.

When: Month DD, Year at 02:00 PM London

Topic: XXX

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85621407253?pwd=VUZjc3dDakpoZDZqbnQyRjhiRlFQZz09>

Passcode: XXXXXX

Joining a Webinar/Meeting from your Mobile.

- If you can download the 'Zoom Cloud Meeting' App you'll be able to join and watch the session from your mobile using the same link provided to desktop users or join using the Meeting ID and Passcode as shown in the format below:
- Webinar ID: XXX XXXX XXXX
- Passcode: XXXXXX

Dialling into a Webinar/Meeting

- **Join by phone:** You'll be able to dial-in and be placed on hold until the Host starts the session, we'll send these out in the same email to you.
- The email text will look something like this:

Or iPhone one-tap :

United Kingdom: +442034815237,,85621407253#,,,,,0#,,654492# or +442034815240,,85621407253#,,,,,0#,,654492#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

United Kingdom: +44 203 481 5237 or +44 203 481 5240 or +44 203 901 7895 or +44 131 460 1196 or +44 203 0512874

Ireland: +353 6 163 9031 or +353 1 240 8941 or +353 1 536 9320 or +353 1 653 3895 or +353 1 653 3897 or +353 1 653 3898

Webinar ID: 856 2140 7253

Passcode: 654492

International numbers available: <https://us02web.zoom.us/j/kbvyXXt4Ue>

Use of the Chat + Q&A (Laptop/Desktop)

- Both the chat and Q+A will appear on your bottom toolbar, or at the top if you are in full screen mode.
- Use the chat to communicate any technical issues you maybe having to us via the 'Host only' option.
- Use the Q+A for content related questions this will go directly to the panellists.
- If you wish to speak with the panellists, select the raise hand option and we'll allow you to talk and open verbal dialogue between yourselves and the panellists.