

Training on Zoom Video Conferencing

Helpful Information before the course starts:

- Zoom Video Conferencing is accessible on PCs, tablets and smartphones, learners will be provided with support, instructions and a link to join the course.
- All delegates must logon and 'join' the live session 10 minutes prior to course commencement, this is to ensure the course starts on time and without disruption. It is delegates responsibility to ensure they can see, hear and be seen and heard before the course start time. Trainers will be on hand to trouble shoot, help/support login, check camera and audio function etc for 10 minutes prior to course commencement.
- Trainers must take a register before the course starts, therefore once the session has started you may not be permitted entry due to the disruption this causes for other learners.
- All learners will be expected to attend by video call as standard, with cameras on during the delivery. Courses are interactive so please expect to contribute and take part in full.
- We are aware that the device you use may be different to the name of the person the ticket was originally booked for (Jeff's iPad), to support the trainer in completing the course register can we please ask all delegates to type your name along with the name of your place of work into the comments area to help the trainer identify who is attending the course (Childminders please add CM to the end of your name).
- Each ticket bought is for only one person and they must access the training on an individual PC, tablet or smartphone, it is not suitable for delegates to share a device.
- By signing up to this course you are providing your consent to the email address you provide at the point of booking being shared with the training provider to enable the trainer to contact you regarding this specific course only.
- If you have any special requirements we need to be aware of in regard to your attendance at this event such as dyslexia, impairments or disabilities please email eytraining@leics.gov.uk

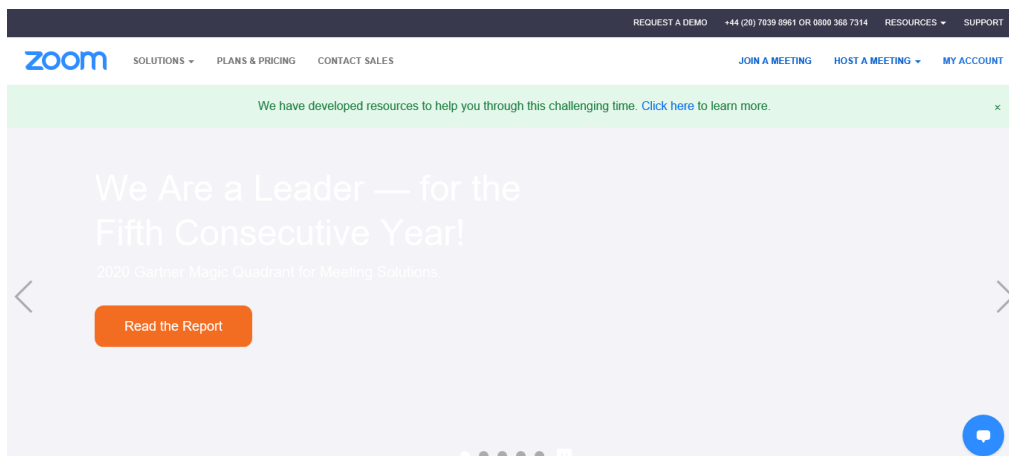
Joining a Zoom Meeting

Zoom allows joining a Zoom meeting or webinar without downloading any plugins or software, best on Google Chrome, Mozilla Firefox, and Chromium Edge. Participants do not need to be signed in to a Zoom account but may be required to do so if the host is requiring participants to be signed-in to an account.

If you would like to download Zoom, this is optional : <https://support.zoom.us/hc/en-us/articles/115005666383-Show-a-Join-from-your-browser-Link#:~:text=Participants%20who%20are%20unable%20to,link%20to%20join%20the%20meeting.>

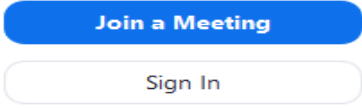
Otherwise join without downloading the application.

Open the Zoom desktop



Join a meeting using one of these methods:

Click **Join a Meeting** if you want to join without signing in.



Join a Meeting

Sign In

Sign in to Zoom then click **Join**.



Join

Please log on 10 minutes before the training starts, to begin click on the link in your meeting invite and this will launch the Zoom app.


You will be prompted to enter your name and the meeting password if it was not included in the join link.

Enter the meeting ID number and the password.

Select if you would like to connect audio and/or video and click **Join**.

 Join Audio

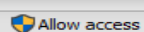
×



Join with Computer Audio

Test Speaker and Microphone

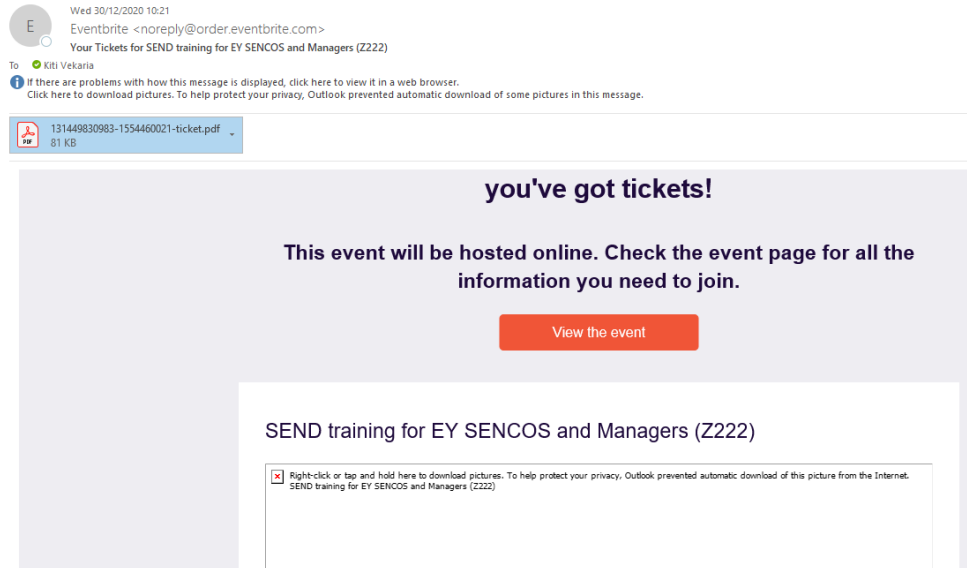
Automatically join audio by computer when joining a meeting

 Allow access

 Cancel

Or log on from your Eventbrite Confirmation Email:

You will receive an email once you have booked your place.



Please read all the information on the email ticket, it includes Course Information, dates, times, order summary and Additional Information.

The Additional Information page is very important as it will include the online session link.

Live Training Event – Date of Course

Link to Zoom and password

You can set your audio and video settings:

From left to right, the three switches allow you to:

1. Mute or unmute. It's good practice to stay muted when you are not speaking.
2. Enable or disable your webcam, so attendees can or cannot see you.

When you are happy with your selections, it's time to join the meeting. Just click the blue Join now button.

Once training has been completed you can leave the meeting by clicking the red leave meeting button, see below.

