

# Zoom Joining Instructions

## Joining a Zoom meeting – (via web browser on laptop or computer)

A Zoom account is not needed to join a meeting through a web browser on your desktop or laptop.

Simply, click the meeting link you have been emailed by the Infected Blood Inquiry and it will take you directly to the video call. If required, enter the meeting ID and password which can be found in the invitation email.

## Joining a Zoom meeting – (via Zoom app on mobile phone or tablet)

### **For Android users:**

Please download the Zoom app from the Google Play Store.

### **For Apple users:**

Please download the 'Zoom Cloud Meetings' app from the App Store.

- 1) Once the app is downloaded on your device, you can open the invitation email sent by the Inquiry on your phone or tablet.
- 2) Tap the meeting link within the email, this will take you to the waiting room of the video call and a member of staff will then allow you into the call.

Alternatively:

- 1) Open the Zoom app.
- 2) To join the meeting without signing in, tap '**join a meeting**'.
- 3) Enter the meeting ID number (this can be found in invitation email) and your name.
- 4) You will then be prompted to enter the meeting password (can also be found in invitation email).
- 5) After selecting '**join with video**', you will be placed in the waiting room before you are allowed into the call by a member of staff.

## Joining a Zoom meeting – (via telephone)

You can also join a Zoom meeting via dial-in. To do this:

- 1) Phone the number under the 'dial by your location' text in the invitation email sent to you by the Inquiry.
- 2) You will then be prompted to enter your Meeting ID (this can be found in the invitation email) followed by the # key.
- 3) The operator will then ask you to enter the 'participant key' or 'password' followed by the # key. On both instances please enter the password from the email (this will be made up of numbers only).
- 4) You will then enter the call. If you wish to mute or unmute yourself you can do this by entering \*6.