ZOOM Software - to participate in Webinars/Meetings

Your Zoom join process will vary dependent on a bunch of things. Here are a few steps which will assist you in preparing for the use of Zoom.

Take a look at the four different scenarios below and follow whichever applies to you.

NOTE: You do **not** necessarily have to set up an account to join the webinar.
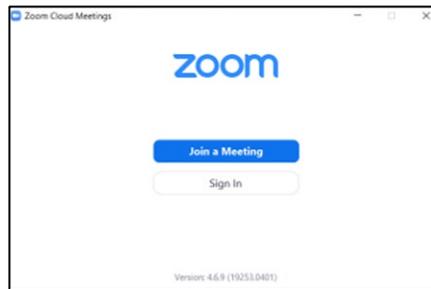
RECOMMENDATION: We suggest you use a headset / earphones in the webinar.
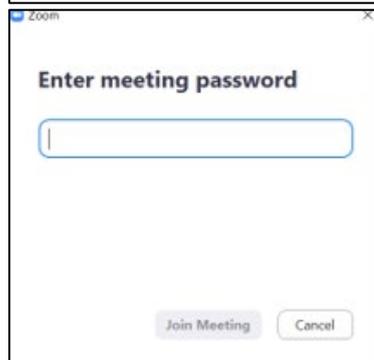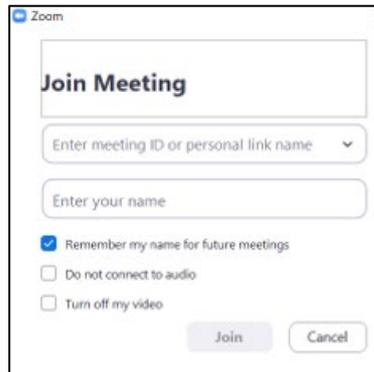
A.

1. It could be as straight forward as clicking the link which MinEx sends to you for each individual webinar, easy.
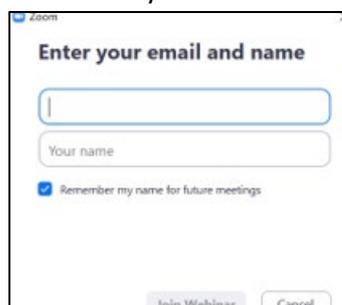
B.

1. You open Zoom on your device and enter the meeting details to be able to join therefore click **Join a Meeting**:

2. Enter the Meeting/Webinar ID and Password which you will find in the relevant topic email from MinEx

3. Enter your **email address** and **full name.** Then follow any further instructions on your screen.
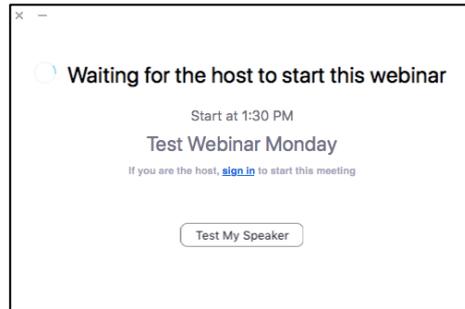
C.

**Joining the Webinar from email/calendar invitation link**

1. Click the link to join the webinar, you will receive a pop-up to open the application, **click** the **Open zoom.us** button:
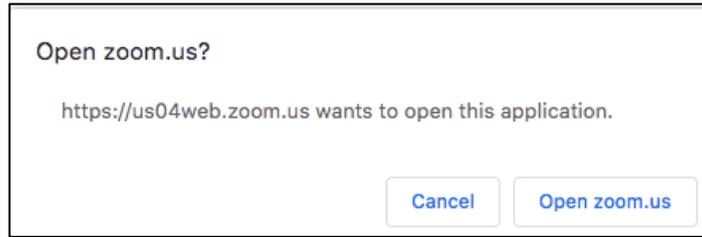
2. If you sign in prior to the start time, you may see a pop-up telling you to wait until the host has opened the webinar.
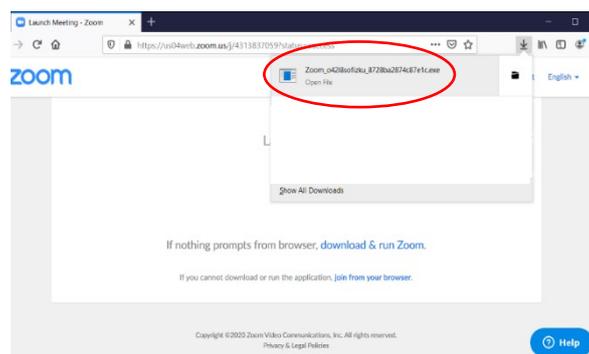

3. Once the host has started the webinar, their screen will be shared with you (e.g.: pic below), and you will be good to go.
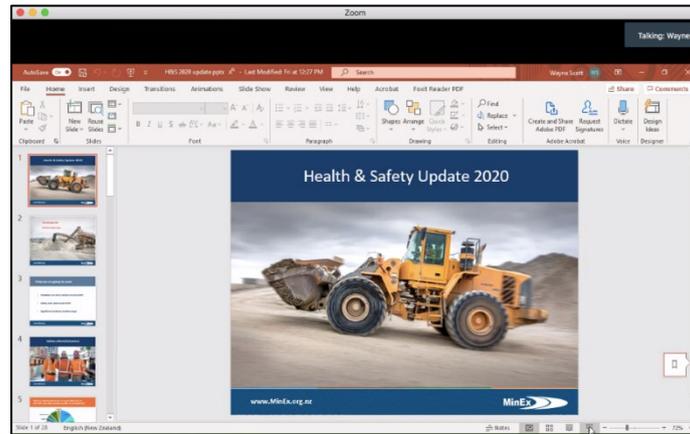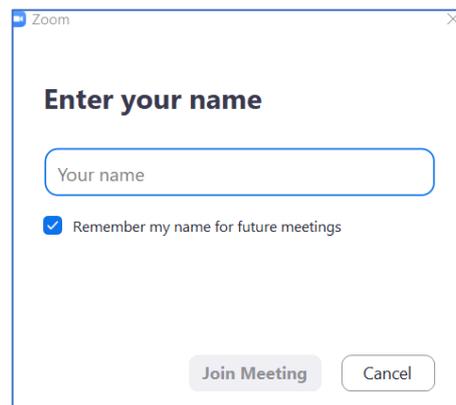

D.

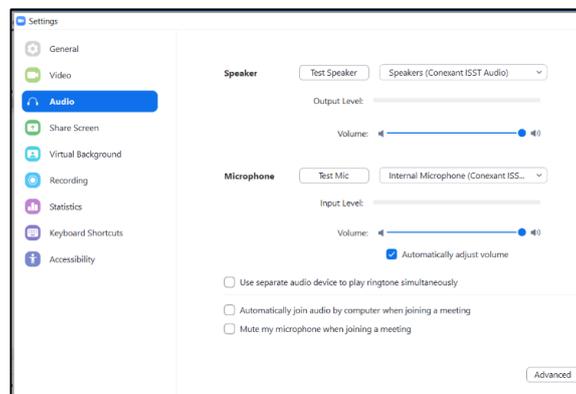**Downloading Zoom software to join Webinar**

1. Once you receive the invitation, click on the link and "Download & Run Zoom"
2. A dialog box will open to download, follow the prompts to install the software on your device.

3. You'll then be prompted to enter your full name, then click **Join Meeting**.

4. Test your audio and speaker quality settings.

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