

Using Zoom - INSTRUCTIONS

We will be using Zoom as the platform for the virtual session. Zoom doesn't require you to set anything up on your computer in advance. You just need to click on the link and follow the instructions. However, if you haven't used Zoom before, you should read the instructions below.

To join the Zoom session on the day:

Meeting ID: 921 0709 6157

Topic: **AACE BAME Event 2**

Date: Sep 8, 2020

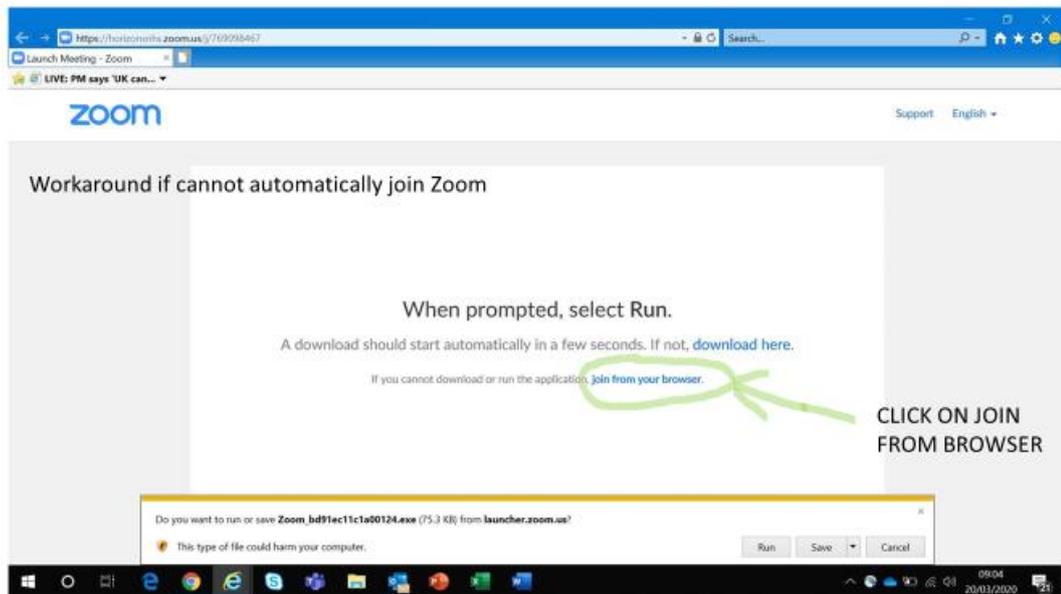
Time: Join any time from 9.30 AM, start at 10.00 AM

1. Go to: <https://horizonsnhs.zoom.us/j/92107096157>
2. Enter your name and email address
4. Click "Join Now".
5. Follow the instructions that appear on your screen
6. You will be asked how you want to join up your audio. You can either ask for a call back on your phone, you can call directly, or you can join via your computer audio (via headphones or ear buds plugged into your computer)

A workaround to join Zoom session on the day:

If this is the first Zoom session you have joined, your browser will ask you to install some software. Allow the software to be installed and once this happens, the Zoom should start automatically.

Try to click on the link in the instructions above. If that doesn't work, copy the link, go into Chrome and paste the link there. A Zoom page will appear. At the bottom will be some blue words that say "join from your browser". You should be able to get onto Zoom from there. If you have any difficulties, call Zarah or Pardeep – their numbers are at the bottom of the note below.



If you join through the browser a small amount of Zoom functionality will be limited including an inability to take part in polls or use annotation. The facilitator will provide you with instructions as to alternative means of taking part in polls or annotations as they arise.

You will though be able to take part in all the discussions, chat room and breakout rooms.

Further points to note

Once you have joined the Zoom, please follow the onscreen instructions to make an audio connection. If you have headphones, you can join via your computer. You can use the headphones from your smartphone, plugged into your computer. Otherwise, the system will show you how to join by telephone. It is usually very easy to do, even the first time.

This will be an interactive session with the opportunity to have conversations and ask questions. You can take part in the Zoom via your smartphone, but you will get the best experience by joining via a laptop or tablet as Zoom has less functionality on smartphones.

We recommend that you join by the Zoom (on your computer or smartphone) rather than just by telephone. If you do need to join by telephone, you can call anyone of the following numbers:

- +44 330 088 5830 United Kingdom
- +44 131 460 1196 United Kingdom
- +44 203 481 5237 United Kingdom

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We'd encourage you to switch on your camera during this virtual Zoom away day to enable you to fully immerse yourself in the sessions and be able to see your colleagues. Please be mindful of your environment, as you will be in an open forum where people will be able to see you.

Finally, it should be noted that as more and more people are working from home in relation to the Covid-19 crisis virtual platforms and internet providers are seeing huge rises in demand for their services. As a consequence you may experience a drop in occasional functionality of the platform or through your own home broadband. We would ask you to be patient and if you run into persistent difficulties during the session to contact Zarah or Pardeep on the numbers below.

Testing your access to Zoom

You can test out Zoom on your computer in advance by clicking on this link for support resources:
https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?_ga=2.269235825.1619446805.1576501371-1231339366.1561734005

If you have any problems joining on the day, there are two colleagues from the NHS Horizons team who are ready to help you. They are:

Zarah Mowhabuth: call 07702 420334 or email: zarah.mowhabuth@nhs.net

Pardeep Bains: call 07568 431924 or email: pardeep.bains@nhs.net

Please contact Zarah or Pardeep if you have any technical difficulties in joining on the day or if you want to discuss any technical issues about Zoom in advance of the day.