# **CeNT UW Webinars**

Instruction for attendees

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## NOTE!

The microphone in Zoom is not working in **Safari** webbrowser! Mac users, please use Chrome, Firefox, Edge or install the Zoom application on your computer.

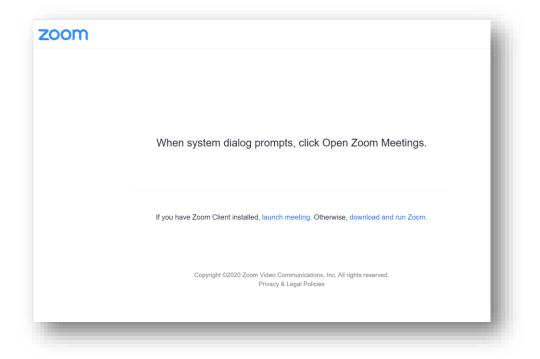
#### Link to the meeting

Each of you will have access to a link directing you to the meeting.

The link can be sent by e-mail or available, for example, on the website.

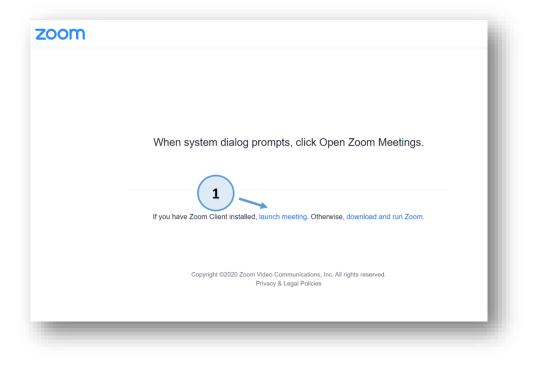


Clicking on the link will take you to the Zoom website.

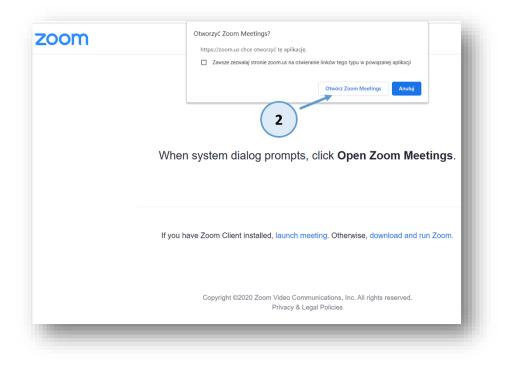


Instructions for people who have installed the Zoom application

1. Choose the option lauch meeting

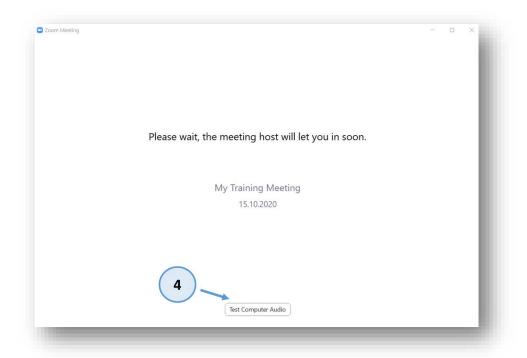


2. Allow to launch Zoom application

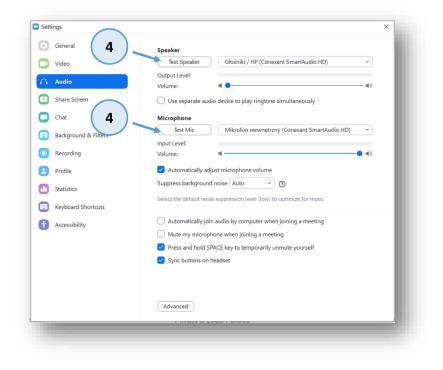


3. Wait for the host to let you in

Zoom Meeting		_	×
	Blease wait, the meeting host will let you in soon.		
	My Training Meeting 15.10.2020		
_	Test Computer Audio	_	J



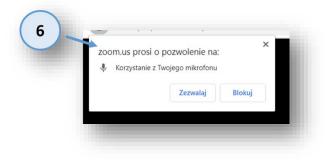
4. We recommend that you test the headphones and microphone while you are waiting



5. We join the meeting with the use of Join with Computer Audio

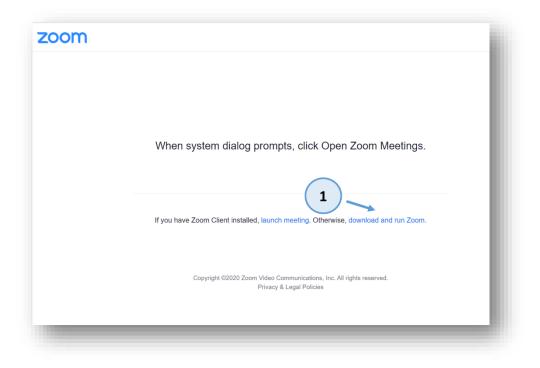
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	(Telephone/Room Syste Invite Link: Participant ID:	5	
		Join with Computer Audio Test Speaker and Microphone	
	<b>A</b>		
	Join Audio	Automatically join audio by computer when joining a meeting	
in Audio Start Video		Participants Chat Share Screen Record	Leave

6. NOTE! The app may request access to the camera and microphone. Please give your consent

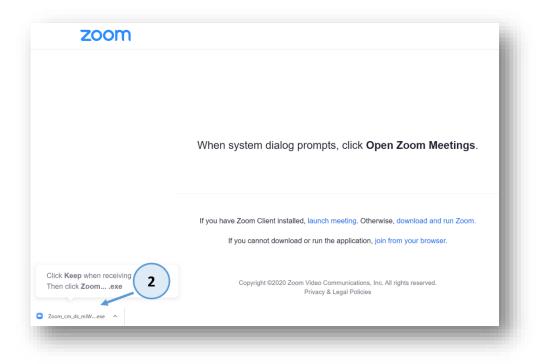


### Instructions for people who want to install the Zoom application

1. Choose option download and run Zoom



2. Start the downloaded file Zoom\_...\_.exe

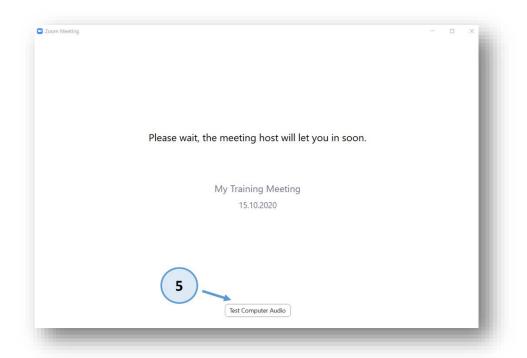


#### 3. Choose your login

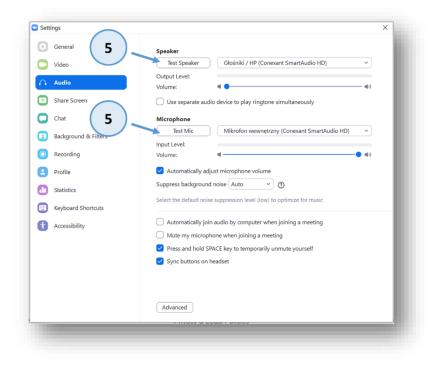
3 When syster	Enter your name	
	Remember my name for future meetings	n Meetings.
lf you have Zoom	Join Meeting Cancel	ad and run Zoom.
lf you cann	not download or run the application, join from yo	ur browser.
	If you cann	If you have Zoom If you cannot download or run the application, join from yo Copyright ©2020 Zoom Video Communications, Inc. All rights I Privacy & Legal Policies

4. Wait for the host to let you in

Zoom Meeting			×
	Please wait, the meeting host will let you in soon.		
	My Training Meeting 15.10.2020		
	Test Computer Audio		J



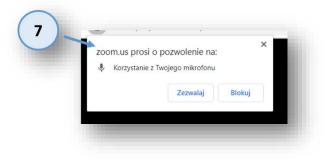
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6. We join the meeting with the use of Join with Computer Audio

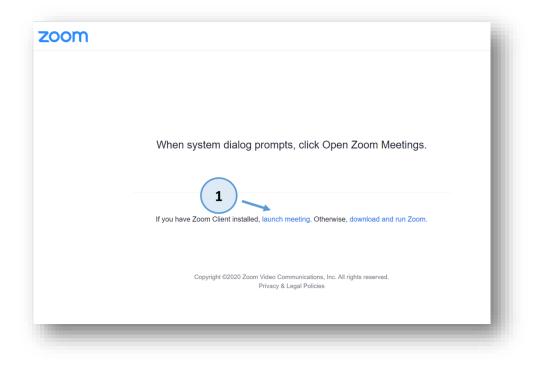
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		Test Speaker and Microphone	
	Join Audio	Automatically join audio by computer when joining a meeting	
in Audio Start Video		Participants Chat Share Screen Record	Leave

7. NOTE! The app may request access to the camera and microphone. Please give your consent

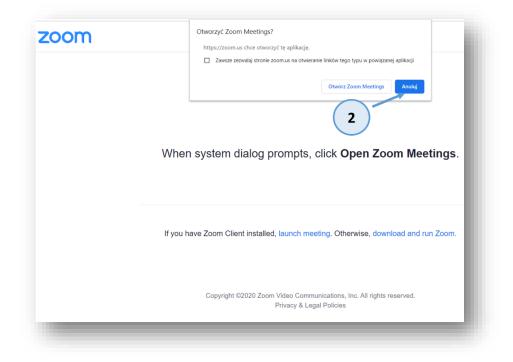


### Instructions for people who want to use Zoom via webbrowser

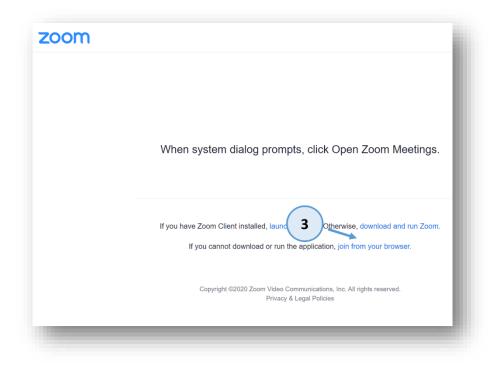
1. Choose option lauch meeting



2. Reject the allowance to use Zoom application

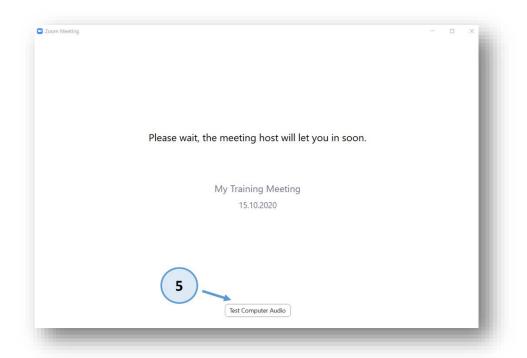


3. A new option appears: join from your browser

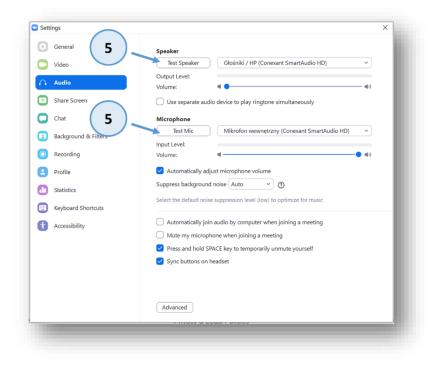


4. Wait for the host to let you in

Zoom Meeting		-	×
	Please wait, the meeting host will let you in soon.		
	My Training Meeting 15.10.2020		



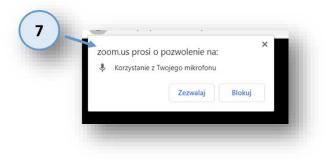
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6. We join the meeting with the use of Join with Computer Audio

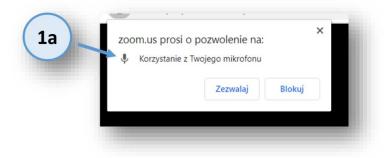
)		Talking:	
	Meeting Topic:	My Training Meeting	
	Host: Passcode: Numeric Passcode: (Telephone/Room Syste	Automatic Mail MGyk3f Join Audio	
	Invite Link: Participant ID:	6 Join with Computer Audio Test Speaker and Microphone	
	<b>A</b>	rex speaker and microphone	
	Join Audio	Automatically join audio by computer when joining a meeting	
in Audio Start Video		Participants Chat Share Screen Record	Leave

7. NOTE! The app may request access to the camera and microphone. Please give your consent



#### Problems

- 1. Problems with microphone and camera:
  - a. Please make sure that you allowed yor browser to use microphone and camera. If you are not sure please close the browser and start joining the meeting once again.



b. Please make sure that you are using proper microphone and camera in Zoom



2. Other problems

In case of other problemls please contact Helpdesk on private Chat or by phone (022 55 43 649).

So start a private chat:

- Click on Participants (1)
- Click on Chat (2)
- Click on "TO", find Helpdesk on the list and describe your problem.

Please be aware that every attendee is using different computer with individual configuration. Helpdesk might not be able to solve your problems.

