


Joining a Zoom event for WSCC Staff

This guide has been designed to support you in accessing Zoom for the purpose of attending training events set up by Learning & Development at West Sussex County Council.

This guide is for staff at WSCC who do not have the Zoom application installed on their laptops.

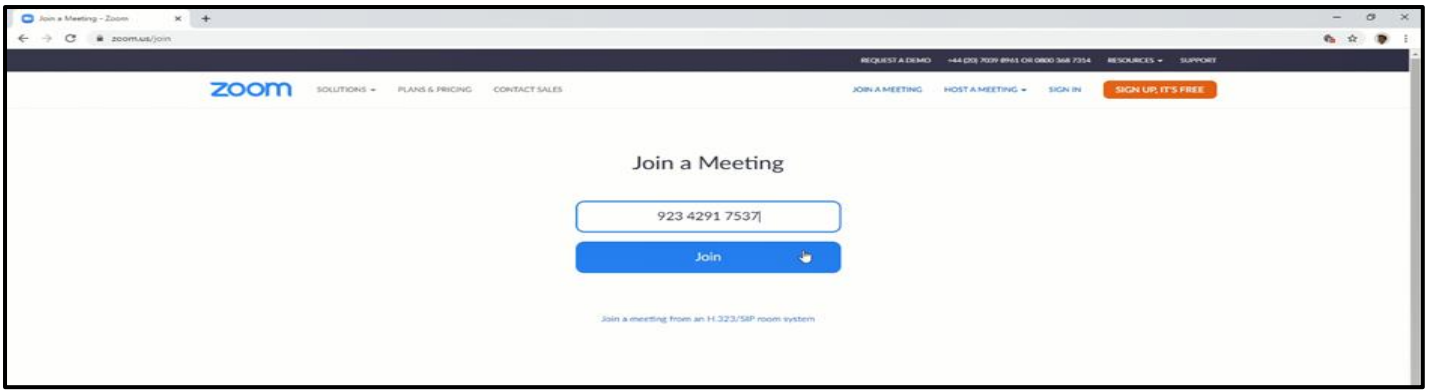
You can only access Zoom using the Google Chrome web browser. Clicking on the training meeting invite link will **not** work as it will open in Internet Explorer or your default web browser.

Please join the event at least 15 minutes prior to the given start time to ensure that you are set up successfully and ready to start.

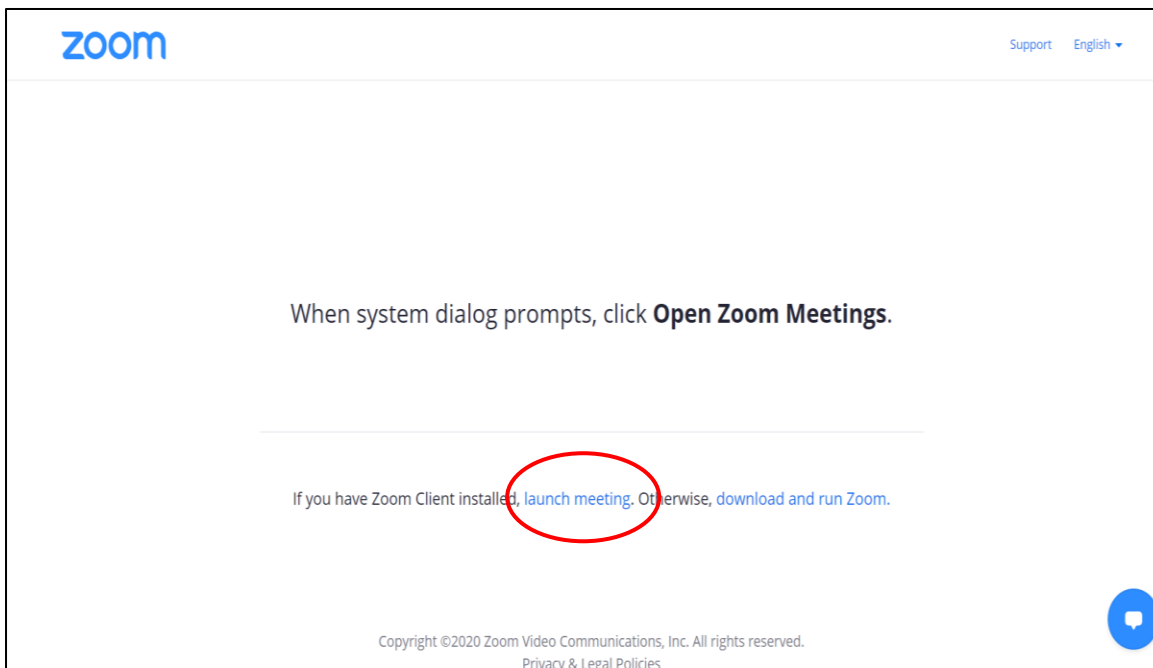
1. Click the Windows Start Icon in the bottom left corner of your screen 
2. If you are on a Windows 10 laptop start typing **Google** (there is no text box just start typing) press the Enter key and then click on **Google Chrome** (Under G in Start Menu).
3. If you are using a Windows 7 machine go to **All programs** and then scroll down the list for **Google Chrome**.



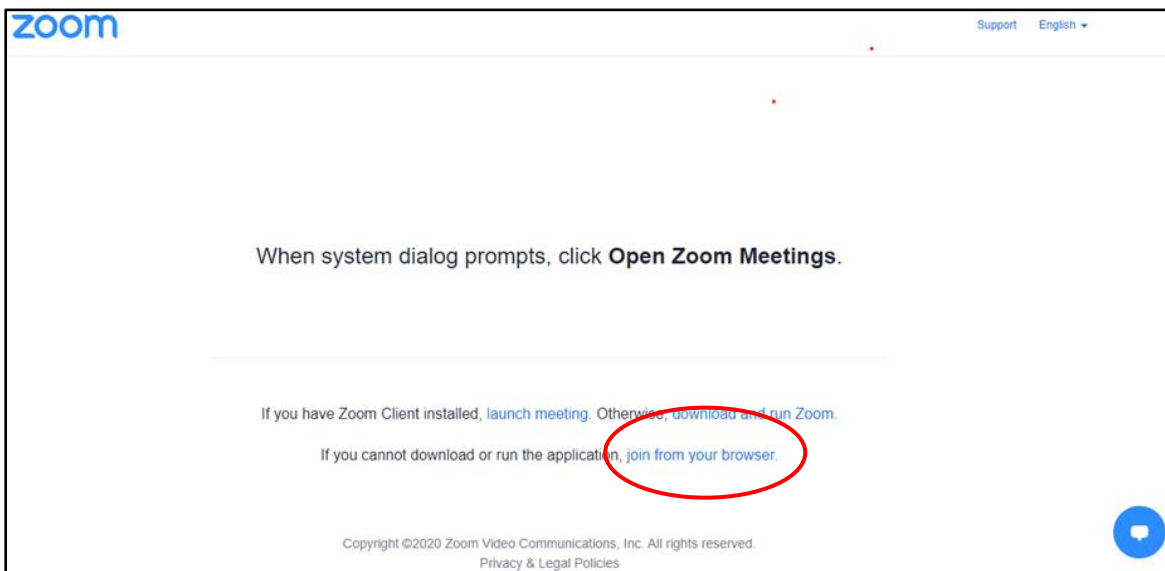
4. Type **zoom.us/join** in the Google Chrome URL (address) Bar and press **Enter**
5. Enter your **Meeting ID** then click **Join**
 - a. Eg: Example only - Meeting ID: 844 3465 0565



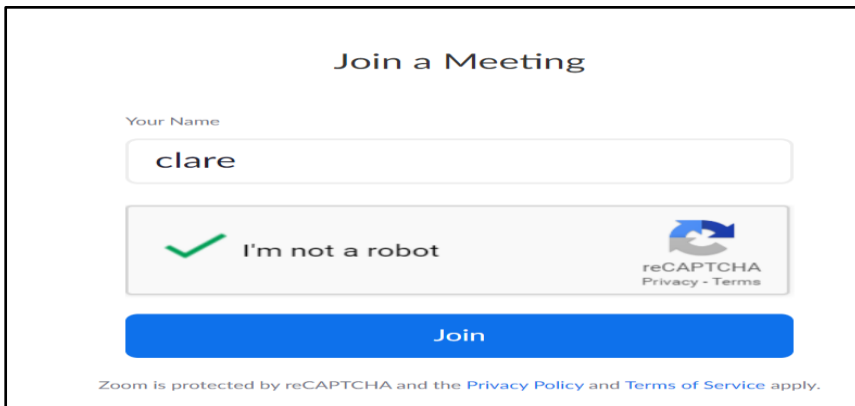
6. Ignore the automatic download option (the program cannot be installed as part of the WSCC Acceptable Use Policy)
7. Click "**Launch meeting**"



8. Click "**Join from your browser**"



9. Enter your name
10. Click "**I'm not a robot**" you will then be taken to a verification stage and will have to select pictures, this may go through several sets



11. Click **Join**
12. To use Zoom, you need to agree to the Terms of Service and Privacy Policy.
13. Enter your meeting **Password** (details on your invitation)
14. Join Meeting audio
 - a. Click **Join Audio** (Bottom Right icon)
 - b. Click **Join Audio by Computer**
14. Share your video

Please set yourself on Do not Disturb on Lync or Skype, and close Outlook.

As you are accessing Zoom via a website your computer may lock itself so you may need to touch/move your mouse when the screen starts to turn grey to prevent the screen locking.

If you experience any issues accessing the training please contact the trainer of the event in the first instance and if you are unable to speak with them then:

The L&D Admin Team on:

Internal: 23000 External: 0330 22 23000 | Email:
learninganddevelopment@westsussex.gov.uk

Please be aware, if the issue is technical the team may need to refer you to the specialist support functions.