Joining the Conference using Zoom

What You Need

The Sophia Centre is now using ZOOM as the platform for holding the online conference. You can join the conference using a PC, Mac, tablet or phone.

How You Join

Before the conference you will be sent an eMail which will contain a link. **If you have not received this link by the morning of the conference,** please eMail f.clynes@uwtad.ac.uk. When it is time to join the conference simply click the link contained in the eMail. The following screen fig. 1, will be displayed:
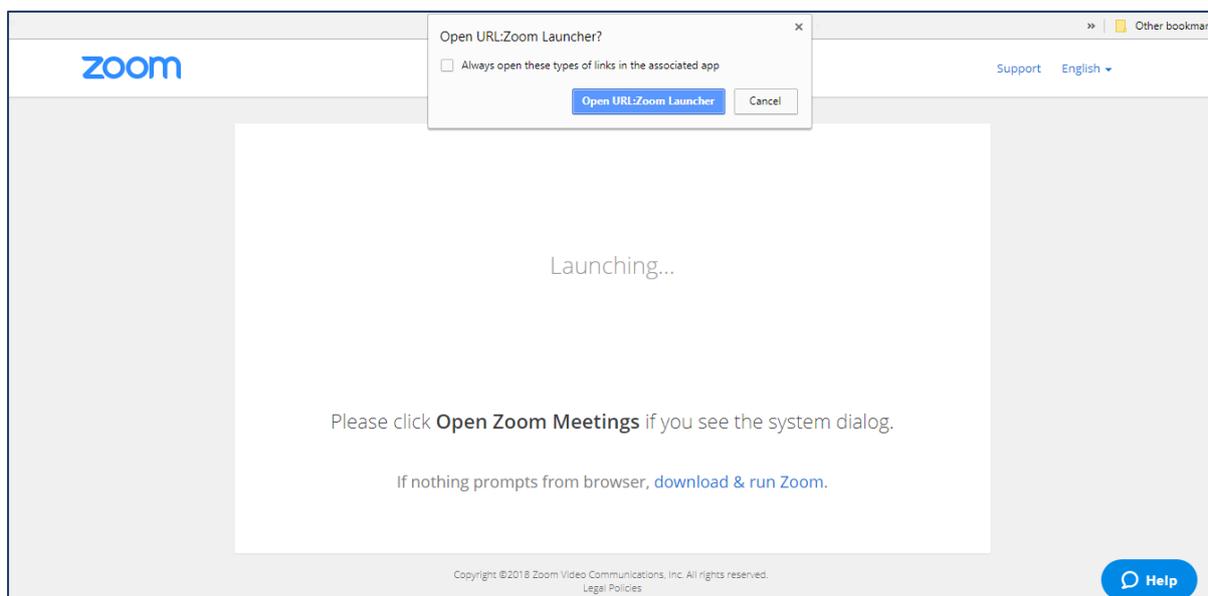

fig. 1 – Opening Zoom

Click 'Open URL:Zoom Launcher'. This will take you to 'Join Audio Conference' – see fig. 6 below. Please do arrive a little early just to get settled.

The First Time You Use Zoom

The first time you use Zoom on a computer, you will need to download and run the Zoom Launcher. To do this, click the link in the email you have received. The following screen (fig. 2) will be displayed.
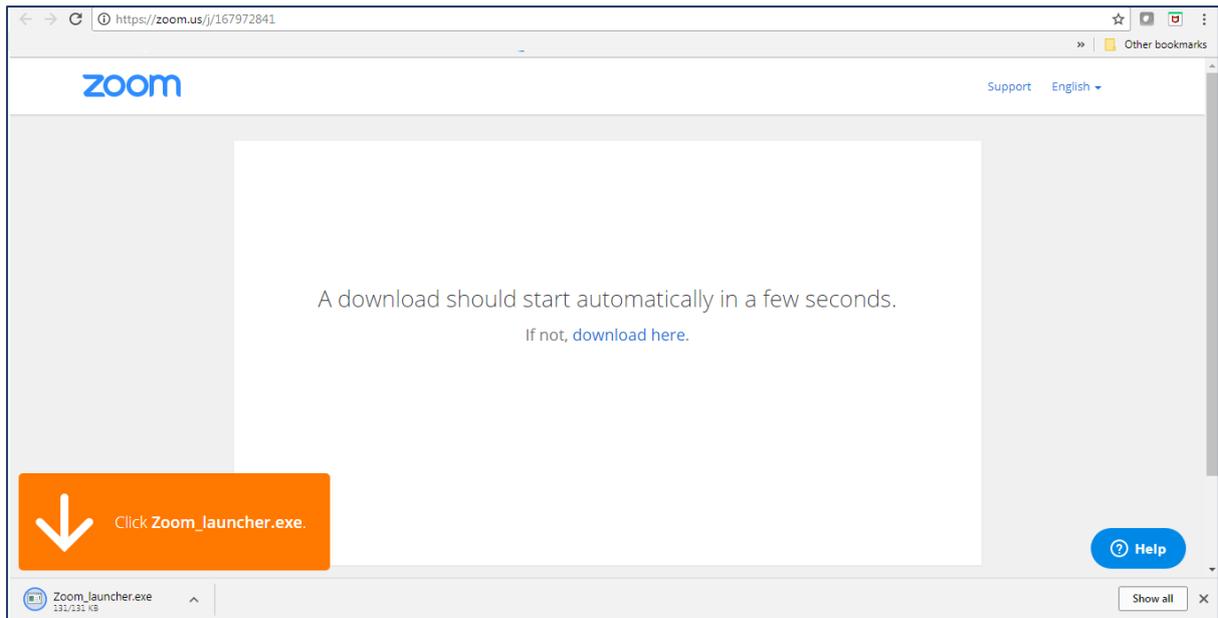
fig. 2 – Downloading the Zoom-launcher.exe

Click the Zoom_launcher.exe in the bottom left of your screen. You will be asked if you want to run the file as in fig. 3 below.
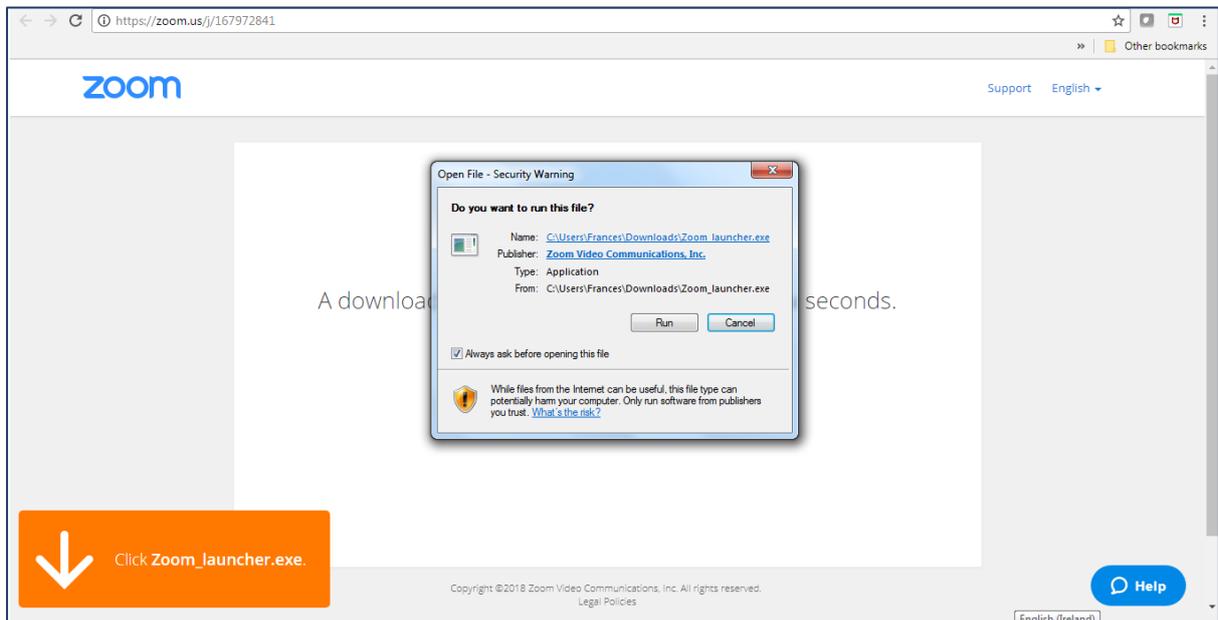

fig. 3 – Running the Zoom_launcher

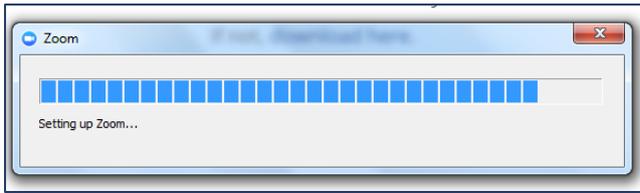Click 'Run' and the Zoom_launcher will install:
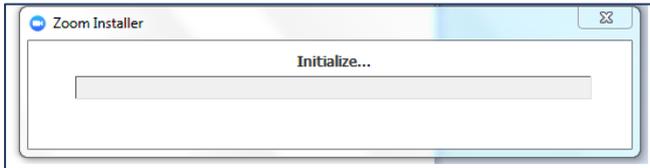
fig. 4 – Zoom prepares the settings

fig. 5 – Zoom installs the launcher

When the launcher is installed, you will be given the option to 'Join Audio Conference' – see fig. 6.

Joining the Audio Conference

You will be asked to enter your name and email address in the following screen, fig. 6.
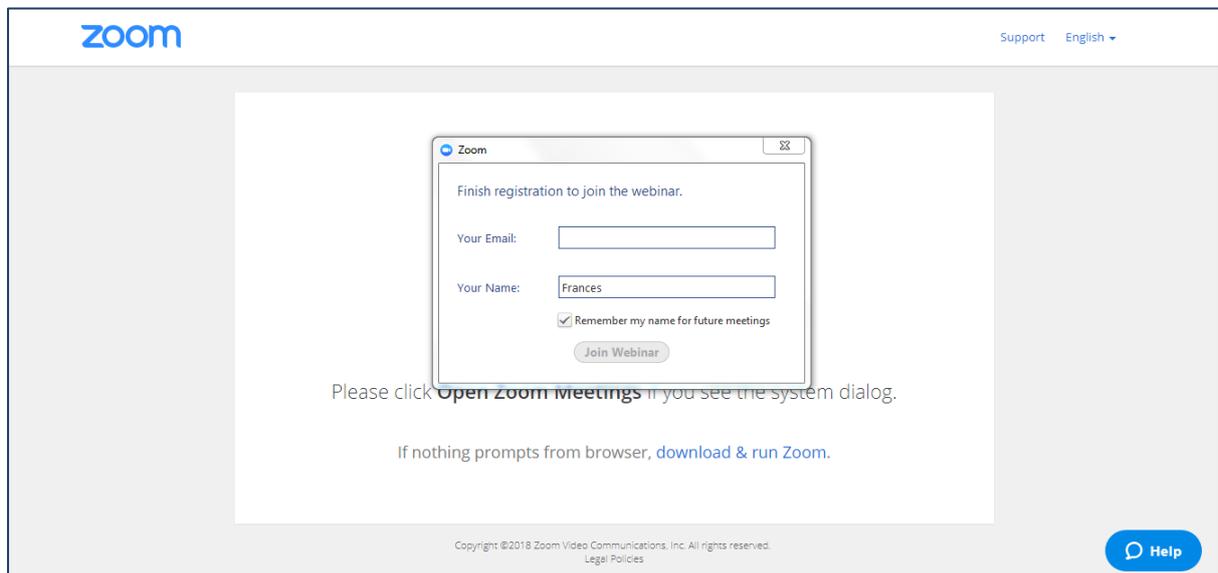

fig. 6 – Entering your name before joining the conference

When you have entered your name and clicked 'Join Webinar', you can then choose if you want to join the conference using a computer or a phone – fig. 7.
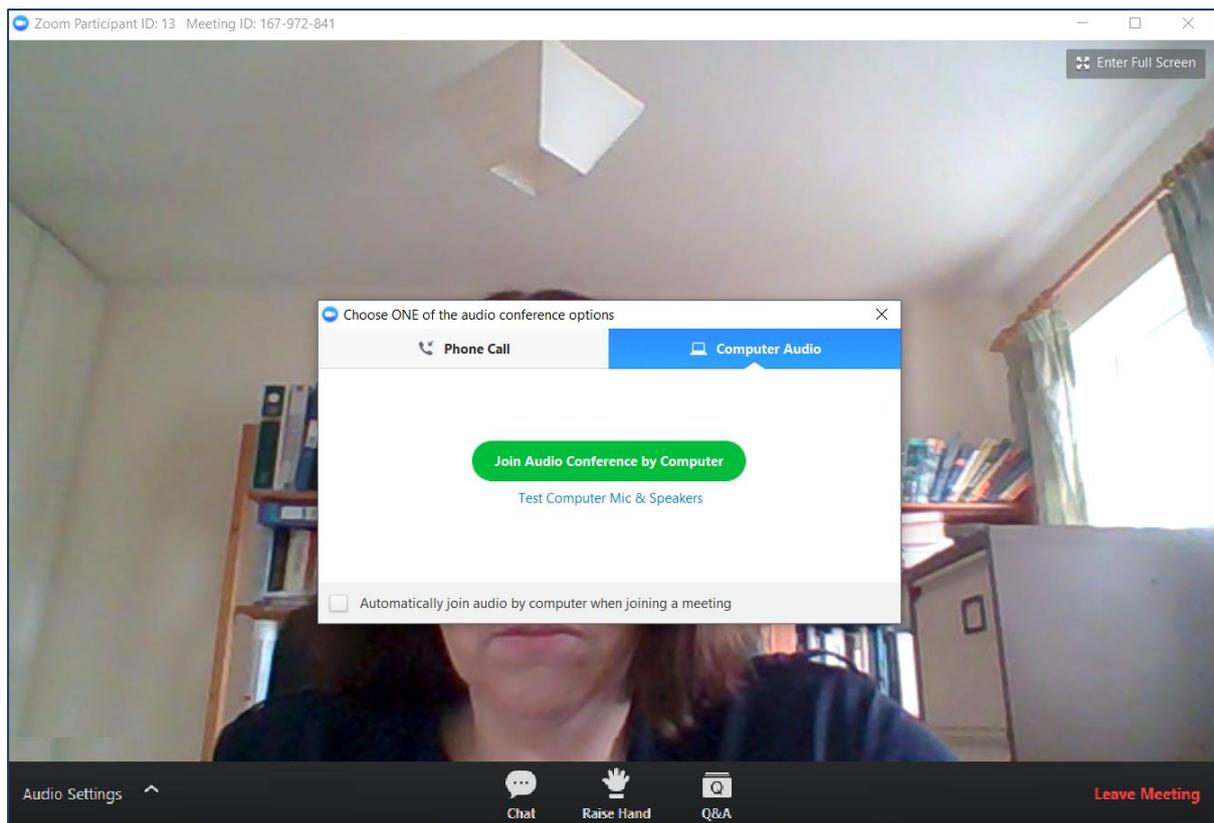
fig. 7 – Joining the Audio Conference by Computer

You can join the conference by phone or computer. When the screen in fig. 7 is displayed you can select 'Phone Call' or 'Computer Audio' by clicking the relevant link at the top of the dialogue box. In fig. 7, 'Computer Audio' is selected. If you have chosen 'Computer Audio', click 'Join Audio Conference by Computer', and you will be taken into the conference.

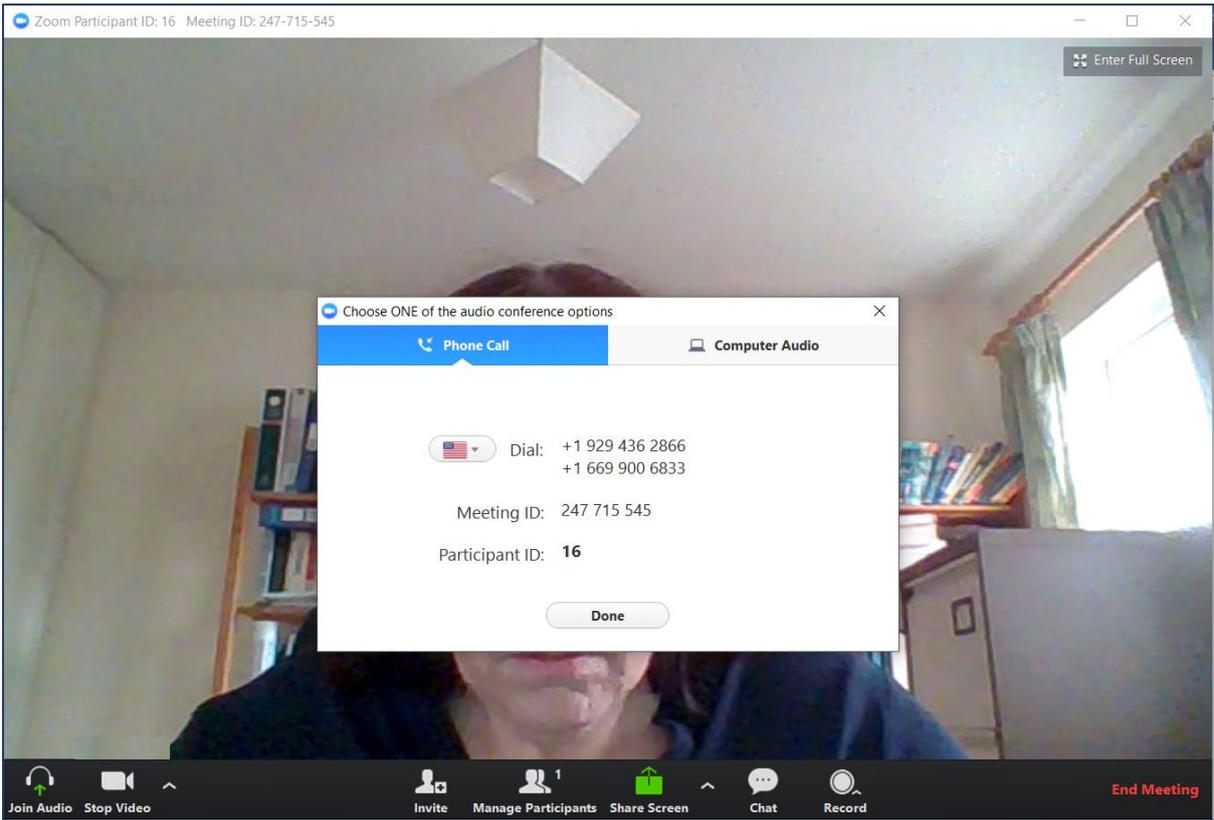If you have chosen 'Phone Call', the dialogue box in fig. 8 is displayed. Click 'Done', and you will be taken into the conference.

fig. 8 – Joining the Audio Conference by Phone