

HPS Online Events – Zoom joining information

Recommended devices

We recommend that if possible you use a tablet, iPad, laptop or a desktop PC. The small screen size of smartphones makes them more difficult to use on Zoom.



You will need to be able to mute and (more importantly) unmute yourself on Zoom using the microphone icon which looks like this. It may be at the top or bottom of the Zoom meeting screen, depending on your device and how you have joined.

Joining a meeting

There are two ways:

1) If you already have the Zoom Client (app) installed on your device:

From your email app, click on the meeting link you have been sent. This should launch the Zoom app. You should not need to put in the meeting ID or password – it should take you straight to the meeting.

2) If you do not have the Zoom Client (app) installed on your device:

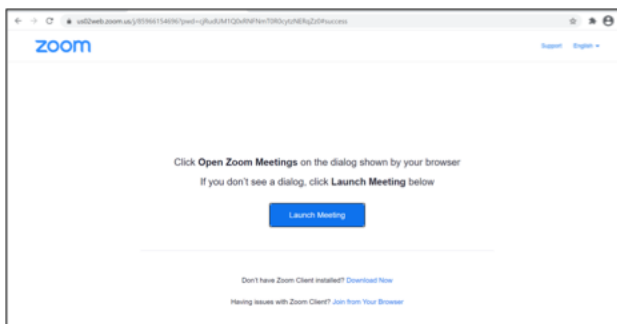
You can join from your browser without having to sign up for a Zoom account or download any software. If you have a choice of browsers, use Google Chrome or Mozilla Firefox. You will need the meeting ID and password from your email invitation.

In your browser, go to join.zoom.us which will take you to the Zoom “Join a meeting” webpage.

Enter the meeting ID number included in your meeting invitation

Click “Join”

You should see the screen below.



Do not click the “Launch Meeting” button but instead click “Join from Your Browser” at the bottom.

Enter your name.

Check the box “I’m not a robot” and then follow any instructions for the pictures which may then be displayed.

Click “Join”.

Enter the meeting passcode included in your invitation.

(Again) check the box “I’m not a robot” and then follow any instructions for the pictures which may then be displayed.

Click “Join”.

This should take you to the meeting.

Waiting Room: The “doors open” time will be approximately 10 minutes earlier than the meeting start time to allow you to check you can connect. If you join the meeting before the “doors open” time, you will be held in a Waiting Room until the host lets you in.

Video and audio: Please enable the video camera and microphone on your device for the start of the meeting so we can welcome you. Please keep your camera on all the time you are in the main meeting or breakout sessions. We may ask you to mute and unmute your microphone at various times.