

## **West Area Panel**

17<sup>th</sup> August 2021, 14:00-16:00

### **Zoom Log in Details and Instructions**

The zoom meeting will be open 15 minutes before the start time, please log in early if possible so we can start the meeting on time. This meeting will be run as individual area-based meetings, you will not have to enter a breakout room when you log on.

You can either join the meeting **online** via a smart phone, laptop or table or you can **dial in** from a landline or phone.

#### **Join Online**

**By simply clicking the link below if you're reading these papers on your device**

<https://us02web.zoom.us/j/84259573360?pwd=QjNHWGdNVUgxMng0RTI0bkxNdIRJQT09>

**or typing in the meeting ID and password**

Meeting ID: 842 5957 3360

Passcode: 0MATwt

#### **Dial in on your phone or landline**

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

Meeting ID: 842 5957 3360

Passcode: 638139

#### **How to Access Zoom Calls**

##### **Online via Mobile phone/Tablet/Computer/iPad**

You will receive an email with the link to follow to join on your computer, tablet or smart phone. This will also have the conference ID number and password.

The conference will be open 15 minutes before the meeting is due to start.

##### **How to join the meeting online**

To connect by video, you will need to use a smart phone, tablet or desk top computer with an internet connection.

- The phone and tablet will have a built-in microphone and camera, but if you are using a desktop you might need a web-cam for people to be able to see you.
- When it is time to join the meeting, just click on the link emailed.
- If you are using a phone, tablet or computer you can ignore anything asking you to download Zoom – you can join in a Zoom meeting without doing this.
- If you are using an iPad you will need to download the Zoom app
- Turn on video or audio, if it asks you to – you may not need to do this if it is already enabled on your device.
- You will go to a 'waiting room' first of all, and then will be invited in to the meeting.
- You will then see yourself, and everyone else who has joined the meeting.
- You can change the view on your screen to a 'gallery' view, so you see everyone at once, at the same size. This is the best option for this meeting.

### **Phoning/Dialling In**

If you are going to phone to us on an ordinary phone, in sound only, here are the instructions.

- You will need the meeting number and password (another number) (received in email/letter).
- You can use any phone that can make voice calls, so long as it has a keypad with a "\*" and a "#" key on it, and it goes "beep" when you press a key, rather than "clickclickclickclick". (Some phones have a switch on the bottom to set this, which should be set to "T" or "TB" or "Tone".)
- You can **mute yourself** on the phone by pressing \*6 and unmute yourself by pressing \*6 again
- You can **“Raise a hand”** on the phone by pressing \*9

### **Step-by-step dial in instructions**

1. Phone one of the following numbers in the email/letter you received.
2. You will get an automatic voice message welcoming you to Zoom and asking you to key in the meeting ID followed by the hash key (#).
3. The automatic voice will then ask you to key in a participant ID. There isn't one, so just press "#" again.
4. It will then ask you to key in the password, followed by "#" again.

5. The voice will then tell you that you are in the meeting, and how many participants there are already and will then put you "on hold" in the waiting room until you are let onto the call by the organiser.

