



# Wellbeing Enterprises guide for using zoom:

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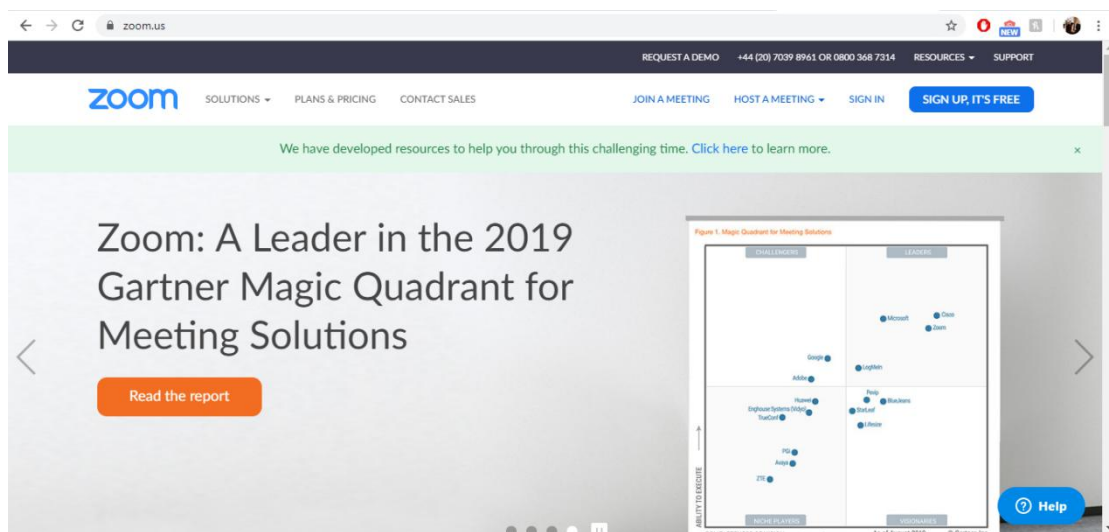
## Signing up and downloading Zoom

1. To sign up to zoom and begin using the program, you must first head to their website.

### **zoom.us**

You can do this in any browser of your choice!

2. You will be taken to the Zoom homepage, which will look like this.





- To start making your account, you should press the 'Sign up, it's free' button along the top of the page.



- It will then ask you to enter in an email address (do not worry, it doesn't need to be a work email address.)

## Sign Up Free

Your work email address

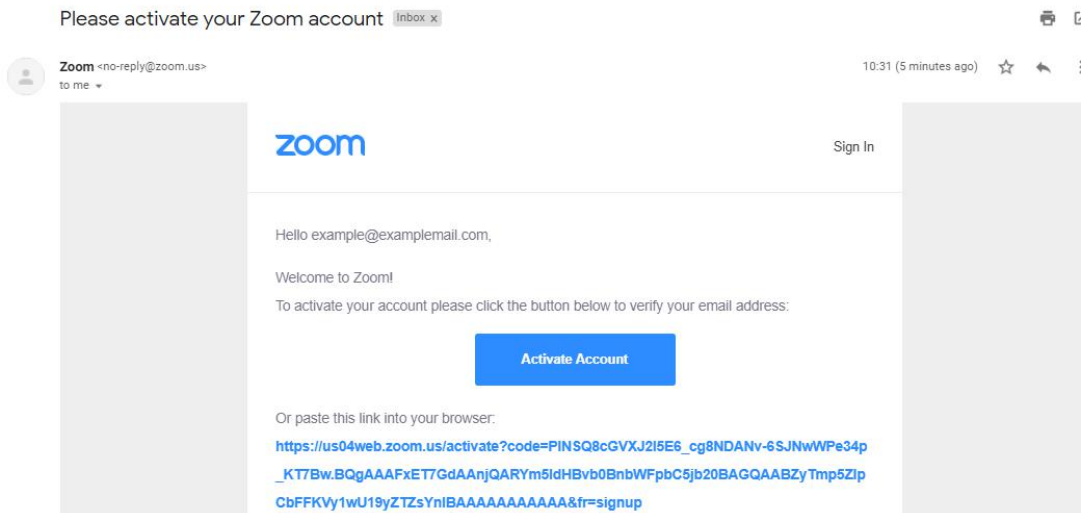
example@examplemail.com

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign Up

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

- After pressing sign up, go to your emails and find the email entitled 'Please activate your zoom'. The email will contain an 'Activate Account' button, which you need to press



If you are struggling to find this email, look in your junk/ promotions folder.



6. Activating your account will take you back to the Zoom website. You will be instructed to type in your name, and create a password for your account.

## Welcome to Zoom

Hi, example@examplemail.com. Your account has been successfully created. Please list your name and create a password to continue.

After completing this you will be prompted to 'invite you colleagues', use this to invite any friends or family to the service or simply skip the step.

7. After filling in your details, you will be offered the option to start a test meeting. Press on the 'Start Meeting Now' button and you will be able to download the program.

## Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:

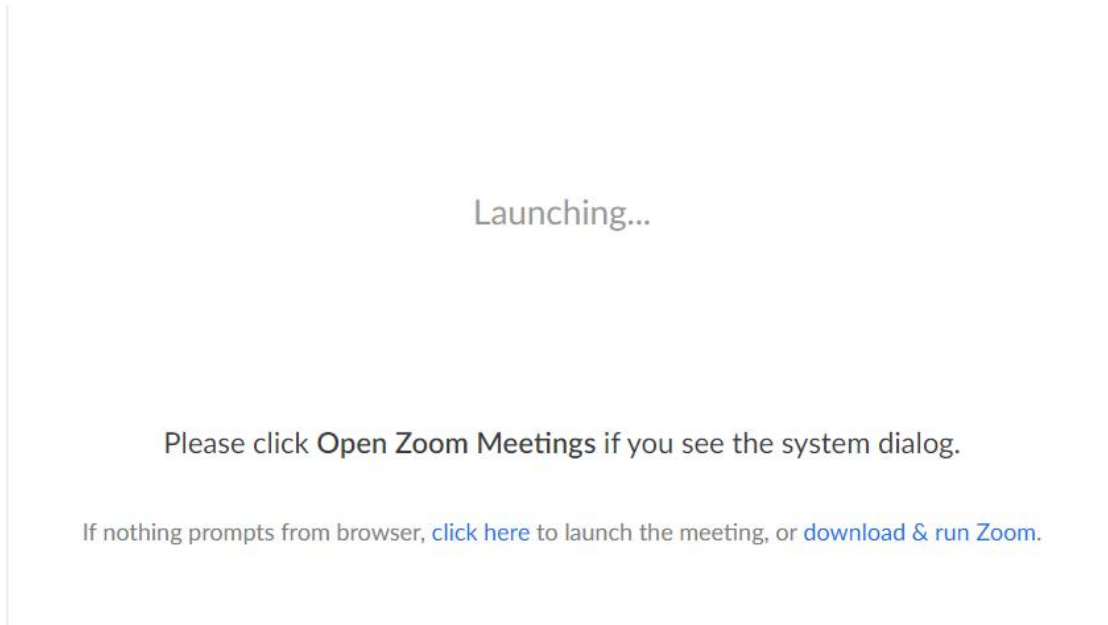
<https://us04web.zoom.us/j/4906928672>

Start Meeting Now

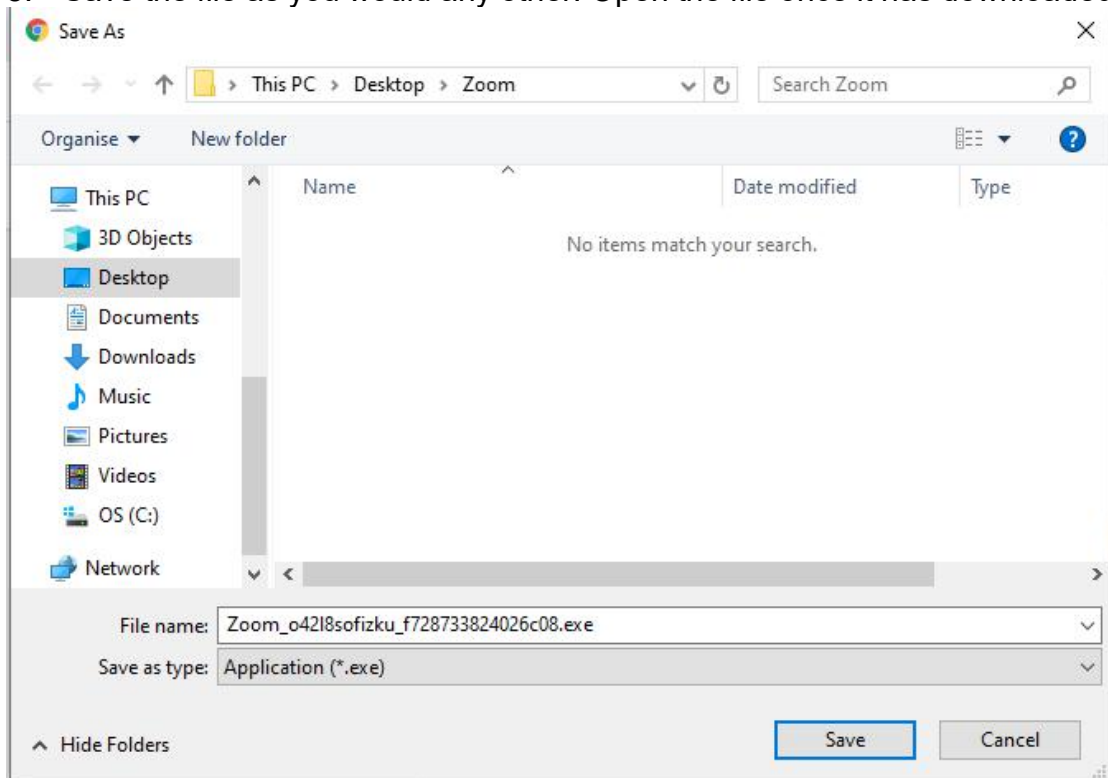
Go to My Account



You will be taken to the following 'Launching' screen, where you will need to press 'download or run zoom'.

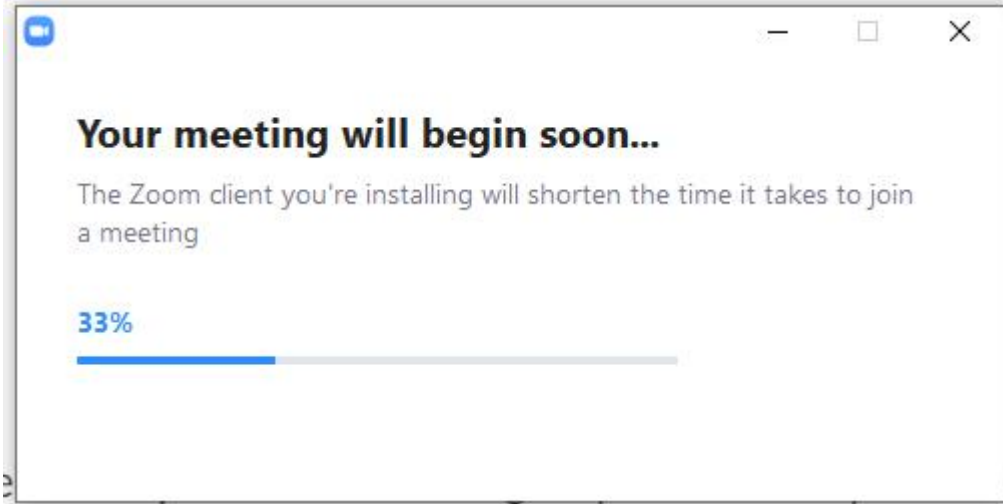


8. Save the file as you would any other. Open the file once it has downloaded

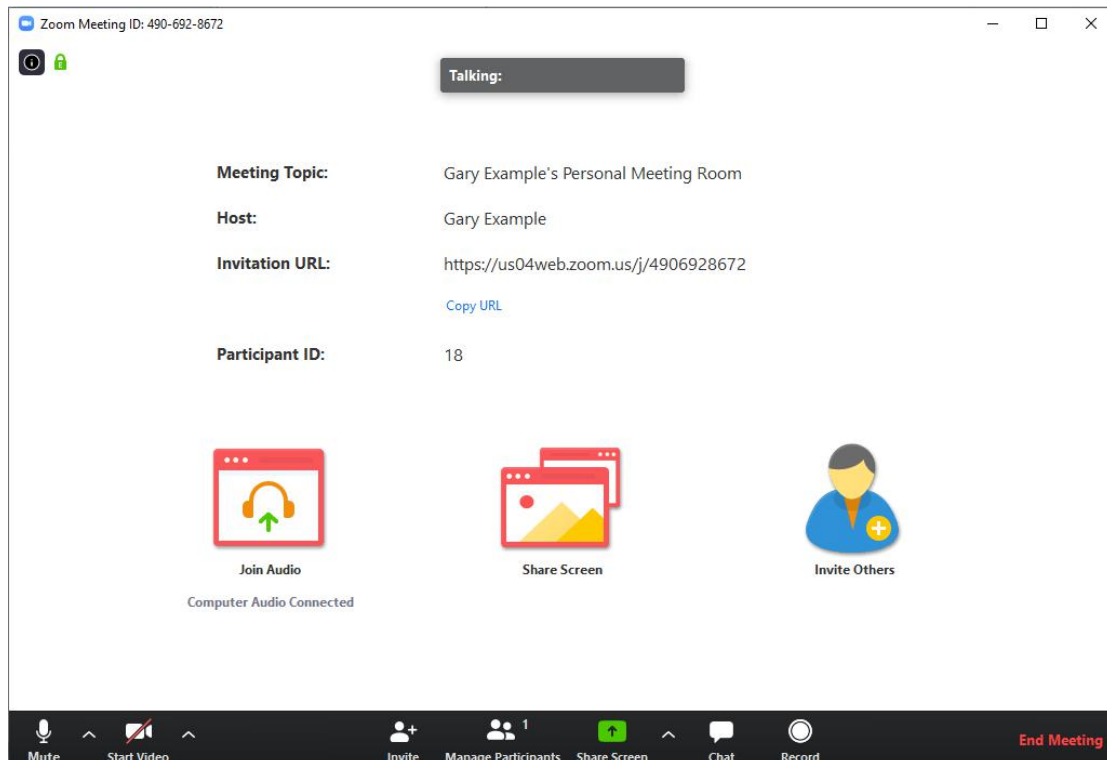




Upon opening the file, you will see the following screen, the rest of the installation will be automatic and should only take a few minutes.



Once the installation has finished, Zoom will open. You are now ready to start registering for our courses!





## Registering for a course

1. To register for one of our online courses, complete a registration form for the particular session. These can be found on our website.

## Webinar Registration



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Topic	Living Life to the Full
Description	Learn top tips on how to tackle everyday problems to improve your confidence and mood. Discover new skills to increase motivation and feel great again.
Time	Mar 25, 2020 12:00 PM in <a href="#">London</a>

2. Once you have filled in and submitted the form, your registration will be sent to be approved by a Wellbeing Enterprises staff member.

### Webinar Registration Pending Approval

Topic	Living Life to the Full
Description	Learn top tips on how to tackle everyday problems to improve your confidence and mood. Discover new skills to increase motivation and feel great again.
Time	Mar 25, 2020 12:00 PM in <a href="#">London</a>
Webinar ID	336-303-636

Your registration request for this webinar has been submitted to the host for approval. You will receive an email regarding your registration status.

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#### To Cancel This Registration

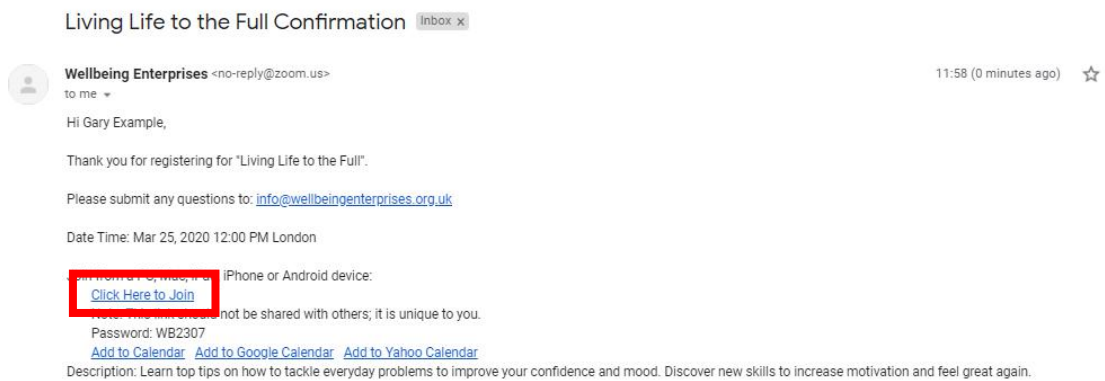
You can [cancel](#) your registration at any time.



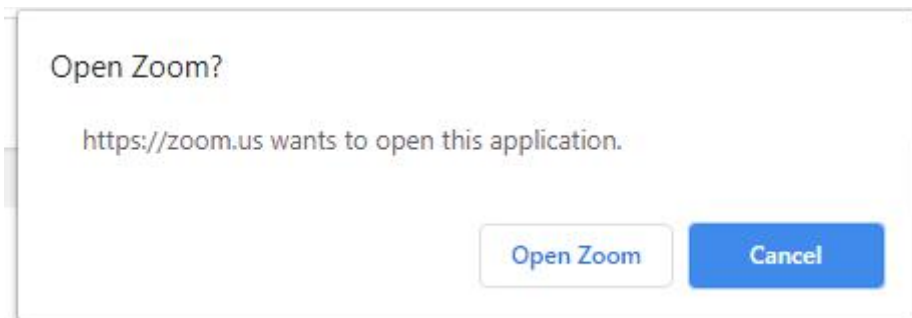
## Accessing our courses online

1. Once your registration has been approved, you will receive an confirmation email. Make sure to save or flag the email, as you will use it to gain access to the webinar when it starts.

5 minutes before the webinar is due to start, reopen the email and press 'click here to join'



2. You will be taken to the zoom website. A pop up box will appear asking you if you want to open zoom. It will look different depending on your web browser, below is how it would look on chrome.

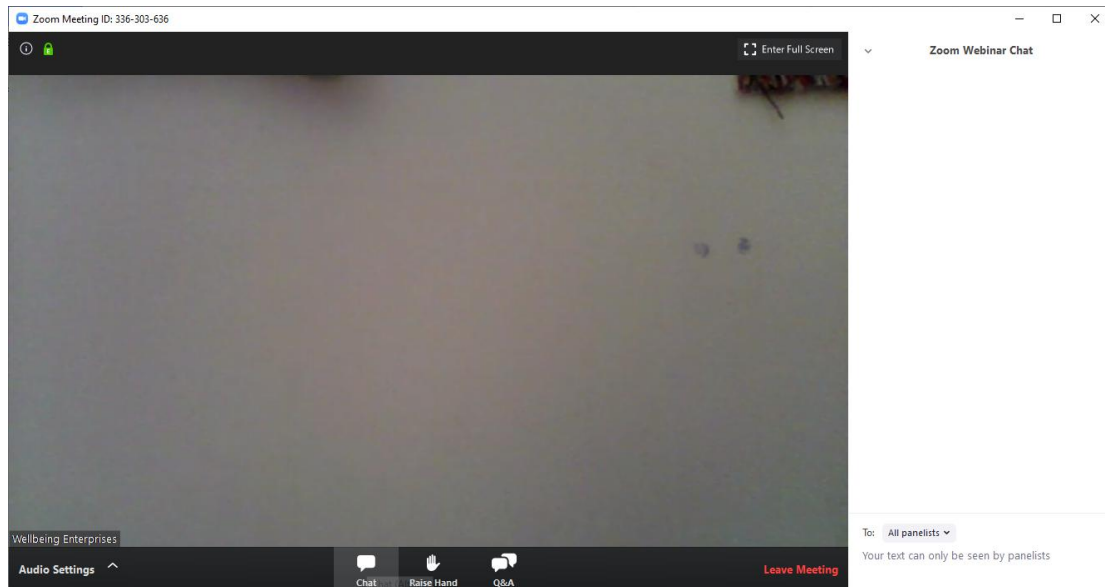




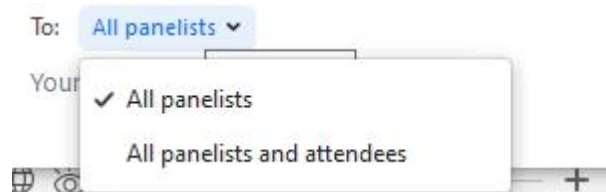
## Getting the most out of our courses online

### 1. Use of the chat

At certain times in the session, the host of the webinar may want to have some interaction and feedback from the viewers. You are able to communicate to the host and other viewers through the chat feature. Hovering your mouse over the screen will bring up the control bar. Pressing on chat will allow you to type responses.



You can change who is able to see your messages by changing who the recipient.



'All panelists' will means your message can only be seen by the host, and any other Wellbeing Enterprises staff who are present. Including attendees will allow anybody else watching to see as well.



## 2. Raising your hand

At various points throughout the webinar, the host may ask for members of the audience to answer questions on various topics. If you feel comfortable, and would like to be given the opportunity to speak to the group over your computers microphone, then you can press the raise hand button.

This will allow the host to see that you are making yourself available to speak, and you may be chosen to contribute to the session.



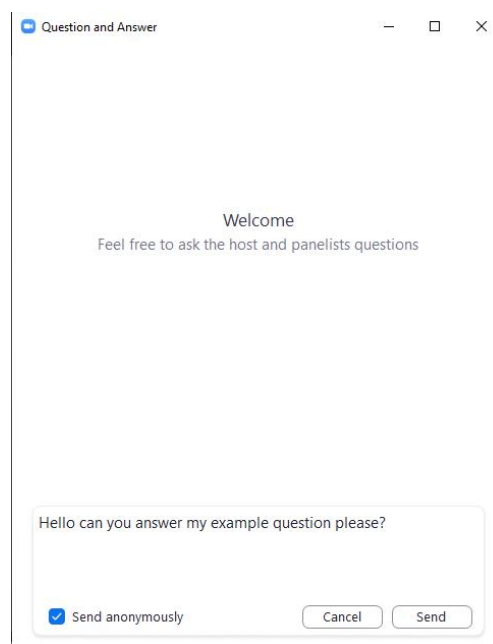
To lower your hand, simply press the button again.

## 3. Questions and answers

If at any point throughout the session, you want to ask a question, you can do so by pressing the Q&A button.



Pressing the button will bring up a panel displaying all previously asked questions, as well as a section for you to ask your own.





You can ask these questions anonymously if you would prefer. The host will then be able to answer the question in a discussion on camera, or reply directly via message.

You 12:09 PM

Hello can you answer my example question please?

[Collapse all \(1\) ^](#)



Wellbeing Enterprises 12:10 PM

Hello Gary, of course I can!

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