

Accessing a Zoom teleconference

To join a WEA zoom teleconference from a PC, Mac, Linux, iOS or Android you can either:

- (a) Click on the zoom link that you have been sent. Example link: <https://the-wea.zoom.us/j/486709319>

Or

- (b) Copy and paste the zoom link into your web browser: <https://the-wea.zoom.us/j/486709319>

1. To begin open up the web browser on your device, e.g. your internet explorer



2. Highlight the link <https://the-wea.zoom.us/j/486709319>

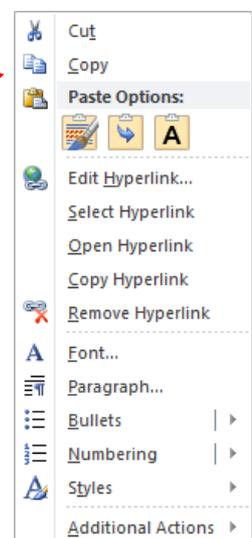
<https://the-wea.zoom.us/j/486709319>

3. Keeping your mouse pointer / cursor over the link and whilst it is still highlighted, right click on your mouse / device keypad or keyboard. This will bring up a vertical menu bar:

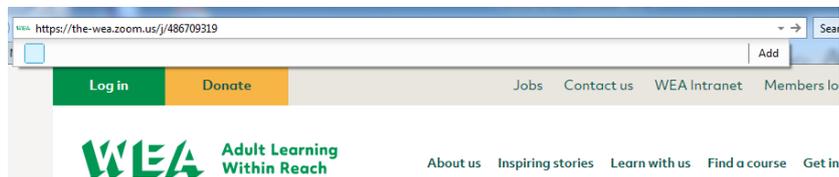
4. Click on the 'Copy' facility

5. Now open back up your web browser window (the window shown in step 1 above)

6. In the browser bar window (the window that shows http//www in step 1)

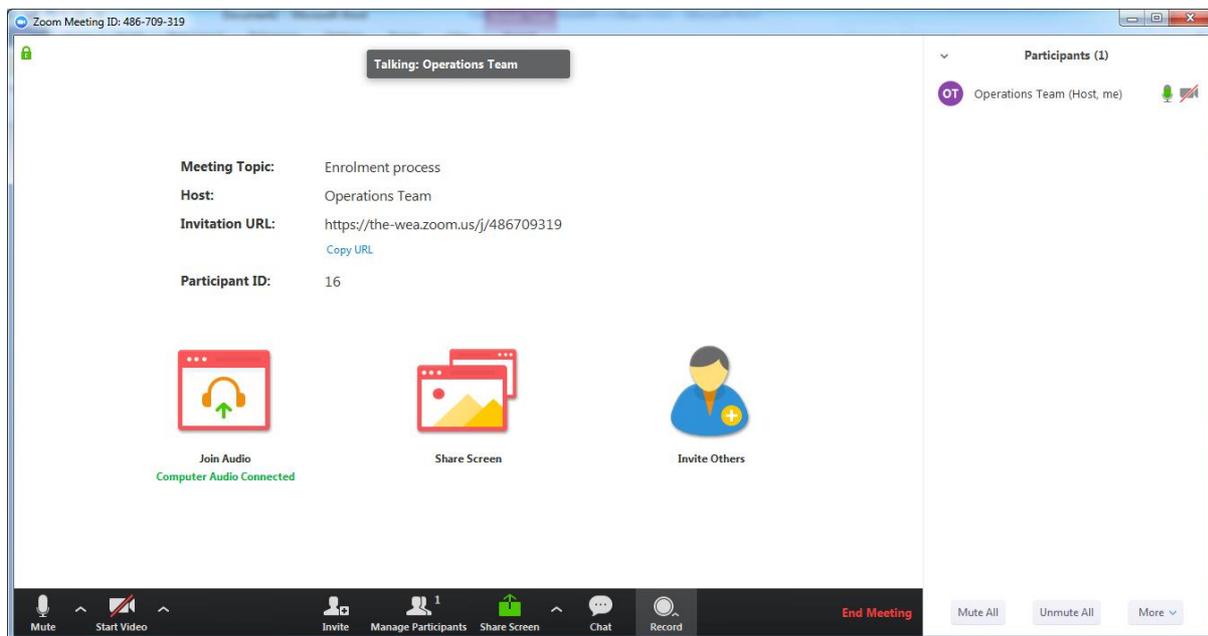


7. Right click on your mouse / keypad or keyboard again and this time select 'Paste' from the menu bar



8. This will put the zoom link into your browser as shown above, once this is displayed press the 'Enter' button on your device keyboard or keypad

Whichever way you access the zoom, whether by directly clicking the link or copying and pasting it into your web browser, this will connect you to the zoom and once connected (which may take a few seconds) will bring up a screen like the one below.



The black horizontal menu bar across the bottom displays the number of participants and is also where you can mute/unmute your microphone and turn on/off your device camera if it has one.

You can join the zoom teleconference by phone as well as online if you wish. For example you may wish to use your phone to talk and listen and use the online so that you can see everyone else on the teleconference and view the presenters screen.