General Guidance to access Zoom.

- Start by downloading Chrome and the first time you open it select it as the default browser – there is a prompt on the screen that allows you to do this.
- If you already have Chrome but it is not your default browser, you can set it as the default just by opening it and using the prompt on the screen to select it as your default browser.
- Provided you do that, when you then click the link for the workshop it will connect using Chrome.
- If you don't want to make Chrome your default browser, you can just open Chrome then copy and paste the link for the workshop into the Chrome browser window.
- If when you join the meeting the video or microphone aren't on, move your cursor to the bottom left of the zoom meeting window, where you'll find the icons to switch them on/off.
- If they still don't work as they should, the best option may be to leave the meeting and then log in again, making doubly sure that you're connecting via Chrome.

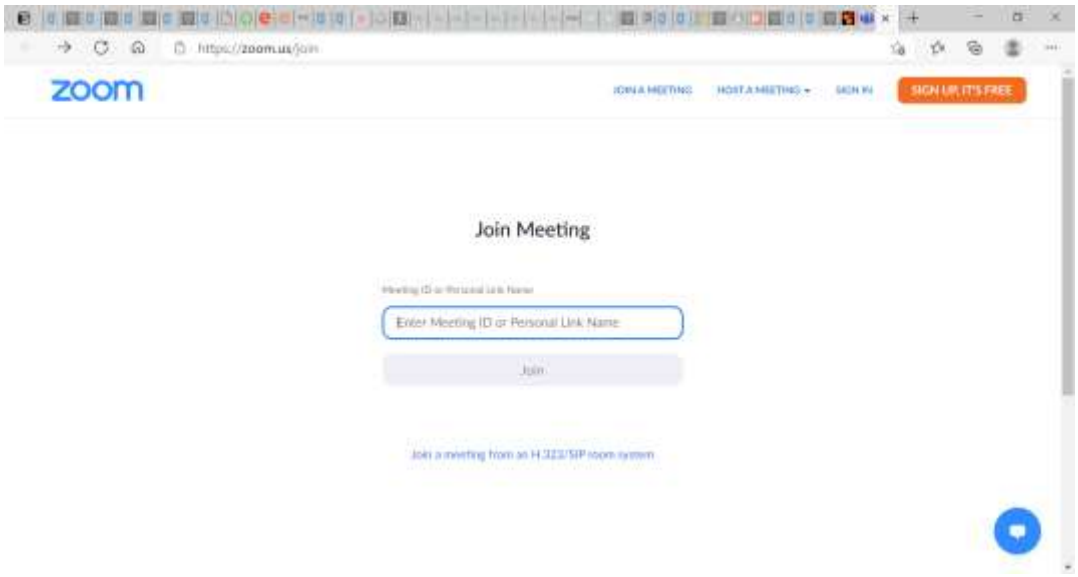
Zoom Guidance for SBC staff

To join this training via Zoom you will require you Zoom ID and Passcode

There is specific guidance for SBC staff so please ensure you read this.

Click on the link below and you should see this screen – **DO NOT DOWNLOAD ZOOM**

Join Meeting - Zoom



Zoom is not permitted to be downloaded to corporate IT equipment, however if there is no alternative and attendance on an external Zoom call is essential, it is possible to join a Zoom meeting arranged by an external organisation **via a Chrome browser** (see below) without downloading any software.

However, never disclose, share or discuss any personal, sensitive or confidential information and data on a zoom call, as the software is not approved for corporate use, it isn't secure or compliant from a Data Protection perspective.

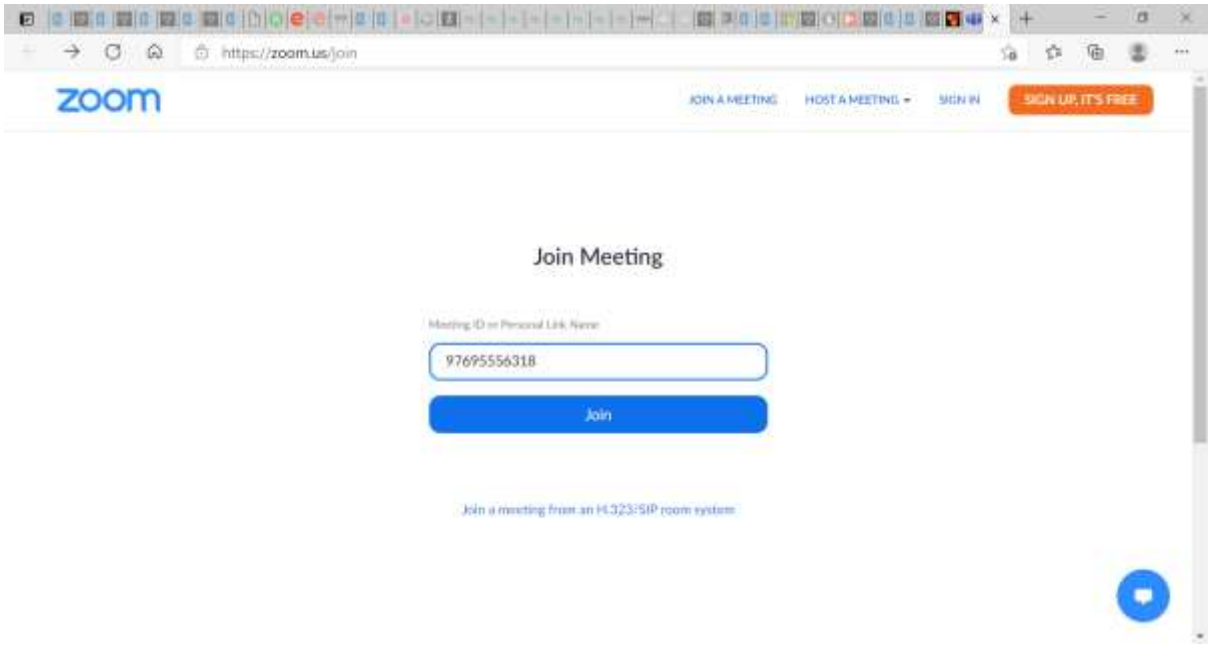
When a user clicks on the link to join the meeting, **do not install the download** that appears automatically, but click on the **Cancel** button.

Then, click on the 'join from your browser' link (see below) which is the safest option and will allow you to join the call online.

Please note this will not work from all Internet browsers, we recommend using Chrome.

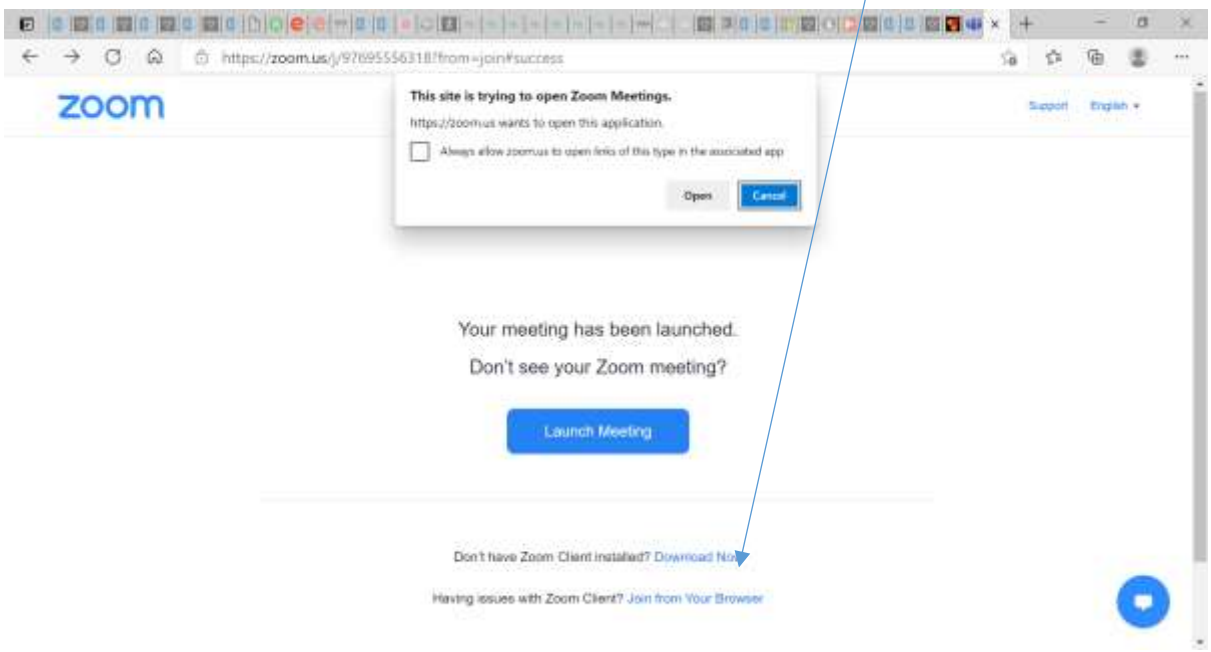
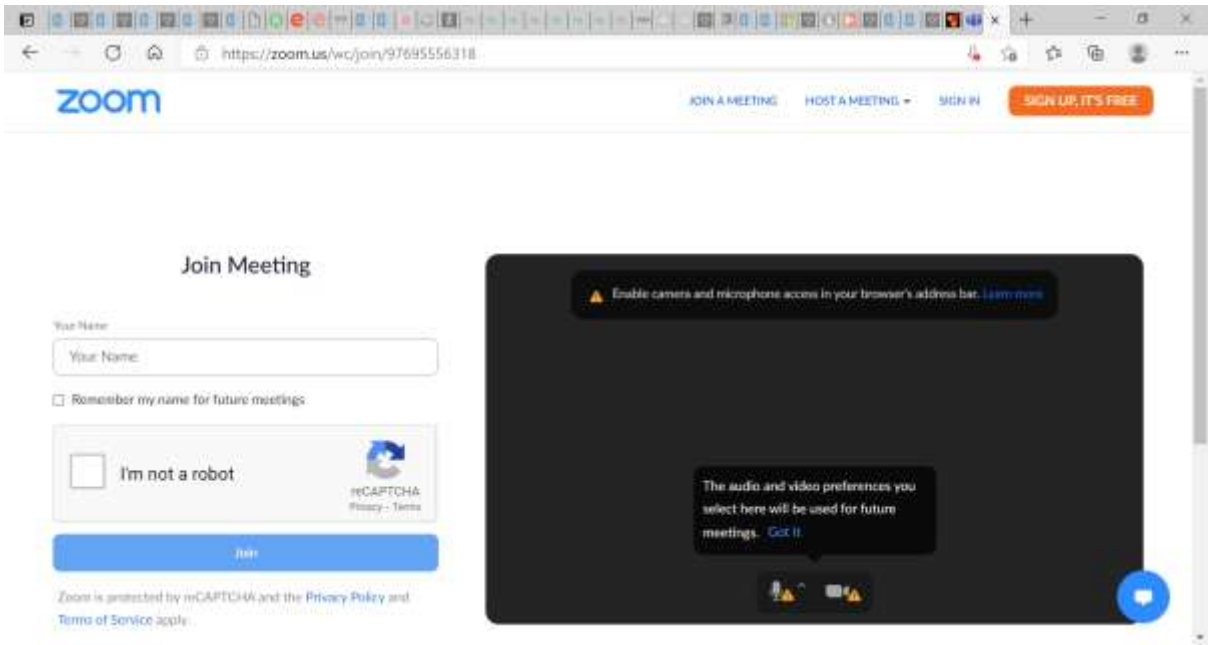
We recommend that you join the training in advance of the start time to allow for any technical issues you may encounter or test this out the day before the training.

Enter the Meeting ID which will take you to the screen below and click on join.



You should see the screen below. SBC staff should not download the app but open in the browser (please see attached instructions). Select cancel.

At the bottom of the page there is a hyperlink to join from your browser please click here to join the meeting.



You should see this screen – complete the details and join the meeting.