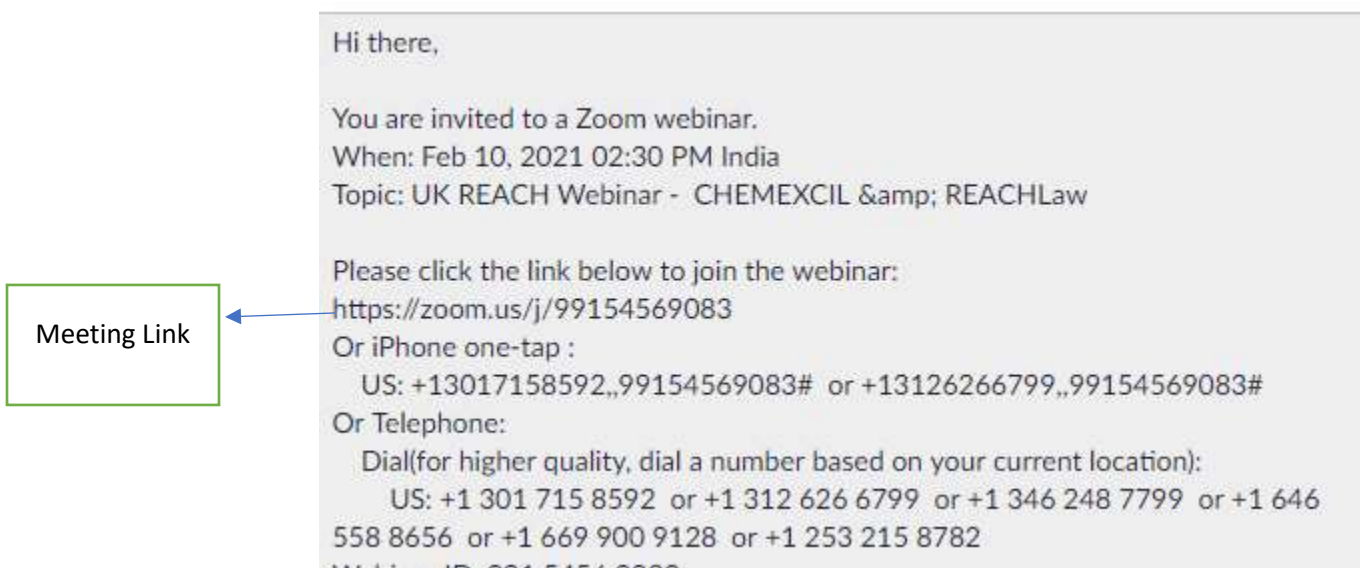


Instruction Manual

To access UK REACH Webinar on Zoom platform

- **On your desktop/mobile phone** -> download Zoom app. (<https://zoom.us/support/download>)
- Click on the downloaded file to install the application and pin this on your taskbar
- Participants to join 15 mins prior to the online session and for any troubleshooting can call Mrs. Pallavi Dobriyal, **9717732075** or mail on notifications_india@reachlaw.fi in case of any difficulty.
- Participants are requested to join by entering their full name followed by company name. (For example: Kavita Chaudhary_REACHLaw).
- Participants are requested to keep laptops fully charged with proper internet connectivity for smooth experience.
- Below are some screenshot examples that can help you in joining Zoom session---

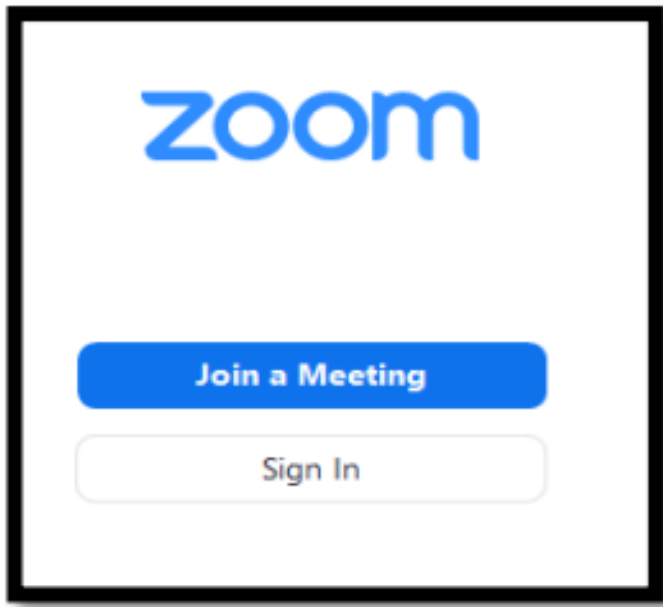
1. Below screenshot mentions the meeting invite on your email ids. You can join using meeting id.



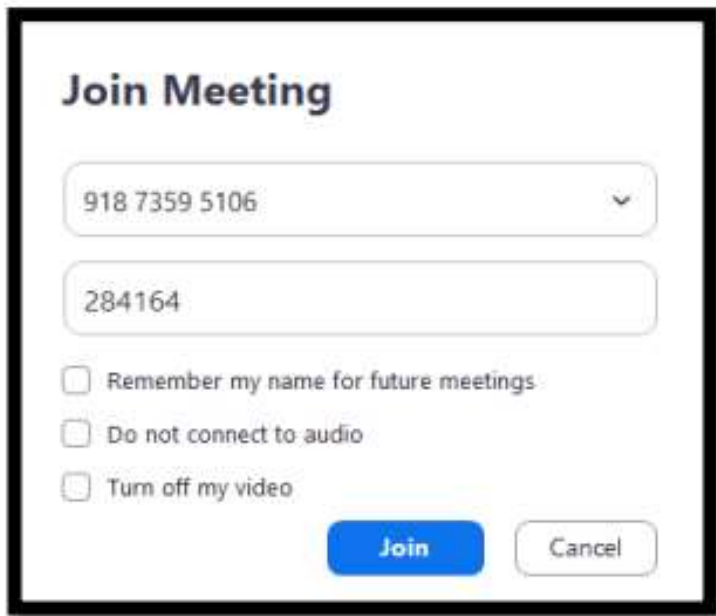
2. Below describes the topic/time & date of the session for example.

Topic : UK REACH Webinar , 10th Feb 2021
Time: Feb 5, 2021 06:00 PM India

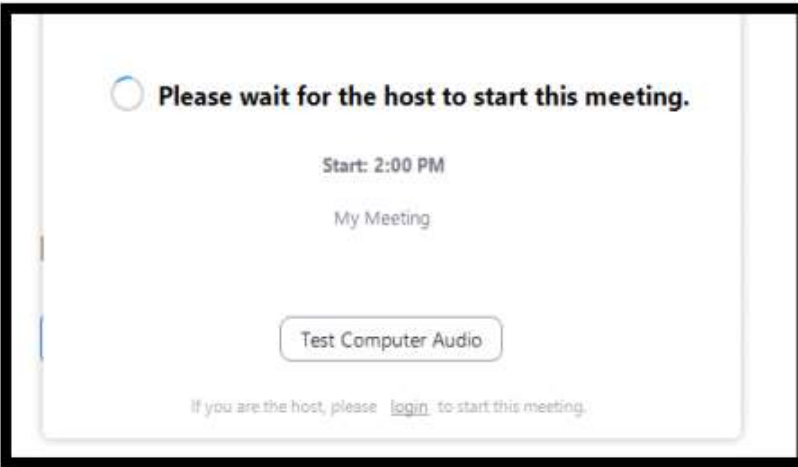
3. After downloading Zoom on your desktop, it asks to join meeting as below.



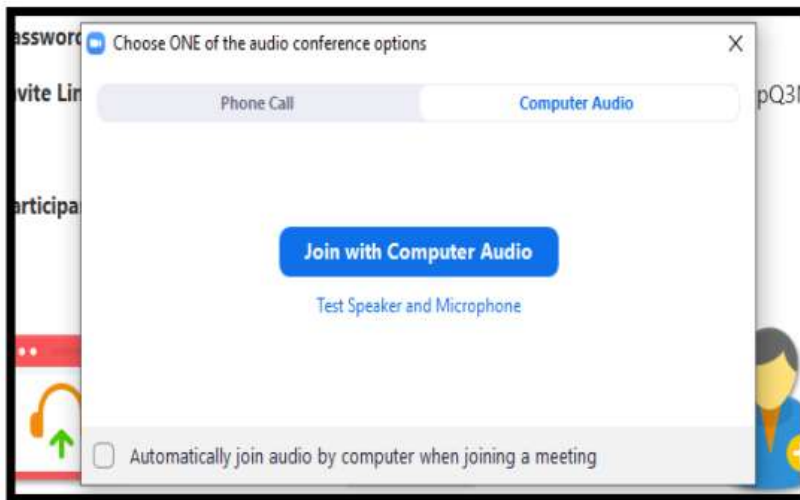
4. After you click on join meeting, enter the meeting id & password that will be shared by us on your emails.

The image shows the "Join Meeting" dialog box in Zoom. The title "Join Meeting" is at the top. Below it, there are two input fields: the first contains the meeting ID "918 7359 5106" and has a dropdown arrow on the right; the second contains the password "284164". Below the input fields are three checkboxes with labels: "Remember my name for future meetings", "Do not connect to audio", and "Turn off my video". At the bottom right, there are two buttons: a blue "Join" button and a white "Cancel" button with a grey border.

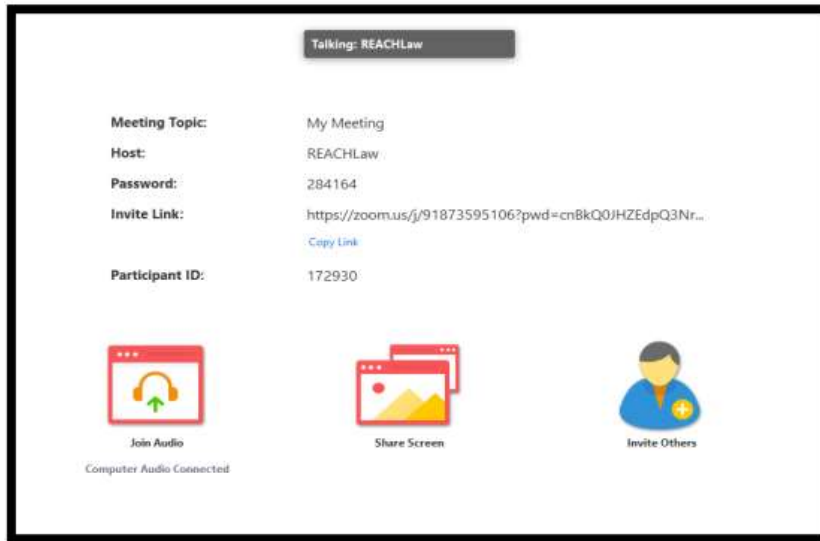
5. Then, it would show as below until host starts the meeting.



6. After host starts the meeting. You can choose either your computer audio or use additional speaker or microphone. It is up to you.



7. Below is the screen that will come once host starts the meeting.



8. Below is the Chat-box participants can use to ask queries from either trainer or the meeting host.



9. This shows the icon-bar where you can use while training.

