



Leicestershire
& Rutland
Wildlife Trust

Zoom attendees

Thank you for booking an online event hosted by Leicestershire & Rutland Wildlife Trust. The online event will take place via Zoom.

To help you join a meeting or webinar on Zoom, we have put together the following instructions:

1. In your browser on your PC or mobile device, enter the web address [Zoom.us](https://zoom.us) or click to follow the link.
2. Click on JOIN A MEETING and enter the Meeting ID issued to you by the host of the meeting.

Join a Meeting

Meeting ID or Personal Link Name

Join

3. If you have been issued a passcode, enter this shortly after.
4. Press Ok or open for the next stages.
5. You may be asked wait before being granted access to the meeting.
6. Once you are in the meeting, you will see other attendees either by name or video.

There are several functions you can use:

Mute – this mutes your microphone so that other attendees can hear or cannot hear you. If you are not talking, it is best if you mute your microphone unless you are speaking as this cuts down background for other people.

Video – this function will work if you have a webcam on your PC or laptop. Choose whether you would like to be seen by other attendees or not.

Chat – this function allows you to type in a message to other attendees or ask questions without having to speak.

7. To exit the meeting, go to **Leave Meeting** which is highlighted in a red box.

Alternatively to log on, you can click on the link in your booking confirmation on your computer or mobile device which will take you through to the meeting link. Click on Open Zoom Meetings.

If you experience any problems, please contact the host of the meeting.