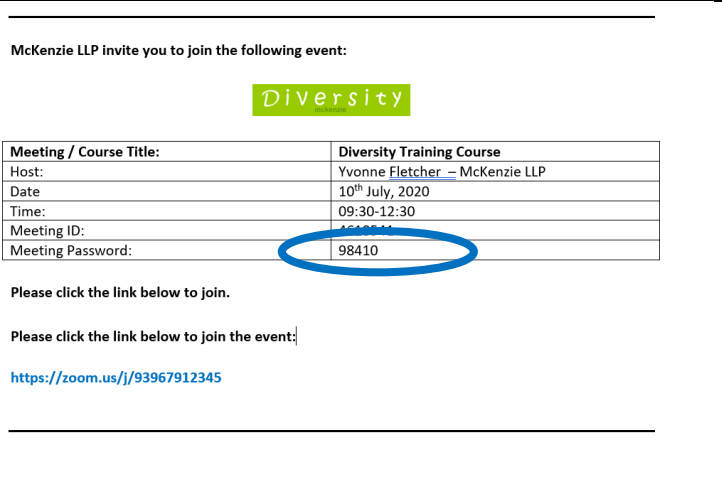
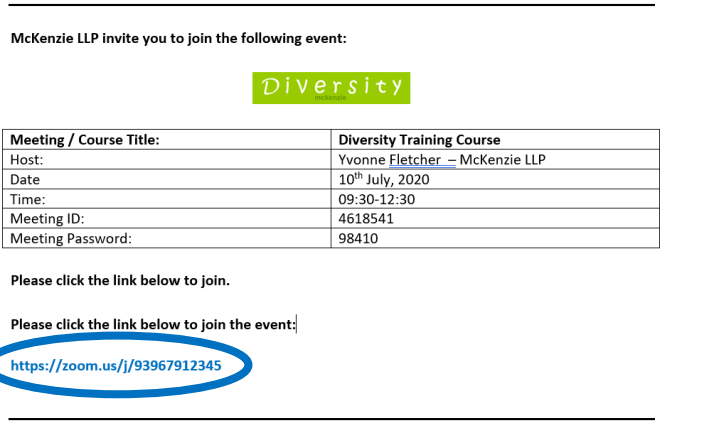
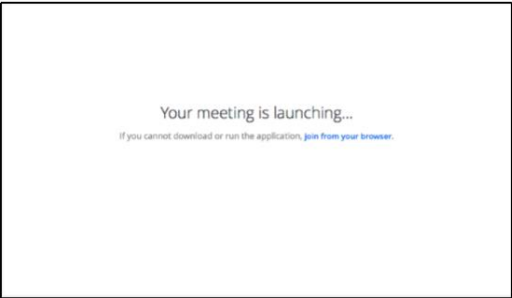
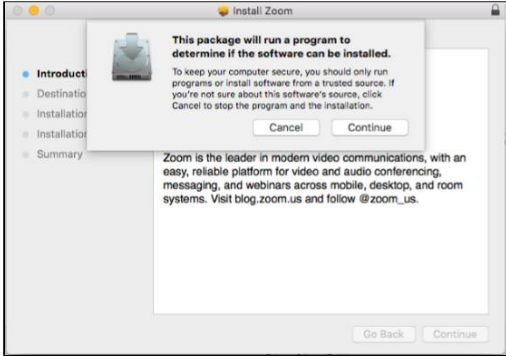



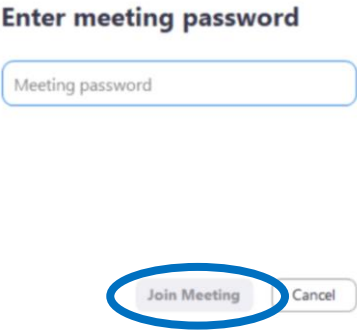
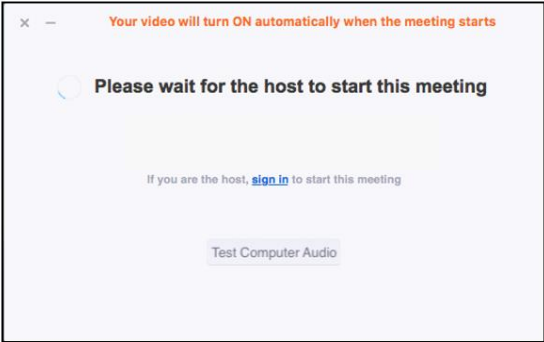
Ten Step Beginners Guide to Joining a McKenzie Event:

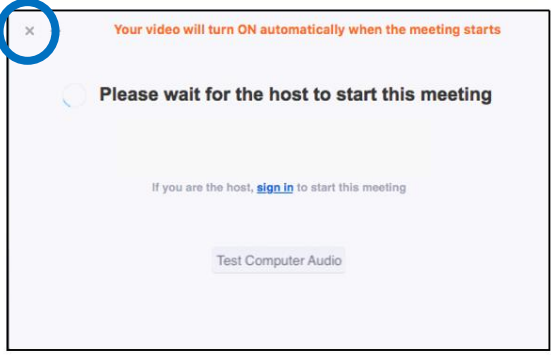
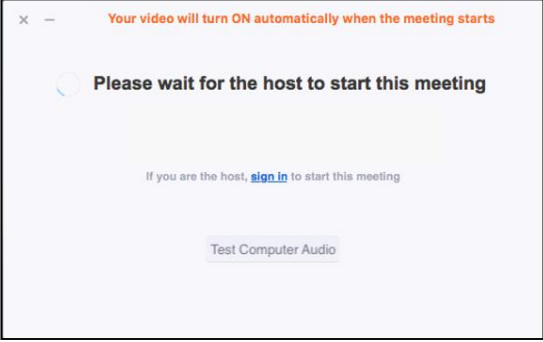
This document provides a ten step beginners guide to joining a McKenzie virtual event and is written for people who have little or no previous experience of using *Zoom* meeting software. Joining the event should be a relatively straightforward experience. However, should you experience any difficulties, please speak to your own I.T department for further advice.

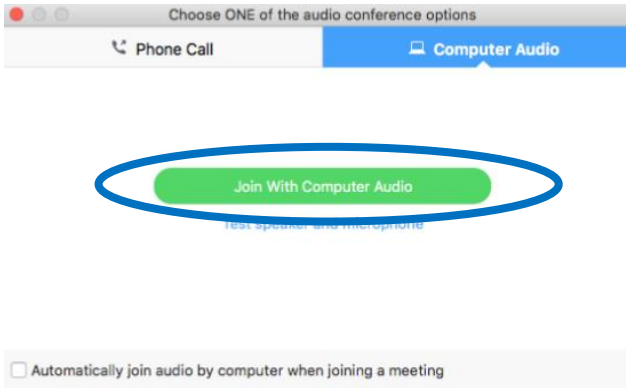
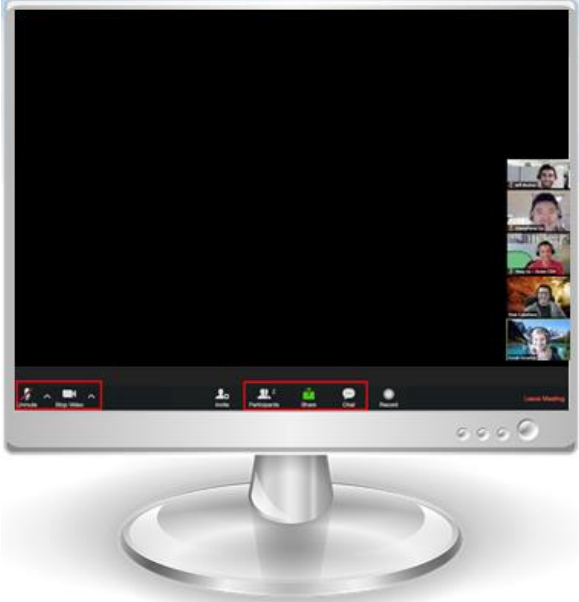
Disclaimer: McKenzie Human Resources LLP accept no responsibility whatsoever for any damage to any computing or other equipment incurred (hardware or software) as a result of following the instructions given in this guide which has been produced in good faith. Please ensure you have the very latest antivirus protection installed on your computer before downloading any software. We also recommend that you gain permission from your own I.T department or technical specialist prior to installing any software onto either your work or personal computing devices.

Step:	Action:	Screen shows an image like this:												
1	<p>View the invite shown in your Outlook calendar and make a written note of the event password.</p>	 <p>McKenzie LLP invite you to join the following event:</p> <p style="text-align: center;">Diversity</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Meeting / Course Title:</td> <td>Diversity Training Course</td> </tr> <tr> <td>Host:</td> <td>Yvonne Fletcher – McKenzie LLP</td> </tr> <tr> <td>Date:</td> <td>10th July, 2020</td> </tr> <tr> <td>Time:</td> <td>09:30-12:30</td> </tr> <tr> <td>Meeting ID:</td> <td>98410</td> </tr> <tr> <td>Meeting Password:</td> <td>98410</td> </tr> </table> <p>Please click the link below to join.</p> <p>Please click the link below to join the event:</p> <p>https://zoom.us/j/93967912345</p>	Meeting / Course Title:	Diversity Training Course	Host:	Yvonne Fletcher – McKenzie LLP	Date:	10 th July, 2020	Time:	09:30-12:30	Meeting ID:	98410	Meeting Password:	98410
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Meeting ID:	98410													
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2	<p>Click on the link to join the event.</p>	 <p>McKenzie LLP invite you to join the following event:</p> <p style="text-align: center;">Diversity</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Meeting / Course Title:</td> <td>Diversity Training Course</td> </tr> <tr> <td>Host:</td> <td>Yvonne Fletcher – McKenzie LLP</td> </tr> <tr> <td>Date:</td> <td>10th July, 2020</td> </tr> <tr> <td>Time:</td> <td>09:30-12:30</td> </tr> <tr> <td>Meeting ID:</td> <td>4618541</td> </tr> <tr> <td>Meeting Password:</td> <td>98410</td> </tr> </table> <p>Please click the link below to join.</p> <p>Please click the link below to join the event:</p> <p>https://zoom.us/j/93967912345</p>	Meeting / Course Title:	Diversity Training Course	Host:	Yvonne Fletcher – McKenzie LLP	Date:	10 th July, 2020	Time:	09:30-12:30	Meeting ID:	4618541	Meeting Password:	98410
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Step:	Action:	Screen shows an image like this:
3	<p>Wait ...</p> <p>Depending on your browser, you may be asked to install <i>Zoom</i> software onto your computer.</p>	 <p>!</p> <p>If Zoom is already installed on your computer, you should be automatically taken to stage 5 of this guide.</p>
4	<p>If asked, select the <i>Download Zoom Client For meetings</i> option.</p> <p>For the best experience, do not select the option: <i>Join From Your Browser.</i></p> <p>If the software asks you whether you want to Run or Save ?</p> <p>Click 'Run'</p> <p>If your computer states <i>Zoom</i> requires permission to make changes ?</p> <p>Click 'Yes'</p>	 <p>Important: Don't forget to check for any icons that appear at the very bottom of your screen which may require you to click and respond to.</p> 

Step:	Action:	Screen shows an image like this:
<p>5</p> <p>Once <i>Zoom</i> has installed, you will be prompted to enter your meeting password.</p> <p>Click in the box and enter the meeting password.</p> <p>Next, click Join Meeting.</p>	 <p>The screenshot shows a window titled "Enter meeting password". It contains a text input field labeled "Meeting password" and two buttons at the bottom: "Join Meeting" (highlighted with a blue circle) and "Cancel".</p>	
<p>6:</p> <p>You will be asked to enter your name.</p> <p>Please enter you first and last name. You should then see the screen shown opposite.</p> <p><i>Zoom</i> is now successfully installed on your computer !</p>	 <p>The screenshot shows a window with a title bar that says "Your video will turn ON automatically when the meeting starts". The main content area says "Please wait for the host to start this meeting" with a loading spinner. Below that, it says "If you are the host, sign in to start this meeting". At the bottom, there is a button labeled "Test Computer Audio".</p> <p>You can also, at this stage, test your microphone and speakers to check these are working properly.</p>	

Step:	Action:	Screen shows an image like this:
7:	<p>If your event is <u>not</u> due to start shortly. You can exit Zoom</p> <p>Do this by clicking on the X (shown opposite) as no further action is required at this stage.</p> <p>If your meeting <u>is</u> <u>about to start</u>, please go to step 9 of this guide now.</p>	 <p>The screenshot shows a Zoom meeting join screen. At the top, it says "Your video will turn ON automatically when the meeting starts". Below that, there is a large "X" icon and the text "Please wait for the host to start this meeting". Further down, it says "If you are the host, sign in to start this meeting" and a "Test Computer Audio" button. A blue circle with a red 'X' is drawn around the close button in the top-left corner of the window.</p>
8:	<p>(To relaunch <i>Zoom</i> at a later date, simply click on the <i>Outlook</i> calendar invite - stage one of this guide and when prompted, enter your meeting password to return to the screen shown opposite.)</p>	 <p>The screenshot shows a Zoom meeting join screen. At the top, it says "Your video will turn ON automatically when the meeting starts". Below that, there is a large "X" icon and the text "Please wait for the host to start this meeting". Further down, it says "If you are the host, sign in to start this meeting" and a "Test Computer Audio" button.</p>

Step:	Action:	Screen shows an image like this:
9:	<p>On the day of the event itself, you will need to wait for the host to 'admit' you into the virtual training room.</p> <p>Once 'admitted' you will see the screen shown opposite.</p> <p>Select: Join with Computer Audio</p>	 <p>The screenshot shows a window titled "Choose ONE of the audio conference options". It has two tabs: "Phone Call" and "Computer Audio". The "Computer Audio" tab is selected. Below the tabs is a large green button labeled "Join With Computer Audio", which is circled in blue. At the bottom, there is a checkbox labeled "Automatically join audio by computer when joining a meeting" which is currently unchecked.</p>
10	<p>You will now join the virtual meeting and see a screen similar to this.</p> <p>Please wait for further instructions from your host and enjoy your event !</p>	 <p>The screenshot shows a virtual meeting interface on a monitor. The main area is a large black rectangle. On the right side, there is a vertical stack of five small video thumbnails showing different participants. At the bottom, there is a control bar with several icons: a microphone, a camera, a chat icon, a help icon, and a red 'End Meeting' button. The 'Microphone' and 'Camera' icons are highlighted with red boxes.</p>