

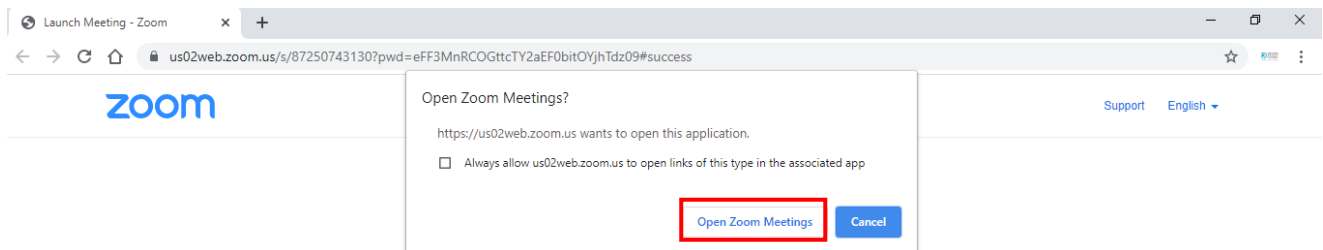
Devon & Plymouth Chamber of Commerce Virtual Meetings Guide

How to join a zoom meeting without an account:

Bring [Zoom](https://zoom.us/) up via google (<https://zoom.us/>) and then manually type in the Meeting ID and Passcode which will enable you to access the meeting through your computer.

We suggest that to join a zoom meeting you use your PC/ Mac as apposed to a mobile device or iPad as there is a clearer display of the features available to you during the meeting. However, if this is the only available device then of course you can use whatever you have.

When joining the meeting, if the waiting room has been enabled, then you will have to wait for the host to admit you once they get a notification of your arrival.

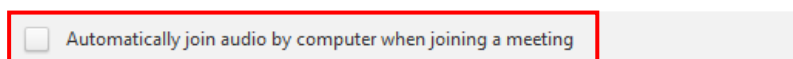
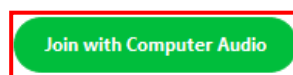


When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

Features in the zoom meeting:

- Sound – when joining please make sure you click “Join Audio by Computer” to connect your computer's speaker and microphone to the Zoom Meeting. If using your computer's speaker and microphone is your preferred audio method, check the option "Automatically join audio by computer when joining a meeting."



- Chat function – will allow participants to converse privately or to everybody in the meeting if they have any questions or concerns with the technology. [Learn more](#) about the chat function. This can be useful for anonymously through the chair
- Virtual background – can be used to cover your own background if you have a brand you would like to advertise etc. [Learn more](#) about how to set up your own virtual background.
- Reactions – a useful way to quickly react to a statement made by the host or speaker. This feature will show two hand icons either to wave or to applaud.
- Polling – to vote, the host will launch the poll and it will appear on your screen. Once you have voted the pop up will disappear until the results are shared by the host. Please also note that once the results have been shared, you will be able to access them at any of the time by clicking 'poll results at the top of the screen or going to the 'more' option.

Additional information:

You can leave the meeting at any time but only the host has the ability to end the meeting for all. Therefore the meeting will not time out or automatically end if run over the agreed event ending.

If you are experiencing any technical issues on the day of the event, there is a contact number that will take you straight to Claire at reception on 01752 220471. When you are through to her if you could please state your name, email address and the device you are trying to log in with we can invite re-send the login link.

If you do have any queries or concerns prior to the event please email olivia.paterson@devonchamber.co.uk who will be able to give you any information that you might need in regards to Zoom.

Without the meeting ID and password, which will be sent prior to the meeting, nobody will be able to enter.

If there are any issues however, then the host can remove participants by placing them back in the waiting room so avoid any distractions at the event.

Useful links prior to event:

Help Centre - <https://support.zoom.us/hc/en-us>

Getting started with zoom - <https://support.zoom.us/hc/en-us/categories/200101697>

Frequently asked questions - <https://support.zoom.us/hc/en-us/articles/206175806-Frequently-asked-questions>

Waiting rooms - <https://youtu.be/ySas2Rqi6yA>

Meeting controls (basic functions in a meeting) - https://youtu.be/ygZ96J_z4AY