



Joining and Participating in Zoom Webinars

At Crohn's & Colitis UK, we use Zoom for most webinars. Zoom is a free software widely used for online meetings.

Finding Your Meeting Details

You will find your Zoom meeting details in the confirmation email sent to you prior to the event.

For the AGM, the email will be sent on **Friday 20 September 2024**, ahead of the AGM on Saturday 21 September, from 10:30 am to 12:00 pm.

For technical support, email membership@crohnsandcolitis.org.uk.

Requirements for Using Zoom

- Computer: Internet connection (wired recommended), USB headset with microphone (recommended), webcam (optional).
- Mobile Devices: iPhone, iPad, Android smartphone, or tablet.

Downloading Zoom

Use the following link to download Zoom for your device:

<https://zoom.us/download>

Joining a Zoom Meeting

- Plug in external cameras/microphones before opening Zoom.
- **Using a Link:** Click the link provided in your email confirmation and follow the on-screen instructions.
- **Using a Meeting ID:**
 1. Open Zoom.
 2. Click "Join a Meeting."

3. Enter the Meeting ID and your name.
4. Click "Join."

Q&A and Chat Functions

- **Q&A:** Submit questions for speakers, reviewed by staff.
- **Chat:** Share non-question messages with other attendees.

If you want to send a message, please follow the following:

- **To Everyone:** Click "Chat," type your message, and press "Enter."
- **To a Specific Person:** Select their name from the "To:" field dropdown.

Audio and Video Controls

- **Mute/Unmute:** Use the microphone button in the bottom-left corner.
- As this is a large event, you will be muted upon entering the meeting.

Participate in Polls

- Select a response and click "Submit" when the poll appears.

Leaving a Meeting

- Click "Leave Meeting" in the menu bar and confirm.

General Guidelines

- Presenters will be spotlighted; set your view option to "Speaker" in the top right of the screen.
- Be respectful of everyone's contributions.
- Arrive on time for the best experience.

For more information, visit the Zoom Help Centre <https://support.zoom.us/hc/en-us/articles/200941109>.