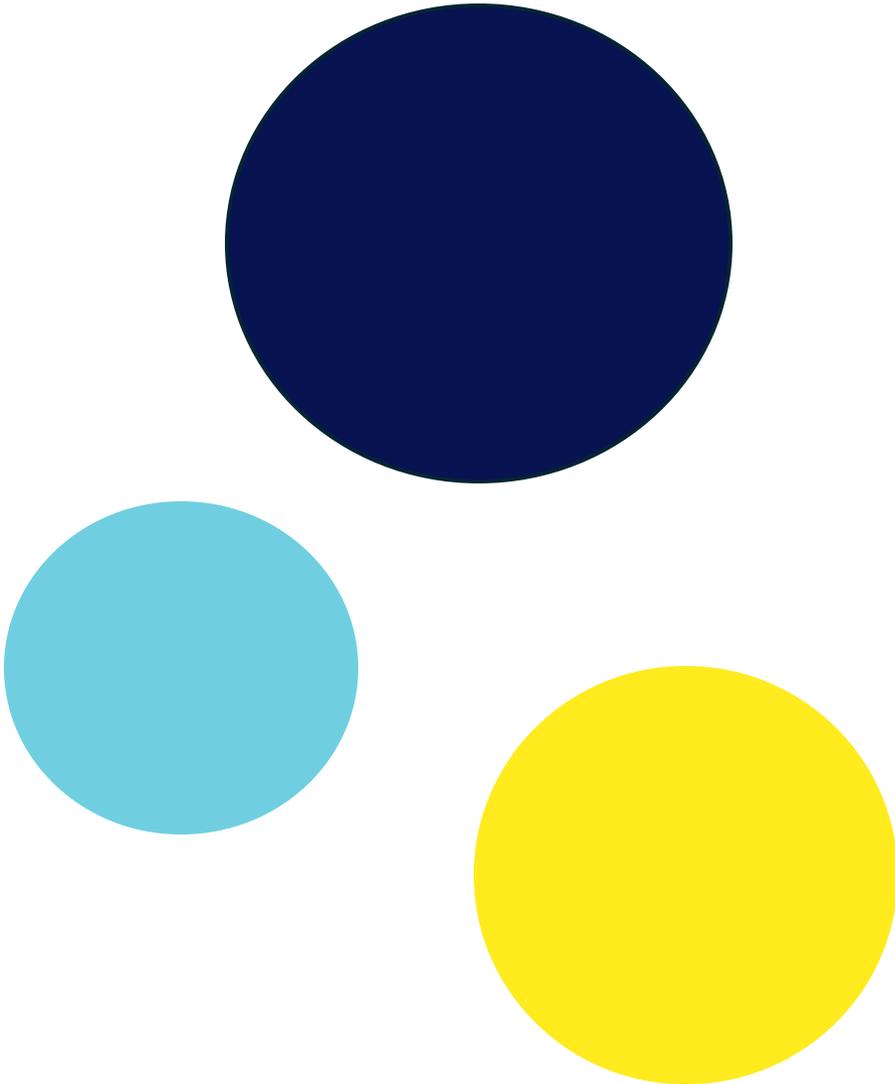


Digital Hub Guidance

How to use Teams and Zoom from my Participant Hub



Welcome to Your Digital Journey with Participant Hub!

Teams and Zoom are fantastic platforms for connecting, collaborating, and creating with people from anywhere in the world! They make it easy to join meetings, attend workshops, participate in interviews, and much more.

This guide is designed to help you access and learn about basic features using your browser, such as:

- Accessing meetings from your email
- Turning your mic on/off
- Turning your camera on/off
- Using chat functionality
- Using interaction buttons

Our goal is to empower you with the knowledge and skills to navigate the digital landscape with ease and confidence.





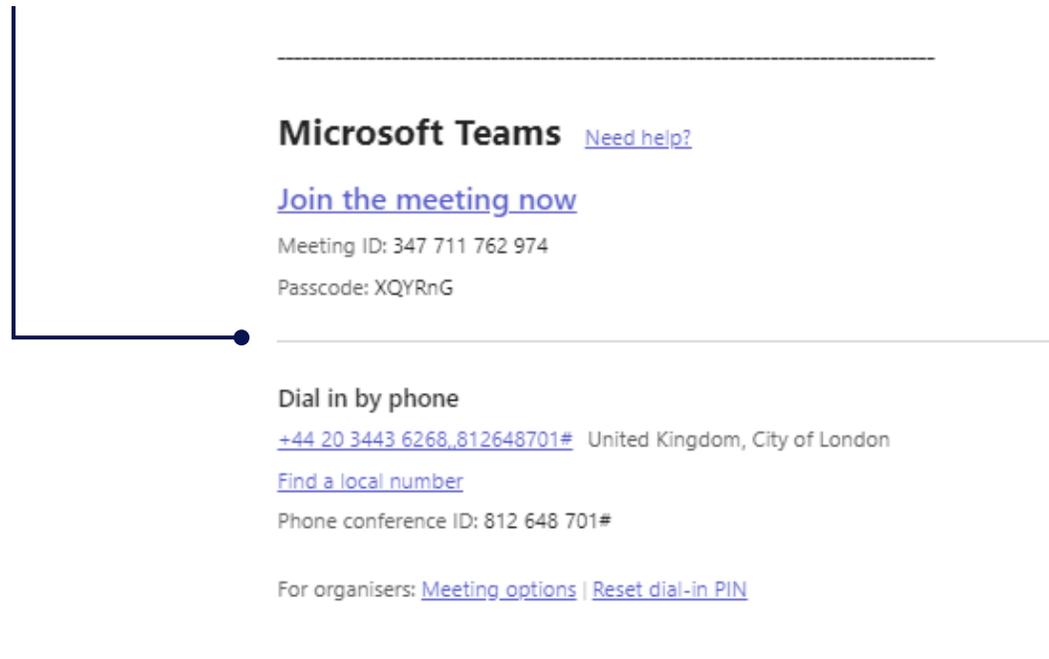
1. Microsoft Teams

You don't need an account or sign in to attend a meeting on Teams. However, creating an account can be very beneficial.

But for now, let's start with **how to access or attend a meeting you've been invited to**.

When you're invited to attend a meeting, interview, or workshop, you'll receive an invitation in your email.

Open your email and locate the Teams invitation. Once opened, Teams invitation will look like this:



From there, you'll have two options:





Option 1

1. From your email, click on **'Join the meeting now'**

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 347 711 762 974

Passcode: XQYRnG

Dial in by phone

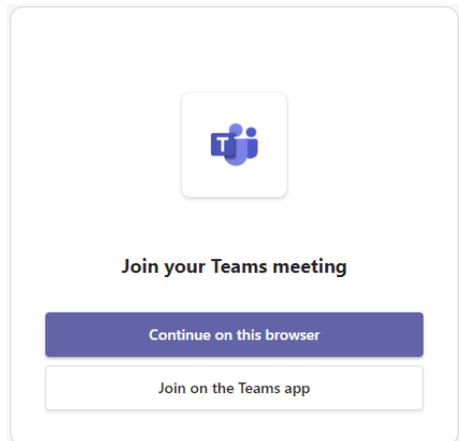
[+44 20 3443 6268, 812648701#](#) United Kingdom, City of London

[Find a local number](#)

Phone conference ID: 812 648 701#

For organisers: [Meeting options](#) | [Reset dial-in PIN](#)

2. You'll then be redirected to another page where you'll need to click **'Continue on this browser'**.



3. Just before you join the meeting you will have opportunity to adjust a few things:

The screenshot shows the 'Microsoft Teams meeting' join interface. At the top, there is a text input field labeled 'Type your name'. Below this is a large area with a camera icon and the text 'Your camera is turned off'. To the right, there are audio settings for 'Computer audio' (checked), 'Surface High Definition Audio' (with a volume slider), 'Phone audio' (unchecked), and 'Don't use audio' (unchecked). At the bottom, there are 'Cancel' and 'Join now' buttons. Callout boxes point to the 'Type your name' field, the camera toggle, the 'Background filters' button, the microphone toggle, and the 'Join now' button.

Callouts:

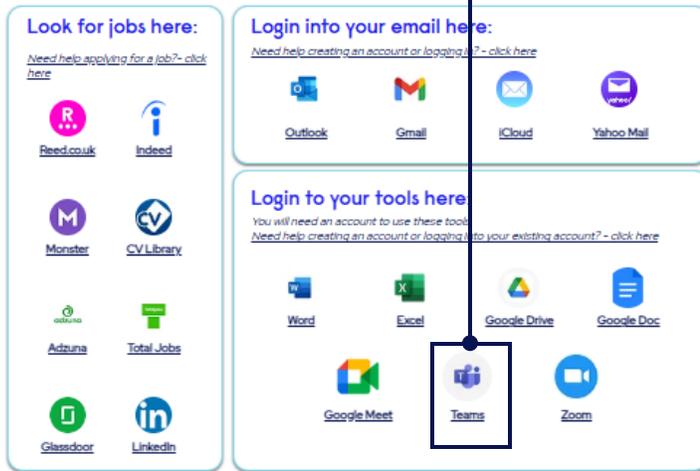
- Type your name
- Turn your Camera On/Off
- Change your Background. We recommend adding a blur effect to hide your surroundings during the call.
- Turn your Mic On/Off
- Join the Meeting

When you click 'Join now,' it may take a few minutes for the host to admit you. You might see a message saying Teams will notify the host that you're waiting

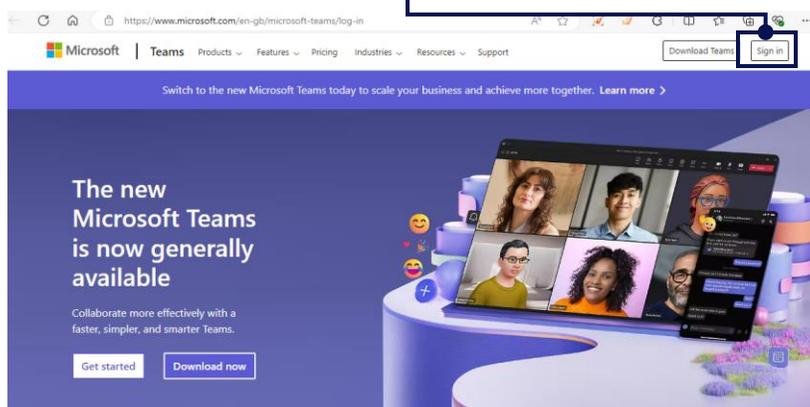


Option 2

1. From the Participant Hub, under '**Login to your tools here,**' you'll click on the Teams icon.

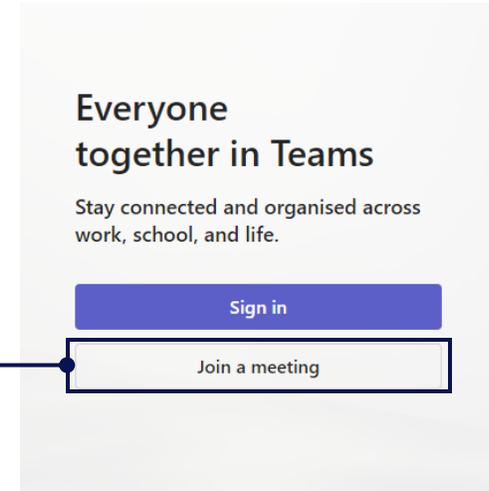


2. You'll then be redirected to Microsoft Teams page, then click on '**Sign In**' button on the top right..



3. After clicking 'Sign in' on the MS Teams page, you'll be brought to this page:

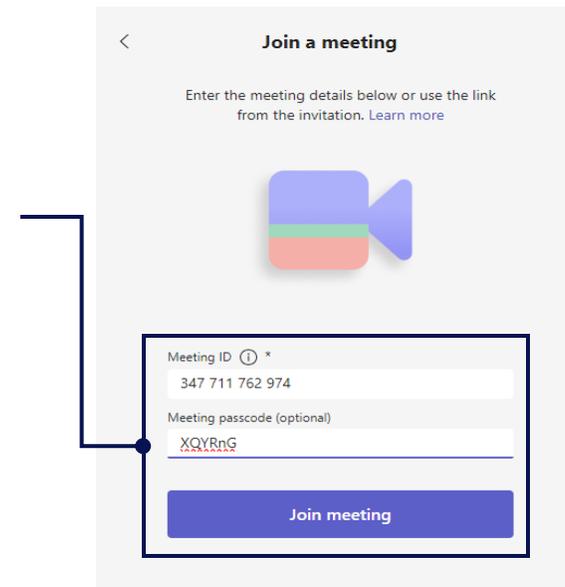
Click on '**Join a meeting**'



Remember, you won't need to Sign in

4. After clicking '**Join a meeting**,' enter the Meeting ID and Password from your Teams meeting invitation email.

Click '**Join a meeting**' again, and you'll be ready to adjust a few settings as shown on the previous page.



Features and Functionalities



Chat – Click once to open a text box on the right side of the screen, where you can write your comments.

Remember! Everyone on the call will be able to see your comments.

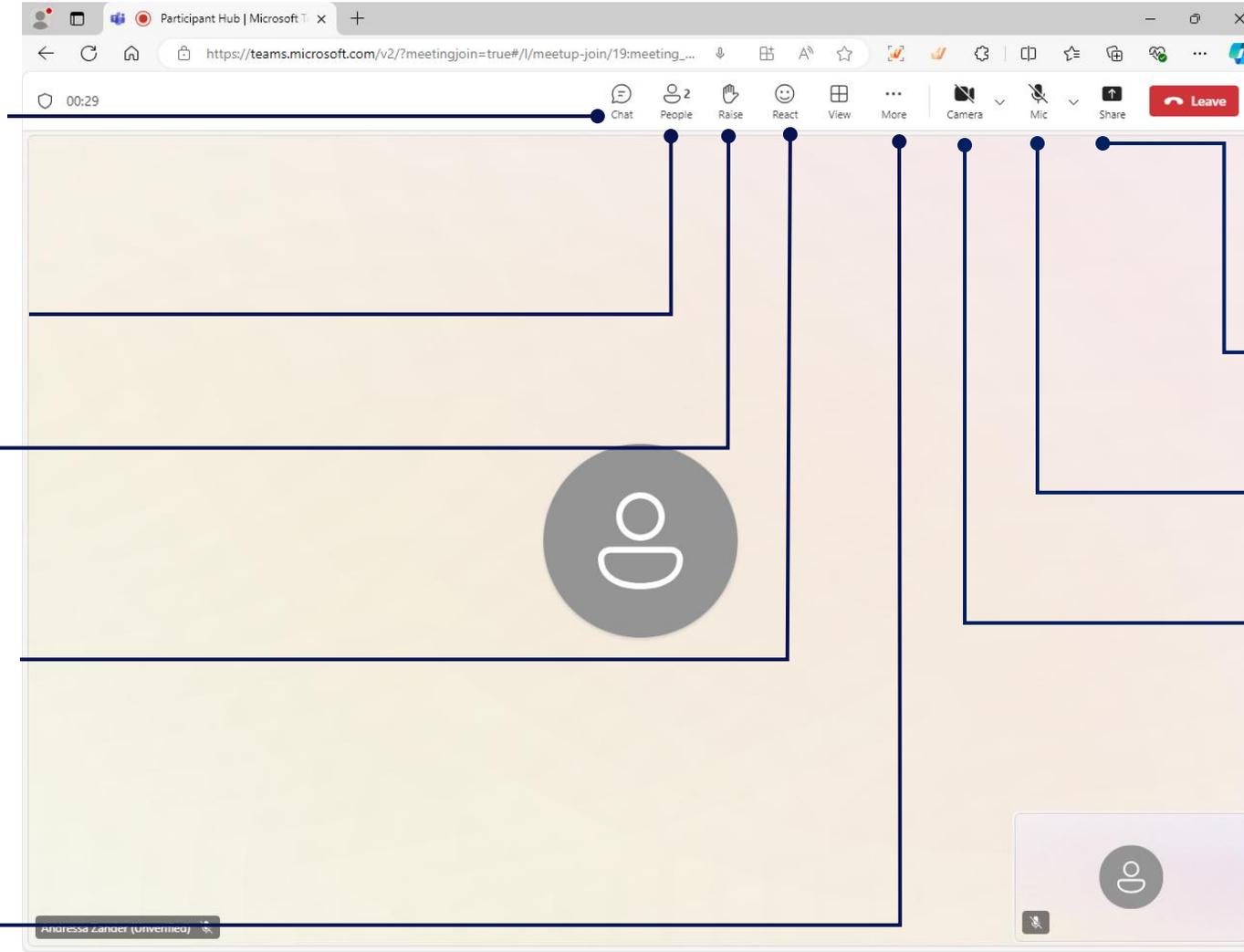
List of **People** attending the meeting

Raise – Click once to raise your hand and notify the organizer that you'd like to speak.

React – Click once and a drop down will show with emoji options to react



Settings – Adjust your audio & visual settings and change your background.



Leave – Click once when you are ready to leave the meeting

Share – Share your screen with others in the call. Often used to present documents or PowerPoints.

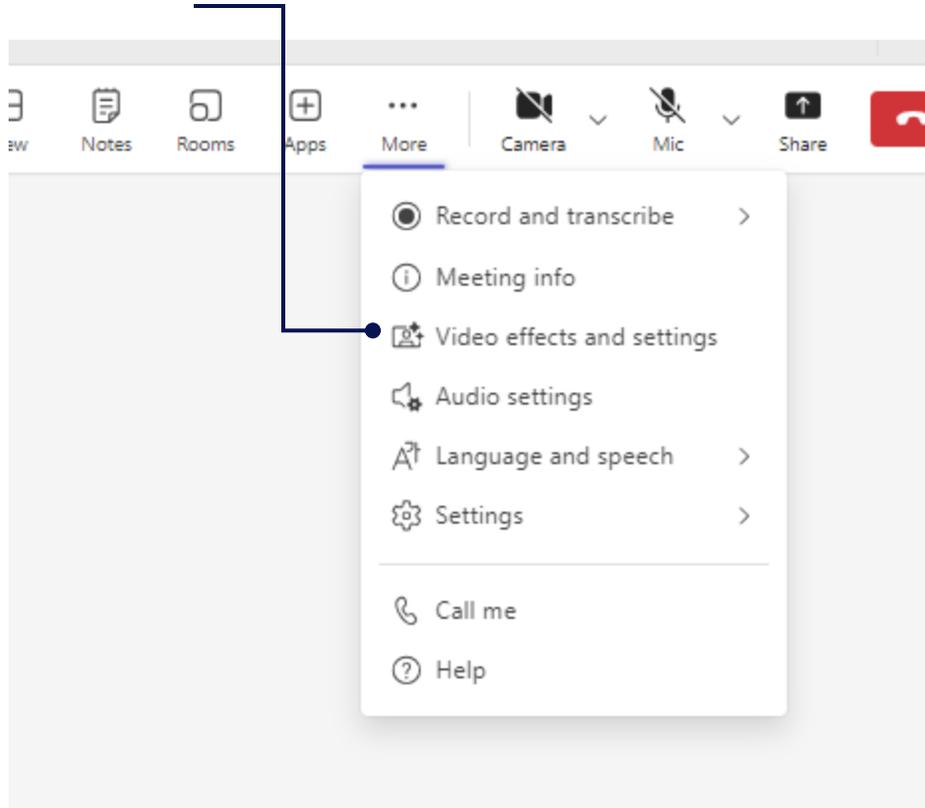
Mic – Click once to turn Mute/Unmute.

Camera – Click once to turn On/Off.

Your camera

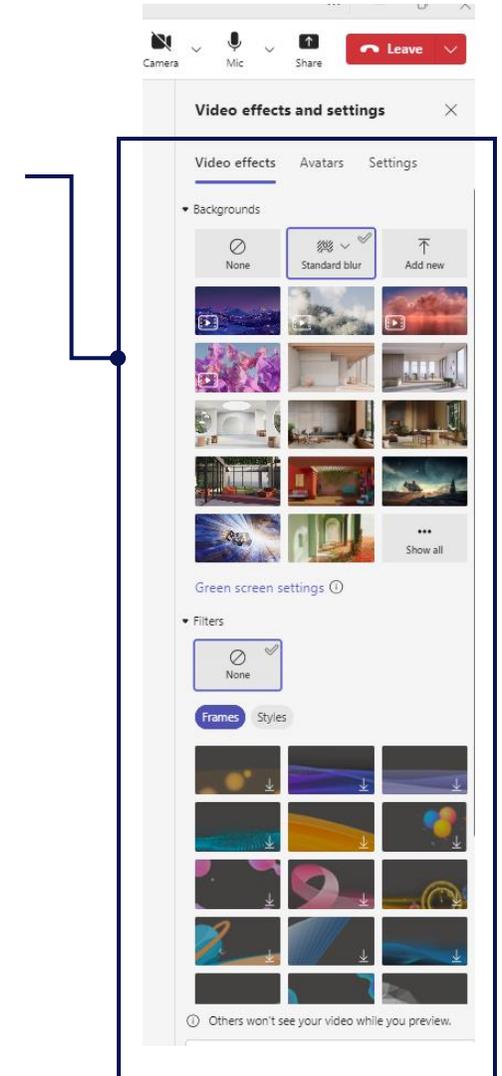
Tip: Use background effects to protect your privacy!

1. Select "More", then click "Video effects and settings".



2. Select a background using one of these options.

Remember to pick a background with a professional appearance, such as the "Standard Blur" effect.



2. Zoom



Just like with MS Teams, you don't need an account or to sign in to join a Zoom meeting.

Let's check how to access or attend a meeting you've been invited to.

When you're invited to a meeting, interview, or workshop, you'll receive an invitation via email.

Open your email and find the Zoom meeting invitation. Depending on how the organiser sends the invitation, it might look like this:

Wednesday Sep 18, 2024 · 9am – 9:30am (Eastern Time - New York)

Booked by
Addressa

Join Zoom Meeting
duolingo.zoom.us/j/98384782266?pwd=pFlxtvMC8TQGFEkr1F3iOLAhEslAYn.1
ID: 98384782266
Passcode: 042308

Join by phone
(US) +1 877-853-5257
Passcode: 042308

Join using SIP
98384782266@zoomrc.com
Passcode: 042308

[Joining instructions](#)

Joining notes
Meeting host:

Join Zoom Meeting:
<https://duolingo.zoom.us/j/98384782266?pwd=pFlxtvMC8TQGFEkr1F3iOLAhEslAYn.1>

Or

Hi,

We are pleased to invite you to our Self-Confidence Workshop

Topic: Self-Confidence Workshop
Time: Nov 15, 2024 10:00 AM London

Join Zoom Meeting
<https://us05web.zoom.us/j/82775216070?pwd=UUyQJIT9O859IGTyfOKq0ietGeDTG1.1>

Meeting ID: 827 7521 6070
Passcode: MJwwX6

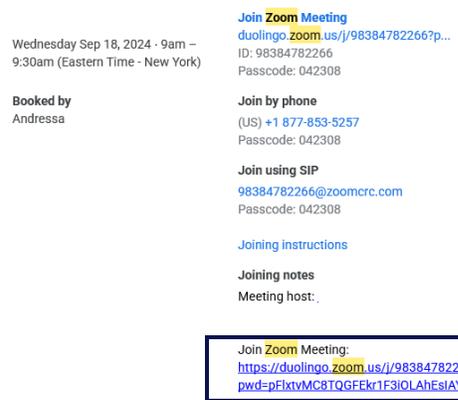
In all of cases you will receive a link to **'Join Zoom meeting'**, a **'Meeting ID'** and **'Passcode'**

To join a meeting you have two options: 

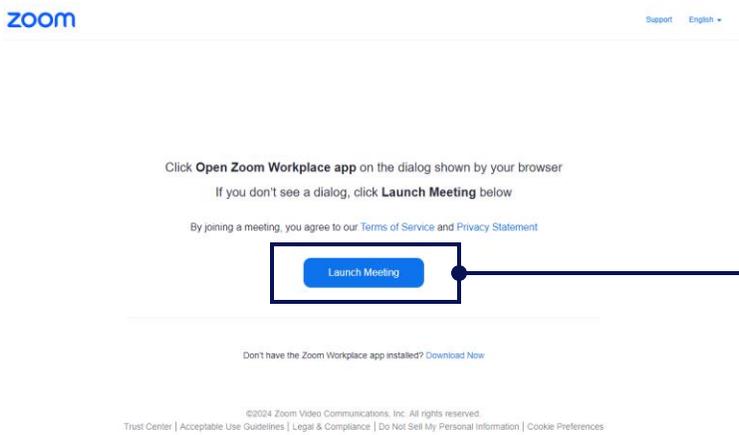


Option 1

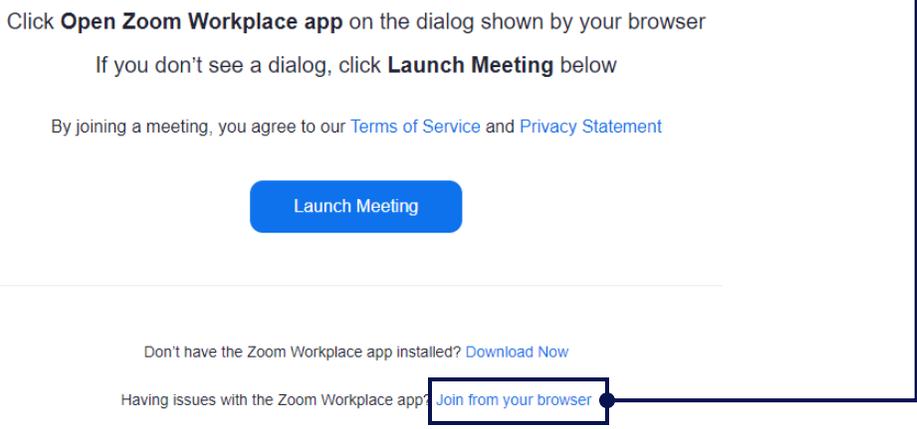
1. From your email, click on 'Join Zoom meeting'



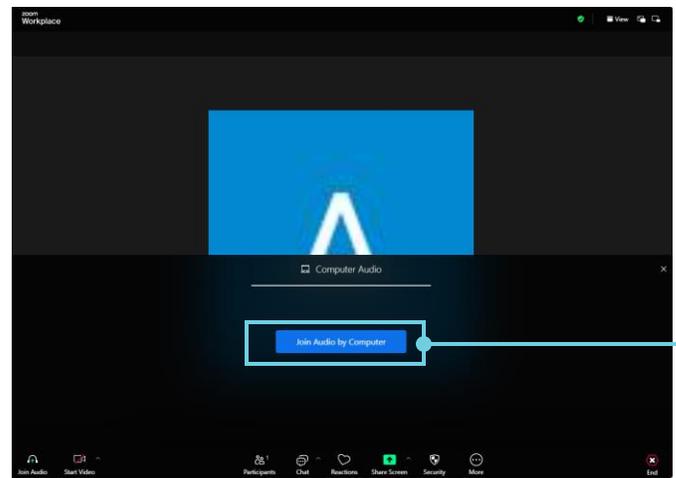
2. You'll then be redirected to another page where you'll need to click 'Launch Meeting'



3. If you encounter any issues, click on the 'Join from your browser' button located below the 'Launch Meeting' button:



4. When the meeting page appears, click on the 'Join' button.



You are now ready to use zoom.



Option 2

1. From the Participant Hub, under 'Login to your tools here,' you'll see the Zoom icon. Click on this icon.

The screenshot shows a grid of tool login options. It is divided into three sections:

- Look for jobs here:** Includes links for Reed.co.uk, Indeed, Monster, CV Library, Adzuna, and Total Jobs.
- Login into your email here:** Includes Outlook, Gmail, iCloud, and Yahoo Mail.
- Login to your tools here:** Includes Word, Excel, Google Drive, Google Doc, Google Meet, Teams, and Zoom. The Zoom icon is highlighted with a black box.

2. You'll then be redirected to Zoom page, then click on 'Join' button on the top right..

The screenshot shows the Zoom website homepage. The navigation bar at the top includes 'Join', 'Host', and 'Sign In' buttons. A blue line connects the Zoom icon from the previous screenshot to the 'Join' button. The main content area features a headline 'Find what you need when you need it with AI Companion' and a 'Join' button in the top right corner.

Remember, you won't need to Sign In



Join Meeting

3. After add the **Meeting ID** that you received by email, and click in **Join**

Meeting ID or Personal Link Name

By clicking "Join", you agree to our [Terms of Services](#) and [Privacy Statement](#)

Join

[Join a meeting from an H.323/SIP room system](#)

4. Click **Launch Meeting** on the next page.

5. Click on the blue **Join from Browser** button.

Click **Open Zoom Workplace app** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

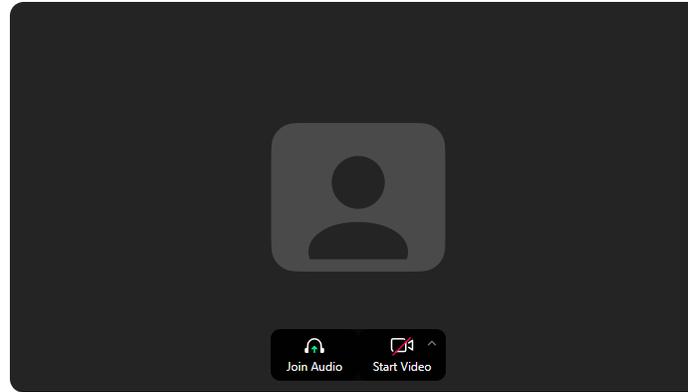
By joining a meeting, you agree to our [Terms of Service](#) and [Privacy Statement](#)

Launch Meeting

Don't have the Zoom Workplace app installed? [Download Now](#)

Having issues with the Zoom Workplace app? [Join from your browser](#)

6. Next, enter the **Meeting Passcode** (provided in the email invitation) and **Your Name**, and Click **Join**



Enter Meeting Info

Meeting Passcode

Your Name

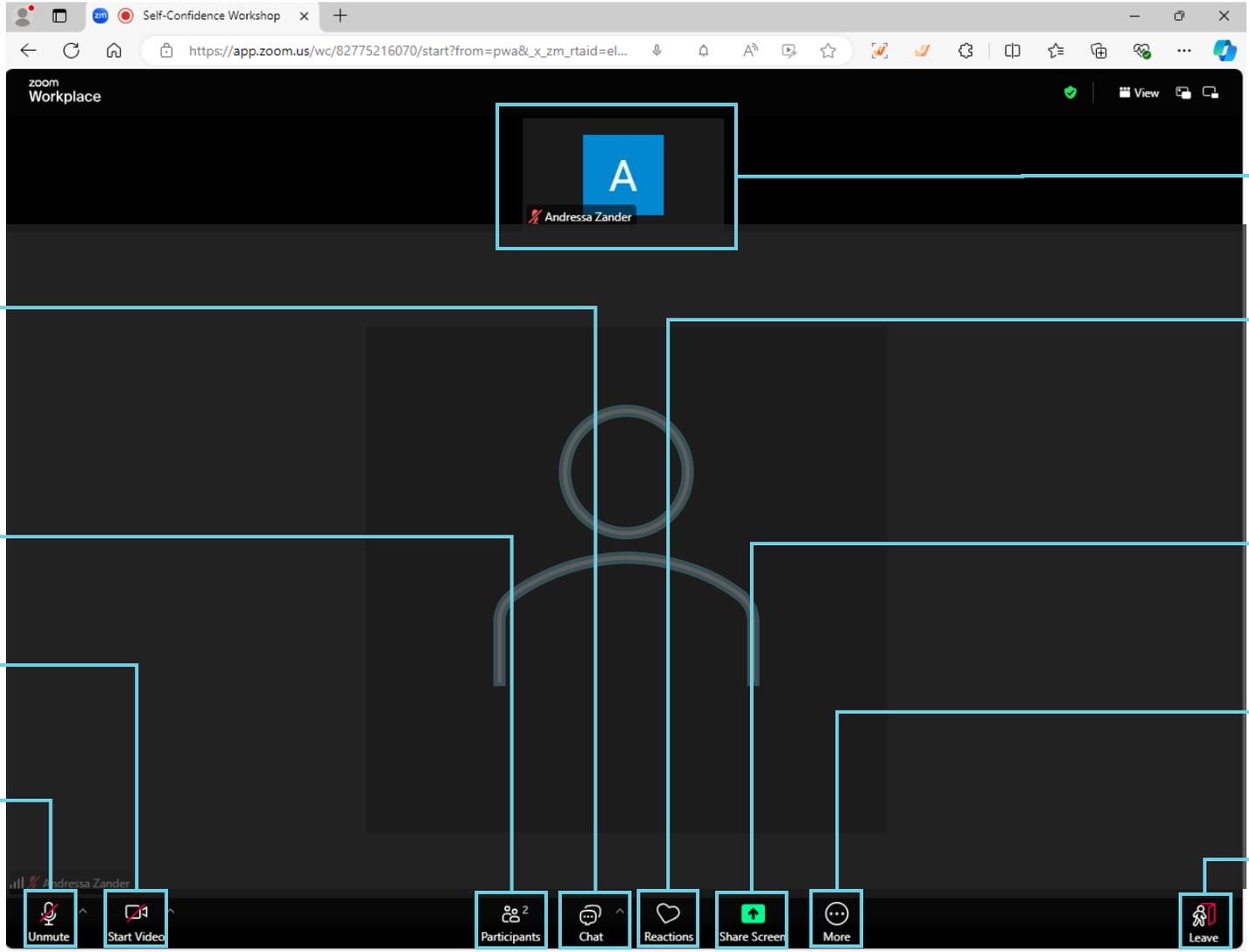
Remember my name for future meetings

Join

By clicking "Join", you agree to our [Terms of Service](#) and [Privacy Statement](#).

You are now ready to use Zoom!

Features and Functionalities



Chat – Click once to open a text box on the right side of the screen, where you can write your comments.

Remember! Everyone on the call will be able to see your comments.

List of **Participants** attending the meeting

Camera – Click once to turn On/Off.

Mic – Click once to turn Mute/Unmute.

Your camera

Reaction – Click once and a drop down will show with emoji options to react and option to raise your hand

Share – Share your screen with others in the call. Often used to present documents or PowerPoints.

Settings - Adjust your audio & visual settings and change your background.

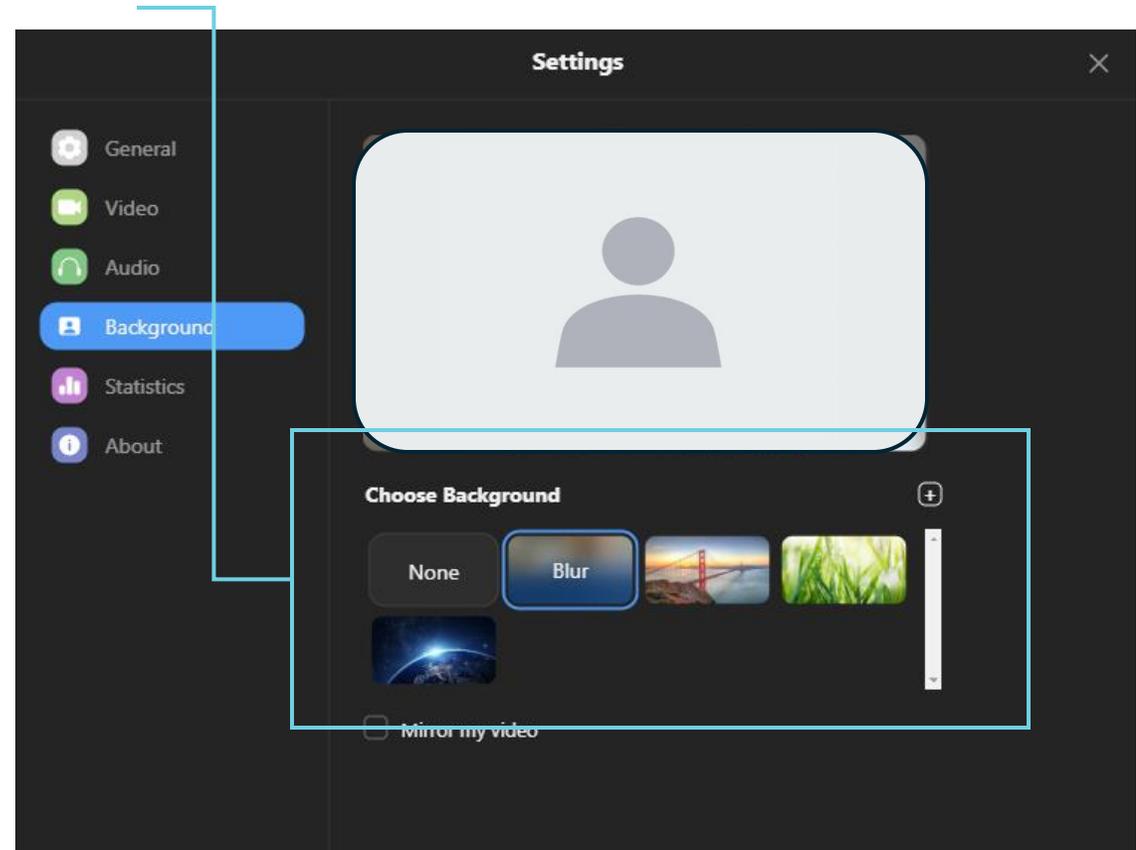
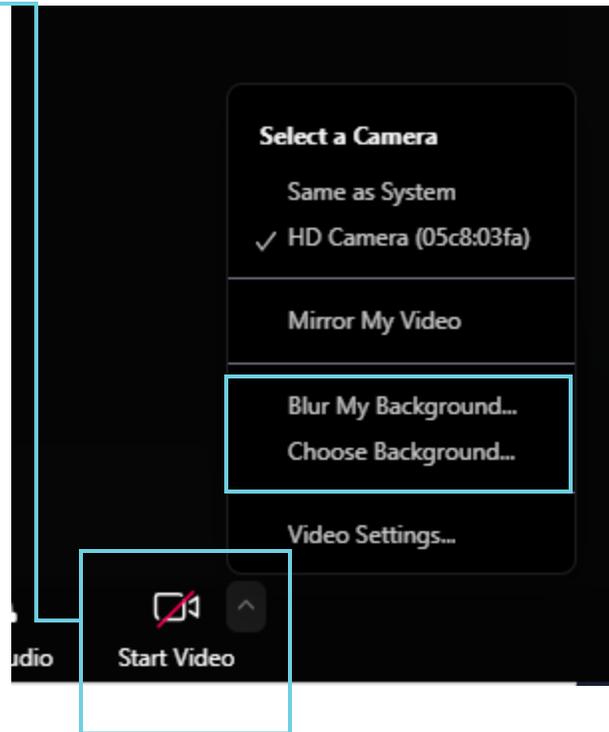
Leave – Click once when you are ready to leave the meeting

Tip: Use background effects to protect your privacy!

1. Click the ^ symbol beside "Start Video".
2. Click "Blur my Background" or "Choose Background".

2. Select a background using one of these options.

Remember to pick a background with a professional appearance, such as the "Standard Blur" effect.





Find a private space for your calls. This keeps your information private and also avoids disturbing others.

The Participant Hub does not have a built-in webcam. Please ask a member of staff for a plug-in webcam that you can use.

Please keep your microphone muted to help the organiser run the session smoothly.

Where possible, use a headset with a mic.

If you need a headset, please ask a member of staff for assistance.

Remember to be polite and raise your hand when you wish to speak

For further technical guidance on how to use the Digital Hub, click this link:
<https://www.phrinp.co.uk/support-guides>

If you have any suggestions and/or ideas on how to improve the Digital Hub, please contact your Digital Hub Champion.