



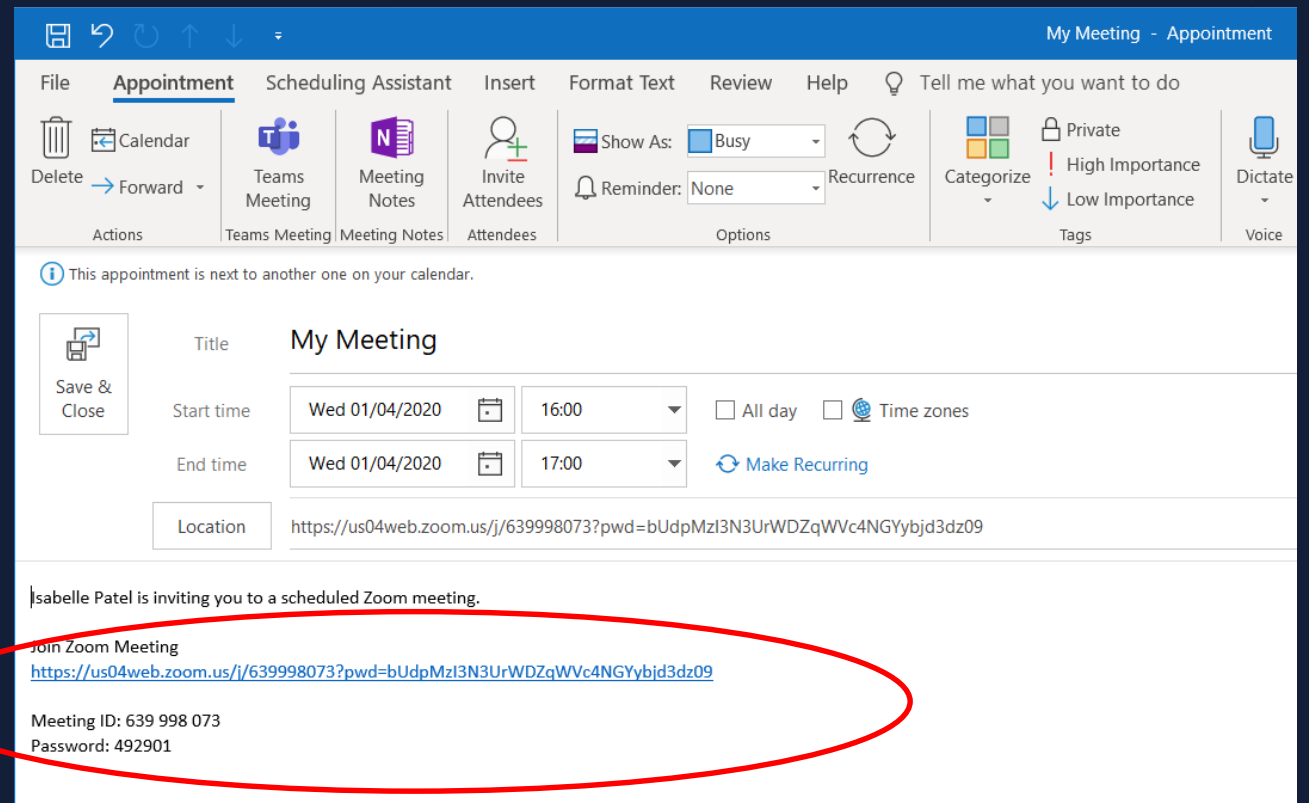
Guide for External Contacts





Your Reward contact will invite you to a Zoom meeting via a scheduled meeting in Outlook

To join the Zoom meeting please click the link within the invitation – a password will also be included, which will be needed to access to the meeting





On clicking the link, you will be requested to enter a Meeting ID and a password to access the meeting - this can be found in your calendar invitation

Join a Meeting

Meeting ID or Personal Link Name

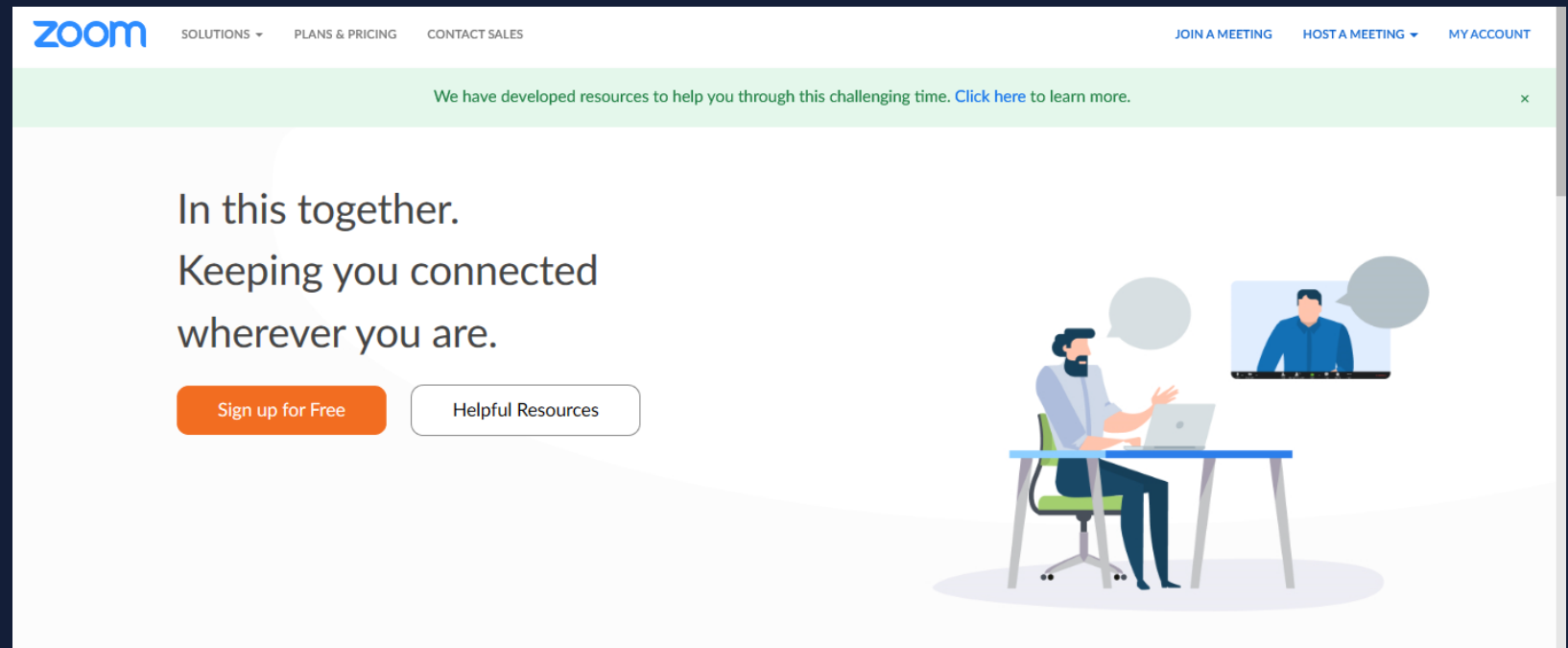
Join

A screenshot of a Microsoft Outlook calendar appointment window. The title bar reads "My Meeting - Appointment". The ribbon includes "Appointment", "Scheduling Assistant", "Insert", "Format Text", "Review", and "Help". The "Appointment" ribbon has several groups: "Actions" (Delete, Forward), "Teams Meeting" (Teams Meeting), "Meeting Notes" (Meeting Notes), "Attendees" (Invite Attendees), "Options" (Show As: Busy, Reminder: None, Recurrence), "Tags" (Categorize, Private, High Importance, Low Importance), and "Voice" (Dictate). Below the ribbon, a message states "This appointment is next to another one on your calendar." The appointment details are as follows: Title: "My Meeting"; Start time: "Wed 01/04/2020 16:00"; End time: "Wed 01/04/2020 17:00"; Location: "https://us04web.zoom.us/j/639998073?pwd=bUdpMzI3N3UrWDZqWVc4NGYybjd3dz09". Below the details, an invitation message reads: "Isabelle Patel is inviting you to a scheduled Zoom meeting." It includes a "Join Zoom Meeting" link: "https://us04web.zoom.us/j/639998073?pwd=bUdpMzI3N3UrWDZqWVc4NGYybjd3dz09". At the bottom, the "Meeting ID: 639 998 073" and "Password: 492901" are listed, with the Meeting ID and Password text circled in red.



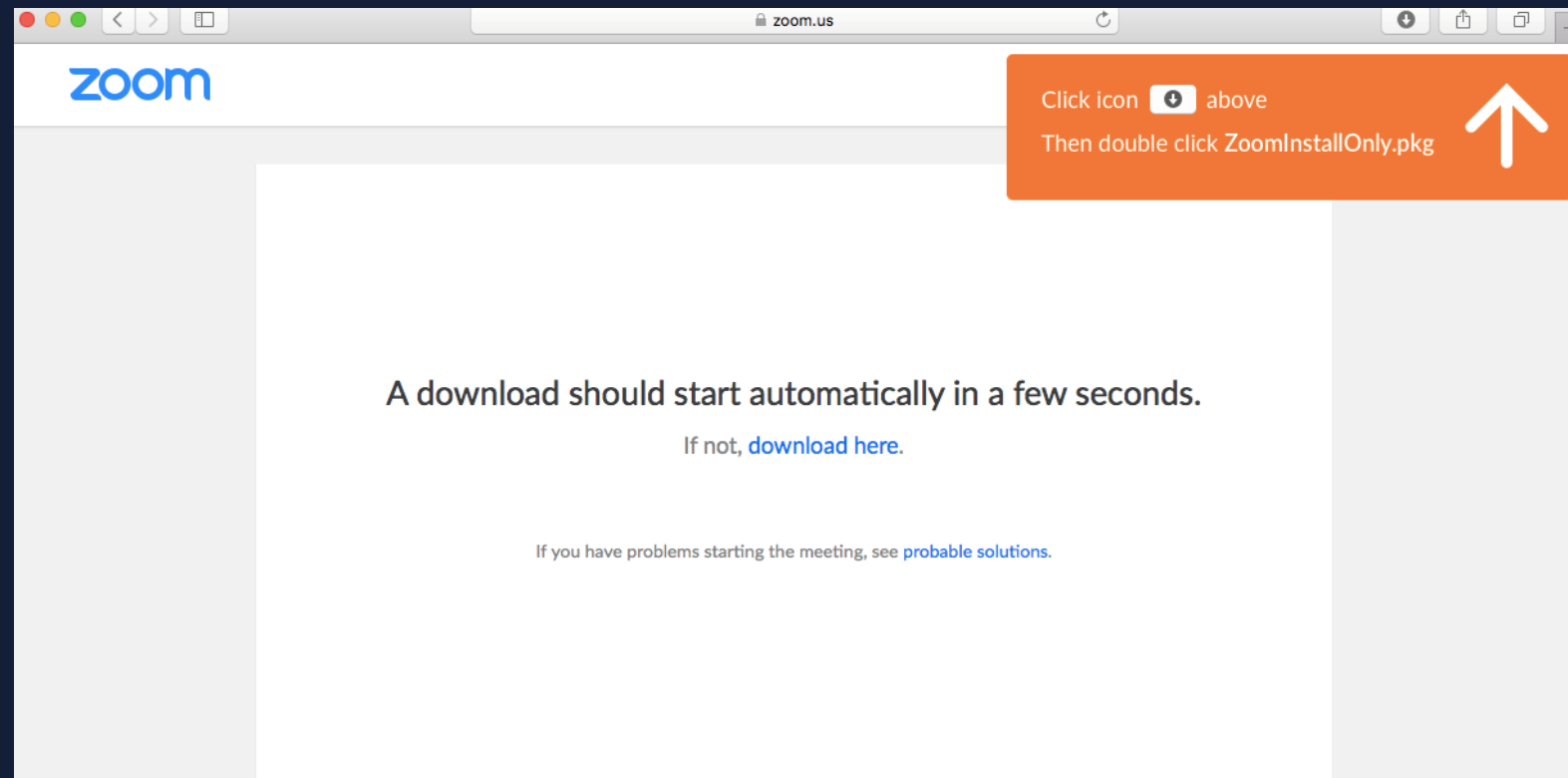
If you don't already have an account, please type Zoom into your browser or access via <https://zoom.us/> - then sign in or sign up if you do not already have an account

You will be sent a verification email, please note this can take up to 24 hours to come through





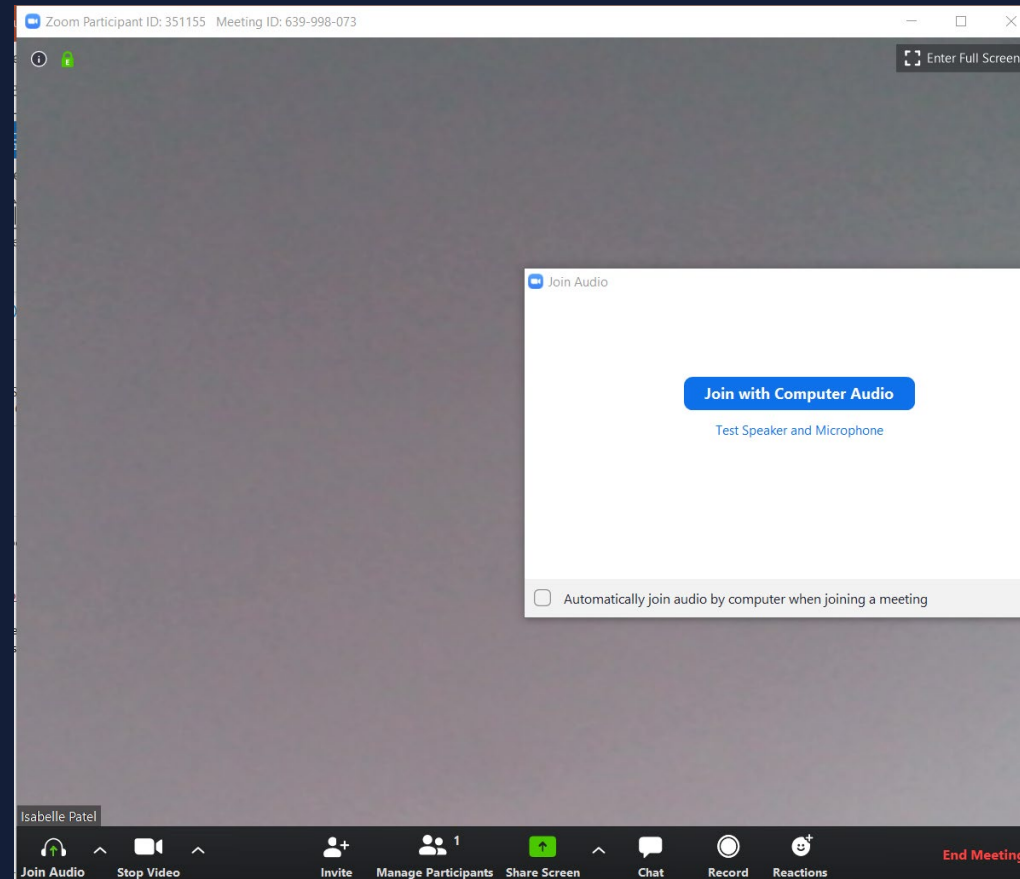
Once verified, this screen will then appear – the download should happen automatically – however, if it doesn't click 'download here'





Clicking the Zoom link sent to you by your Reward contact will let you access the meeting

Please click 'Join with Computer Audio' you will then be placed in a waiting room until your contact has joined the call





Please Note: Zoom is free to use for 40 minutes - if you get disconnected please use the same link which was sent to you via the email invitation, follow the same steps and the call will begin again

