



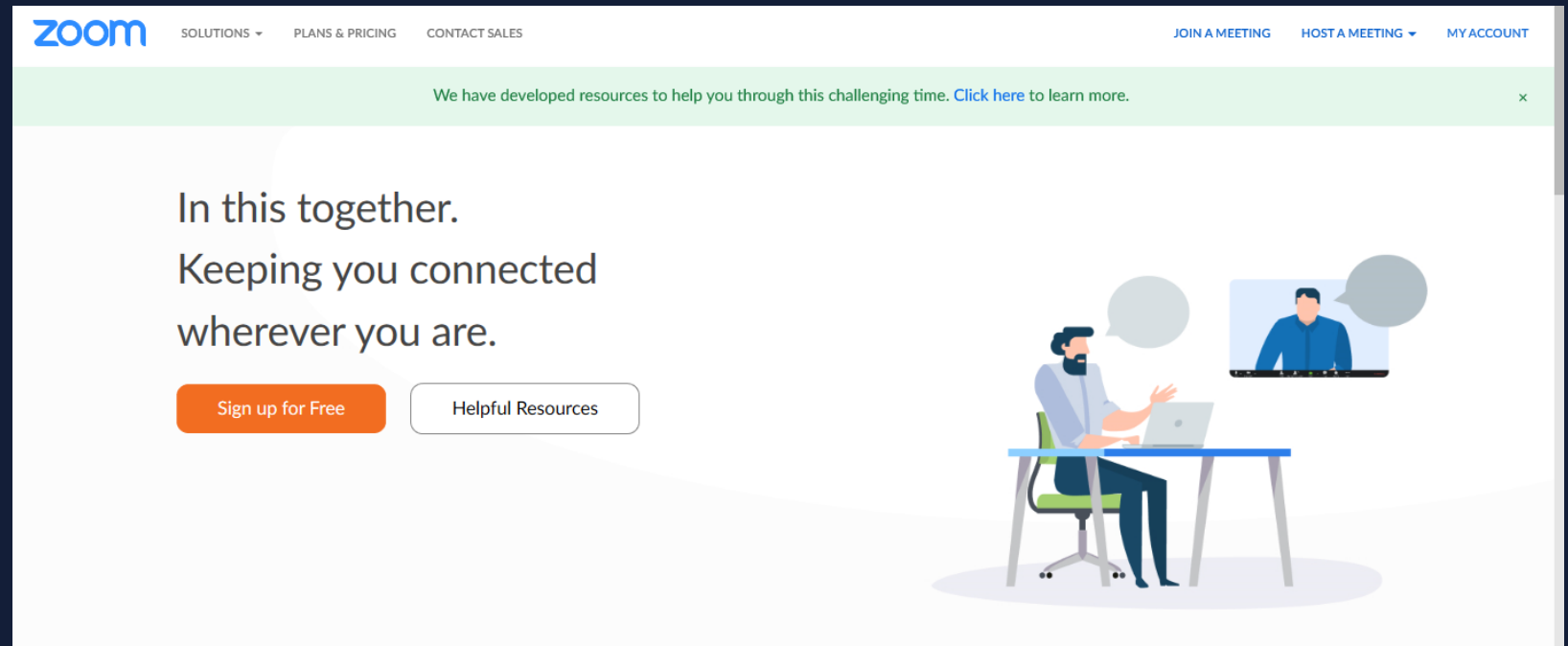
## Guide for the Reward Team





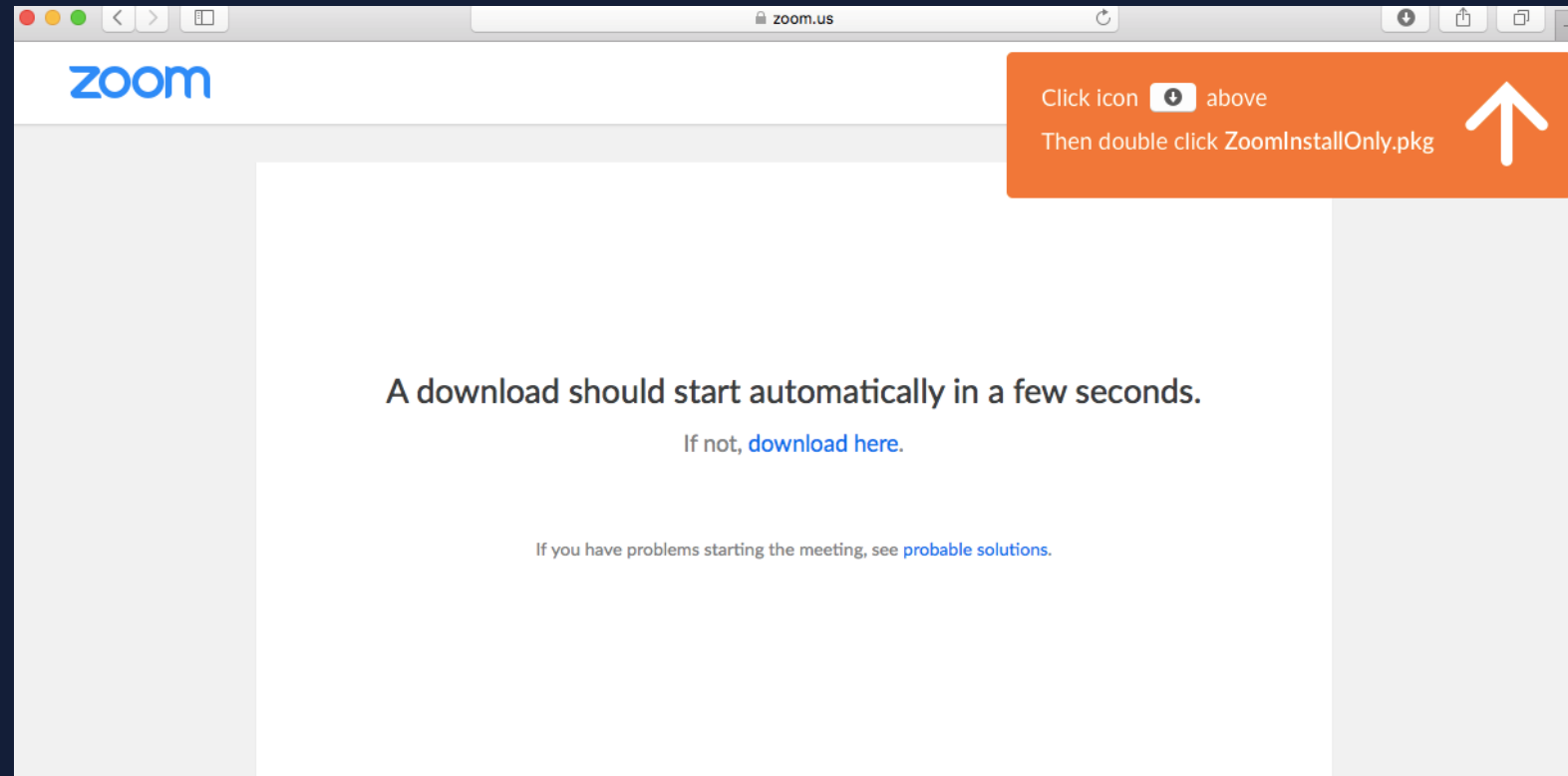
Please type Zoom into your browser or access via <https://zoom.us/> - then sign in or sign up if you do not already have an account

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'





Please click the top right tab 'Schedule a Meeting' to create your meeting

For added security all meetings will be password protected and attendees will automatically be placed into a waiting room, as this prevents people joining the meeting until the host is ready

A screenshot of the Zoom web interface. The top navigation bar includes links for "REQUEST A DEMO", "+44 (20) 7039 8961 OR 0800 368 7314", "RESOURCES", and "SUPPORT". Below this is the Zoom logo and navigation links for "SOLUTIONS", "PLANS &amp; PRICING", and "CONTACT SALES". The "SCHEDULE A MEETING" link is circled in red. Other navigation links include "JOIN A MEETING" and "HOST A MEETING". A green banner contains an "Important Notice" about dial-in capabilities. The main content area shows the user profile for "Isabelle Patel" with options to "Edit" or "Change" the profile picture. Below the profile are fields for "Personal Meeting ID" (569-992-3873), "Sign-In Email" (isabelle.patel@rewardcf.com), "User Type" (Basic), and "Capacity" (Meeting, 100). A "Uplevel Your Meetings with Zoom Pro" notification is visible in the bottom right corner.



Fill in the necessary fields below to create your meeting, please ensure the video option is 'on' for both host and participant and 'both' is selected for audio

The screenshot shows the Zoom 'Schedule a Meeting' page. The top navigation bar includes the Zoom logo, 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', and buttons for 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. A left sidebar contains navigation options: Profile, Meetings (highlighted), Webinars, Recordings, Settings, ADMIN, User Management, Room Management, Account Management, and Advanced. Below these are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area is titled 'Schedule a Meeting' and contains the following fields:

- Topic: A text input field containing 'My Meeting'.
- Description (Optional): A text input field containing 'Enter your meeting description'.
- When: A date picker set to '04/01/2020', a time picker set to '4:00', and a PM/AM selector set to 'PM'.
- Duration: A dropdown set to '1' hr and another set to '0' min.
- A warning box: 'Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. Upgrade Now'. Below it is a checkbox labeled 'Do not show this message again'.
- Time Zone: A dropdown menu set to '(GMT+1:00) London'.
- Recurring meeting: A checkbox that is currently unchecked.
- Meeting ID: Radio buttons for 'Generate Automatically' (selected) and 'Personal Meeting ID 569-992-3873'.
- Meeting Password: A checkbox for 'Require meeting password' (checked) and a text input field containing '492901'.



Once you press save, the screen below will appear and you can add this meeting to Outlook by clicking 'Outlook Calendar'

A screenshot of the Zoom web interface. The top navigation bar includes the Zoom logo, links for SOLUTIONS, PLANS & PRICING, and CONTACT SALES, and buttons for SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING. A green banner contains an important notice about dial-in audio conferencing. The left sidebar shows navigation options: PERSONAL, Profile, Meetings (highlighted), Webinars, Recordings, and Settings. The main content area is titled "My Meetings > Manage 'My Meeting'" and includes a "Start this Meeting" button. The meeting details are as follows:

Topic	My Meeting
Time	Apr 1, 2020 04:00 PM London
Add to	<a href="#">Google Calendar</a> <a href="#">Outlook Calendar (.ics)</a> <a href="#">Yahoo Calendar</a>

The "Outlook Calendar (.ics)" button is circled in red.



You can then invite attendees through your Outlook account

A screenshot of the Microsoft Outlook 'Appointment' window. The ribbon at the top includes 'File', 'Appointment', 'Scheduling Assistant', 'Insert', 'Format Text', 'Review', 'Help', and 'Tell me what you want to do'. The 'Insert' tab is active, and the 'Invite Attendees' button, which shows a person icon with a plus sign, is circled in red. Other buttons in the ribbon include 'Delete', 'Forward', 'Teams Meeting', 'Meeting Notes', 'Show As: Busy', 'Reminder: None', 'Recurrence', 'Categorize', 'Private', 'High Importance', 'Low Importance', and 'Dictate'. Below the ribbon, a message states: 'This appointment is next to another one on your calendar.' The main area shows the appointment details for 'My Meeting' on 'Wed 01/04/2020' from 16:00 to 17:00. The location is a Zoom meeting link: 'https://us04web.zoom.us/j/639998073?pwd=bUdpMzl3N3UrWDZqWVc4NGYybjd3dz09'. At the bottom, it says 'Isabelle Patel is inviting you to a scheduled Zoom meeting.' and provides a 'Join Zoom Meeting' link: 'https://us04web.zoom.us/j/639998073?pwd=bUdpMzl3N3UrWDZqWVc4NGYybjd3dz09'. The Meeting ID is 639 998 073 and the Password is 492901.



When joining the call you have two options

Option 1: Click the URL link which has a password automatically embedded this will send you directly to the meeting

A screenshot of a Microsoft Outlook appointment window titled "My Meeting - Appointment". The ribbon at the top includes "File", "Appointment", "Scheduling Assistant", "Insert", "Format Text", "Review", "Help", and "Tell me what you want to do". The "Appointment" ribbon is active, showing options like "Delete", "Forward", "Calendar", "Teams Meeting", "Meeting Notes", "Invite Attendees", "Show As" (set to "Busy"), "Reminder" (set to "None"), "Recurrence", "Categorize", "Private", "High Importance", "Low Importance", and "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	<input type="checkbox"/> All day <input type="checkbox"/> Time zones
End time	Wed 01/04/2020	17:00	<a href="#">Make Recurring</a>
Location	https://us04web.zoom.us/j/639998073?pwd=bUdpMzl3N3UrWDZqWVc4NGYybjd3dz09		

Below the details, a message reads: "Isabelle Patel is inviting you to a scheduled Zoom meeting." Underneath, there is a "Join Zoom Meeting" section with a blue hyperlink: <https://us04web.zoom.us/j/639998073?pwd=bUdpMzl3N3UrWDZqWVc4NGYybjd3dz09>. This link is circled in red. At the bottom, the "Meeting ID: 639 998 073" and "Password: 492901" are displayed.





Option 2: Accessing Zoom through the web and clicking 'Join a Meeting' – this will request you to enter a Meeting ID and a password to access the meeting, which can be found in your calendar invitation

Join a Meeting

Meeting ID or Personal Link Name

Join

My Meeting - Appointment

File Appointment Scheduling Assistant Insert Format Text Review Help Tell me what you want to do

Delete → Forward Calendar Teams Meeting Meeting Notes Invite Attendees Show As: Busy Reminder: None Recurrence Categorize Private High Importance Low Importance Dictate

Actions Teams Meeting Meeting Notes Attendees Options Tags Voice

This appointment is next to another one on your calendar.

Title My Meeting

Start time Wed 01/04/2020 16:00  All day  Time zones

End time Wed 01/04/2020 17:00  Make Recurring

Location <https://us04web.zoom.us/j/639998073?pwd=bUdpMzI3N3UrWDZqWVc4NGYybjd3dz09>

Isabelle Patel is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting  
<https://us04web.zoom.us/j/639998073?pwd=bUdpMzI3N3UrWDZqWVc4NGYybjd3dz09>

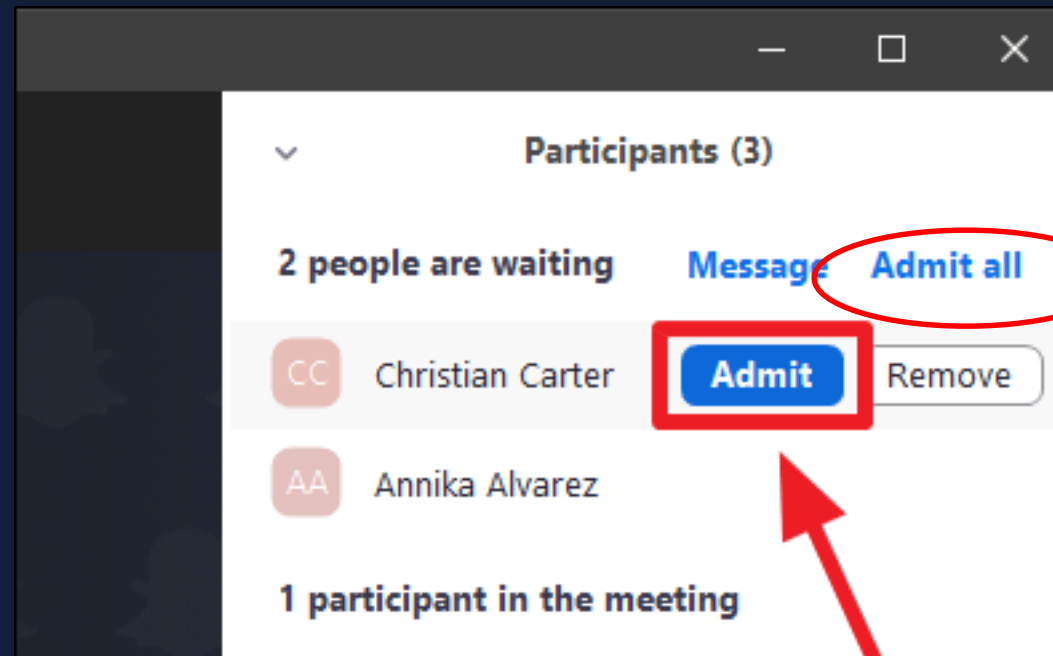
Meeting ID: 639 998 073  
Password: 492901



To admit participants into the meeting, you will see the full number of people waiting by clicking the manage participants icon

To admit individually please select the blue 'Admit' button per person

Or to admit everyone select 'Admit all'





**Please Note:** Zoom is free to use for 40 minutes - if you get disconnected please go back to the Outlook invitation and click the same link to re-open the meeting

