

# Guide to joining an SRA webinar or other online event

## About Zoom

The Zoom video-conferencing platform is widely used for online training and events. Some government departments, public bodies, universities etc. don't allow access from work computers, so if possible use a personal laptop, iPad, or even smartphone instead.

Zoom has a reputation for not being GDPR-compliant, but an [independent comparison](#) found it no worse than other popular platforms, including those used in government, public bodies, etc. Zoom's [website](#) describes its compliance measures.

You can join via a browser, with no need to create an account or download an app.

## Equipment

1. **Laptop, PC, Mac, Ipad (even smartphone) – basically a computer that has:**
  - **Access to the internet**
  - **A camera**
  - **A microphone** (either inbuilt, or plugged-in)
2. **Earbuds, earphones, headset:** to minimise disturbance in your home/office

## Either: free Zoom account ...

Get it at <https://zoom.us/signup>. We recommend that you **don't sign up with a login from an existing account** such as Facebook, to avoid personal data being shared by platforms.

## ... Or: Joining via a browser

About 5 minutes before the event starts:

- Paste the link into a browser – we recommend **Google Chrome**
- When the popup box appears, press the 'Open link' button: you'll see:
  - 'If you cannot download or run the application, [join from your browser](#).'
- Click 'join from your browser'

## Troubleshooting

V1.1

Video/camera not working: see this [help page](#) in Zoom. Audio/microphone: this [help page](#)

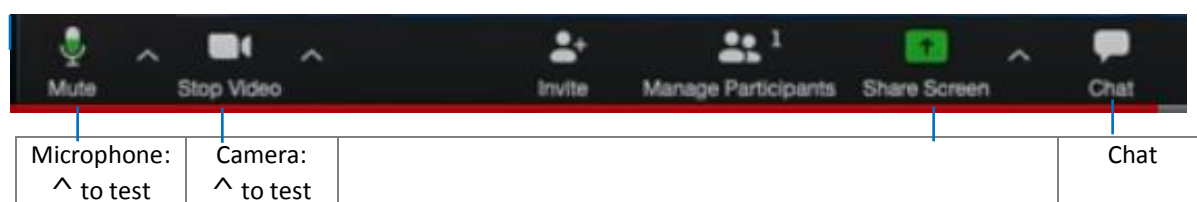
## The event link

A day or two ahead we'll email you a link to a webpage that contains:

1. A reminder of the date and start time
2. The link to join via Zoom
3. A guide to improving your wi-fi signal

## Zoom controls

Move your mouse pointer on the Zoom screen to see the controls. The ones you need are:



Check the Microphone and Video controls. If an icon has a red line through it, it's switched off: click the icon to switch it on.

**Mute your microphone:** To avoid background noise for other participants.

## During the event

**Screen sharing:** When the presenter shares their screen, it will 'take over' your whole screen. To make it smaller, at the top of the screen select View Options and 'Exit full screen'. Then you'll be able to see Chat.

**Breakout rooms:** In an interactive event you may be allocated to virtual groups ('Breakout rooms' in Zoom) to discuss a topic, then all brought back to the main room.

**Take part in Q&A:** When the presenter invites feedback, ideas, etc., do take part. You may be asked to put questions via the 'Chat' function. Online communication is not as easy as face to face, but it's worth making the extra effort.

### A safe space for everyone

You will be in a live session with a group of people you probably don't know. Please treat everyone with respect, politeness and consideration.

Complaints about racist or other discriminatory language or behaviour will be investigated. If you have any such concerns, please contact Graham Farrant, SRA chief executive, [graham.farrant@the-sra.org.uk](mailto:graham.farrant@the-sra.org.uk)