

IDF Zoom Webinar Software 10 Step Guide

This guide is for using Zoom on a PC

Please note that the speaker will be sharing their slides, so we strongly suggest logging in on a PC.

If you plan to view the webinar on your tablet or phone, please first sign up for a free account on a PC then download the Zoom app and login. We suggest that you sign up for your free account a couple of days ahead of the webinar and we would like to offer you a practice run before the day of the webinar. Just email us on info@idf.co.uk and we will be in touch.

Please follow below steps to enjoy our webinars.

STEP 1

Register for Webinars on the IDF website

You need to register for the each webinar you wish to attend on the [IDF website](#). If you do not register, you will not have access to the webinar link.

If you cannot remember whether you have registered for a webinar, please login to the IDF website, click on 'My Profile' in the top right-hand corner and then on 'Manage your events'. If you have not registered, then you will need to find the webinar you wish to attend in the calendar of events on our website and go through the registration process. Please note you **must have** a Zoom account in order to join our Webinars.

STEP 2

Sign in

If you already have a Zoom account, please sign in by clicking on <https://zoom.us/signin>

The screenshot shows the Zoom website's sign-in page. At the top, there is a navigation bar with the Zoom logo on the left and links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'JOIN A MEETING', 'HOST A MEETING', 'SIGN IN', and a 'SIGN UP, IT'S FREE' button. Below the navigation bar, the page title is 'Sign In'. There are two input fields: 'Email Address' and 'Password'. The 'Password' field has a 'Forgot password?' link next to it. At the bottom of the form is a blue 'Sign In' button.

Once you're in, [skip to step 6](#).

STEP 3

If you have forgotten your password, please click on **Forgot password?** inside the password field. Enter your email and you will receive an email asking you to reset your password.



Sign In

Email Address

Password

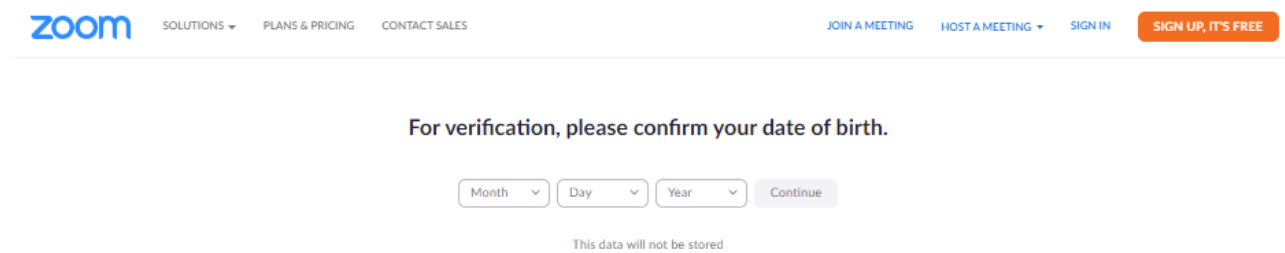
 [Forgot password?](#)

STEP 4

Sign up for a **FREE** account

Please sign up for a FREE account by clicking on <https://zoom.us/signup>

Confirm your DOB and then click continue.



zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING ▾ SIGN IN SIGN UP, IT'S FREE

For verification, please confirm your date of birth.

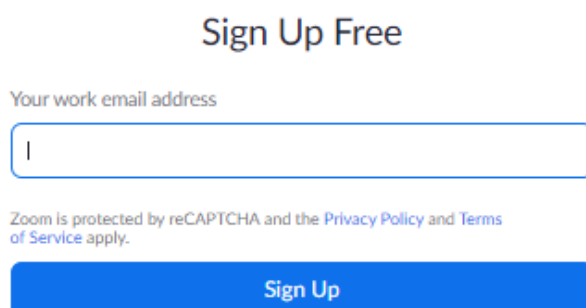
Month ▾ Day ▾ Year ▾ Continue

This data will not be stored

You do not have to pay to enjoy our webinars – this is a FREE account. Please note you must have a Zoom account in order to join our webinars – that way we can identify you and you can have the best experience on our webinars.

STEP 5

Enter your email to sign up.



Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.

Sign Up

An email will be sent to you to confirm your account.

STEP 6

You will receive an email with a link to register in advance

48 hours prior to the webinar (or, if you register less than 48 hrs before the webinar, immediately after you register), IDF will send you a **Registration URL**. You will need to register for the webinar by following the steps below; we recommend you do this immediately after receiving the email, so that you are ready to access the webinar at the meeting start time.

STEP 7

Webinar registration before the webinar starts

Fill out the requested fields.



Webinar Registration



This webinar is for users with a Zoom account. New to Zoom? [Sign up free.](#)

Topic Mr Riviere Practice webinar run

Time Apr 16, 2020 11:00 AM in London

* Required information

First Name *

Barbara

Last Name *

Seljak

Email Address *

barbara@idf.uk.net

Confirm Email Address *

barbara@idf.uk.net

Register

You need to enter the same email address that you used when signing up for Zoom otherwise you will receive an error message.

Click Register.

STEP 8

You will see **Webinar Registration Approved** screen as per below

We suggest you click on 'Add to Calendar' feature so all details including **Webinar ID** and **URL** can be saved in one place in your calendar invite.



Webinar Registration Approved

Topic Mr Riviere Practice webinar run

Time Apr 16, 2020 11:00 AM in London

 Add to calendar ▾

Webinar ID 910-2420-3831

To Join the Webinar

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. https://zoom.us/j/91024203831?tk=olquOkmBD-AjBDZYOOG-7v0pQpWZzeaMQ5Igd5RvHw.DQEAAAAMXcgNxZfZkhoQUB0QVMxQ0FyQVIEaVNGODZ3AA&uuiid=WN_dMH255UFRNG2hQPP43i-kw

To Cancel This Registration

You can cancel your registration at any time.

STEP 9

You will also receive a confirmation email containing information about joining the webinar as per below.



Thank you for registering for "IDF Lunch Webinar: Personalised Arthroplasty presented by Mr Charles Rivière".

Please submit any questions to: info@idf.uk.net

Date Time: Apr 22, 2020 12:30 AM London

Join from a PC, Mac, iPad, iPhone or Android device:

[Click Here to Join](#)

Note: This link should not be shared with others; it is unique to you.

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Description: We are delighted to welcome you to our Lunch Webinar.

Or iPhone one-tap :

United Kingdom: +442080806591,,815523741# or +442080806592,,815523741#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

United Kingdom: +44 208 080 6591 or +44 208 080 6592 or +44 330 088 5830 or +44 131 460 1196 or +44 203 481 5237 or +44 203 481 5240

US: +1 346 248 7799 or +1 669 900 6833 or +1 929 205 6099 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 815 523 741

International numbers available: <https://zoom.us/j/abAHNxPkAn>

STEP 10

Joining the webinar – only possible 30 mins ahead of the webinar

On the day of the webinar please click on the URL emailed to you [Click here to join](#) and enter **Meeting ID** which is Webinar ID as per below.

Join Meeting

Enter meeting ID or personal link name

Barbara Seljak

Do not connect to audio

Turn off my video

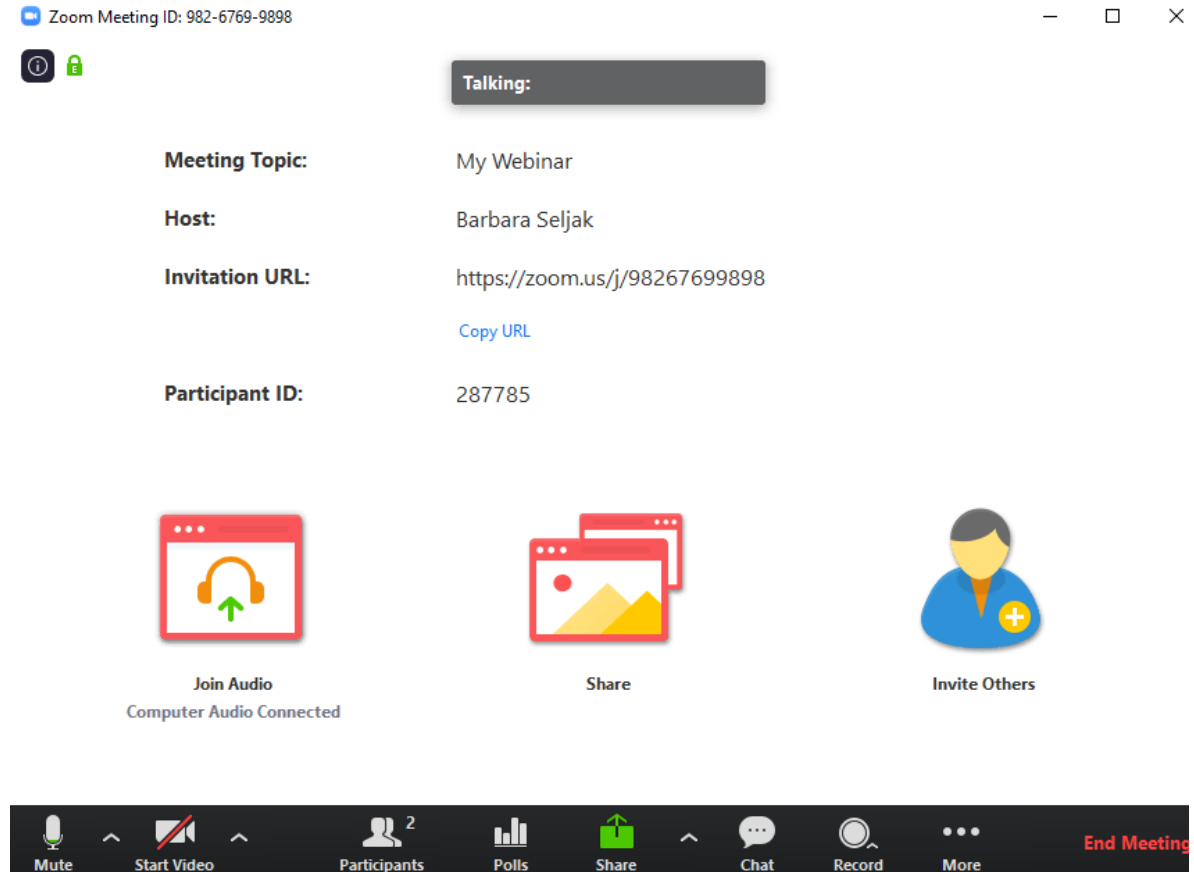
Join

Cancel

Please leave everything unticked.

Click Join.

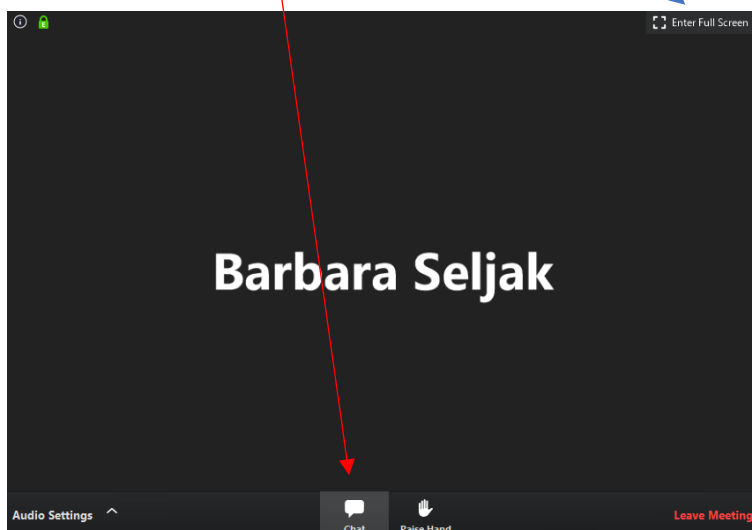
If you have joined us early you will see a screen as per below. Please wait until host is online.



Once the host has opened the webinar, you will see a screen as per below which means that you have joined the webinar. You need to ensure your **speakers are turned up** so that you can hear the presenter.

We recommend you use **full screen mode** so that you can view the slides easily.

You can use the CHAT feature to type in a question for the speaker throughout the webinar which they will answer at the end of the presentation, in the Q&A portion of the webinar.



Please note

We record all webinars and will make the video available on our new website very soon.

Certificates of Attendance will be sent to those who have participated in the whole webinar.

Structured Reflective Template will be sent to you along with the link to register for the webinar 48 hours before.

If you are still having trouble, please call our main line **020 3696 4080** and we will be pleased to help you.

As mentioned earlier, we strongly suggest that you sign up for your free account a couple of days ahead of the webinar so you can ensure you are ready to join our webinar. We are here to help and will be available to do a practice run with you days before the webinar. Just email us at **info@idf.co.uk** and we will be in touch.

Thank you

IDF