

# VIRTUAL EVENT

## Joining a Zoom Meeting

### 1. GETTING STARTED

You do not have to have a Zoom account to attend a Zoom meeting. You will be prompted to download the software, once you click on the link that the WOOD & Co. Conference Team has provided you with, together with your final schedule. You can create an account, but this is not required to participate in our virtual event.

You will need an internet-connected computer/laptop/tablet/smartphone, or any device with a webcam and a microphone, to participate in a Zoom session. Please try to use the best network connection available to you to participate in a Zoom meeting.

For general questions on using Zoom, please click on the links below, or use our manual.

- <https://support.zoom.us/hc/en-us/articles/201362193> - How to Join Zoom Meeting
- <https://support.zoom.us/hc/en-us/articles/206175806-Frequently-Asked-Questions> - Frequently Asked Questions

### 2. HOW TO JOIN A MEETING

To join a meeting, either click on the Zoom **Meeting ID** you have been provided with:

Example: Meeting ID: 101-3819-8199 (the numbers in the schedule are hyperlinks)

Time	Meeting with	Zoom	Meeting Type
12:00 - 12:30 (BREAK)			
12:30 - 13:20		Meeting ID: <a href="#">921-6393-4388</a> Password: 425722	1on1

OR

Go to <https://zoom.us/join> and enter the **Meeting ID** and **Meeting Password** that you have been provided with in the appropriate field, enter your full name and click 'Join'.

### Join a Meeting

Meeting ID or Personal Link Name

Join

Please enter your meeting password and name to join the meeting

You can find the meeting password in the email invitation

Meeting Password

Meeting Password

Your Name

Sandra Kalinova | WOOD & Compan

Join

The Zoom Meeting IDs and Passwords in your final schedule are valid only on the day of the conference during specific times, as instructed in your schedule.

## 2.1 If joining using a computer

When entering a Zoom meeting for the first time using a computer, you will need to download a small application file.

This process is easy to complete with all commonly used browsers. You can download the Zoom app in advance to your device [here](#). Otherwise, you will be prompted to download and install the Zoom app when you click a join link on the day of the event.

Alternatively, you can join the meeting via a browser, just click start from your browser, instead of downloading the app.



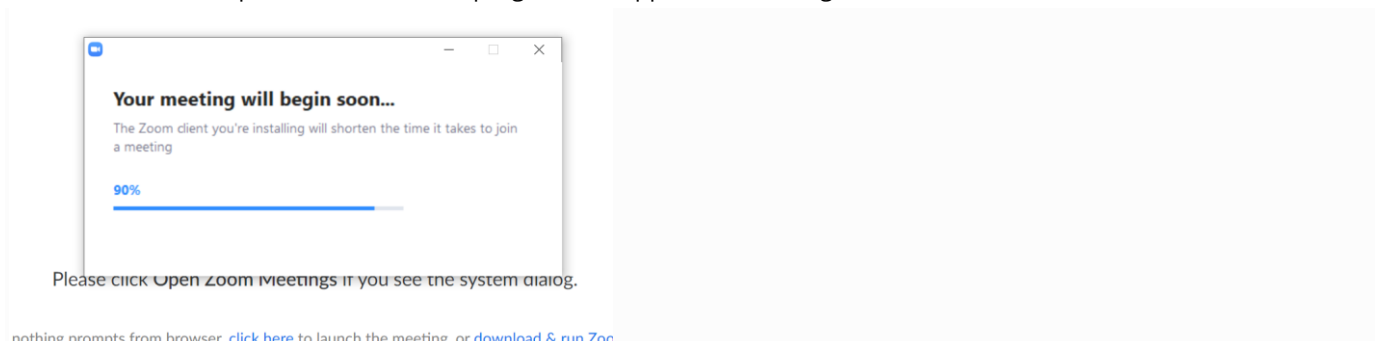
If nothing prompts from browser, [download & run Zoom](#).

If you cannot download or run the application, [start from your browser](#).

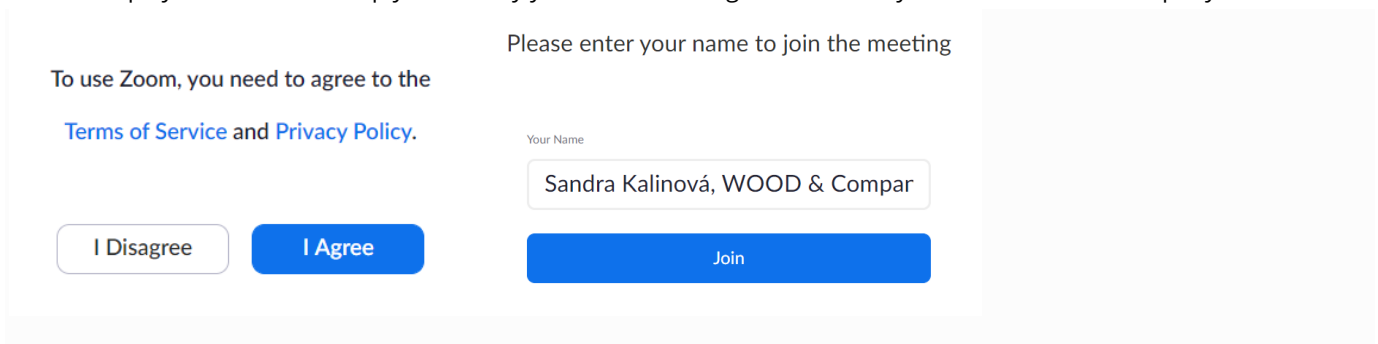
### DOWNLOADING THE APP

Mozilla Firefox – click ‘Save File’ and follow the instructions in the orange box.

Google Chrome and Safari should automatically download the file. Clicking on the Zoom\_launcher.exe file will install Zoom; there will be a short pause, before a blue progress bar appears, indicating the installation.



Just before entering the meeting, you will be prompted to agree with Zoom’s terms of service and privacy policy, and to enter a display name. This is simply to identify you in the meeting. Please enter your full name and company.



## 2.2 If joining using a mobile device

If you are joining using a mobile device, then it will prompt you to download the Zoom Cloud Meetings app from the App/Play Store.

Open the Zoom App and choose “Join a Meeting”.

- Enter the Meeting ID, the Meeting Password and your full name, then click “Continue”.
- Choose “Call using Internet Audio” to participate.

Click [here](#) for more details.

## 2.3 If joining via telephone

If you are unable to join using Zoom on a computer or a mobile device, then you can participate by using a telephone instead.

To join a Zoom meeting via telephone, please dial the appropriate Zoom international dial-in number, below; when prompted, enter the Zoom Meeting ID we have provided using your dialpad, and press #. To disconnect from the meeting, hang up the telephone.

### ZOOM INTERNATIONAL DIAL-INS

COUNTRY	Toll number	Toll-free number
Croatia	+385 1777 6333; +385 1300 0988	0 800 200 588
Czech Republic	+420 5 3889 0161; +420 2 2888 2388	828 848 888
Georgia	+995 7067 77954; +995 3224 73988	800 100 293
Germany	+49 69 7104 9922; +49 30 5679 5800	0 800 1800 150
Greece	+30 231 118 0599; +30 211 198 4488	800 848 1188
Hungary	+36 1 701 0488; +36 1 408 8456	800 881 88
Poland	+48 22 398 7356; +48 22 307 3488	00 800 321 1464
Romania	+40 37 170 0418; +40 31 630 1088	0 800 890 203; 0 800 672 631
Russian Federation	+7 812 426 8988; +7 495 283 9788	8800 301 7427; 8800 100 6938
Turkey	+90 216 900 2606; +90 216 900 1866	811 213 0011
UK	+44 131 460 1196; +44 203 481 5237	0 800 358 2817; 0 800 031 5717
US	+1 669 900 6833; +1 646 876 9923	888 788 0099; 877 853 5247

Find your local number [here](#)

Please note calls that will be charged at standard national rates

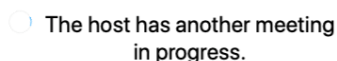
Please note that the functionality of the toll-free numbers cannot be guaranteed in all destinations. Your results will vary depending on the number, provider and/ or region. Some of the toll-free numbers can be used only from a landline.

## 3. OTHER FUNCTIONS

### JOINING BEFORE THE HOST

Participants can join a meeting before the host. If you see this pop-up: "**The host has another meeting in progress.**", please do not close the window; please wait until you are connected automatically.

x -

 The host has another meeting in progress.

Start at 4:00 PM

My Meeting

If you are the host, [sign in](#) to start this meeting

Test Computer Audio

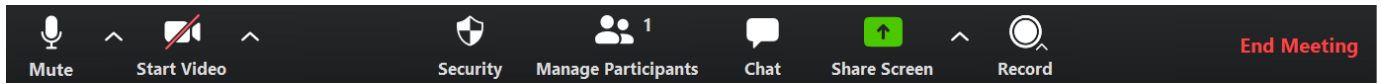
### SHARING YOUR SCREEN

Should you wish to share your presentation during the call, please see how you can enable this, [here](#).

## AUDIO ONLY

All meetings are set up automatically to start with audio only.

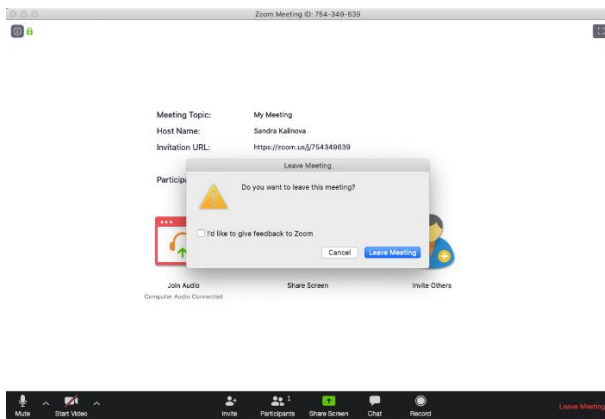
It is possible that, during the conference, participants will be asked to turn off their cameras and move to audio only. To do this, click on the camera icon at the bottom of the Zoom window.



## LEAVING A MEETING

You can leave a meeting at any time by clicking on the **Leave Meeting option**, in the lower right corner of the Zoom window.

Please always fully end the meeting and leave the meeting room at the scheduled time. In order to join your next meeting, please use the new and unique Meeting ID from your personal schedule.



Please contact your WOOD's Conference Team via email ([corporate.access@wood.com](mailto:corporate.access@wood.com)) or telephone (Warsaw +48 222 22 1530; Prague +420 222 096 235; London +44 20 3530 0685), if you have any questions.

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