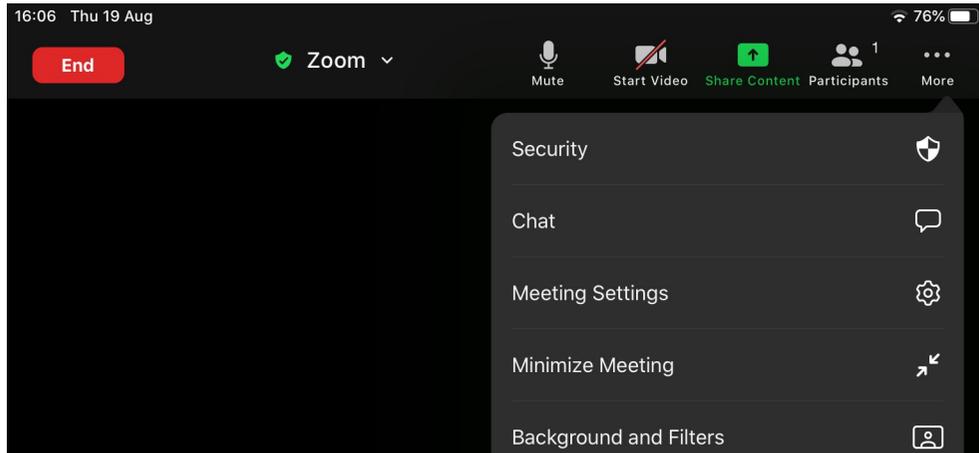4. You will be asked to allow access to your camera and microphone and, if this is your first Zoom call on this device, you will be asked to enter your name before clicking **Join.**

5. Above is the login screen. Note that no one else has yet joined the call, and the video icon is currently crossed through. The toolbar at the top is very similar to **Teams.** The one significant difference is that the **End** button (equivalent to **Leave** in **Teams**) is on the left.

Good luck and happy Zooming!

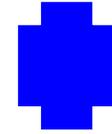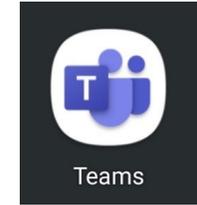For computer help from West Sussex Libraries visit our Digital Support web page:

https://arena.westsussex.gov.uk/web/arena/currentoffer/digital-support

This guide has been produced by West Sussex County Council Library Service © 2021.

Help With...

Now that both Microsoft Teams and Zoom are available on all staff laptops and library tablets we have decided to put together a basic helpsheet for staff who are new to video calling. Please note that video calling is possible on staff desktops but as they do not have cameras you will not be able to be seen at the meeting.

Microsoft Teams
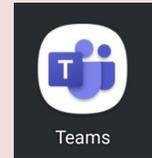
1. If you are required to attend a library meeting online it will almost certainly be via **Teams** and the invite will come to you in an email. When you receive the invite you need to click to accept it. It will then appear in your Outlook calendar. If you are joining the meeting on the library tablet or iPad you will need to forward the invite to the library gmail account eg southwicklibrarytablet@gmail.com

2. **Staff PC** - logon with your **Windows** login to the staff PC and click on the **Join** link in the invitation in your **Outlook** calendar.

3. **Library tablet / iPad** – login to the tablet, after making sure it is fully charged and log onto the public wifi. Click on the Gmail app, find the forwarded invitation and click **Join.**

Join on your computer or mobile app
Click here to join the meeting

Learn More | Meeting options

4. Next you need to click the **Join now** button in the bottom right corner of the screen (circled). If you are using **Teams** for the first time you may need to wait for the meeting organiser to admit you.
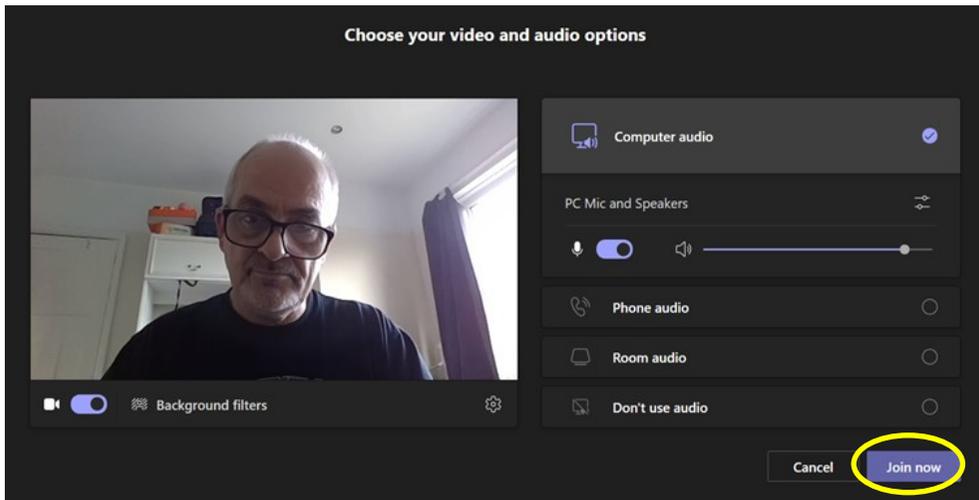
5. Once you have joined you will see the toolbar shown below at the top of your screen. If the video and audio buttons (circled below in yellow) are crossed through, click them so that you can be heard and seen. You can also add text comments by clicking the speech icon (circled in green). These can be read by anyone on the call.
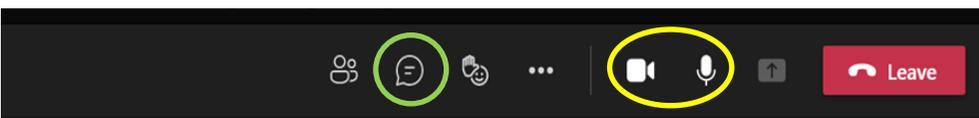
6. As other people join the call their images will appear on screen. Your image will be smaller but will be visible towards the foot of the screen, on the right hand side.

7. When you need to leave the call, simply hang up by clicking the red **Leave** button.

Taking part in Zoom calls

1. The method of access to **Zoom** is the same as for **Teams**; you will be sent an email with a link to join the meeting (**note** that if you are using the branch tablet, you will need to forward the email to your branch tablet email account, as described on p1 of this helpsheet).

2. As Zoom does not work with Internet Explorer on staff laptops or staff PCs, if you are using either you will need to copy and paste the link (which can be seen below **Join Zoom Meeting**, shown above) into Chrome or Edge, and hit return. You will then be invited to join the meeting, as shown below:

3. To join the meeting, click on **Join from your browser** (circled). **Warning:** you will be taken to an **I am not a robot** window and you may need to click through several screens before you finally gain access!