

How to Join a Zoom Meeting from an NPS Laptop

NPS IT doesn't block access to Zoom but it does prevent you from downloading the Zoom app and you do need to use a specific browser to access the internet to use it. Similar steps can be taken with personal devices that don't support the Zoom app (such as Kindles) but which allow internet access via a browser.

This is a step by step guide in two parts. The first part makes sure you have a browser capable of running Zoom on your NPS laptop (it won't work with Microsoft Edge) and the second part helps you avoid the trap of clicking on the app download link. If you know your NPS laptop has google chrome or the latest version of Firefox skip to part two (p3). If you try part two and get a message saying that 'your browser is not supported' return to part one.

Your Browser is not supported

Please try one of these options to improve your experience and security.



Part one – making sure your NPS laptop has the right browser.

For Zoom you need the latest version of Firefox or Google Chrome to be installed. In other systems firefox updates automatically but NPS blocks this so you need to go to a special place called the software centre to download the latest version or to download Google Chrome.

To find the software centre click on the windows search icon at the bottom of your screen



In the search bar that appears type 'software centre' then open the software centre app



When the software centre opens make sure you are in the 'Applications' tab then choose either Mozilla Firefox or Google Chrome and click 'install'



Once you have one of those installed you can move on to part two – getting into the Zoom meeting.

Part two – getting into the Zoom meeting

Zoom meetings can be accessed by opening Zoom and putting in the meeting ID and password or by clicking a link. When you are using a device with the Zoom app downloaded this is simple but NPS laptops won't download Zoom so there is a trap to avoid.

If you have a link to the meeting copy it and paste into either google chrome or Firefox then skip the next 2 steps.

If you have a meeting ID and password open google chrome or Firefox and type <u>www.zoom.us</u> into the address bar. This will take you to the Zoom home page



Click on 'join a meeting' and type in the Meeting ID you've been given, click join and enter the password when prompted





Using either method you will get to a version of the following page

As the NPS laptop will not allow you to download the app you need to look at the bottom of the page and click on 'join from your browser'. This will take you to the following screen to check you are a human and not a bot. At this point enter a name that those in the meeting will know you by

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Then you will be taken into the meeting and given the option to join audio by computer which you should accept



You will then need to click when prompted to allow Zoom access to the microphone and, if you turn the camera on, the camera so that you can be seen and heard

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