

# How to join a webinar on Zoom on a laptop or computer



**for anxiety and depression**

Service provided by Hertfordshire Partnership University NHS Foundation Trust

**Step 1.** Before the webinar, open the email received from the 'Webinar Team' (no-reply@zoom.us). Click 'Register' to sign up for the webinar. Type your first name, last name and email address in the boxes on your screen. Then click the button that says 'Register'.

The screenshot shows a registration form for a webinar. At the top right is the NHS logo. The title is "Hertfordshire and Mid Essex Talking Therapies". Below this is the section "Webinar Practice". It lists the "Date & Time" as "Aug 15, 2023 10:00 AM in London" and the "Description" as "Webinar Practice". There is a small NHS logo in the bottom right of this section. Below this is the "Webinar Registration" section. It has three input fields: "First Name\*" with the value "Jane", "Last Name\*" with the value "Smith", and "Email Address\*" with the value "test@nhs.net". Below the input fields is a line of text: "Information you provide when registering will be shared with the account owner and host and can be used and shared by them in accordance with their Terms and Privacy Policy." At the bottom right of the form is a blue "Register" button. Five callout boxes with arrows point to specific parts of the form: "Here you will see the date and time for the webinar you are registering for." points to the Date & Time field; "Type your first name here." points to the First Name input field; "Type your last name here." points to the Last Name input field; "Type your email address here." points to the Email Address input field; and "Click the register button." points to the Register button.

**NHS**  
**Hertfordshire and Mid Essex  
Talking Therapies**

**Webinar Practice**

Date & Time Aug 15, 2023 10:00 AM in London  
Description Webinar Practice

**Webinar Registration**

First Name\* Jane  
Last Name\* Smith  
Email Address\* test@nhs.net

Information you provide when registering will be shared with the account owner and host and can be used and shared by them in accordance with their Terms and Privacy Policy.

Register

Here you will see the date and time for the webinar you are registering for.

Type your first name here.

Type your last name here.

Type your email address here.

Click the register button.

**Step 2.** You will now see the below page on your screen, confirming you have registered for the webinar and you will receive an email confirming this too. You can now close this page.



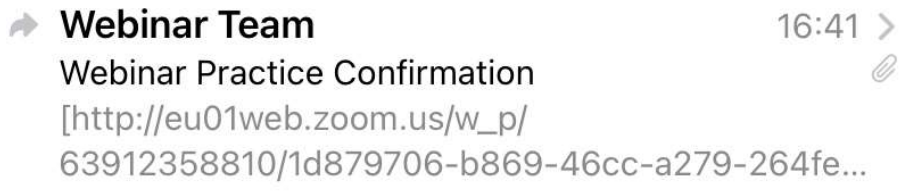
**You have successfully registered**

Please check the confirmation email sent to **Jane.smith@nhs.net**

Topic	<b>Webinar Practice</b>
Date & Time	Selected Sessions: Aug 15, 2023 10:00 AM
Description	Webinar Practice

Didn't get an email? Click [here](#) to resend

# Step 3. Check your email. You will receive an email from the 'Webinar Team'. Open the email to find a link to join the webinar on the day.



An email will be received from the Webinar Team (no-reply@zoom.us).



Hi Jane Smith  
Thank you for registering for Webinar Practice. You can find information about this webinar below.

**Webinar Practice**

Date & Time	Aug 15, 2023 10:00 AM London
Webinar ID	610 1520 5206

Add to: [Google Calendar](#) [Outlook Calendar\(.ICS\)](#) [Yahoo Calendar](#)

To edit or cancel your registration details, click [here](#). You can cancel your registration before Aug 15, 2023 10:00 AM.

Please submit any questions to: [hpft.iaptwebinars@nhs.net](mailto:hpft.iaptwebinars@nhs.net)  
Thank you!

WAYS TO JOIN THIS WEBINAR

- Join from PC, Mac, iPad, or Android

[Join Webinar](#)

If the button above does not work, paste this into your browser:  
[https://eu01web.zoom.us/j/61015205206?tk=gQvBLPsbK79OEH4Yt0kWWraecdKF8t4vUlgbddYnM.DQMAAAONMolVhZPWGNMdnVtRVNjYVBWSnZYSEJ6N0NRAAAAAAAAAAAAAAAAAAAAAAAAAAAAA&uuiid=WN\\_wo3GEKvqS2WgNt53dxq8og](https://eu01web.zoom.us/j/61015205206?tk=gQvBLPsbK79OEH4Yt0kWWraecdKF8t4vUlgbddYnM.DQMAAAONMolVhZPWGNMdnVtRVNjYVBWSnZYSEJ6N0NRAAAAAAAAAAAAAAAAAAAAAAAAAAAAA&uuiid=WN_wo3GEKvqS2WgNt53dxq8og)

To keep this webinar secure, do not share this link publicly.

On the day and time of the webinar, click this button to join the webinar.

**Step 4.** Once you have clicked 'join webinar', if you have the Zoom app already installed you will get the following message pop up on your screen. Click open to allow Zoom to start the webinar in the Zoom app.

**This site is trying to open Zoom Meetings.**

https://eu01web.zoom.us wants to open this application.

Always allow eu01web.zoom.us to open links of this type in the associated app

Open

Cancel

If you would always like the Zoom app to open when joining a webinar, you can click this box, so this message does not appear next time.

Click the button which says open to allow the Zoom app to open on your screen.

Please note if you do not have the Zoom app downloaded, once you click 'join webinar' from the confirmation email, you will see the below screen. You can click 'Launch Meeting' or 'Join from Your Browser' to join the webinar.



Support English ▾

Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

By joining a meeting, you agree to our [Terms of Service](#) and [Privacy Statement](#)

Launch Meeting

Click either button or link to join the webinar.

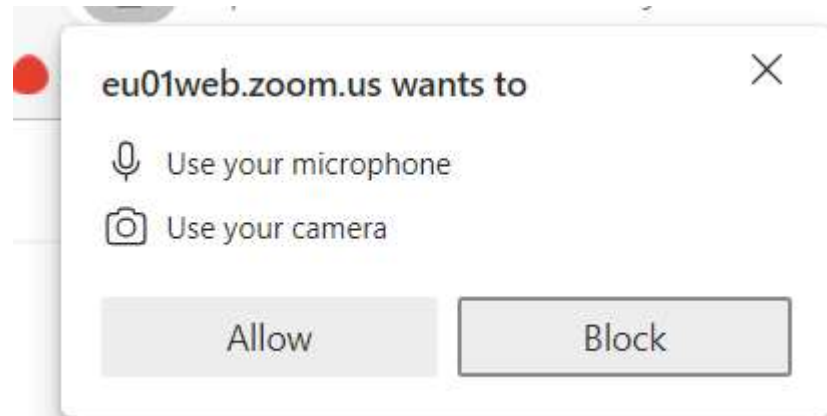
Don't have Zoom Client installed? [Download Now](#)

Having issues with Zoom Client? [Join from Your Browser](#)

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**Step 5.** When joining the webinar you will receive the below message pop up. You can click either option. This is because attendees joining our webinars are automatically muted and their cameras are turned off when joining the webinar.



**Step 6.** You will then be asked to type in your name. Then click 'Join' to attend the webinar.

zoom

Contact Sales

Sign Up Free

Type your name here.

### Join Meeting

Your Name:

Jane Smith

Remember my name for future meetings

By clicking "Join", you agree to our [Terms of Services](#) and [Privacy Statement](#)

Join

Click this button to join the webinar.

The audio and video preferences you select here will be used for future meetings. [Got it](#)



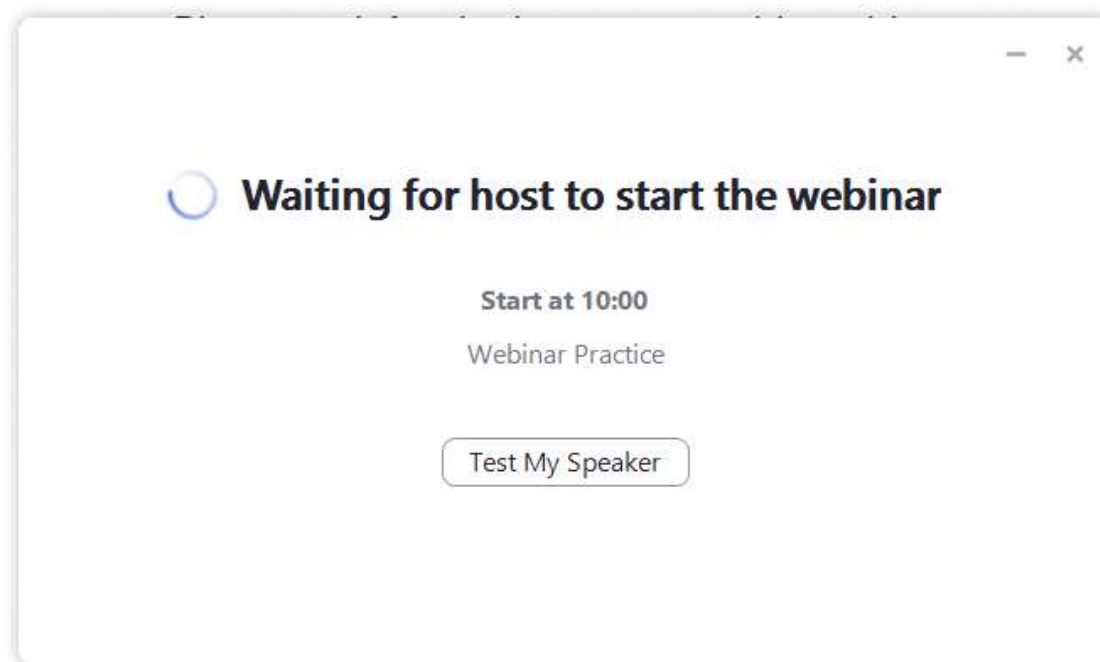
Mute



Stop Video



**Step 7.** You will now see the below waiting area message on your screen. You will be let into the webinar as soon as it begins.



**If you have any questions or difficulties joining the webinar please email:  
[hpft.talkingtherapieswebinars@nhs.net](mailto:hpft.talkingtherapieswebinars@nhs.net)**