

Virtual Post ARCP Feedback Meetings

HEE Yorkshire and the Humber will be hosting virtual post ARCP feedback meetings on Zoom. If you have been invited to attend a virtual post ARCP feedback meeting, please read these instructions carefully to ensure that you will be able to join the virtual meeting promptly.

You will be asked to wait when you initially join the meeting. This is to protect trainee confidentiality. The host / panel will know that you are waiting and will admit trainees in turn. If you experience any issues that prevent you from joining the meeting please contact the Programme Support team immediately.

The guide below includes instructions for joining a Zoom in the Chrome browser. The [Zoom Help Centre](#) includes step-by-step [guides to joining meetings](#) using Zoom computer or mobile apps, and 'dial-in'.

We recommend that you join the meeting using the Chrome browser or Zoom app. Other browsers are not fully supported. We also recommend that you [join a test meeting](#) to familiarise yourself with Zoom and test your connection and setup.

To download a Zoom computer or mobile app, go to the [Zoom downloads centre](#). Apps are available for Windows and Mac computers, and Apple and Android mobiles.

Post ARCP feedback meetings hosted on Zoom will remain private and confidential. Meetings will not be recorded. As usual, a member of Programme Support will join feedback meetings to take notes.

To read the [HEE privacy notice](#), please see our website. Zoom's [GDPR compliance notice](#) can also be found on their website.

Creating a Zoom account

Before you are able to join a Zoom meeting hosted by HEE, you will need to create a free Zoom account. If you already have an account, you can use your existing account. **The account must be in your own name.**

To sign up for a Zoom account go to <https://zoom.us/signup> and follow the instructions. To avoid delays, please sign up for an account in advance of the ARCP.

Meeting invitation

When you are invited to attend a virtual post ARCP feedback meeting, the letter or email you receive will include the Zoom meeting details.

You will need to note the **meeting ID** or **join link**, and the **meeting password**. The join link can be used to join the meeting through the Chrome browser. Or the meeting ID can be used to join the meeting through the desktop or mobile app.

If you will be 'dialling-in', you will need to note the **telephone number** and **meeting password**.

You are invited to a scheduled Zoom meeting.

Topic: April Post ARCP Feedback
Time: Apr 24, 2020 04:00 PM London

Join Zoom Meeting
https://zoom.us/j/773***047

Meeting ID: 773 *** 047
Password: *****

One tap mobile
+441314601196,,108326760# United Kingdom

Dial by your location
+44 131 460 1196 United Kingdom

Meeting ID: 773 849 047
Password: 916819

Find your local number:
<https://zoom.us/u/ad5Rsi8oZy>

How to join a Zoom meeting in Chrome

To join a meeting in Zoom using the Chrome Browser go to <https://zoom.us/join> in Chrome and enter the **meeting ID**. Alternatively, simply enter the **meeting link** from your invitation in the search bar.

Join a Meeting

[Join a meeting from an H.323/SIP room system](#)

On the next screen select **join from your browser**.



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

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

Your browser will ask you whether you want to open Zoom. To continue click, **Open Zoom / Open Zoom Meetings**.

Open Zoom?

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

If you are not already signed in, you will then be asked to sign into your Zoom account. Enter your account details and click **sign in**.

Sign In

Email Address

Please enter your email address

Password
 [Forgot password?](#)

 Stay signed in [New to Zoom? Sign Up Free](#)

The next screen will ask for the **meeting password** and to confirm **your name**. To avoid confusion with any participants with a similar name, this should be your full name.

Please enter your meeting password and name to join the meeting

You can find the meeting password in the email invitation

Meeting Password

Your Name

This field is required.

Check the details are correct and click **join** to enter the 'virtual waiting room'. You will see the following message: 'Please wait, the meeting host will let you in soon.' The host / panel will know that you are waiting and will admit trainees in turn.