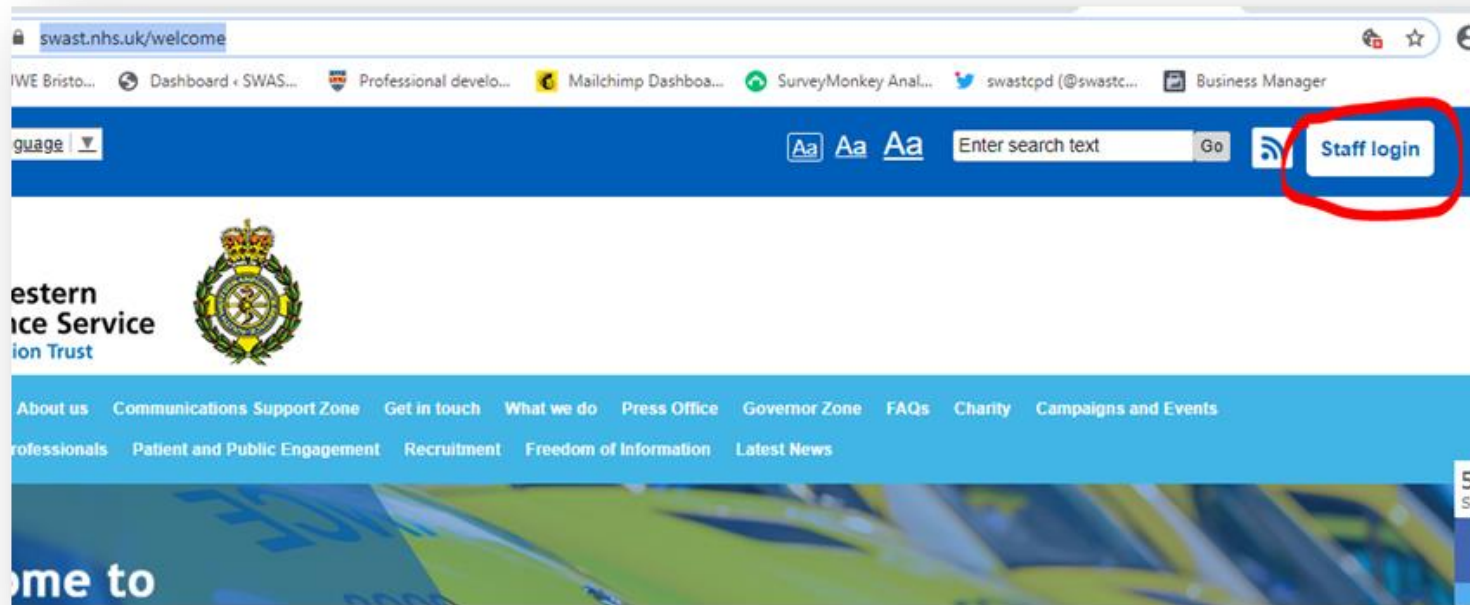## Joining a Zoom teaching session – via a computer

Please be ready to receive a ZOOM* meeting invite on your SWAST email account 20mins before the first lesson.
*Zoom has been approved by IT for teaching

For those that don't know, you can log on to your SWAST emails **outside of work** from any computer or mobile device by:

- Visiting https://www.swast.nhs.uk/welcome
- Clicking the staff login button

- Click Accept

Staff login

This system is the property of the South Western Ambulance Service NHS Foundation Trust and it is for authorised use only. Users (authorised or unauthorised) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected and disclosed to authorised organisations.

By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection and disclosure at the discretion of South Western Ambulance Service NHS Foundation Trust. Unauthorised or improper use of this system may result in disciplinary action.

By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. LEAVE IMMEDIATELY if you do not agree to the conditions.

ACCEPT | DECLINE

-
- Clicking SWASFT domain

Portal

Welcome to the South Western Ambulance Service NHS Foundation Trust Staff Port

Coronavirus (COVID-19)

For up-to-date information and guidance for all our people about coronavirus please
information.

Access your emails

All the functionality of Outlook on your desktop, laptop or mobile device anywhere:

SWASFT domain

GRS web link

- GRS Web

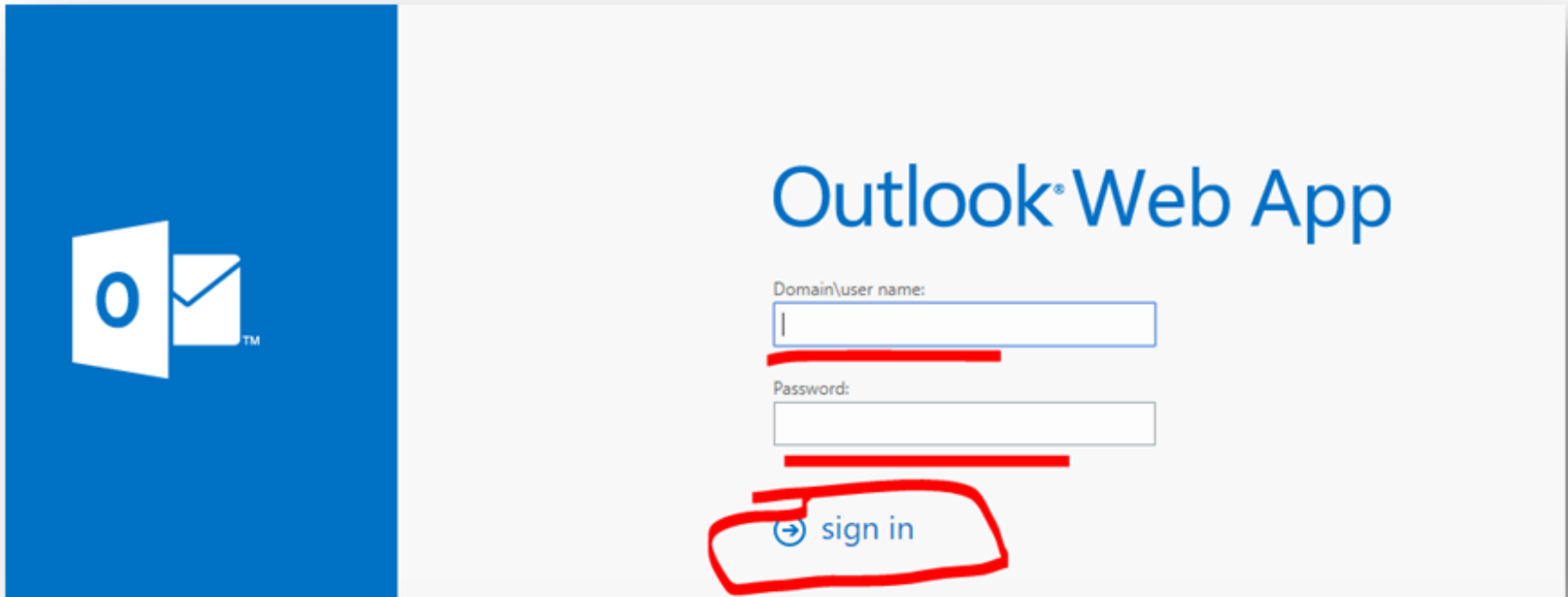### Electronic expenses system

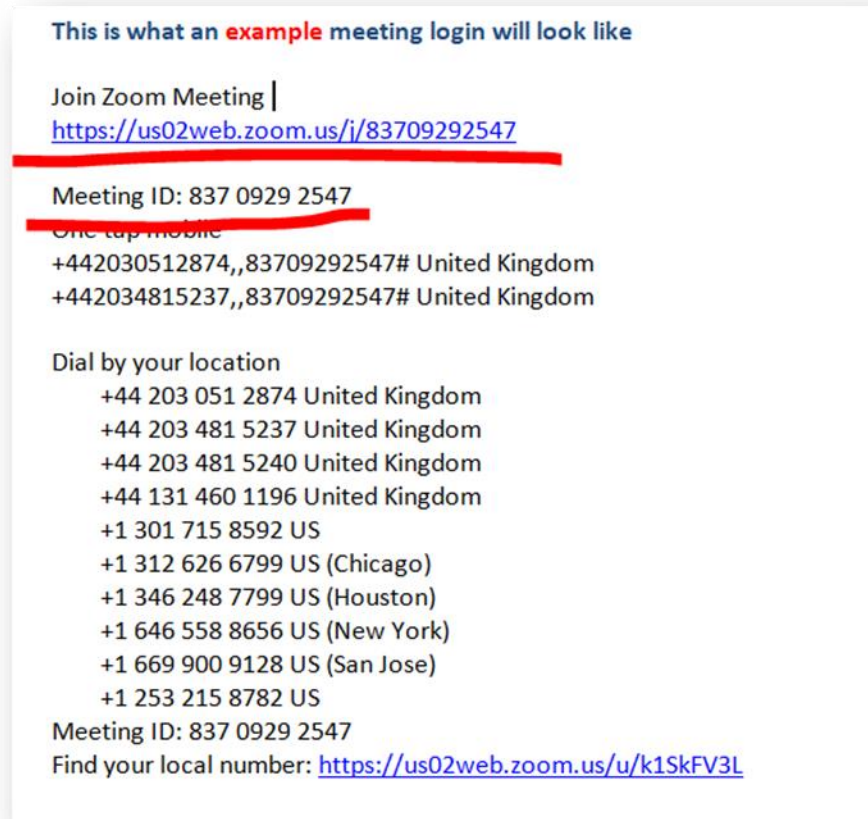Please click here to access the electronic expenses system.

Test area

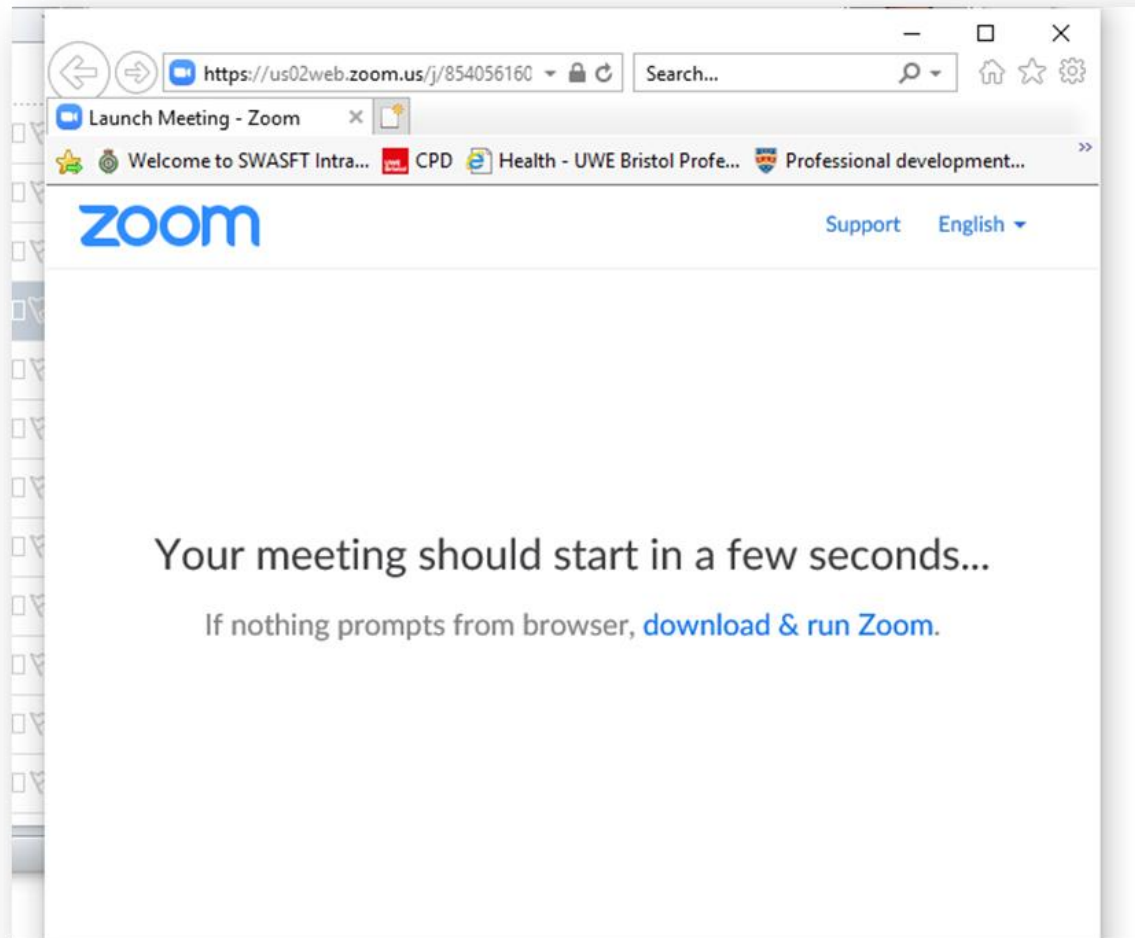link back to web page

- Signing in with your normal SWAST login

You will receive a meeting invite like this by email –

This is what an **example** meeting login will look like

Join Zoom Meeting |
https://us02web.zoom.us/j/83709292547

Meeting ID: 837 0929 2547
One tap mobile
+442030512874,,83709292547# United Kingdom
+442034815237,,83709292547# United Kingdom

Dial by your location
        +44 203 051 2874 United Kingdom
        +44 203 481 5237 United Kingdom
        +44 203 481 5240 United Kingdom
        +44 131 460 1196 United Kingdom
        +1 301 715 8592 US
        +1 312 626 6799 US (Chicago)
        +1 346 248 7799 US (Houston)
        +1 646 558 8656 US (New York)
        +1 669 900 9128 US (San Jose)
        +1 253 215 8782 US
Meeting ID: 837 0929 2547
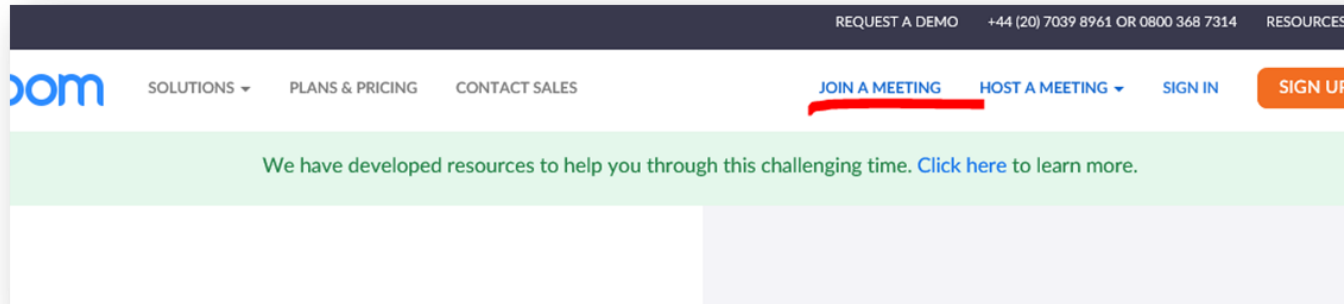Find your local number: https://us02web.zoom.us/u/k1SkFV3L

You have 2 options – you can either
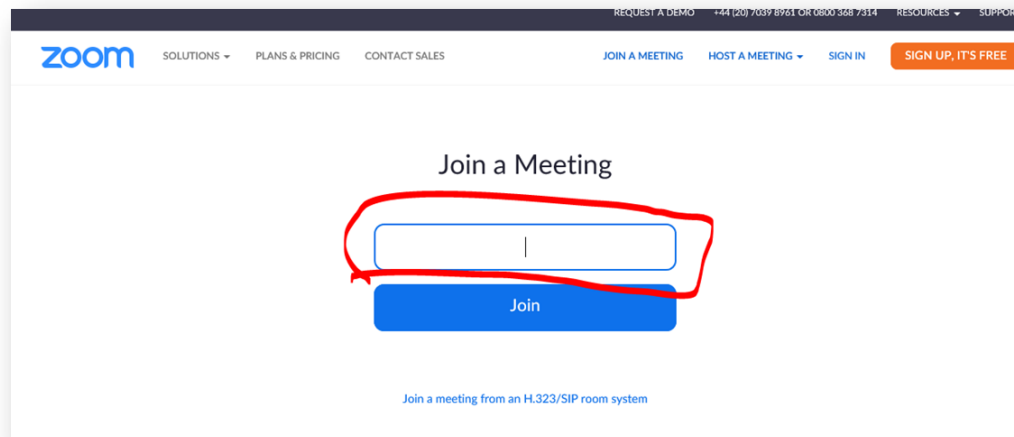
1) Click the 'Join Zoom Meeting' link as above

Clicking on the link should automatically sign you into the meeting – you shouldn't need to download anything- it should auto play from your browser like this.

2) If this doesn't work- you can go to https://zoom.us/ and click ' join a meeting'

Then type in the meeting ID and click 'join'

This should take you straight to the meeting.
If prompted- you will need to allow access to your webcam and use 'COMPUTER AUDIO'
*See the mobile and tablet guide if not using a PC or Laptop.