

EM26G Enrolment and IT Online Drop-In Session

Monday 6 March 2023 10-11.30am (UK Time)

The test webinar is a “drop-in” session so that you have the opportunity to ask our programme administration, IT and software technician staff any enrolment and login questions.

You do not need to participate for the whole webinar session and do not need to join at the start time. Please join whenever suits you during this timeframe and once your query has been answered, please feel free to leave the session.

We kindly ask on joining the webinar, that you please mute your microphone & camera and use either the chat box to raise any questions you may have so that we can manage the session smoothly and effectively. If needed for an urgent query, you are welcome to use the “raise hand” tool on the webinar platform to obtain our attention.

Required Equipment & Software

To join a Zoom webinar, you will need the following:

- a computer or mobile device with internet access (a broadband connection is highly recommended)
- the **Zoom desktop client** for your computer or the **Zoom mobile app** for your mobile device – select the following links to find out how to download and install the relevant version depending on your operating system: [Windows and Mac](#), [Chrome OS](#), [Linux](#), [iOS](#) or [Android](#)
- a microphone, headphones and webcam

Session Preparation

Read the advice and follow the help link to ensure you are familiar with the functionality and tools before a session

Select the following links to the **Zoom Help Center** to read useful advice about getting started and to ensure you are familiar with the functionality and tools before a session:

- [Quick start guide for new users](#)
- [Audio, Video, Sharing](#) (includes how to test your audio and video in advance).

Different Methods of Accessing the Online Session

Follow the instructions below to ensure you can successfully access your online session

Through Canvas

- Using your chosen device that has Zoom installed, access your Starter Workshop Canvas course tile through the Dashboard.
- Then click on **Zoom** from the menu on the tile homepage.
- For your very first session, you will be asked to allow **Zoom LTI Pro** to access your account based on your registered details. Select **Authorise**.
- Find the relevant session from the **Upcoming Meetings** tab, then select **Join**.

Join Zoom Meeting Using the guest link

<https://henley.zoom.us/j/98671603122>

Meeting ID: 986 7160 3122

- Click on the link. At this point, you have the choice to:
 - **Open Zoom Meetings** – if you already have the app on your device
 - **Download & run Zoom** – if you wish to download the app now and join the session through the app
 - **Join from your browser** – if you can't or don't want to load the Zoom app
- You will be prompted to sign in to Zoom. If you do not already have a Zoom account, follow the option to **Sign Up Free**.
- Once signed in to Zoom, you will be able to join the session. You may be asked to enter a meeting password, which is provided above.

Any questions in advance, please contact execmba@henley.ac.uk and quote 'EM26G'.

Kind Regards

The Executive MBA (Global) Programme Team