



IASW

Irish Association of Social Workers  
Cumann na hÉireann um Oibrithe Sóisialta

# 49th Annual General Meeting

## 1<sup>ST</sup> July 2020



Date: 1<sup>st</sup> July

Time: 17:00 – 19:00 PM

Place: Zoom Videoconference

# Log in Instructions for Videoconference and Teleconference



# Videoconference from Computer:

- The invitation will contain a link as follows:  
Join Zoom Meeting: <https://zoom.us/j/628335157?pwd=L285UTcrZHZYc3dicGZwS>
- Click on the link.
- A web page will open on your internet browser.
- A box at the top of the screen will appear saying: "Open Zoom? <https://zoom.us> wants to open this application".
- Click "Open Zoom".
- The screen will say: "A download should start automatically in a few seconds".
- A download will appear at the bottom left of your screen. Click on it.
- A box will appear that will say: "Your meeting will begin soon...".
- You will see the zoom installing. It will need to reach 100%.
- Another box will appear: "Do you want to allow this app to make changes to your device?". Click "Yes".
- The screen then will say "Launching...".
- You will enter your name and click "Join meeting".
- You will need to agree to the terms of service and privacy policy. Click on "I Agree".
- If the option comes up, click on "Join with computer audio".
- Enable the camera (left bottom corner). Make sure it does not appear in red, if it does, click on it so your image will be visible to the rest of the participants.

# Videoconference from Mobile phone:

- The invitation to join the meeting will contain a link as follows:  
Join Zoom Meeting: <https://zoom.us/j/431173589>
- Click on the link.
- A web page will open on your mobile phone internet browser that will say you need to download the Zoom app from Google Play Store or directly from Zoom.
- Choose the option you wish.
- If you choose to "Download from zoom", click on that option and accept "Install".
- A screen will appear that stays "Installing".
- Once it has finished, click on "Join meeting".
- You will need to input the meeting ID that was sent to you with the invitation, for example: Meeting ID: 431 173 589.
- Then click in "Join meeting" again.
- You will need to agree to the terms of service and privacy policy. Click on "I Agree".
- If the option comes up, click in "Join with audio".
- Enable the camera (left bottom corner). Make sure it does not appear in red, if it does, click on it so your image will be visible to the rest of the participants.

# Teleconference from Mobile phone:

Must only use if you don't have camera

- The invitation to join the meeting will contain numbers as follows. For example:
  - +35316533895,,431173589# Ireland
  - +35316533897,,431173589# Ireland
- You can choose either of the options.
- Paste the full number from + to # on the dial pad of your mobile phone.
- Press dial to make the call.
- It will direct you to ZOOM.
- It will then ask to input the meeting ID.
- You should wait and not insert anything as it will do it by itself.
- It will then ask you to press # and finally you will be directed to the virtual meeting room.

# Teleconference from Landline:

## Must only use if you don't have camera

- The invitation to join the meeting will contain numbers as follows. For example:
  - +353 1 653 3895 Ireland
  - +353 1 653 3897 Ireland
  - +353 1 653 3898 Ireland
  - +353 6 163 9031 Ireland
  - +353 1 536 9320 Ireland
- You can choose either of the options.
- You will then need to insert manually the meeting ID that was sent to you with the invitation, for example: Meeting ID: 431 173 589.
- Afterward press # and you will be directed to the virtual meeting room.