

# JOINING INSTRUCTIONS

Thank you for joining LLC2025 Training & Development event. To ensure a smooth joining experience, please follow the steps below to download Zoom and log in correctly before the event.

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## Step 1: Download Zoom

Zoom can be accessed via a desktop application, mobile app, or web browser. For the best experience, we recommend downloading the Zoom desktop application.

### On Desktop (Windows/Mac):

1. Go to the Zoom Download Center: <https://zoom.us/download>
2. Click **Download** under "Zoom Workplace Client" and install the application.
3. Once installed, open Zoom.

### On Mobile (iOS/Android):

1. Open the App Store (iOS) or Google Play Store (Android).
2. Search for **Zoom Cloud Meetings** and install the app.
3. Open the app once installed.

## Step 2: Create or Log into Your Zoom Account

Each delegate has been assigned a unique webinar link that is **tied to the email address that you provided during registration**. You must create or log into a Zoom account using this same email address before joining the webinar.

### To Create a Zoom Account:

1. Go to <https://zoom.us/signup>
2. Enter the **email address you used for webinar registration**.
3. Follow the instructions in the email you receive from Zoom to activate your account.

### To Log into an Existing Zoom Account:

1. Open the Zoom application or visit <https://zoom.us/signin>
2. Click **Sign In** and enter your registered email and password.

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## Step 3: Joining the Webinar

As a delegate, you will receive **one Zoom link** to join the event:

- Use the **webinar link** you received via your calendar invite to access the event.
- If prompted, log into Zoom using **the same email address you registered with**.
- Ensure your microphone is **muted** unless instructed otherwise.

If there are any issues accessing Zoom via your work email please contact your IT department in advance. Any questions, please reach out to [leanne.crook@land-data.org.uk](mailto:leanne.crook@land-data.org.uk).

We appreciate your participation and look forward to welcoming you to the event!