**Using Zoom for meetings**

**Choose how you are going to join in.**

Your device is important:  to fully participate you need a CAMERA and a MICROPHONE.  All TABLETS, SMARTPHONES and most LAPTOPS will have these automatically installed.  A DESKTOP PC is unlikely to have a camera and mic unless you have separately purchased them, you can buy a webcam for this purpose if you wish.

If you have one, I would suggest using a tablet (eg iPad) as they work well with Zoom.

You have two choices to access Zoom:  1) their website ([www.zoom.us](http://www.zoom.us)), or 2) the Zoom app (application).  The app generally works well, and I would recommend installing this if you intend to have regular Zoom meetings.

**You will need a Zoom account.**
Go to the Zoom website, click on ‘Sign up It’s Free’, enter a
date of birth (doesn’t have to be genuine, just make sure you’re over 18),
enter your work email address and click on ‘Sign Up’.

You will then receive an email asking you to Activate your Account, which brings up a screen asking you to enter your name and password.  NB if you don’t put in your name it will default to the machine’s ID (eg ‘Richard’s iPad’), although you can change your name at any time.

How to install the app?  The easiest way is to ‘Join a Meeting’, When
you have the meeting details, go to the Zoom website and Sign In.

Click on ‘Join a Meeting’, then enter the Meeting ID and
Password when prompted.

Zoom \*should\* (I’ve already got the app, so can’t test this) then come up with a ‘Launching’ screen which should give you the option to 'download and run Zoom’.  Click on that, which will start the process of installing the app onto your device.  You may need to know your Apple ID, Microsoft
ID or similar to complete the process, or it may just install without any of
that.

**Joining a Meeting**

Once you’ve got your Zoom account, whether you’re using the
App or the Website, you ‘Sign In’ then click on ‘Join a Meeting’.

If your email account is on the same device you can shortcut
this by clicking on the link on the email. Otherwise enter the Meeting ID then the Password and ‘Join with Computer Audio’ to enter the waiting room.  The
meeting host will then let you in when they are ready to go.

**In a Meeting**

Note:  some of these instructions work in slightly different ways depending on which device (eg tablet, phone etc.) you are on.  You will have to tap on the screen, or click with a mouse, to see some of these options below.

Once you’re in a meeting, you need to be able to be seen and
heard, and also see and hear everyone else:

**Heard:**  Make sure the ‘Mute/UnMute’ button is clicked to say ‘Mute’ (that means everyone can hear you).  You can change some of your audio options by clicking on the dropdown list next to Mute/UnMute

**Seen:** click on ‘Start Video’

**Participants:** clicking on this brings up a list of people in the meeting

**Chat:**  this opens up a window where you can type a message which everyone else will then be able to see

**Leaving a Meeting**

Click on ‘End’ and then ‘Leave the Meeting’ to end your participation.

Here’s a video which gives some useful information, there’s plenty of other videos on YouTube or more information in ‘Help’ on the Zoom website.

<https://www.youtube.com/watch?v=9w3Y_9FLgc4>

Sally