Zoom

What is Zoom?

- Typically, Zoom is used by businesses to hold meetings, seminars, conferences etc from different locations. However, during these strange times, it has become a useful tool for all to keep in contact with one another!
- It enables you to communicate with a large group of people simultaneously as long as you have a laptop/computer/smartphone/tablet with a camera.
- You **don't** have to have an account to join a zoom meeting, but you will have to download the software/app. However, you **do** have to create an account if you wish to host a meeting.
- You can access the software by heading to https://zoom.us/download
    - If you are using a laptop/computer, download 'Zoom Client for Meetings.'
    - If you are using a smartphone/tablet, scroll down the page to find 'Zoom Mobile Apps.'
- You may also connect via your mobile phone/landline (instructions for this will be at the bottom of this document).
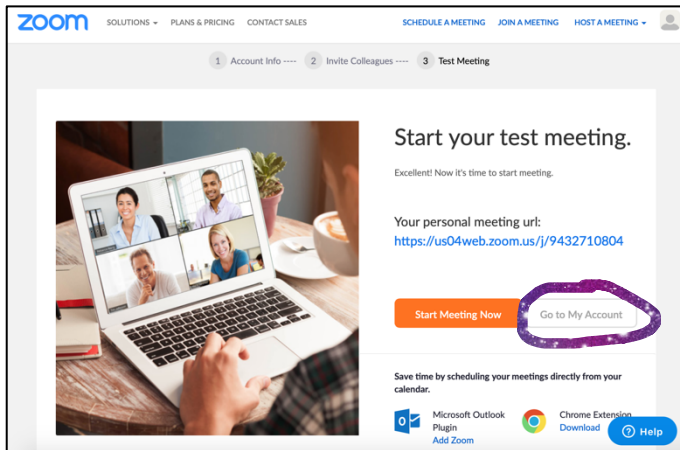
- Head to https://zoom.us/signup if you're using laptop/computer.
- If you have an Apple or Android smartphone/tablet go to the App Store or Google play and you can download the app.

- Enter your email address and press sign up.
- Head to your emails and click on the confirmation link to activate your account (double check your junk file).

- Following the link, it will ask you to enter your first name, surname as well as create a password.
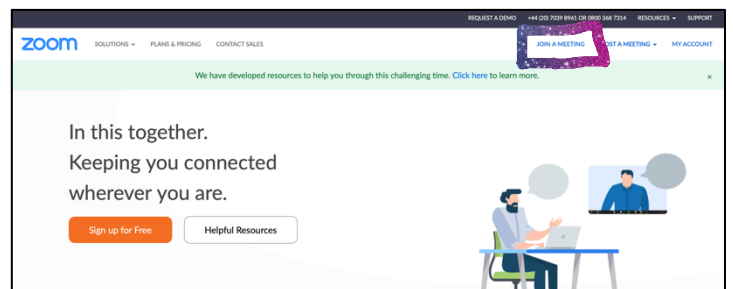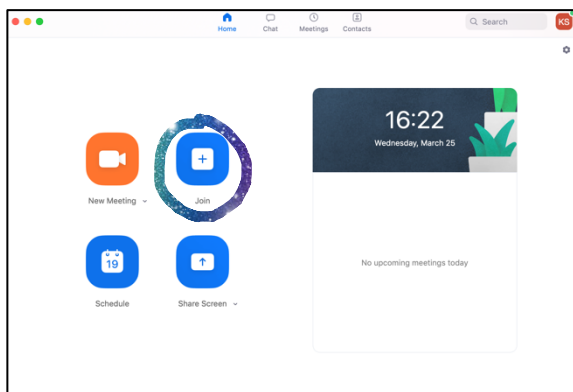- Then click continue at the bottom of the page.

- Once you reach this page, head to the bottom tab and opt for 'skip this step.'

- Now your account is ready.
- Just click on 'go to my account.'
- You don't need to do anything now until you wish to join a meeting.

How to join a meeting using laptop/computer/app/tablet:

- Prior to the meeting, ensure that your device has its sound turned on, double check Wi-Fi is working as well as keep background noise to a minimum as everyone on the meeting can hear what you hear!
- Depending on what device you are using (laptop, computer, smartphone, tablet etc) the layout may differ slightly, but they will all be simple to use. I have provided 2 screenshots of what your screen may look like.
- Either log into your Zoom account or follow the link provided by the host if you don't already have an account.

- Depending on what device you are using, click on the option to 'Join' or 'Join a Meeting.'

Join Meeting

Meeting ID or Personal Link Name

Katie ⬤⬤⬤⬤⬤⬤

☐ Don't connect to audio
☐ Turn off my video

Cancel   Join

- One of these formats will appear.
- You will be given a unique number called the meeting ID by the host of the meeting.
- Where my name is written, enter your name so you can be known to the host, then press join.
- If the host wishes to add a password to the meeting, then you will also need to add the password which will be provided.
- Once you have inserted this information, you are ready to go!

How to join a meeting by phoning in (mobile phone & landline)

- The host of the meeting you provide you with the number to ring. It will look like the following (example, not actual number to use):
    - Mobile phone: +44 208 080 6591
    - Landline: 0 208 080 6591

Meeting ID: 965 941 177

- The host will also provide you with the meeting ID which is a unique 9- or 10-digit number.
- Following the instructions over the phone, type in the meeting ID followed by the hash button (#).
- It will then ask you to enter your participant ID, just press the hash button again (#).
- You will now be connected to the zoom meeting via your phone.