

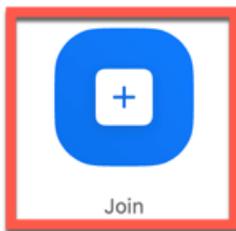


How to Zoom

Zoom is software to allow you to video 'conference' with one or more other person using your computer, laptop, tablet (iPad) or phone. To participate fully you need a camera and microphone; however you can attend with neither of these things and will be able to see and hear what is going on as well as to participate using the 'chat' function.

1 If you have installed Zoom on your device

Click on the link to join the meeting or open Zoom from the icon , select Join and enter the meeting number.



If this does not work you do not have Zoom and need to do the steps in section 2 first. Otherwise, fill in your name (you can tick the box for this information to be remembered for next time you use this device). Then fill in the meeting password and click Join.

Make sure you join the audio via computer / device. This option will probably be prominent in a dialog box in front of the Zoom videos but you can also get to it by clicking the up arrow beside the mute symbol (microphone) at the bottom left of the Zoom window. This allows you to hear what is going on.



Switch on your microphone and video by clicking the buttons at the bottom left of the Zoom window (a microphone and video camera picture respectively). When they are red with a line through them then they are muted/off; when they are white they are on so you can be seen and heard. Assume anything you say, whether towards the screen or not, is picked up by the microphone; you might want to mute yourself when you don't wish to speak to the group.

You may need to press Alt, move your mouse or tap your screen to see the buttons.

To leave the meeting, click the red Leave button or the "open door with arrow" symbol. You will be asked if you are sure so click Leave again.





2 If you have not installed Zoom yet

2.1 Laptop (Microsoft or Android)

You do not have to download Zoom to join meetings on a laptop or desktop but it is generally better to do so. To proceed without downloading, click on the meeting link and select the “join via browser” option. Fill in the meeting number, your name and the meeting password when prompted.

To download Zoom either click the meeting link and select download or go to www.zoom.us/download and start the download from there. In Chrome the file will download to the Downloads folder on your C: drive; in Internet Explorer or Microsoft Edge you will be prompted to specify where to download to (generally C:\Program Files or similar). Once downloaded, navigate to the file and double click the .exe file with the Zoom symbol. You should also find Zoom via the start menu. If you clicked a meeting link to start the download process it should now run but you may need to either click the meeting link again or open Zoom and enter the details as above. For future meetings follow the instructions in section 1.

2.2 Laptop (Mac)

No idea how to download the software, sorry!

2.3 Android tablet or phone

Go to the Play Store and find Zoom. Click Install. You will be asked to update your Google preferences to include a credit card etc but there is a “Skip” option at the bottom of the screen; the software is free.

To join a meeting either click the link or click on the Zoom icon and proceed as in section 1.

2.4 iPad or iPhone

Go to Apple Store and find Zoom. Click GET. Enter your Apple ID to approve the download; the software is free. If you have forgotten your Apple ID, see section 2.4.1.

To join a meeting either click the link or click on the Zoom icon and proceed as in section 1.

2.4.1 To reset your Apple ID

Go to Settings / Password and Security, then click change password **or** Settings / iTunes and App Stores and click on Apple ID. Select iForgot. Enter whatever you use to unlock your iPad or iPhone (6 digit code or finger print for example) and type a new password when prompted. This is your new Apple ID which is used to confirm downloading any apps. Return to the instructions in section 2.4 to download Zoom.