

How to access and use Zoom (for meetings or Home Group)

At this time we will need to do a lot more remotely. I know this won't necessarily sit easily to begin with but I promise you that it is much easier than you think it will be, and it will soon feel normal.

Here is a quick guide on how to access Zoom. It will be slightly different depending on whether you are using a laptop/pc or a smart phone/tablet. Both are easy. Just follow the instructions below for whichever device you are using.

On a PC or a Laptop

Make sure you have a camera and a microphone. If you don't you will need to purchase one (known as a webcam) before you can join in. These are available in computer stores and online.

Easiest is to watch this video:

https://www.youtube.com/embed/vFhAEoCF7jg?rel=0&autoplay=1&cc_load_policy=1

If you need more help, or you'd rather do step-by-step, just follow along below. You'll only need steps 3 and 4 for the first time you use zoom.

1. Open the email you will have received from the host. There will be a line with "Join Zoom Meeting" followed by a link (in blue).
2. Click the link – this will open a new window in your browser
3. A dialogue box will ask you if you'd like to download Zoom. Agree and download.
4. Open the downloaded file. This will install zoom on your PC/Laptop
5. It *may* ask you to wait if you try to log in before the host – if so, just wait.
6. A dialogue box will open. Click 'Join with computer'
7. You will join the meeting. Click the camera icon in the bottom left corner so we can see you.
8. Enjoy the meeting!

On a smartphone or tablet

1. Go to your app store. They will probably look this one of these:



2. Search and download the 'ZOOM Cloud Meetings' app:



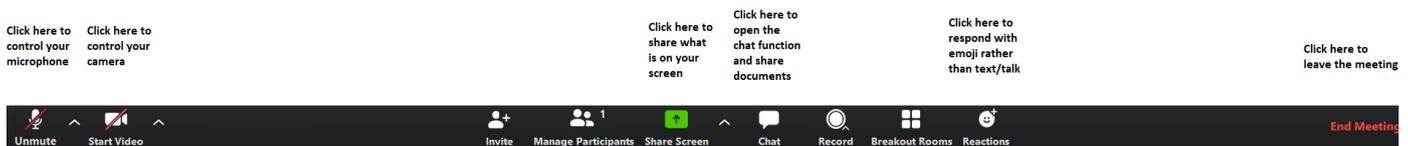
3. Once you have done this you can join either by:

- Open the email you will have received from the host. There will be a line with "Join Zoom Meeting" followed by a link (in blue). Click on the link.
- Open the email you will have received from the host. There will be a line with "Meeting ID" followed by 9 numbers. Copy these, then do to the app and lick 'join meeting'. Paste/ type these numbers into the box and click 'Join Meeting'

4. Enjoy the meeting!

General controls

The bottom of your screen should look similar to this. Here are some basic controls:



The controls for Zoom are pretty self-explanatory but if you'd like a more in depth, but still short tutorial please click here:

https://www.youtube.com/embed/4w_pRMBEALE?rel=0&autoplay=1&cc_load_policy=1

For information about making your window full screen, gallery view (where you can see everyone's face) or speaker view (where the person speaking appears on screen) please click here:

<https://support.zoom.us/hc/en-us/articles/201362323-How-Do-I-Change-The-Video-Layout->