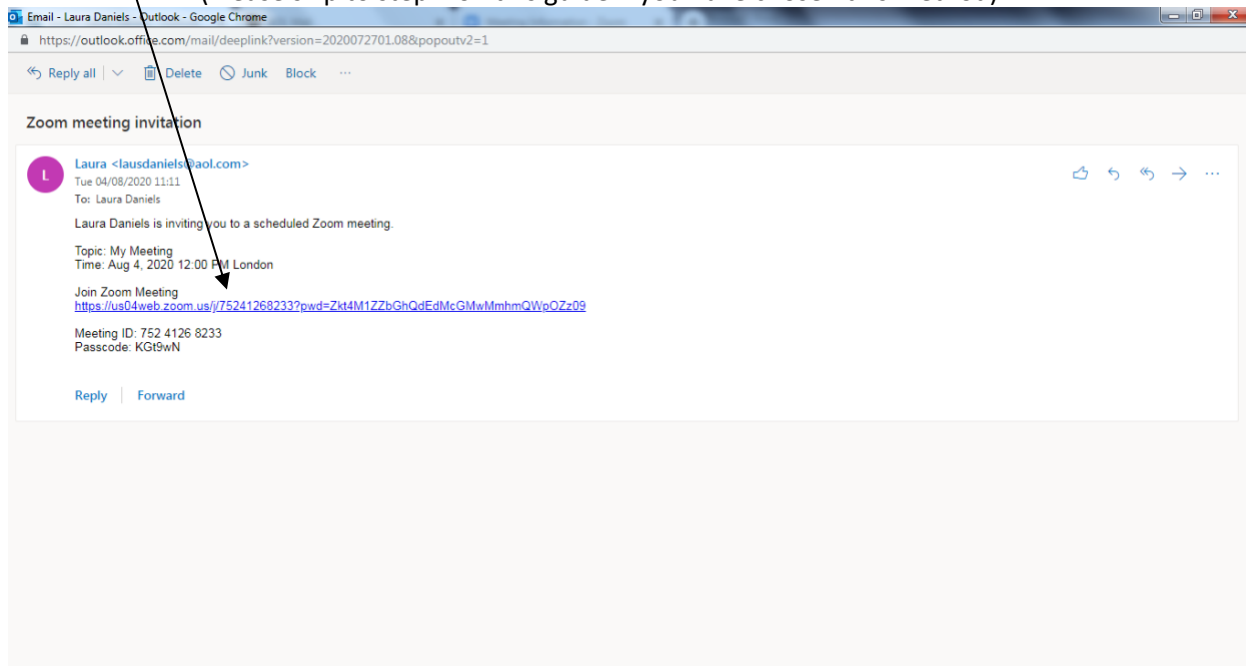


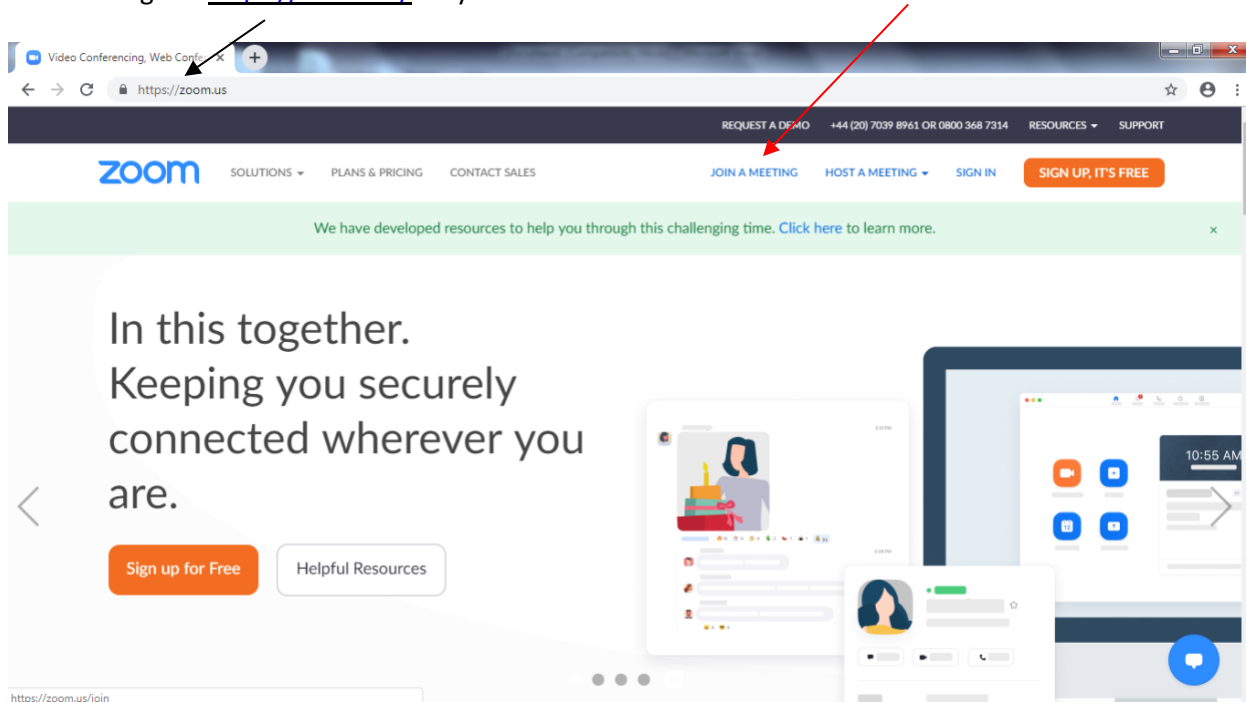
Basic Guide to Joining and Using Zoom

(Without downloading the app – PC or Laptop)

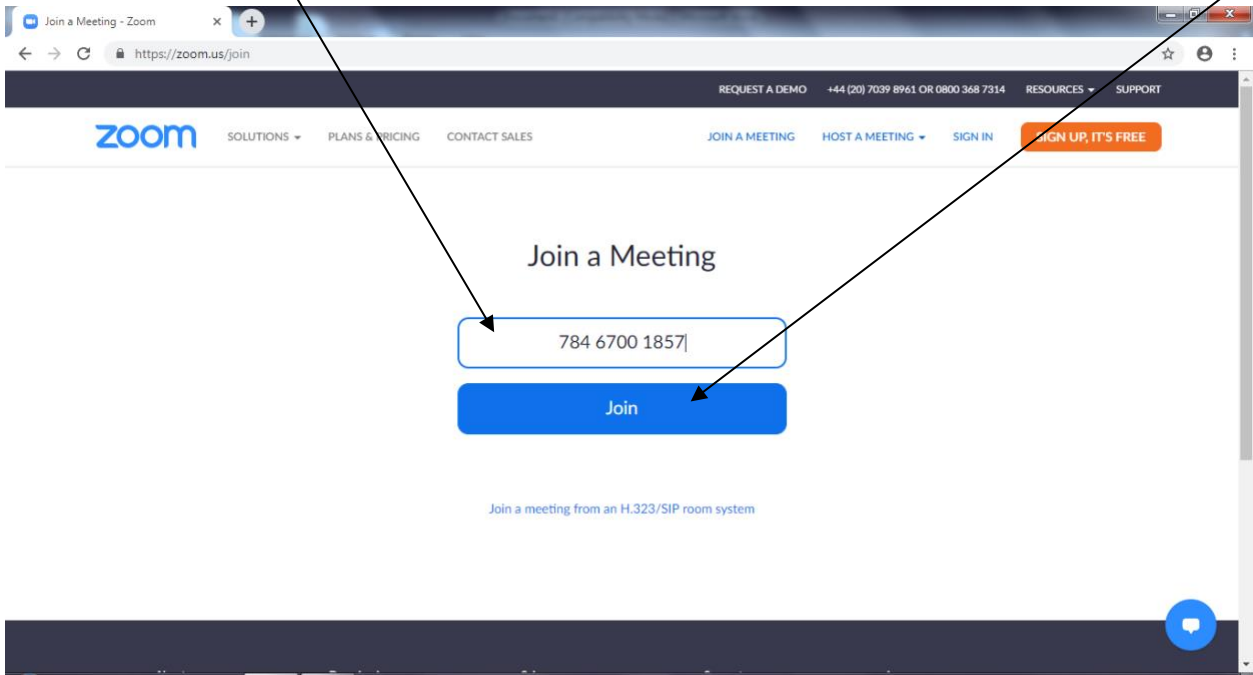
1. Either click on the link the host has sent to your email
(Please skip to step 4 on this guide if you have chosen this method)



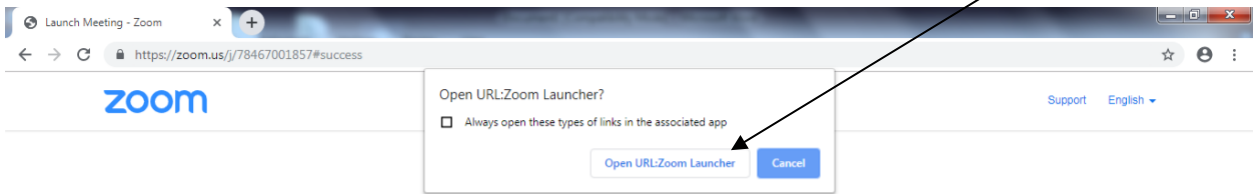
2. Or go to <https://zoom.us> on your internet browser. Click on 'JOIN A MEETING'



3. Enter the meeting ID (this should be on your email invite or supplied by your host) and press 'JOIN'



4. You will see a box appear stating 'Open URL:Zoom Launcher?' Click on 'Open URL:Zoom Launcher' By doing this, you will not have to install Zoom as an app on your device.



When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

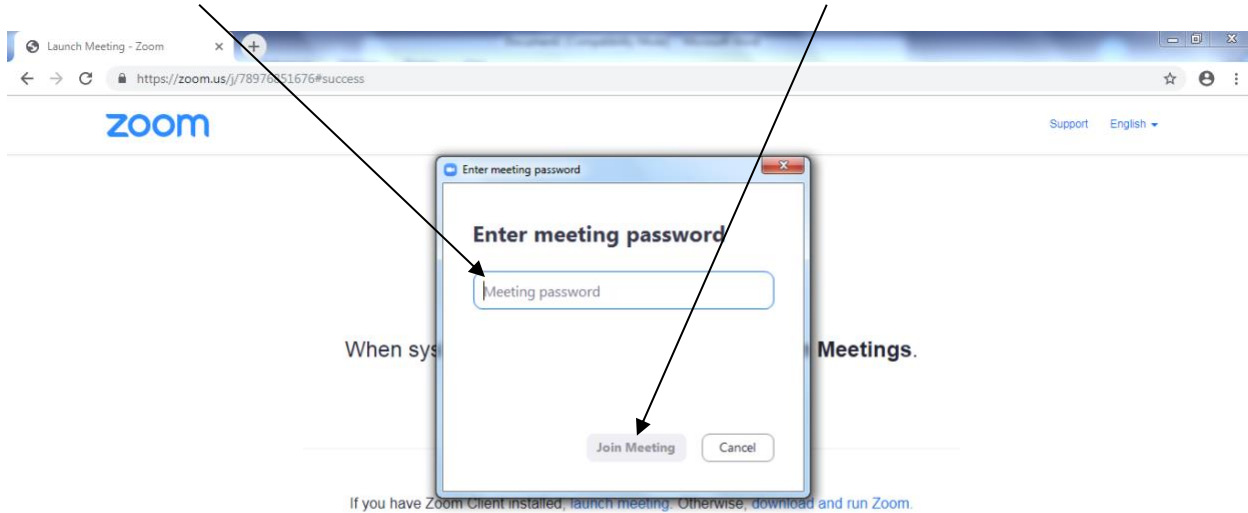
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The options here are if you already have Zoom installed as an app on your device.

You can download and run Zoom before joining the meeting if you wish to install the app on your device.

The joining instructions in this guide relate to those that will not download the app, and will follow the URL web link as shown above.

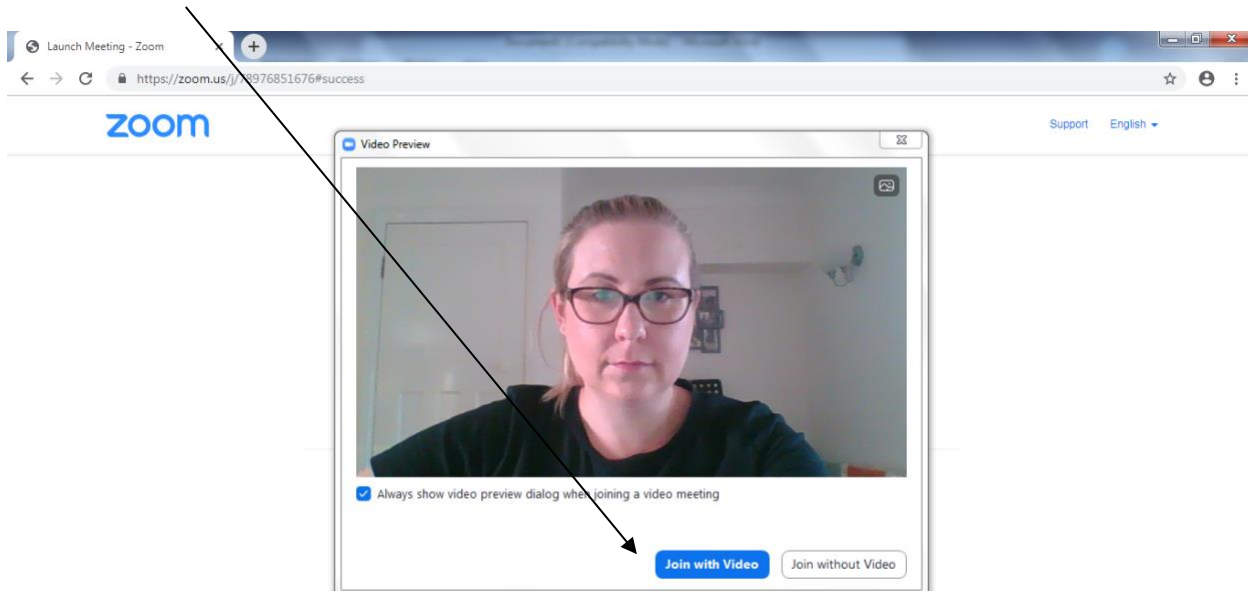
5. You may be asked to enter the meeting password. Enter the password the host has provided to you which is usually found within the email invite, then click 'JOIN MEETING' button which will have now turned blue



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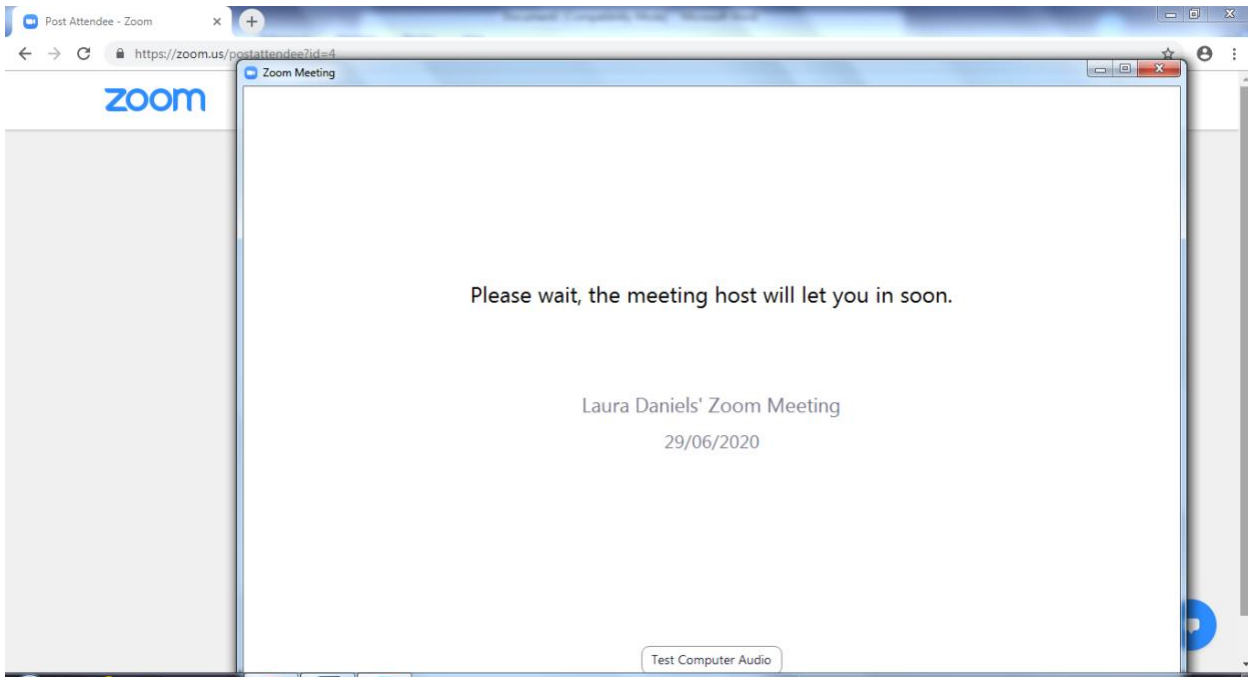
6. Your Video preview screen will now load. Check to make sure your background is ok, and you can be seen clearly within the box (TIP: light should be above you or in front of you NOT behind you). Then click 'JOIN WITH VIDEO' – if required, you can opt to join without video, this is good for those with slow internet speed



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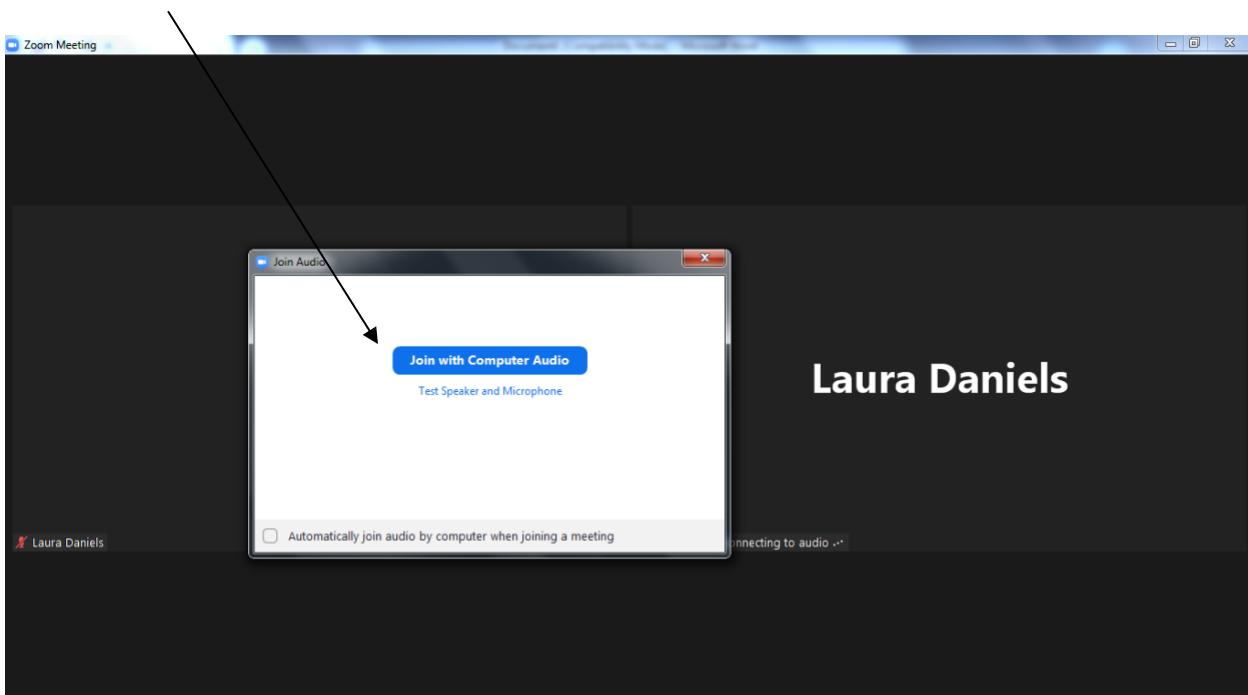


7. The host will now have received a message to say you are waiting to join the meeting. Wait for them to let you in.

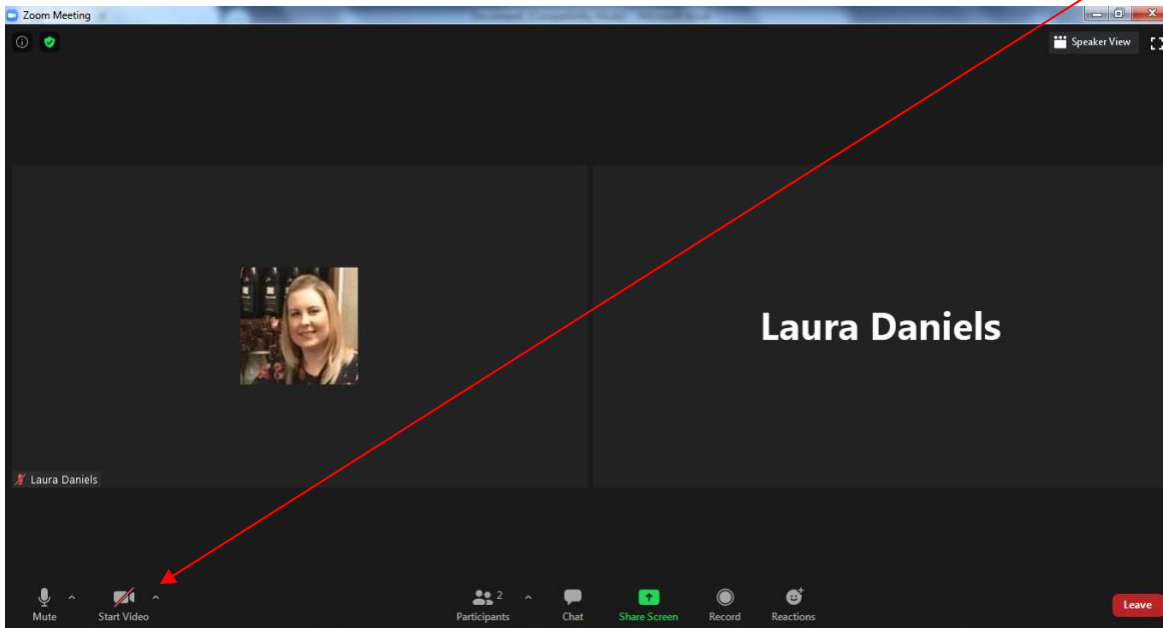


TIP: Sometimes Zoom/ internet can become unstable, especially if lots of people are using it or joining at the same time. Be patient, and avoid clicking. If it is clear that your connection has been lost, you will have to close down the Zoom session by clicking on the red cross at the top right hand corner of the screen. You may also see a message on the top right of this box stating 'Zoom (not responding)'. Again, be patient, but if nothing happens after several minutes, close down Zoom and restart from the beginning.

8. Once the host has let you enter the meeting, you will see a box pop up – press 'JOIN WITH COMPUTER AUDIO'



9. You will then be part of the meeting. You may need to turn on your video by pressing 'START VIDEO' at the bottom - move your cursor (mouse) and you will see these controls appear.

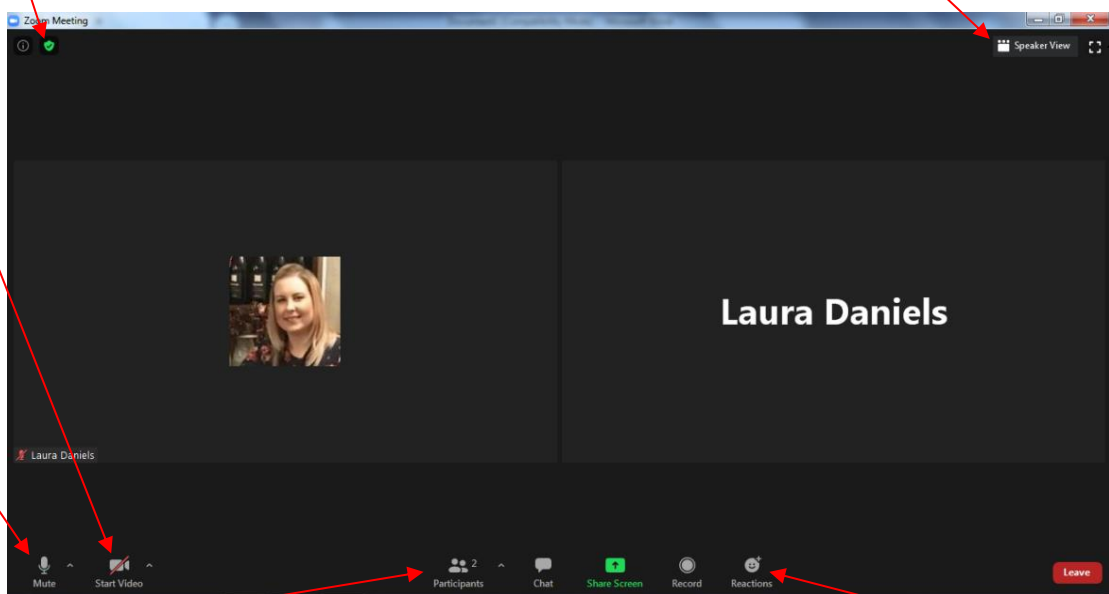


10. Whilst in the meeting, if you move your cursor (mouse) you will see some options available:

Green Zoom Symbol – click to see your own personal meeting settings such as audio and video connections

Speaker View – if you press this, it will only show on screen the person who is speaking
It will then change to Gallery View – if you press this, you will see all participants in the meeting (up to max 49 people)

Camera Icon allows you to control your video on or off
Microphone icon allows you to mute and unmute yourself



This box allows you to control if the Zoom meeting is covering your full screen or not

Participants – shows you a list of participants in the meeting and allows other controls such as Yes, No, Go Slower or Go Faster – more on this in step 11

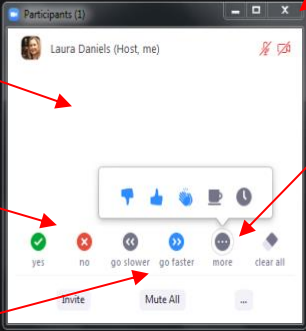
Chat – allows you to send typed messages to the everyone or individual participants – more on this in step 12

Share Screen – allows you to share your screen with others in the meeting – if you press this the host will need to allow it

Reactions – allows you to clap or give thumbs up

Press Leave to leave the meeting and hang up

11. When you click Participants you will see this:



You will see a list of people in the meeting here

You can click Yes or No in reaction to something discussed in the meeting

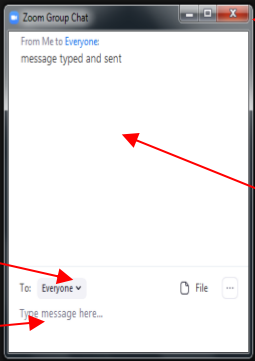
You can click Go Slower or Go Faster which will send a message to the host to indicate they should speed up their talk or slow down

Press the cross to get rid of this screen and go back to the meeting

Click More to get other options such as:

- Thumbs Down
- Thumbs Up
- Clap
- Coffee
- Clock

12. If you click Chat as shown in step 10, you will see this:



Chat allows you to send instant typed message to either everyone or specific people during the meeting

If you send to everyone – everyone will see it

Click on the down arrow to choose who to send the message to

Type your message here

Click on the red cross to close this down from your screen and get back to the meeting

Sent messages will appear here