



## **How to use Zoom**

### **Step by Step**

#### **Why do you need ZOOM?**

Zoom is a great way to stay connected with Family, Friends, Support Groups, appointments online, exercise classes, courses, training and people you cannot meet with in person. Zoom allows you to call or video chat a person or a group of people and is also free to use.

#### **What do you need?**

A device like a desktop computer, laptop, tablet or mobile phone (smart phone). You will also need to have internet connection.

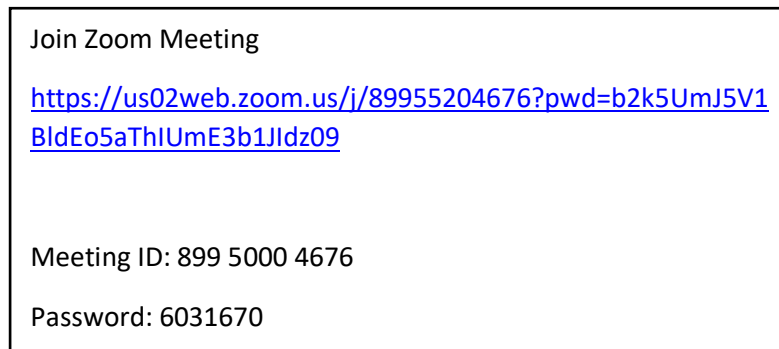
#### **How does it work?**

You can have a 40-minute conversation with someone on your device. You can see and hear each other.

## How to join a Zoom meeting-

### On a computer:

1. Open your email
2. Open your ZOOM invitation
3. Click on the Zoom link
4. The link will look like this:



5. Once you click the link you will be prompted to either download or launch zoom.
6. Once you have clicked to download zoom, you will be taken onto the next screen. Click on 'Join with computer Audio'.

### On a mobile device:

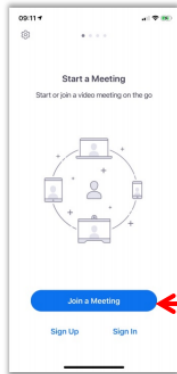
**Download the Zoom app on your phone or tablet.**

Instructions for an IOS device:

*(Apple iPhone or iPad)*

1. Go to 'Apple store' on your device
2. Type in ZOOM and click on ZOOM cloud meetings
3. Click 'get'- this should download the app

4.



Open the Zoom App on your smartphone or tablet and click on **Join a Meeting.**

5. Type in Meeting ID and Password received in your zoom invite. You can also click the link in the email which can take you to the app.
6. You will be asked to enter your name, this will be the name displayed on the screen in the zoom meeting.

#### Instructions for an Android device:

*(Android smartphone or tablet)*

1. Go to 'Google Play' on your device.
2. Type in ZOOM and click on ZOOM cloud meetings
3. Click 'install' – this should download the app.

4.



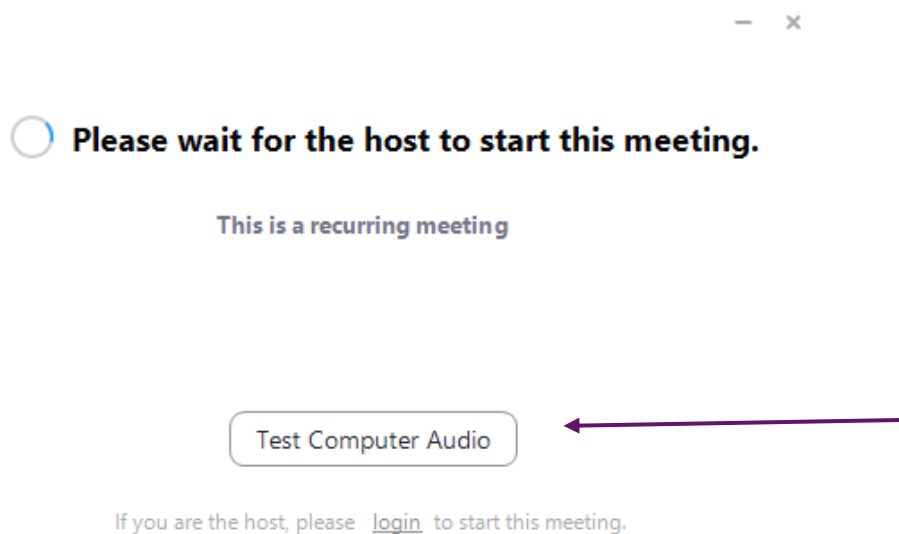
Open the Zoom App on your smartphone or tablet and click on **Join a Meeting.**

5. Type in Meeting ID and password received in your zoom invite via email. You can also click the link in the email which can take you to the app.

6. You will be asked to enter your name, this will be the name displayed on the screen in the zoom meeting.

### Getting into the Zoom

Once you have clicked the link in the zoom invite and/or typed in the meeting ID and Password you should see this:

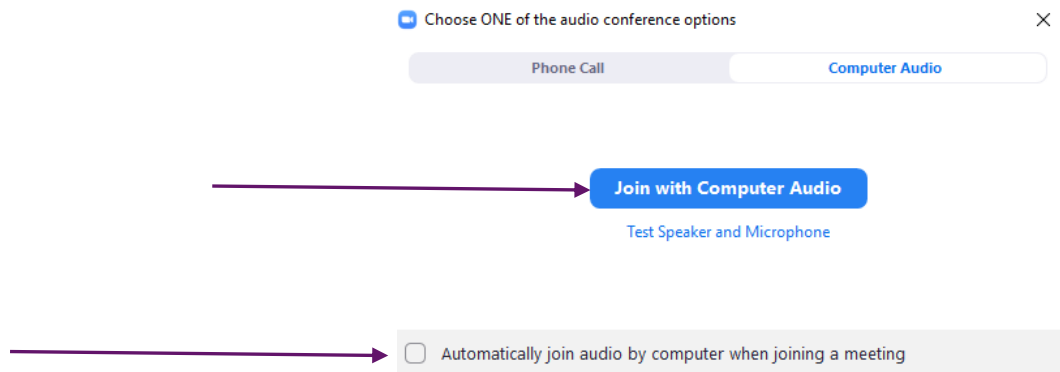


This means that the host of the meeting will accept you when they are ready for the meeting to start. You do not need to do anything at this point, but you may want to test your computer Audio by pressing the 'Test Computer Audio' button.

### Once Joining the meeting:

#### Sound (audio)

1. Click on 'Join Audio' to hear the sound.
2. Click on 'Automatically join audio by computer when joining meeting'



## Screen (video)

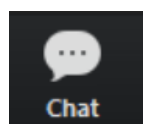
1. Click on 'start video' this will allow people to see you- if there is a red line the video is off and people cannot see you.
2. Click stop video for people to stop seeing you on their screen.

## Mute

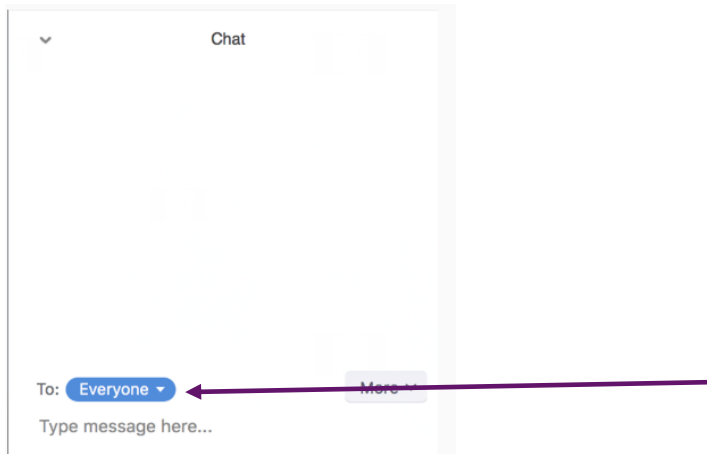
If you do not want people in the ZOOM to hear you, you may press the mute button. A red line should show which means the people in the ZOOM cannot hear you. Press unmute for people to hear you again.

## Chat

1. Click on 'Chat'



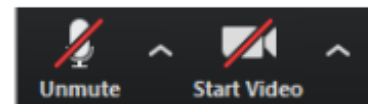
2. Type your message. The whole group will be able to see your message unless you press the small arrow and choose the person you would like to message privately.



### Summary:

You can join ZOOM via a link in your email invite.

If there is a red line the audio and the video is off-people will not be able to hear or see you.



If there is no red line the people in the Zoom will be able to hear and see you.

