

This is a quick guide to Using Zoom, the popular video calling program which is connecting family and friends and we hope to use it to help you during the lockdown, and beyond!

You can “Zoom” using any electronic device i.e. laptop, tablet or mobile

What is Zoom?

Zoom is a computer program which lets more than one person at a time talk to, and more importantly SEE each other. Originally a business program, during the lockdown it is increasingly being used by friends and family to keep in touch.

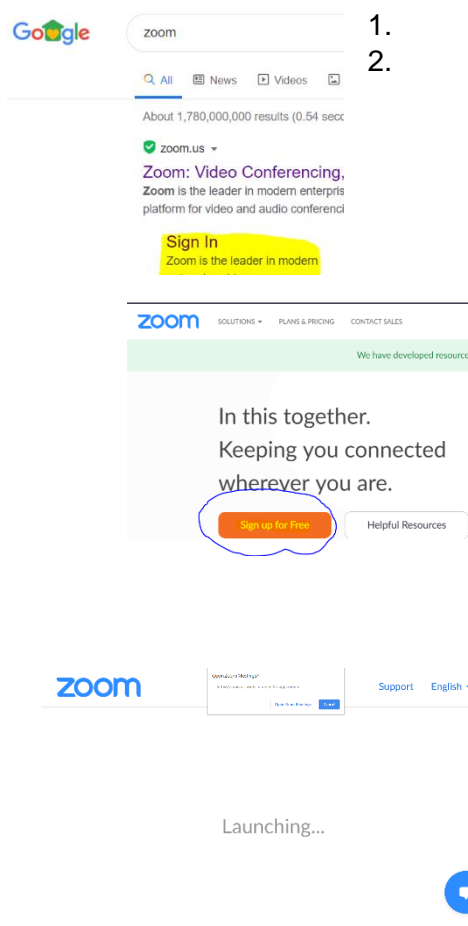
Why use Zoom?

We all enjoy physical contact with friends and family, somehow a phone call just doesn't hit the spot. So when for what every reason we can not meet up in person Zoom provides an alternative option to connecting with people, taking part in group activities or learning some new skills

So.....How do I Zoom?

You can either join a meeting, using an invitation, or set up a meeting yourself, and invite others. In this guide we will show you how to join a meeting with an invitation.

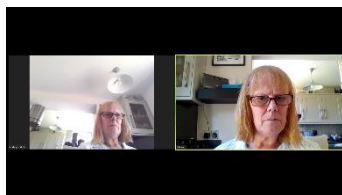
On a Laptop



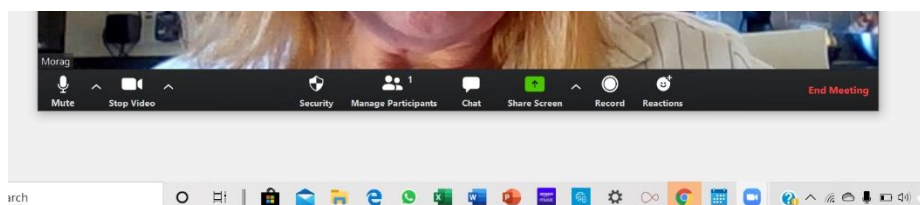
1. Open up Google and search for “Zoom.us”
2. In the results screen click “Zoom Video Conferencing”

3. On the screen that opens, click “Join a meeting” in top right hand corner
4. You will then be asked for your meeting ID; this will be in the weekly newsletter you will have received by email. Enter this 11-digit number in the box (without the dashes) and Click “Join”

5. The first time you join a Zoom meeting, you will be asked to download software to your computer, (be patient!) follow the directions to do this and select “Run” when requested.
6. A small screen will appear, showing you as you will appear to other participants.



7. Click "Join with video"
8. If you get a popup asking you to "Open Zoom Meetings" select "Open Zoom Meetings"
9. Click "Join with computer audio"
10. You will now be "admitted" to the meeting and will see yourself on the screen with the other meeting participants.



11. Running along the bottom of the screen you will have various options to customise your meeting. All are self-explanatory, have a play and see what they do!

Top Tip

The first time on Zoom is the most complicated, stick with it, as for future meetings all you will have to do is either

- Click on the link in the weekly newsletter
- Follow instruction No 3 and enter the ID provided in the weekly newsletter

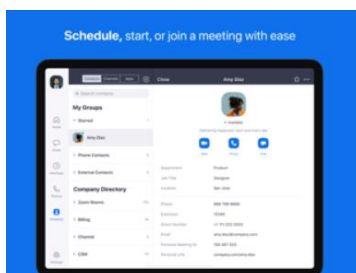
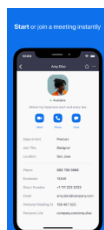
On a tablet/phone



Android: Open Google Play Store



iPhone/iPad: Open Apple App Store



1. Search for Zoom
2. Tap Zoom Cloud Meetings, you will get this screen
 - a. Tap "Install", wait about a minute and when installed, click "Open"

3. To join a meeting, either click on the link you have been sent in an email, or click on the link in the newsletter.
4. If asked "Open with?" tap **"always"**, and tap the Zoom icon.
5. Enter your name (first name is fine)
6. Tap "Call via device audio"
7. For "allow Zoom to take pictures and record video?" tap "allow"



8. You will now be in the meeting (See step 10 for Laptop)
9. To access the options shown in step 11 for Laptop, tap your screen, tap the "More" button in the bottom left hand corner, and tap the option you want.