

DIGITAL SUPPORT GUIDE

ZOOM

Learn how to join a Zoom meeting, and the basic functionality



WHAT IS ZOOM:

- Zoom is a web based video conferencing tool with a local, desktop client and a mobile app that allows users to meet online with or without video.

- You **DO NOT** need to set up a Zoom account to attend a Zoom meeting. But you will need to set up an account if you are planning on hosting a meeting (it is free to join).

HOW TO JOIN A MEETING:

- Go to your internet browser and type into the search bar Zoom.us and press **ENTER** on your keyboard or **GO** if you are on a phone or tablet.

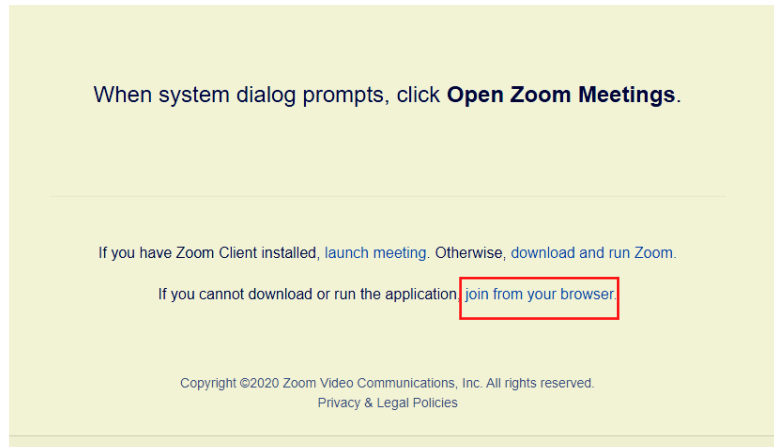
- Click to select **JOIN A MEETING** from the top left of the page.

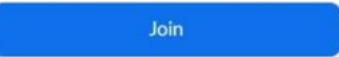
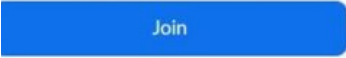
- You will now be able to type in the Meeting ID that has been provided by the meeting organiser. This should consist of 10 digits.

Join a Meeting

A screenshot of the Zoom 'Join a Meeting' form. It features a text input field with the placeholder text 'Meeting ID or Personal Link Name' and a blue 'Join' button below it.

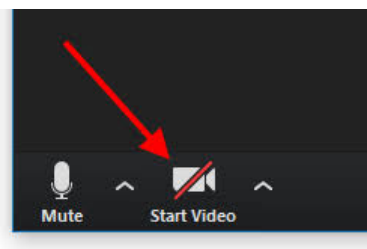
- Next, click **Join**. You may now be presented with a screen that gives few options of how you join Zoom - click to select the **Join from your browser** option.



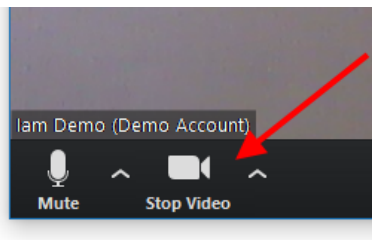
- You will now need to type in your name - this can be your full name, or just a name you would like to be recognised with during the Zoom meeting.
- Next, you may have to complete the 'I'm not a robot' box - just place a tick in the box and follow the instructions to confirm.
- Now click 
- You will now need to type in the **Meeting Passcode** which would have been provided by the meeting organiser.
- Click 
- You will then be taken to the Zoom meeting where the host will admit you to join the meeting.

VIDEO SETTINGS:

- When you first enter the meeting your video will be switched off - which means other members of the meeting will not be able to see you.
- If you would like to start video you simply need to click on the **Start Video** button at the bottom left of your screen.



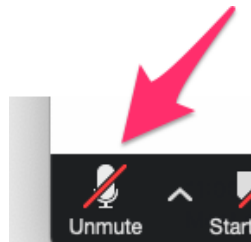
- If you wish to **Stop Video**, simply click the button again.



MICROPHONE SETTINGS:

- When first entering the meeting your microphone maybe muted which will mean no one within the meeting will be able to hear you.

- To unmute your microphone you will need to click on the **Unmute** Icon at the bottom left of your screen.



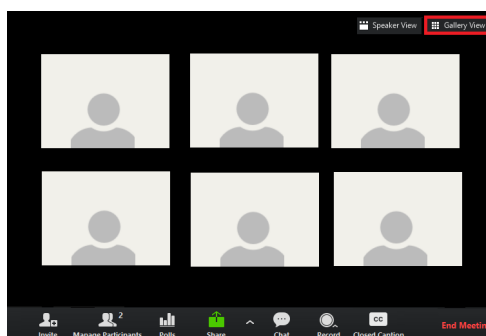
- If you wish to mute your microphone - you simply need to click the button again



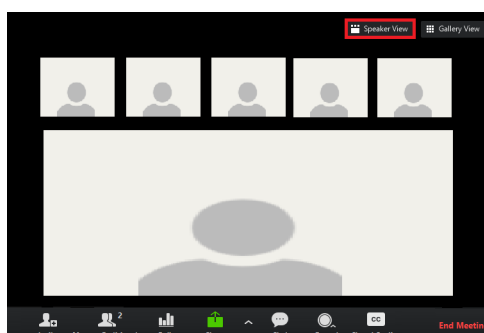
VIEWING OPTIONS:

- Your view options within the meeting are - **Gallery** and **Speaker**

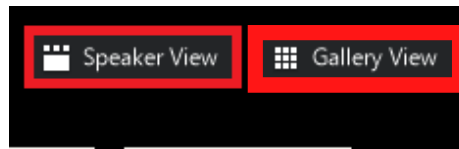
- **Gallery** will allow you to see everyone within the meeting



- **Speaker** - will allow you to see the main speaker which is usually the host / meeting organiser.



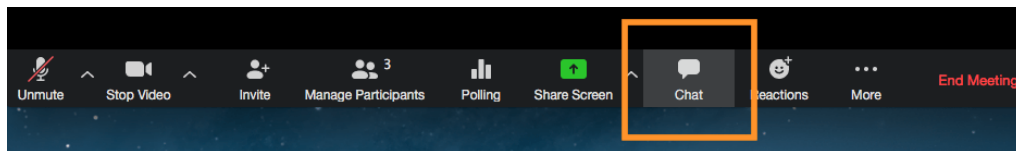
- To switch between these 2 views simply click on the buttons at the top right of your screen.



USING CHAT:

- The chat function on zoom allows you to send a message to everyone or just one particular person within the zoom meeting.

- Click on the **Chat** icon - the chat window will open up on the right hand side of the screen.



- Type a message into the chat box and press **ENTER** on your keyboard to send the message to everyone.
- If you want to send a message to a particular person you need to click on the drop down arrow - **To: Everyone** and select the particular person from the list.

LEAVING A ZOOM MEETING:

- To leave a zoom meeting you can simply click on the **LEAVE MEETING** button.

