

Instructions for Joining a Zoom Meeting and Security Issues

Equipment: Ideally you need a pc or laptop with a camera and microphone. You can use an iPad with a good-sized screen in order to see participants and any presentations clearly.

Your first Zoom meeting? If you do not have a Zoom account I recommend you set one up. This will allow for easier access in future.

Just go to www.zoom.us and sign up for the free basic package. You will be asked for your name, email address and a password. I suggest you do this at any time before your meeting and at least one hour beforehand

Pre-Meeting: Your host will email you an invitation which includes a computer-generated Meeting I.D. and Password plus a [quick link in blue](#) which is exclusively for the meeting. PLEASE DO NOT SHARE WITH ANYONE.

5 -10 minutes before the scheduled meeting: Click on the quick link on your invitation which will take you to a Zoom screen. There will be a message like 'do you want this computer to open zoom.us. Click ALLOW. You will be taken to another screen where you need to click on JOIN WITH COMPUTER VIDEO. The icon may be at the bottom of your screen in **Red**. It is a good idea to position yourself and your device away from direct sunlight so you can see and be seen clearly

Waiting room: You will be put into a 'waiting room' so that your host can check your identity. This is an added layer of security to stop 'gate crashers'. Your microphone may be muted upon entry, if so, your host will unmute you.

During the meeting: Your host will explain the use of meeting controls, ground rules and meeting etiquette. They will vary depending on the number of participants and nature of the meeting.

Resources: There are numerous online tutorials here a couple: www.zoom.us/resources have one-minute Zoom tutorials including 'Joining a meeting' Do not try to set up a virtual background! Another good 8-minute video is 'Joining a Zoom Call for the First Time' <https://www.youtube.com/watch?v=9isp3qPeQ0E> Ignore the bit on joining by telephone call only

Happy Zooming!

Carol Burnett, May 2020