

Aston Clinton U3A

Instructions for joining a Zoom meeting

To join a meeting you will need to have a Zoom invite which is normally sent by email and includes the **meeting ID** and **Passcode** as well as a clickable '**link**'. These log-on details are for one meeting only.

You will also need to have the Zoom app downloaded onto your device and, if you don't already have this application downloaded, this will be actioned automatically if you use the link. It is however advisable to download the application in advance to ensure there are no problems. This can be found at: <https://zoom.us/support/download>

Please ensure you take note of the following:

- you can join the meeting by using the **link** in the invite below **OR** by launching the Zoom app, clicking '**join a meeting**' and then entering the **Meeting ID** and the **Passcode**
- for security reasons, when you join the meeting, you will enter the '**waiting room**' and the host will allow you to enter the meeting if you are identified as a valid member. It is therefore important that you ensure your name is available to Zoom
- if you use the '**link**' to join the meeting you should ensure that your name is on your profile on your device (iPad, tablet, laptop) so that Zoom can identify you when you try to join the meeting. If you are unable to do this, or not sure, then rather than use the log-on link, join the meeting by launching Zoom, click '**join a meeting**', and then enter the **meeting ID** and **password**, Zoom will ask you to name yourself and can remember your name for future meetings.

Once you have joined the meeting you should see and hear the other participants. Check that your sound is turned up and that your microphone and camera are turned on (on most laptops and tablets this will be the default position).

In Zoom there are display options that allow different screen configurations. These include 'speaker view' and 'gallery view'. It is probably best to select 'gallery view' (on a PC this is top right on your screen, on an iPad it is upper left on your screen) so that you see everybody in similar sized windows for the meeting. 'Speaker view' automatically shows a full image of the person speaking and others as thumbnails.

You also have the option to 'mute' and 'unmute' yourself (click the microphone icon to change – bottom left on a PC, at the top on an iPad). The meeting host can 'mute everyone' if required. Please make sure you are 'unmuted' if asked to speak.