

## Zoom

Zoom is software that allows a number of people to see and speak to each other at the same time. You allegedly do not have to download an app for this but it makes it much easier if you do so. If you want to host meetings yourself you have to download Zoom and open an account. The service has two levels: a paid version which comes with a number of extras and a free one which is limited to 40 minutes. I imagine most people would want to register for the free service and the only information you should be asked to give for this is your email address.

I'm assuming you want to join a meeting and will have been sent an invitation via your email address. On receiving your first meeting invitation follow one of the two procedures below.

- If you're using an iPad or Mac open the email and click on the link to the meeting ID and password and you will be prompted to download Zoom. It seems to work better if you agree to download. It only takes a few seconds to do so.
- If you're using a PC, either desktop or laptop, you again open the email, click on the link and again you'll be prompted to download. You may or may not be able to join the meeting without downloading. However, to download and join on a PC can take up to 20 minutes so be patient.

All subsequent times you receive an invitation to a meeting, if you want to join there will be nothing to do beyond clicking the link. There are detailed instructions on the Trust website about Zoom but it's probably easiest to learn how to use the site by experiencing it.

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