

Zoom- How to Access a Meeting

1. What is Zoom?

Zoom is a way of meeting online with other invitees, via video and audio. It works on most laptops, tablets and smartphones, as long as the device has an inbuilt, front-facing camera (which most do). To access it on a desktop computer, you will probably need to add a webcam (cost approx. £25 for a basic one)

2. What Software Do I Need?

The easiest way to access a meeting is to download the Zoom app/software. On Apple devices you can download through the AppStore. (Zoom Cloud Meetings is the App you need). On other devices it is via GooglePlay. Or you can download it from the official Zoom website: <https://zoom.us/download>
There is no charge to do this. You do not need to open an account. You may need to give permission for your computer to install it (sometimes anti-virus software asks for this permission)

3. How do I Join a Meeting?

You will receive an email invitation from the person organizing the meeting.

At the start time for the meeting, go to your email and click on the link in the email that either says "Join Meeting", or has blue clickable URL weblink.

NB: Even though you will have the Zoom App installed on your computer you do NOT need to have it open to access the meeting- just enter via your email.

4. What if Clicking the Link Doesn't Work?

If the link won't work, make a note of the meeting ID number that was given in your email invitation, plus the Password (if there was one).

Open the Zoom App and click "Join a Meeting"

When prompted, enter the Meeting ID number (usually 9 or more digits), plus the Password, if asked.

5. What Next?

When prompted agree to access via video and then via audio.

You may then need to wait for the organizer (host) to admit you to the meeting.

6. How do I See the Other Participants?

When you are in the meeting, in the top right-hand corner of the screen, click "Gallery View". This allows you to see small pictures of everyone in the meeting.

On a smartphone, you will need to swipe left to see the Gallery View.

7. **NB:** The Zoom meetings on the free package normally have a 40 minute limit (though you do sometimes get offered additional free time. However, a way of getting round this is for the organizer to book two meetings, with a short comfort break in between.

8. What if I Need Additional Help?

The Zoom website does offer help and support.

I have also found the website "Tom's Guide" www.tomsguide.com very easy to use and explains things in simple language.

This website also offers guidance on how to access a meeting if you cannot, (or do not want to) download Zoom software.