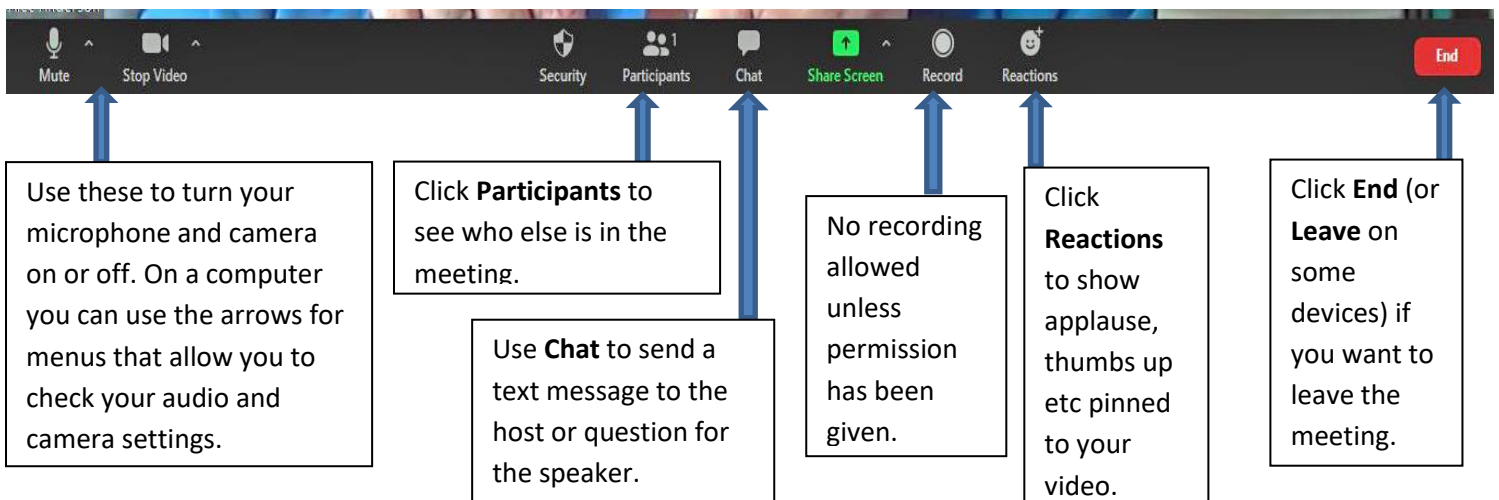


## Joining a Zoom Monthly Meeting of Stanway U3A - Guidance October 2020

You don't need to sign up for a Zoom account to join our monthly speaker meetings. If you haven't used Zoom before, we recommend you run a test session. Click on <https://zoom.us/test> to try it out and test your audio and video is working as it should.

1. **If you are using a PC/laptop** you can opt to join our meeting through a web browser (Microsoft Edge, Chrome, Safari etc) without downloading the Zoom software. However, there are some benefits to doing so:
  - it will make it easier to join Zoom meetings and will reduce the risk of any technical issues joining through a web browser
  - some meeting features are not available when you join through a web browser
2. **If you are using a tablet or smartphone** you will probably find that you have to download the Zoom App, otherwise you will not be able to join the meeting. (**Tip:** If you have hearing problems or wish to improve the sound from a tablet or smartphone try using headphones or earbuds).
3. **To install Zoom**, go to <https://zoom.us/download>. If you will be using a computer download the "Zoom Client for Meetings, otherwise scroll down for the link to the relevant mobile App Store.
4. **When you are about to join the meeting**, click on the joining link in your email invitation.
5. If you are asked to enter the **Meeting ID and Passcode**, copy these from your invitation.
6. You may get on screen messages asking permission to **use your computer audio and web camera**, if so, just ok these.
7. You should then be put into a "**Waiting Room**" until we admit you to the meeting.
8. Note: During our presentations we will mute your microphones to prevent background noise and unintended interruptions. You can use Chat (see below) to provide a comment or question and we will open up microphones at the end.
9. **Brief guide to user controls.** If you don't see the Control Bar as below, click on or tap the screen and it should appear at the bottom or the top of the screen, depending on your device. You should see the following buttons:



(**Note** - On some devices some of these controls may be under "**More**" on the control bar.)

For more detailed instructions visit Stanway U3A website: <https://u3asites.org.uk/stanway/using Zoom>