



Preparing for a Zoom Discussion

If you want to take part in a Zoom group discussion, you need first to put Zoom on to your device. (It is free of charge). Follow these instructions:

On mobile phone or tablet:

IOS device (iPhone, iPad):

- Tap on **App Store** icon (a white A in a blue background)
- Tap **'Search'** (magnifying glass bottom line)
- Tap **the Search bar** (grey band at top) and then type 'Zoom'
- Tap on the word Zoom (top of the list)
- Tap **'Get'** (top right)
- Wait for the App to download
- (To join a meeting, you don't need to open an account unless you want to but you will need to open an account (it's free) if you are going to HOST a meeting).

Android device:

- Tap the **Google Play Store** icon
- Tap **'Search'** (magnifying glass)
- Type 'Zoom' and tap 'Go'
- Tap on 'Zoom'
- Tap **Install**
- Tap **'Accept & Download'**
- When installed Tap **'Open'**

On laptop or desktop:

Windows/Mac

- Open your web browser (e.g. Google Chrome or Microsoft Edge)
- Type [Zoom.us/download](https://zoom.us/download) in the search bar
- Click on **Download Center-Zoom**
- Under Zoom Client for Meetings click **Download**.
- Double click 'Zoominstaller.exe' (may appear in the bottom download bar)** Once the installer opens, click **'Continue'** Follow the further instructions on screen.
- You should now have the Zoom Desktop Application on your desktop.
- To join a meeting you do not need to open an account unless you want to but you will need to open an account if you are going to HOST a meeting).

For more help and advice see <https://support.zoom.us/hc/en-us/articles/206175806-Frequently-AskedQuestions>

Joining a meeting

There are two ways to do this once you have Zoom installed on your device:

1. If the meeting host has sent you an email in advance with the scheduled meeting date and time, a meeting link, the meeting ID and the meeting Password.

Please have your computer or mobile device ready a few minutes before the scheduled meeting time.

Click on the link (in blue) in the email or paste into your browser when you are ready to join the group.

Make a note of the Meeting ID and Password to enter when/if instructed.

You may get a message that the host is not yet available or that you are in a 'waiting room'. In either case wait until the host calls you in. Follow the onscreen instructions and don't forget to

give your name. Place your cursor (or tap) on the top or bottom edge of the screen to see various guest options including 'switch audio on/off', 'switch video on/off' and 'leave meeting' (in red).

Note: If you haven't downloaded the Zoom platform/App before you try to connect to a meeting, Zoom will automatically initiate the download process which may delay or prevent you joining the meeting.

2. If the host has sent you an email with the meeting ID and password.

Click on the Zoom icon.

Click on Join

Key in the meeting ID and then the meeting password if/when prompted

Click on Join meeting

You may get a message that the host is not yet available or that you are in a 'waiting room'. In either case wait until the host calls you in. Follow the onscreen instructions and don't forget to give your name. Place your cursor (or tap) on the top or bottom edge of the screen to see various guest options including 'switch audio on/off', 'switch video on/off' and 'leave meeting' (in red).