

## Getting going with Zoom

### Downloading the free Zoom App

You will need to have the Zoom App installed on your device and registered, to be able to join a meeting. First visit the website - <https://zoom.us/>. You will find a lot of helpful information there, but don't get overwhelmed by all that is on offer. When you are ready, you can just sign up and download the free version. You will be asked for your work email, but you can just use your personal email address. It's available on most platforms: Windows, Mac, phones and tablets. There are slight differences depending on device, but nothing major or scary.

One thing to be aware of if you are planning to use a PC is to check whether it has a built-in camera and microphone. These are needed if you want to be seen and heard in a meeting, but is not essential just to attend, as you will still be able to see and hear the hosts. If the computer doesn't have them built-in you can buy them separately for a reasonable price, and plug them in. Phones and tablets will all have built-in cameras and microphones.

During the installation process, Zoom will ask for permissions to access settings on your computer e.g. access your VIDEO CAMERA, microphone and audio settings etc. Obviously, you will want to enable these to enjoy all the benefits.

Once installed, Zoom should then appear as an app on your desktop or toolbar .

### Joining a Zoom meeting by invitation

You will normally be invited to join a meeting by an email from the host with a message like this:  
(This is just an example)

*The webmaster is inviting you to a scheduled Zoom meeting.*

*Topic: Winchcombe U3A Monthly Meeting*

*Time: Tuesday 12 January, 2021, 2pm London*

*Join Zoom Meeting*

**<https://us02web.zoom.us/j/87482405977?pwd=OE4xQlJlZHF4K011azV3R>**

*Meeting ID: 874 8240 3354*

*Passcode: 674622*

At the time and date of the meeting, you can join just before the meeting starts. The simplest way is just to click on the "Join Zoom Meeting" link. This will take you briefly to the zoom website. Simply click on the "Open Zoom" button and you should be directed to the meeting. You may also have to wait a short time if the host has not yet started the meeting.

The meeting organiser will be informed that you are waiting to join the meeting and will let you in and will prompt you to turn on your video or microphone if you haven't already done so.

### More help and information

There are a number of useful tutorials at:

[https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials.](https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials)

You can also find useful guides on our National U3A website here:

<https://www.u3a.org.uk/how-to-guidance>