

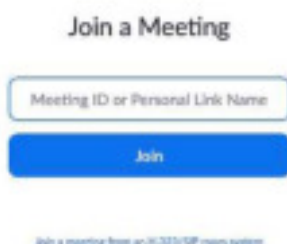
How to join a Zoom Meeting

Either:

1. Click on the Zoom link you have been provided with.

Or

2. Go to <https://us04web.zoom.us/join> and Enter the Meeting ID that you have been provided with in the appropriate field and click 'Join'



If joining from a mobile device

If you are joining from a mobile device (Android smartphone/tablet, Apple iPhone/iPad) then it will simply prompt you to download the Zoom Cloud Meetings app from the App/Play Store.

If joining from a computer

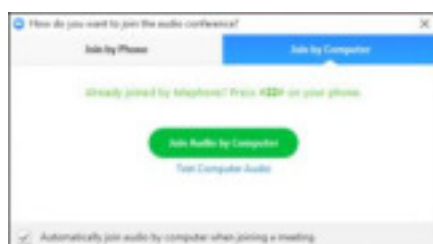
When entering a Zoom meeting for the first time from a computer you will need to download a small application file. This process is easy to complete on all commonly used browsers.

Just before entering the meeting you will be prompted to enter a display name. This name is simply to identify you in the meeting.

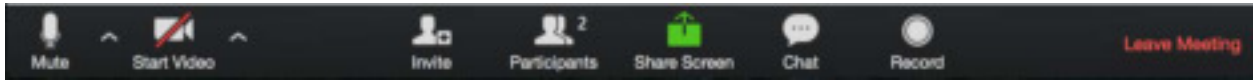


Join Audio via Computer

You will then be prompted how you wish to join your audio. Simply select Join Computer by Audio (*TIP: by ticking the "Automatically join audio by computer..." option box first, will mean you won't get prompted again in the future*)

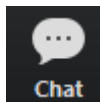


How to participate in a Zoom Meeting

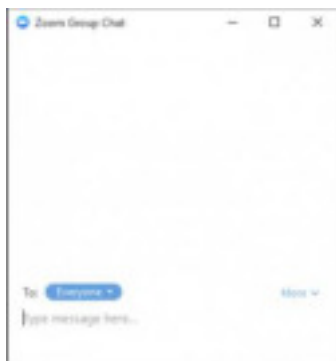


Using Chat

You can use the 'Chat' facility to send text chat to all participants or privately. Click on the 'Chat' icon in the tool bar, again hover your mouse over the Zoom window if you can't see the tool bar.



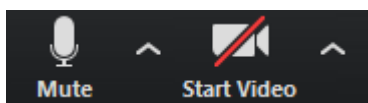
A chat window will then open.



No video and no microphones

Participants will be asked to turn off their cameras and microphones, as this may cause confusion and problems with the available bandwidth.

To do this simply click on the camera and mic icons at the bottom of the Zoom window.



Choose video layout

In the upper right of the Zoom window, you can switch between active speaker view and gallery view.

By double-clicking the speaker screen you will enlarge the image.