

Using Zoom:

The Basics.

Zoom is a conferencing application to allow groups of 2 or more to share audio, video and documents. It is similar to Microsoft Skype and Apple FaceTime.

As a minimum you will need a device with a screen and speaker capability – this will allow you to watch and listen but not verbally interact with the others. A basic desktop PC will provide this.

If possible, add a microphone – then you can speak to the meeting. A PC plus headset will provide this.

Even better – add a microphone and a camera – then you can speak to the meeting and show yourself. A Laptop or smart phone/tablet normally provides all of these 4 required features.

If you do not have a computer you can still join and listen by phone* on the teleconference number.

The Invitation:

As a guest invitee you will receive an email from us stating:

Date of the meeting

Time of the meeting

A link to a web page

A Zoom Meeting Number (Each meeting has a unique 9, 10, or 11-digit number)

*A teleconference phone number

(Optional) A Password

If you want, you can install the zoom application to your device (but it is not necessary).

You can get it from <https://zoom.us/download> for Windows, ipads/iphones, android phones etc.

For windows devices install the first option offered. For other devices scroll down to the appropriate option.

Joining the Meeting:

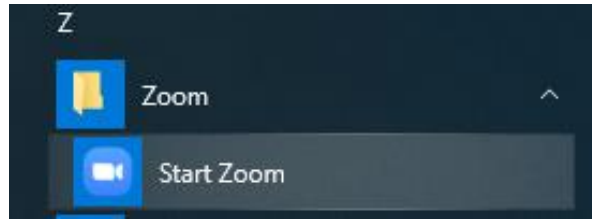
On the day of the meeting allow yourself enough time to get yourself settled with your chosen device powered on, speakers and cameras powered on (if they are separate devices)

Then join the meeting as described in the following scenarios.

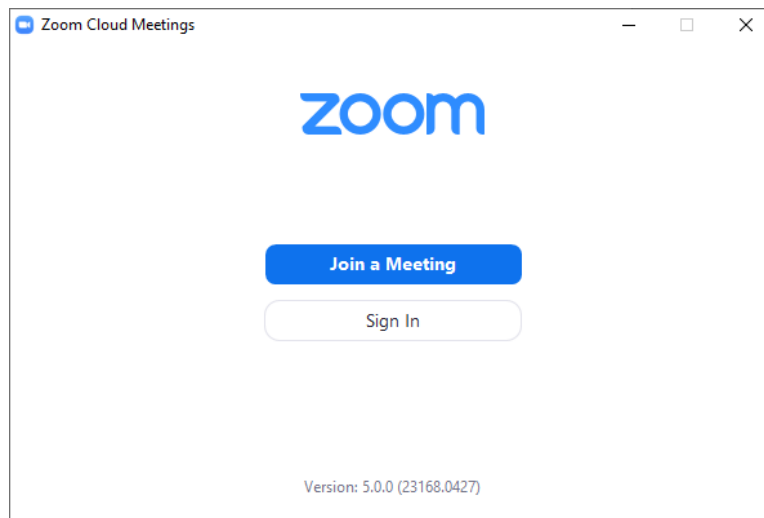
- a) From a computer/tablet or smart phone with Zoom installed
- b) From a computer/tablet or smart phone without Zoom installed
- c) From a phone

a) If you have the application installed on your computer/device:

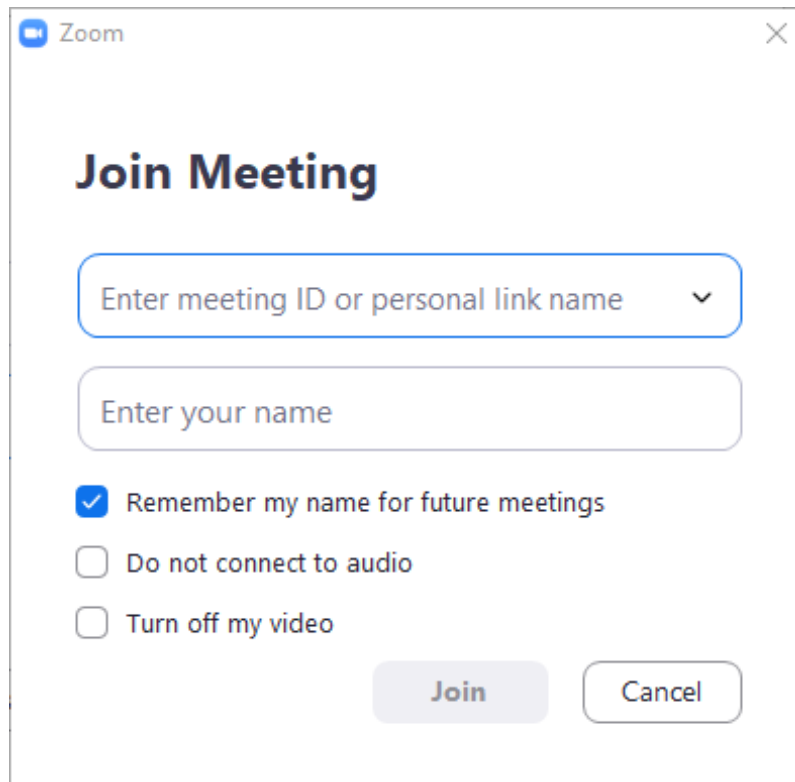
Open the application from your start menu



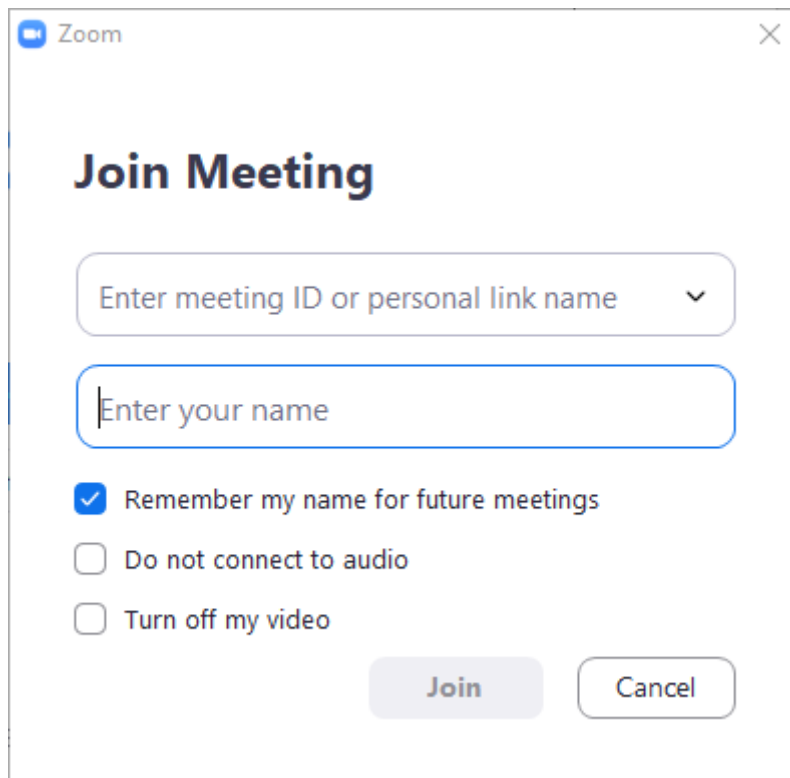
Click on “Join a Meeting”



Type in the meeting ID number you were emailed



Type in your name if it is not already present



Click on “Join”

Depending on the meeting option you may also be asked to enter a password which you will have received with the invite.

b) If you do not have zoom installed on your computer/device:

Enter the link you were emailed into your web browser by typing it directly in to the address line or just clicking directly on the link in the email you received.

Depending on the browser you use you may be prompted to run or allow a zoom application. Select yes or run as prompted.

c) – Join by Phone

1. On your phone, dial the teleconferencing number provided in your invite.
2. Enter the meeting ID number when prompted using your dial pad.
3. If required enter the password when prompted.

Feel free to also look at <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>