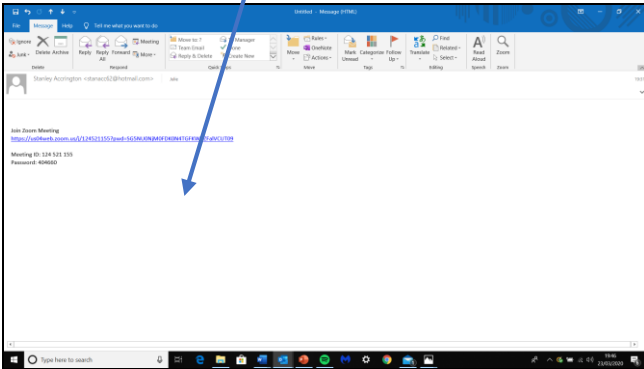


Joining a Zoom meeting

N.B. This process will be quicker if you have already Set Zoom up on your computer / tablet / phone. Please see the 'Instructions for setting up Zoom on your computer, tablet or phone' for how to do this

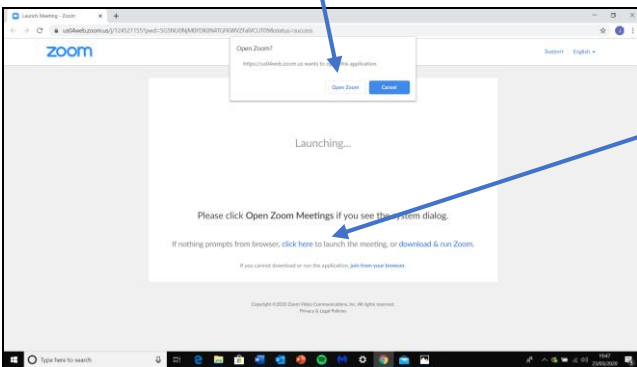
Before the meeting is due to start, the administrator will send you an invitation by email that looks like this:

Click on the link:



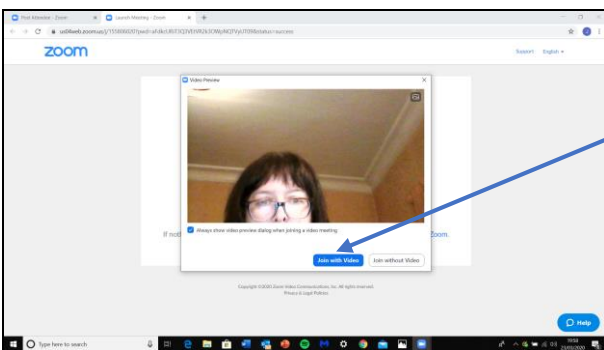
That will take you to this page. Sometimes it starts straight away, but you may need to click on 'Open Zoom'

If that doesn't work, try clicking here



You will then be able to see yourself on screen 😊

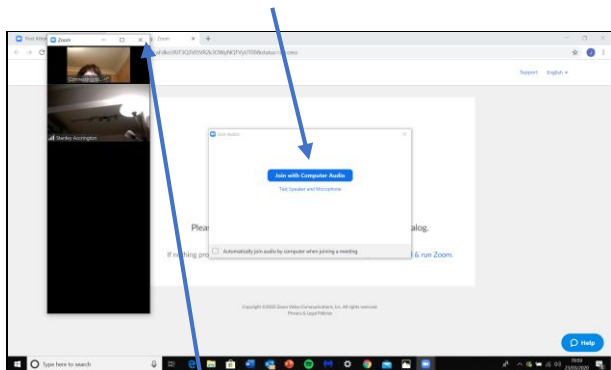
Zoom will then ask you if you want to join with or without video – Click the blue box



You will then start to see the other people in the meeting

Zoom will ask if you want to join with or without Computer Audio

Click the blue box



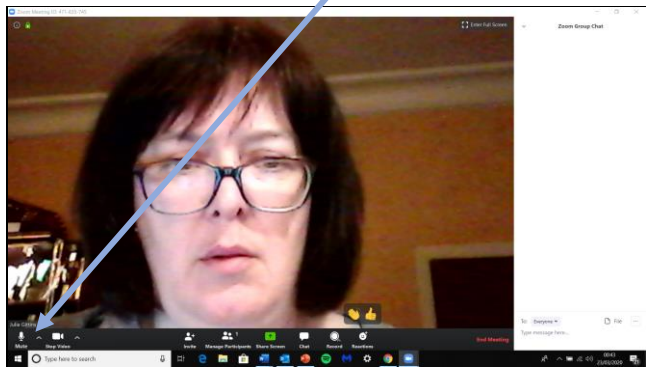
Then you can enlarge the picture of yourself and everyone else so it fills the screen, by clicking here

Once you have joined the meeting....

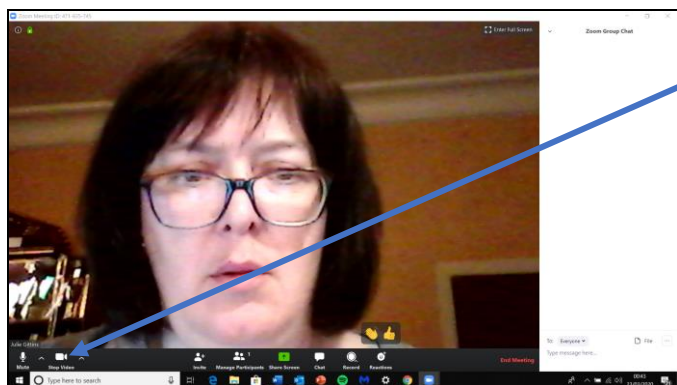
The most important things you need to know are all on the bottom tool bar

For a big group, it's really important that everyone presses the 'Mute' button unless they are talking. Otherwise everyone will be able to hear everything that is going on in the background in everyone's houses 😊

The Mute button is here (It looks like a microphone)

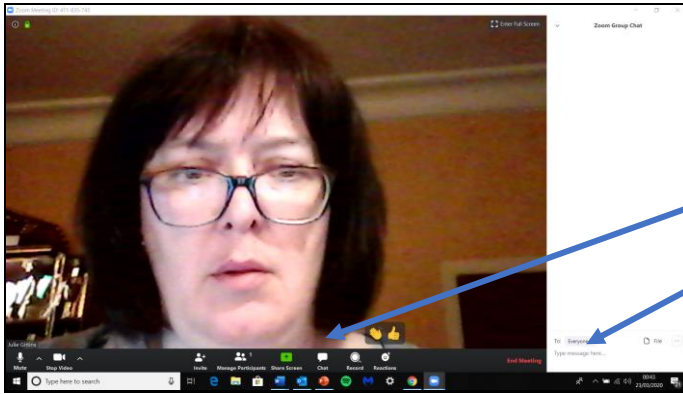


If you don't want people to see you, you can click the 'Stop video' button here (It looks like a video camera). You will still be able to see and hear everyone else and they will be able to hear you



As people join, you'll be able to see them all on little screens across the top or side of your screen. The screen can only show about 6 at a time, so if there are more than that, an arrow will appear so you can scroll from right to left

The microphone picks up people's voices, and puts the person who is talking onto big screen in the middle. (That's why it's important that everyone else is on 'Mute')



If you want to comment, you can click on the 'Chat' button at the bottom, and write a comment

The Chat button is here,

You can either send the message to everyone or to one person

Your message will appear in the white box at the side of the screen.

If you want to get the administrator's attention, you can give a 'Wave' by clicking the 'Reactions' button, here You can also give a 'Thumbs up'

