

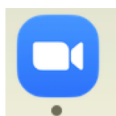


Hints and Tips to use Zoom video calling

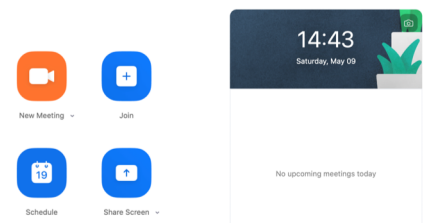
Have you already downloaded Zoom on to your computer?

Yes

1. Click on the Zoom icon to open Zoom



2. A page like this will appear. Click on 'Join'.



Join Meeting

Meeting ID or Personal Link Name

Bob Bell

Don't connect to audio

Turn off my video

Cancel Join

3. You will need to type the 'Meeting ID' number from the email into this box. It may also ask for a 'Password' which will also be on the email. Click 'Join'.

Choose ONE of the audio conference options

Phone Call Computer Audio

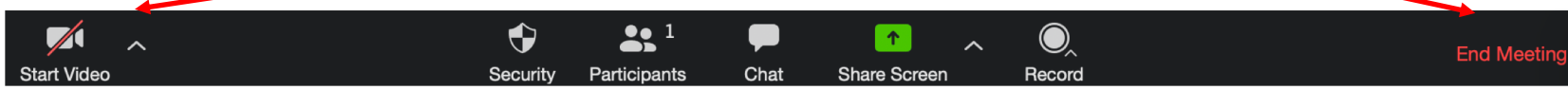
Join With Computer Audio

Test Speaker and Microphone

Automatically join audio by computer when joining a meeting

4. Click 'Join with Computer Audio'.

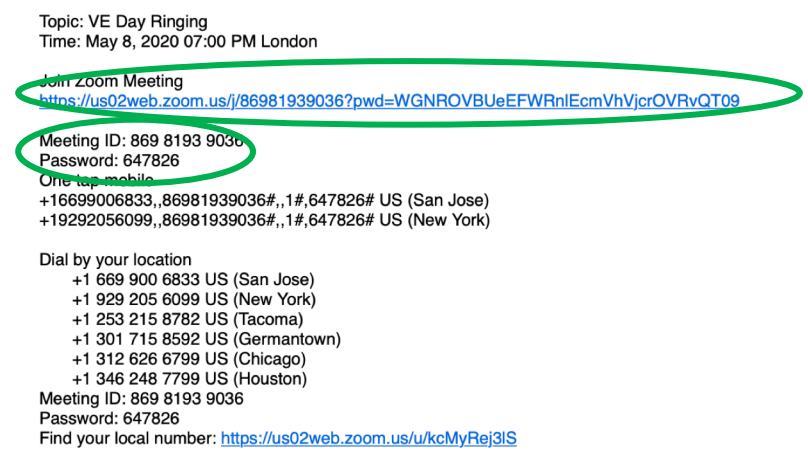
5. A black bar like this should appear. Click 'Start Video' to use the webcam at the beginning of the Zoom call. You can leave the meeting by clicking 'End Meeting' in the bottom right (this might also appear as 'Leave Meeting' on different devices).



No

1. The person who is organizing the Zoom call will send out an email which looks like this.

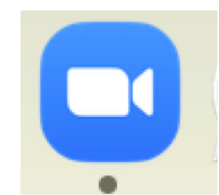
2. Click on this link. A webpage will appear like this below.



3. It will work best if you download Zoom on to your device. Once this is finished, you should have a blue camera icon like this below.

4. Click on the blue camera icon, and Zoom will open up.

You should now go to the top left of this page and follow the red arrowed instructions.



Launching...

Please click Open zoom.us if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).