

Joining a meeting with Zoom

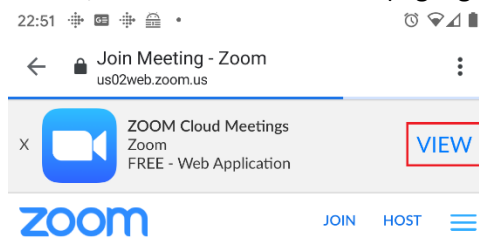
Joining a meeting with Zoom is relatively easy – we’ve produced step by step instructions below to help you get started. We’ve highlighted which options to press or click by drawing a red box around them.

You can join a Zoom meeting from multiple systems, including smartphones, tablets, and computers. If you use a computer, it will need to have a webcam (most laptops come with one) to enable people to see you.

We’ve provided instructions for Android (for phones and tablets from multiple companies, including Samsung, Google, LG, Huawei, etc.), iOS (for Apple iPhones and iPads), and Windows 10 (for PCs).

Android (Samsung, Google, Huawei, etc. Phones and Tablets)

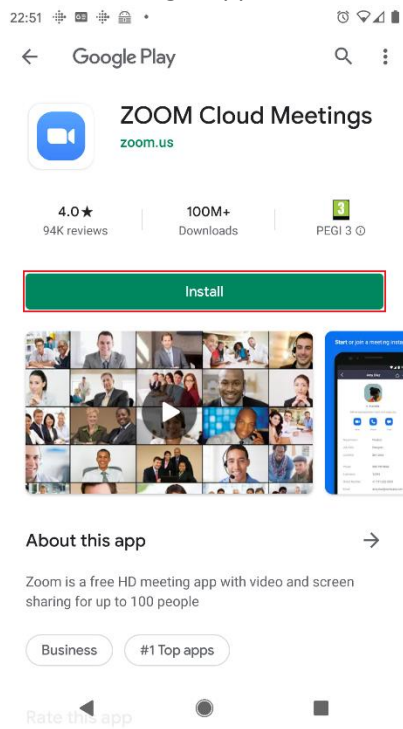
1. Click the link contained in the email, this will open a web page. If you have not used Zoom before, click the “View” button (highlighted here with a red box):



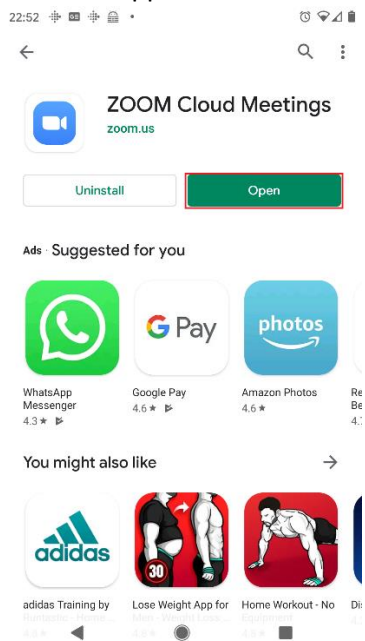
Your meeting should start in a few seconds...



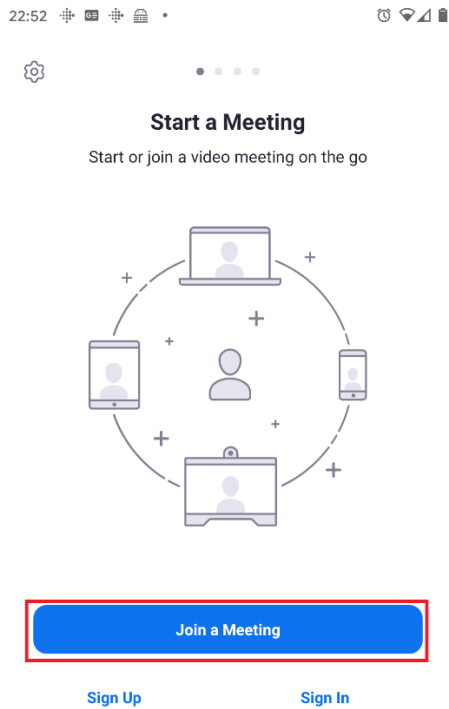
- The Play Store should now open, when it does, check that you are looking at the “ZOOM Cloud Meetings” app from “zoom.us”, and click the “Install” button:



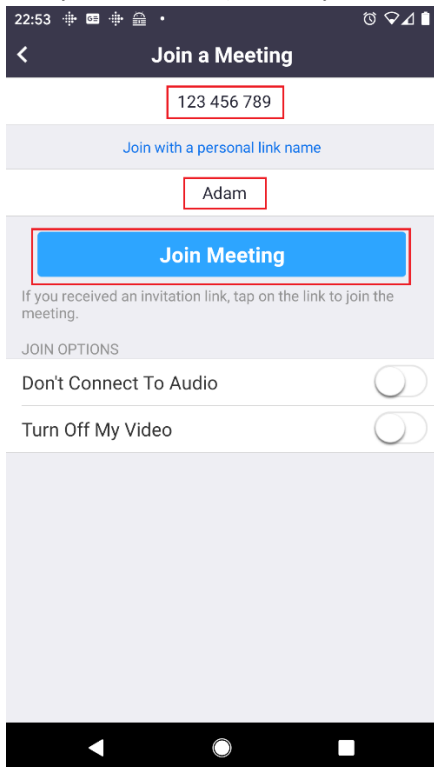
- Once the app has finished installing, click “Open”:



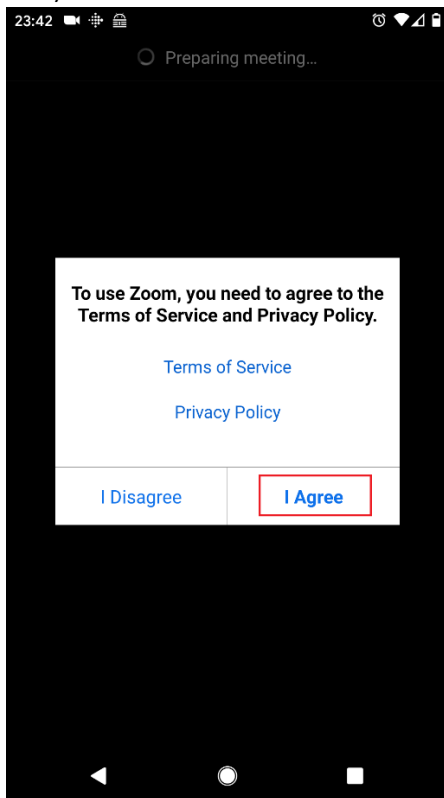
4. When the app opens, click “Join a Meeting”:



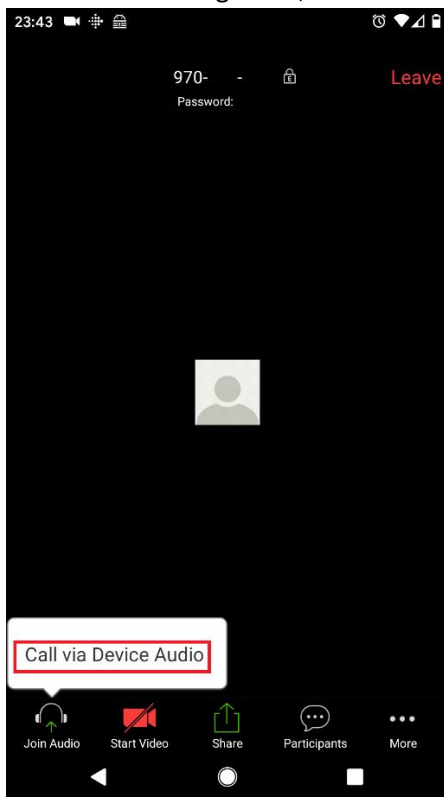
5. If you are prompted to enter the meeting ID, enter the one contained in the email (it isn't really 123 456 789), enter your name, then click “Join Meeting”:



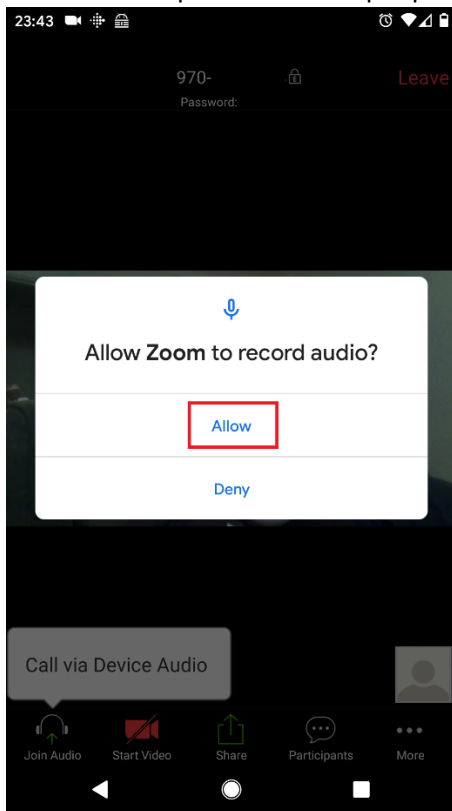
6. If prompted, click “I Agree” on the Privacy Prompt (you can read it by clicking on the blue text):



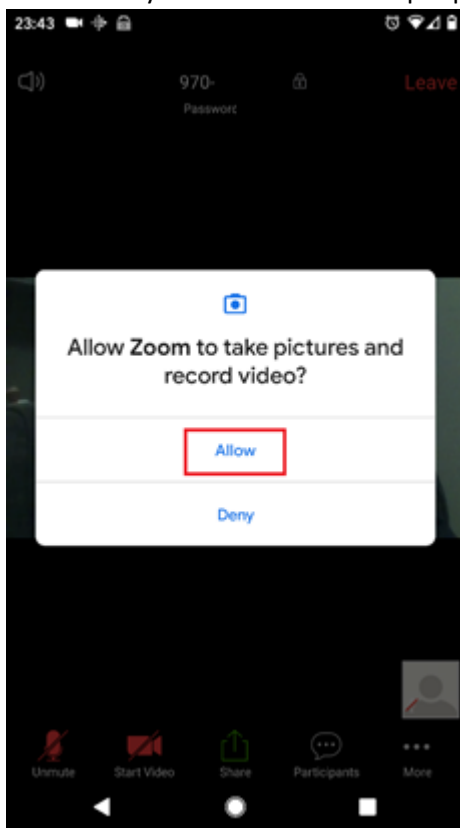
7. When the meeting loads, click “Call via Device Audio”:



8. Your device may then ask for permission to “Record Audio”, this allows Zoom to access your device’s microphone so other people can hear you. At this prompt, click “Allow”:



9. If prompted, you should also allow Zoom to take pictures and record video, as this will allow it to access your camera so other people can see you:



10. To allow other people to see you, you may need to click the “Start Video” button. If the buttons have disappeared, you can make them appear by tapping the screen:



11. You can see other people on the call by swiping to the left on the screen:



12. If it's quite noisy around you, or you don't want people to hear you for a minute, you can mute yourself by clicking on the "Mute" button. Remember to click the button again when you want to speak:

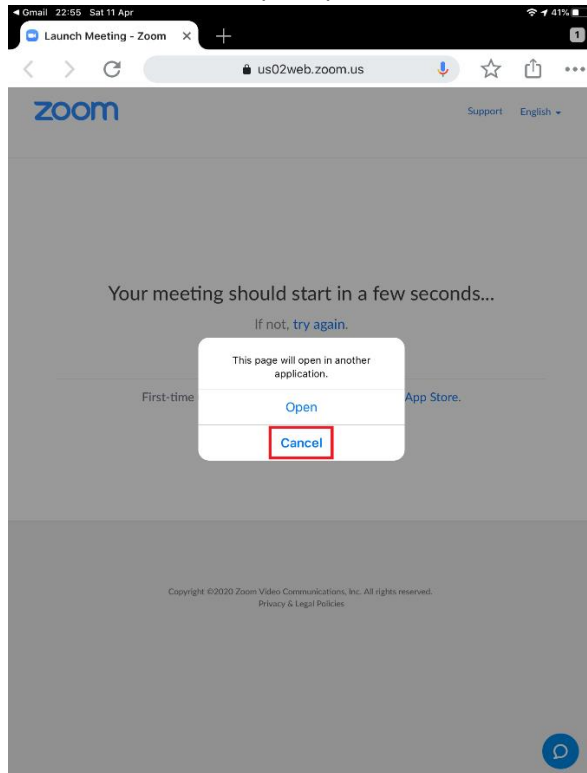


13. Once the meeting has ended, you can leave by clicking the "Leave" button in the top right hand corner of the screen:

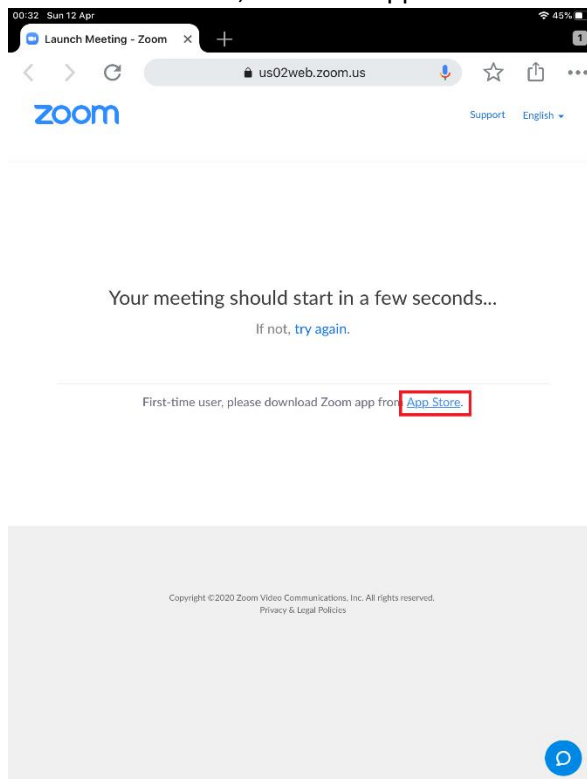


iOS (iPhone and iPads)

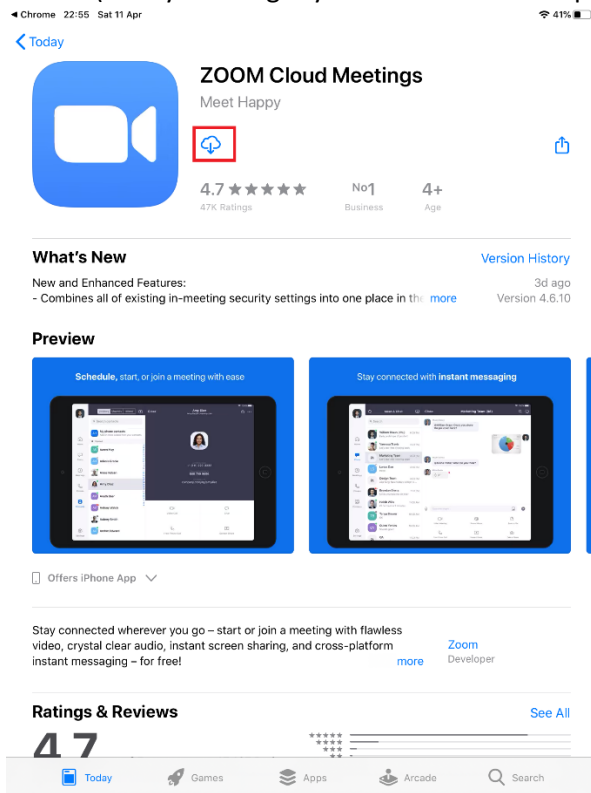
1. Click the link in the email, which will open a web page. If you have not used Zoom before, click “Cancel” on the prompt:



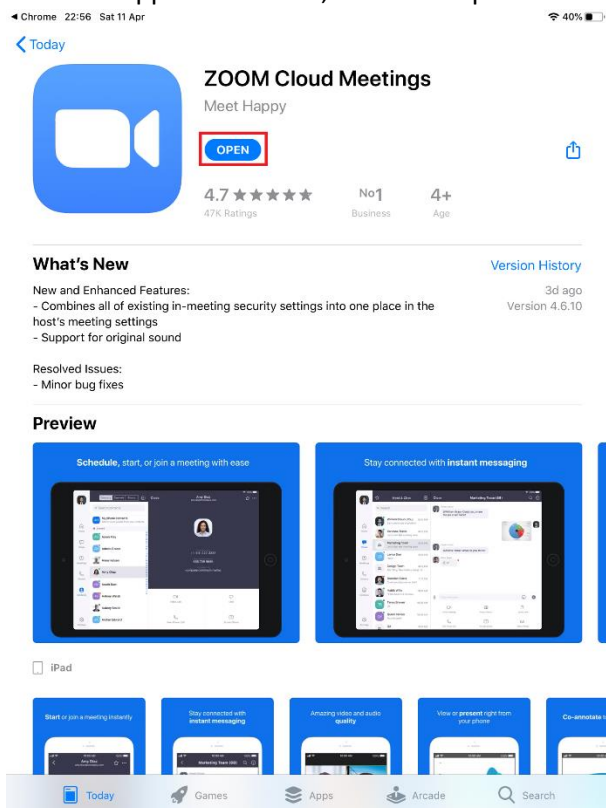
2. To download Zoom, click the “App Store” link on the web page:



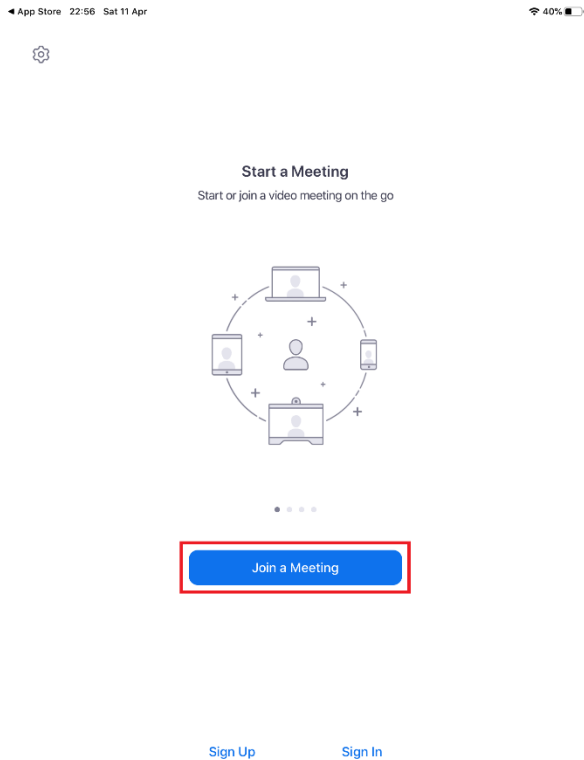
3. When the App Store loads, confirm that it is showing the Zoom app, then click the “Install” button (it may look slightly different to the one pictured, but will be in the same place):



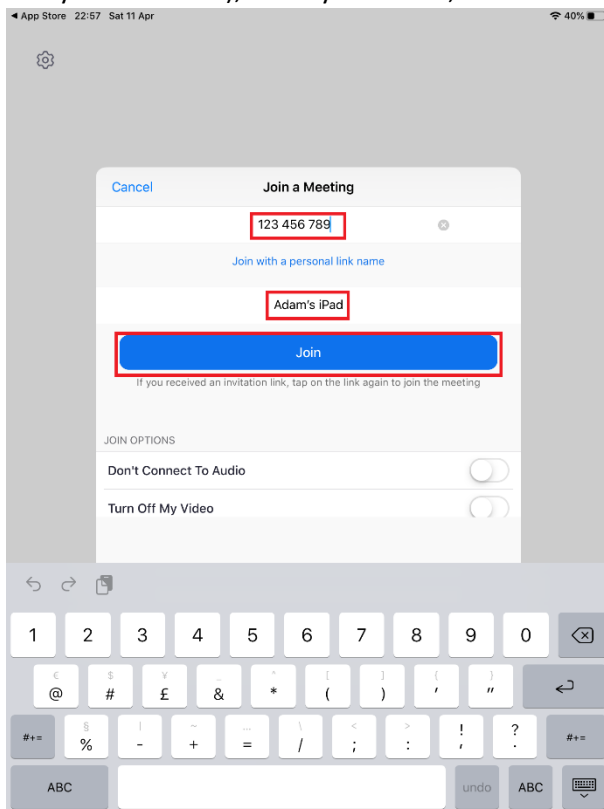
4. Once the app has installed, click the “Open” button:



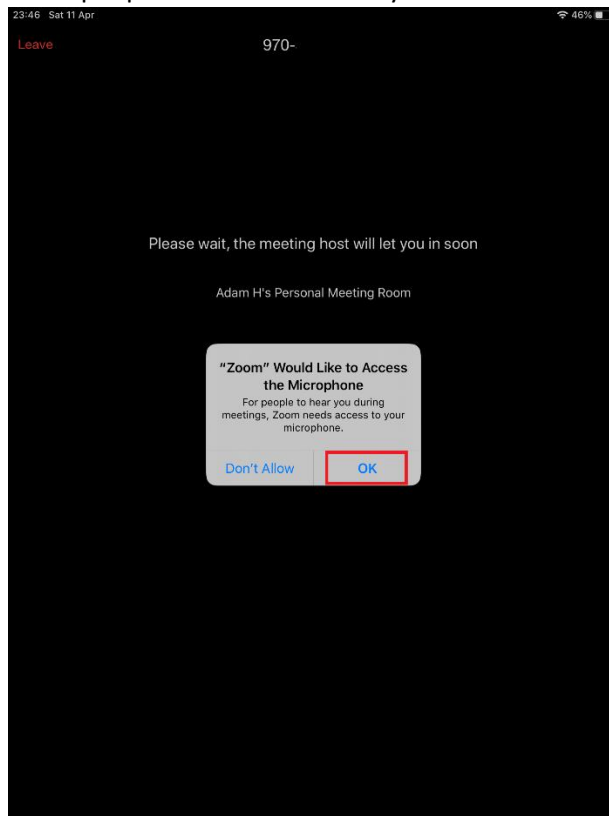
5. When Zoom loads, click “Join a Meeting”:



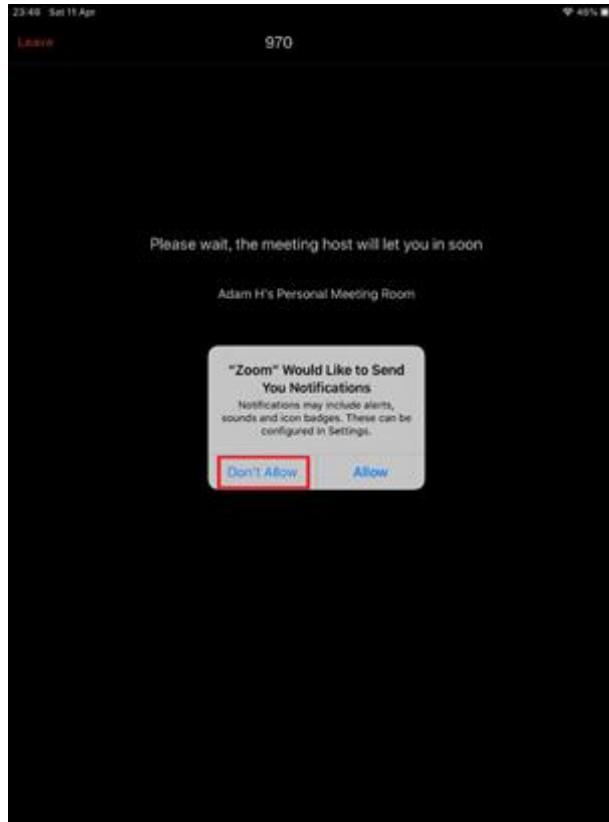
6. If you are prompted to enter the meeting ID, enter the one contained in the email (it isn't really 123 456 789), enter your name, then click “Join Meeting”:



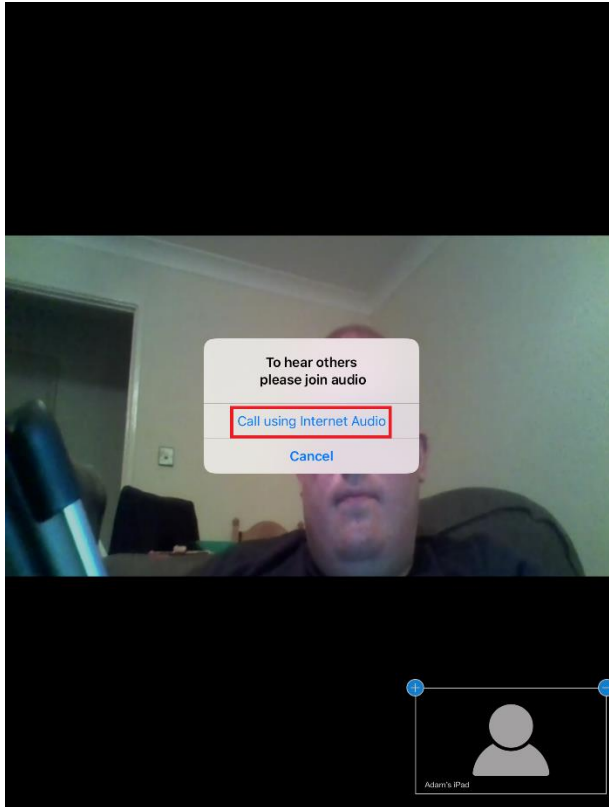
7. You may then be prompted to allow access to the microphone, you need to click “OK” for other people to be able to hear you:



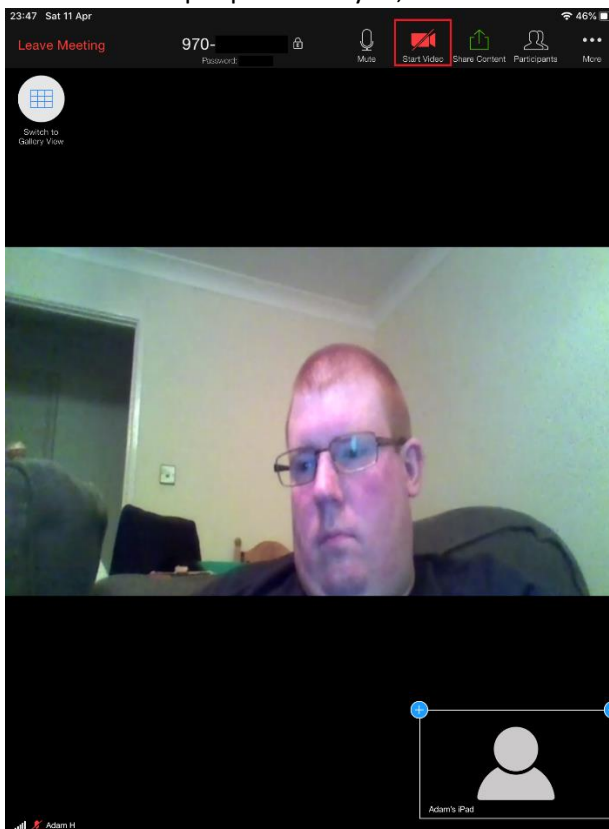
8. If prompted to allow notifications, you can click “Don’t Allow”:



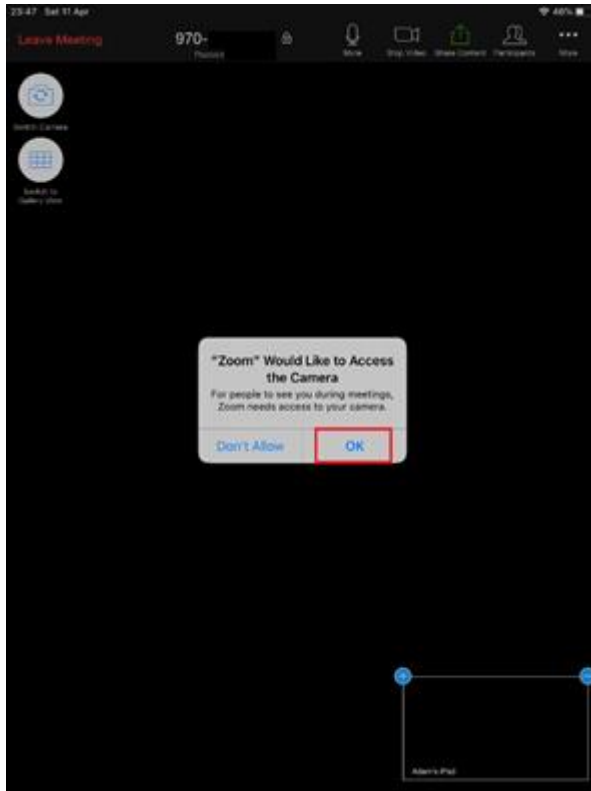
9. When prompted, click “Call Using Internet Audio”:



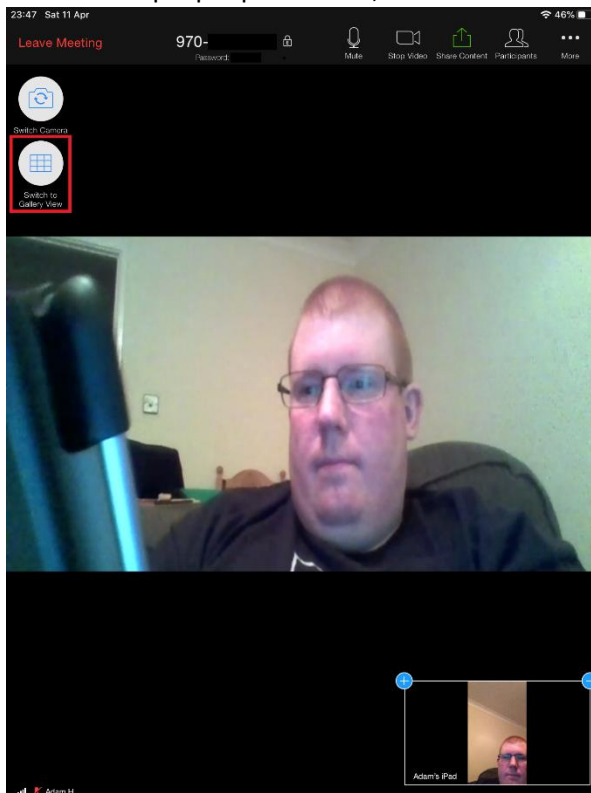
10. To allow other people to see you, click “Start Video”:



11. When prompted, click “OK” to allow Zoom to access your camera:

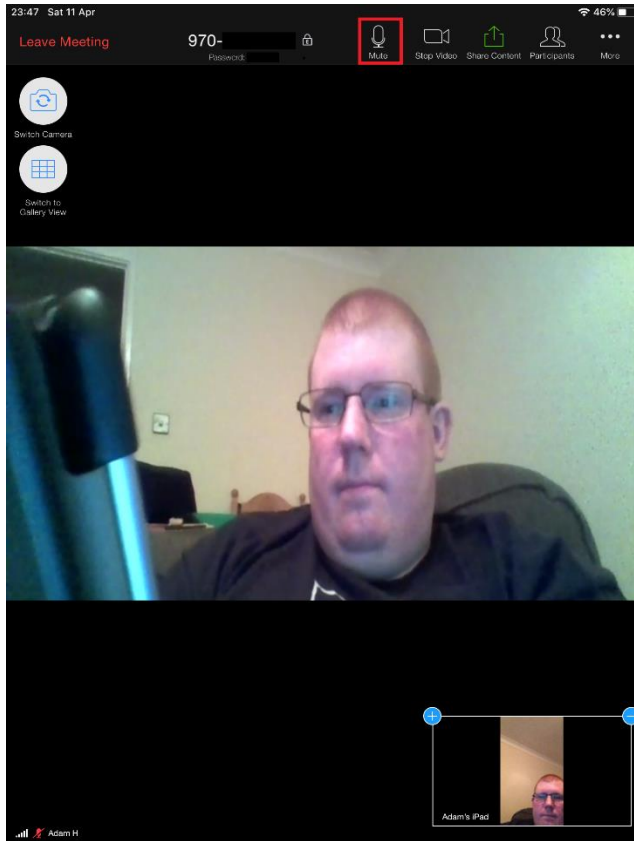


12. To see multiple people at once, click “Switch to Gallery View”:

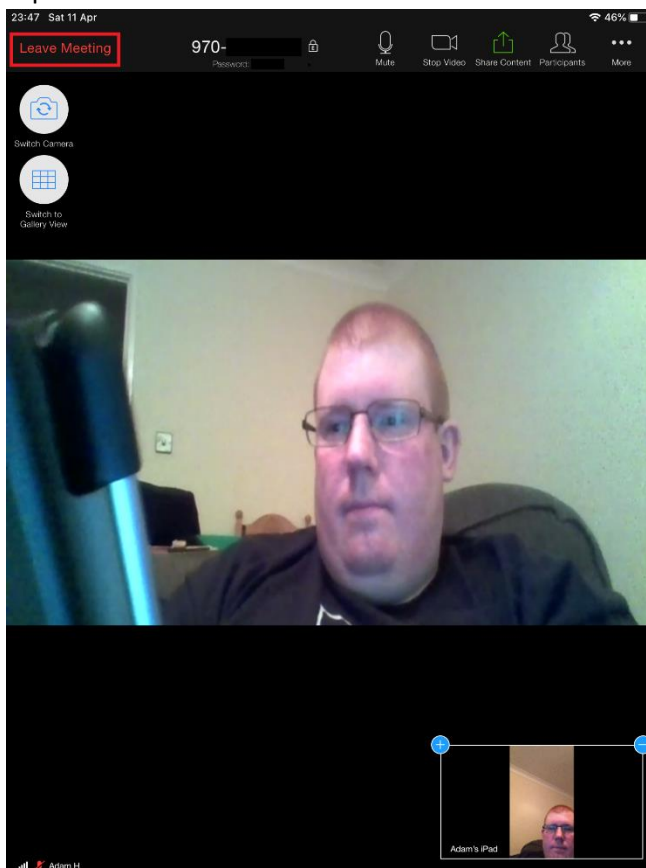


13. If it's quite noisy around you, or you don't want people to hear you for a minute, you can mute yourself by clicking on the “Mute” button. Remember to click the button again when

you want to speak:

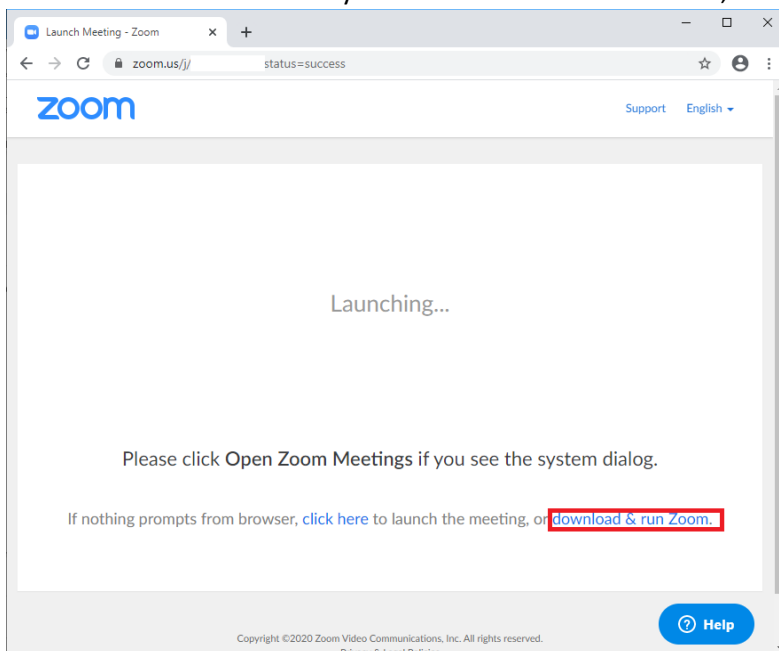


14. Once the meeting has ended, you can leave by clicking the "Leave Meeting" button in the top left hand corner of the screen:

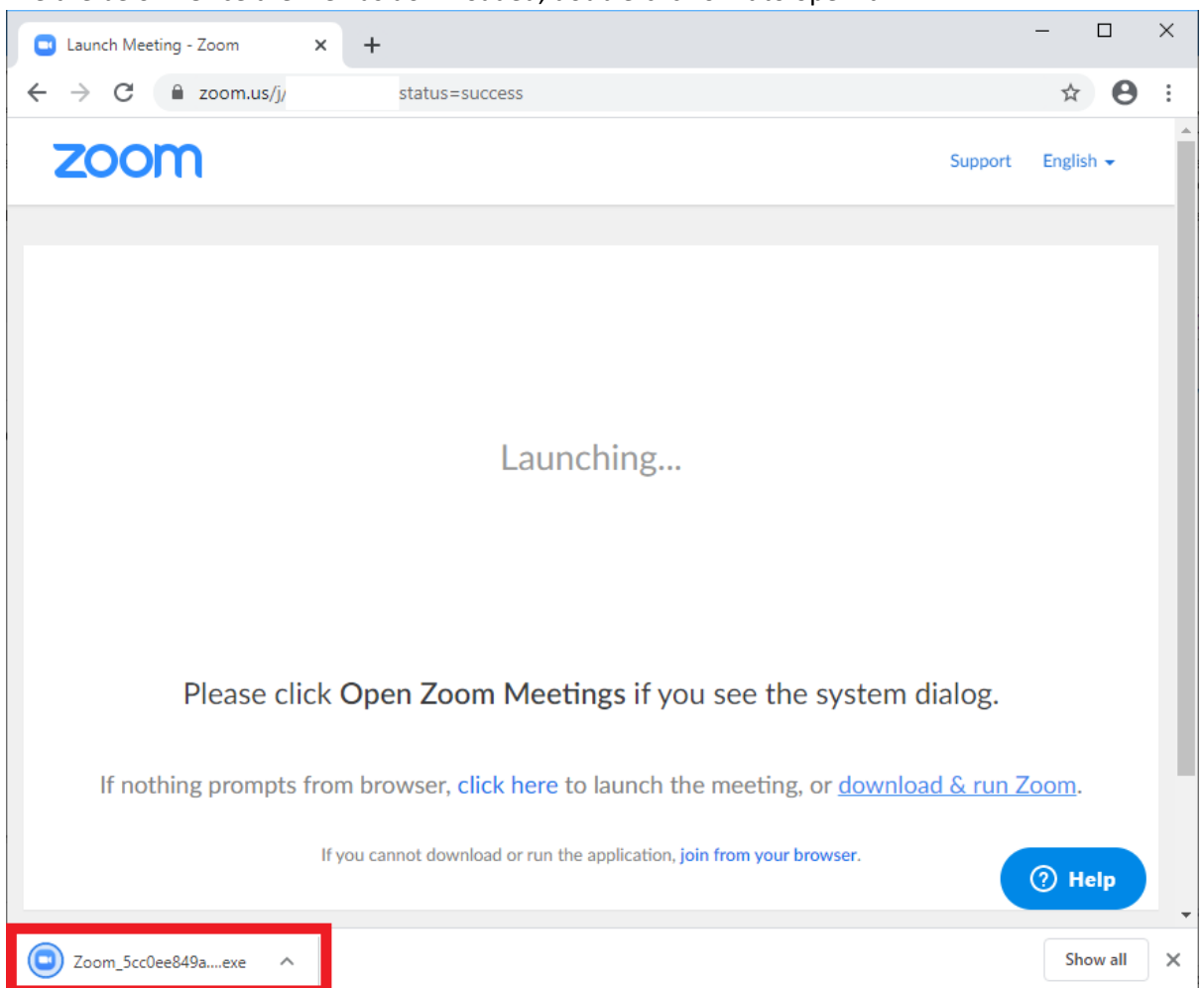


Windows 10

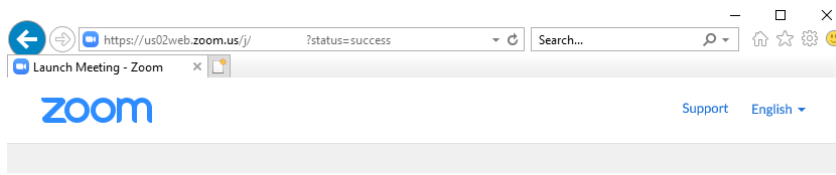
1. Click the link in the email. If you have not used Zoom before, click “download & run Zoom”:



2. The file will then be downloaded to your computer. In Google Chrome, it will look something like the below. Once the file has downloaded, double-click on it to open it:



In Internet Explorer, it will look like the following. Click “Run”:



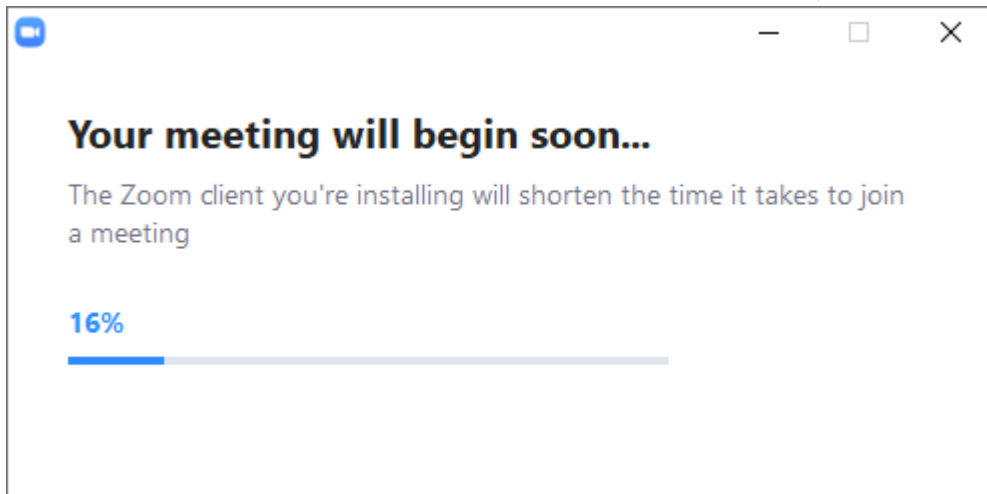
Your meeting should start in a few seconds...

If nothing prompts from browser, [download & run Zoom](#).

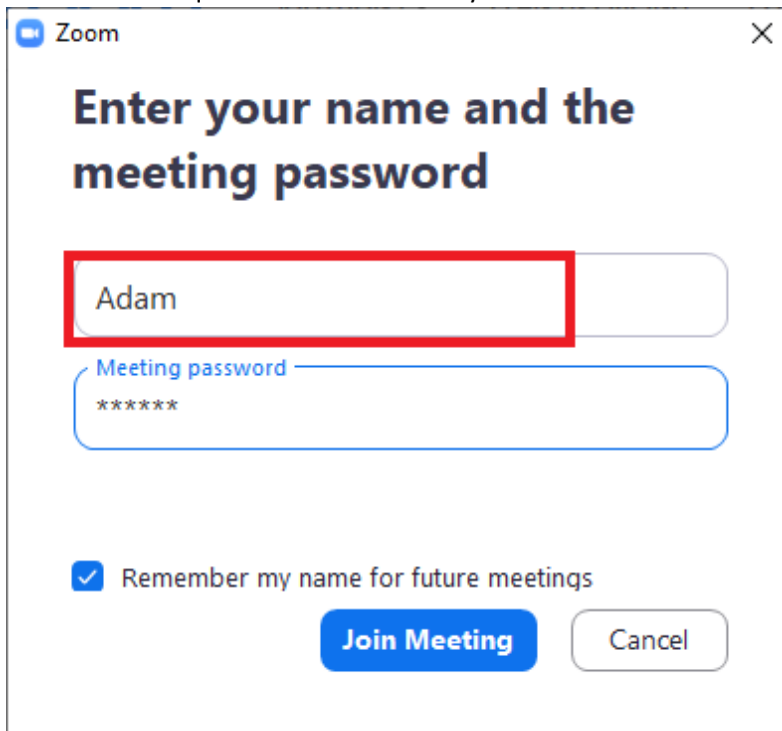
If you cannot download or run the application, [join from your browser](#).



3. Zoom will then start to install. If asked to allow administrator access, click “Yes”:

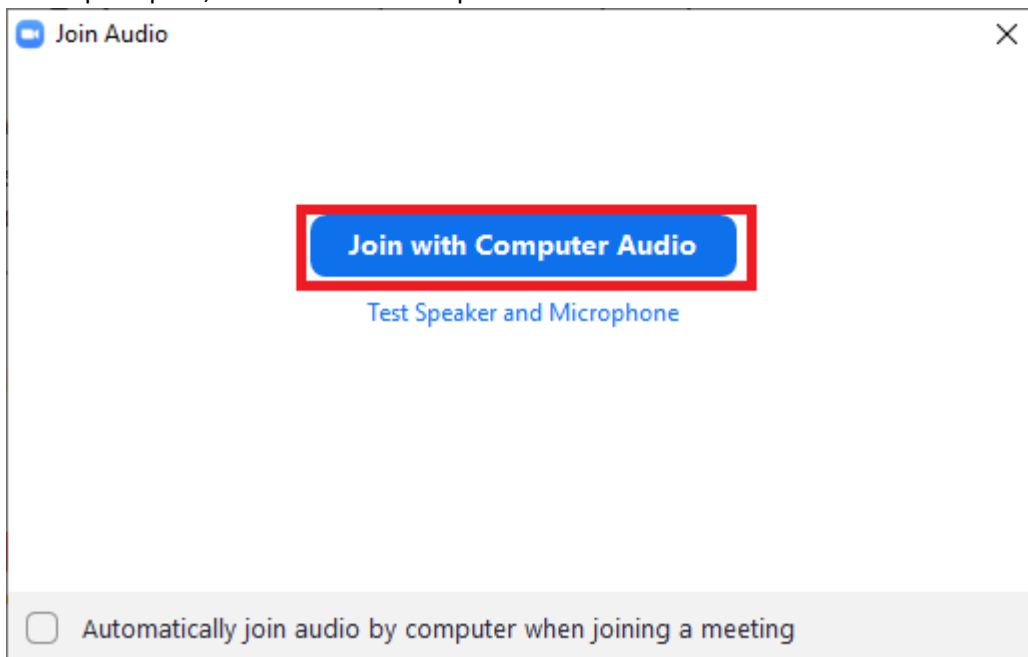


- Once Zoom has finished installing, it will then open. Enter your name – a meeting password shouldn't be required for Easter Sunday:



The image shows a Zoom dialog box titled "Zoom" with a close button (X) in the top right corner. The main heading is "Enter your name and the meeting password". There are two input fields: the first contains the name "Adam" and is highlighted with a red rectangular border; the second is for the "Meeting password" and contains six asterisks. Below the fields is a checked checkbox labeled "Remember my name for future meetings". At the bottom, there are two buttons: a blue "Join Meeting" button and a white "Cancel" button.

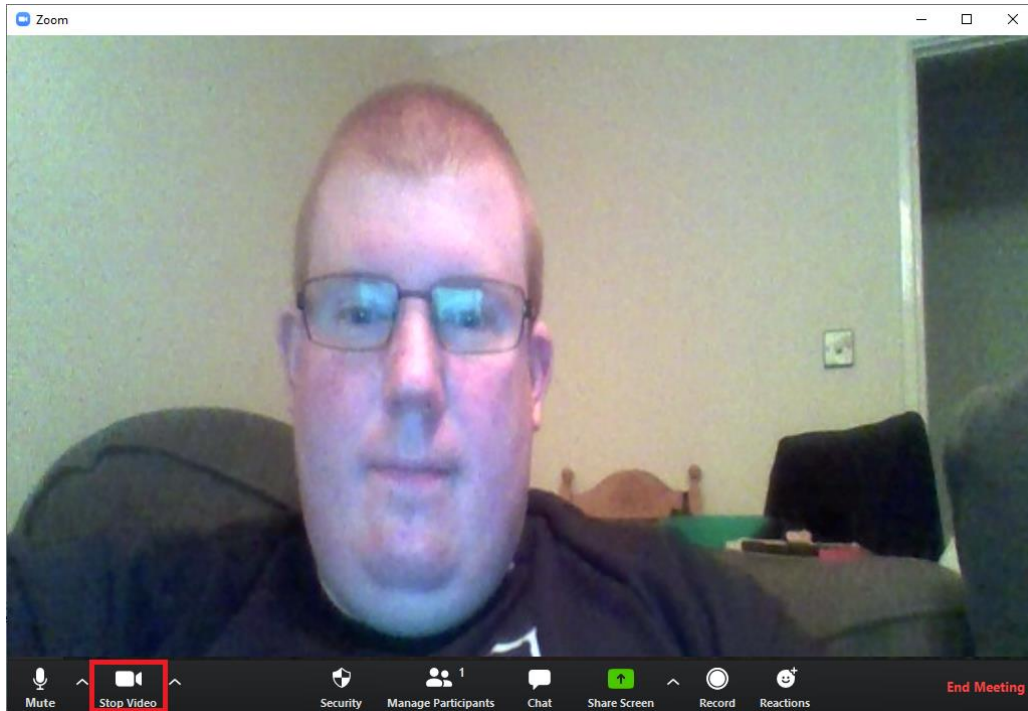
- When prompted, click "Join with Computer Audio":



The image shows a Zoom dialog box titled "Join Audio" with a close button (X) in the top right corner. The main heading is "Join with Computer Audio" in a blue button, which is highlighted with a red rectangular border. Below this button is the text "Test Speaker and Microphone". At the bottom, there is a checkbox labeled "Automatically join audio by computer when joining a meeting" which is currently unchecked.

- You should then join the meeting and be able to see and hear other people, and be seen and heard. You can start and stop video by clicking on the "Start Video" or "Stop Video" button

at the bottom of the screen:



7. If it's quite noisy around you, or you don't want people to hear you for a minute, you can mute yourself by clicking on the "Mute" button. Remember to click the button again when you want to speak:

