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Zoom How To Guide

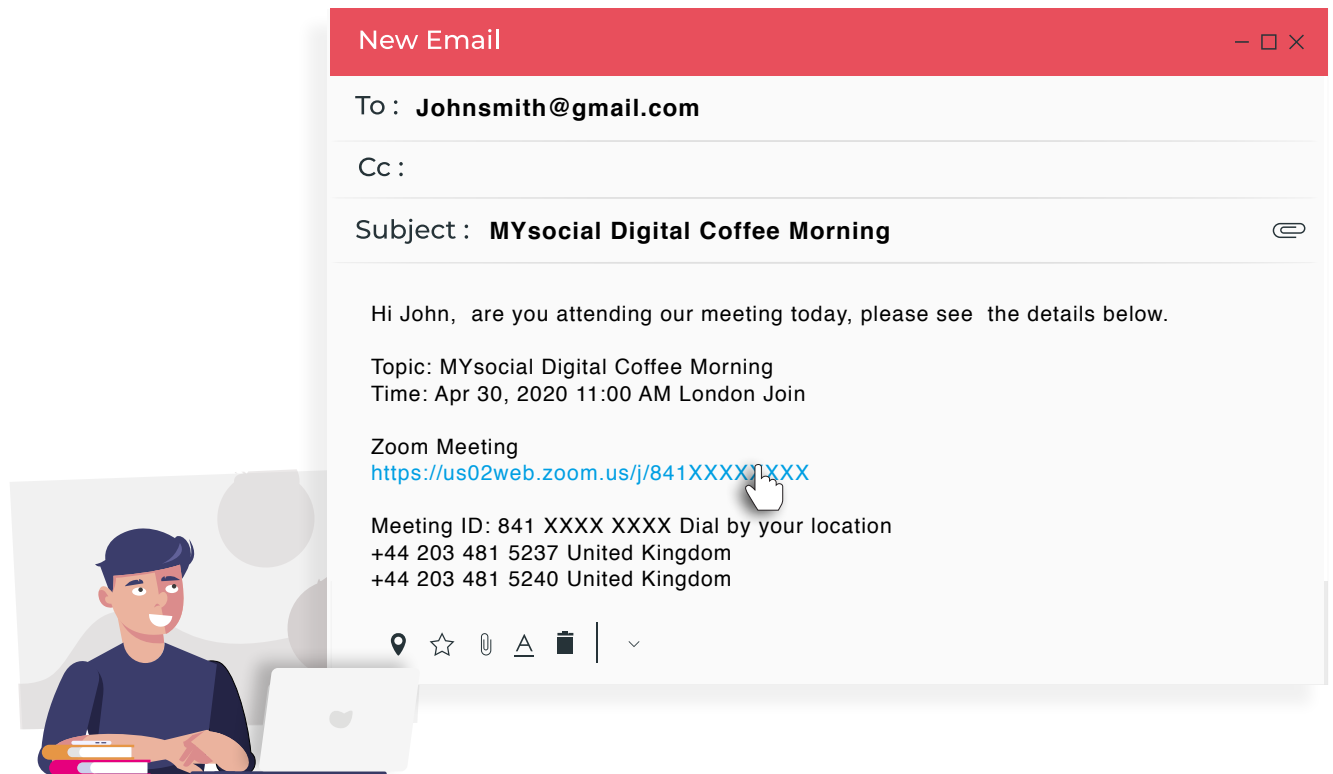
JOIN A MEETING - COMPUTER/LAPTOP



This guide was created using a **Windows PC**, but it can also be used for **Macs**

Step 1

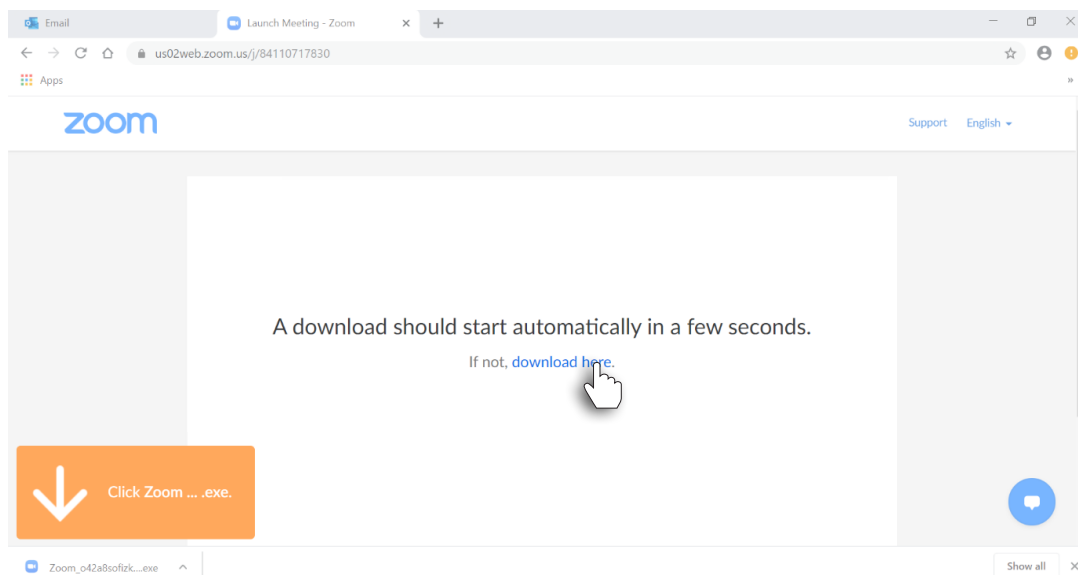
Click the join link in your email



Step 2

Install the **zoom App** (If you already have zoom installed skip to **step 4**.)

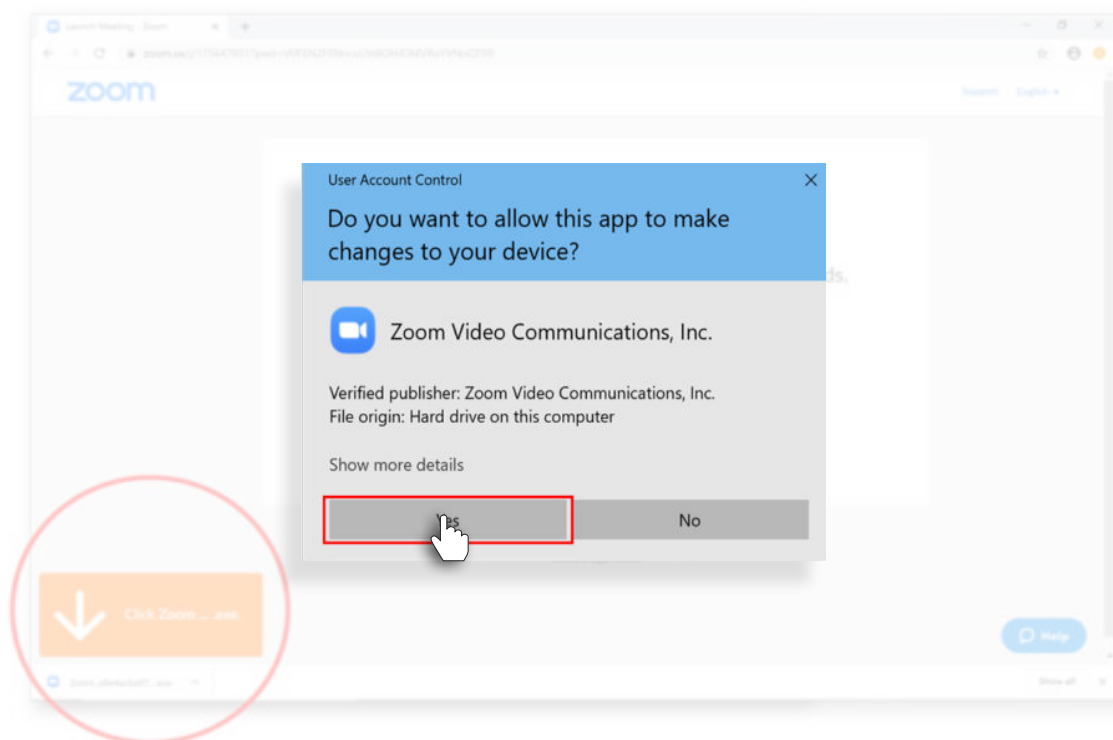
If you haven't installed Zoom yet, you will be taken to the Zoom website and the download should start automatically. Click the downloaded file (below the orange box). You are downloading the 'Zoom Client' which will shorten the time it takes to join a meeting.



Step 3

Accept changes

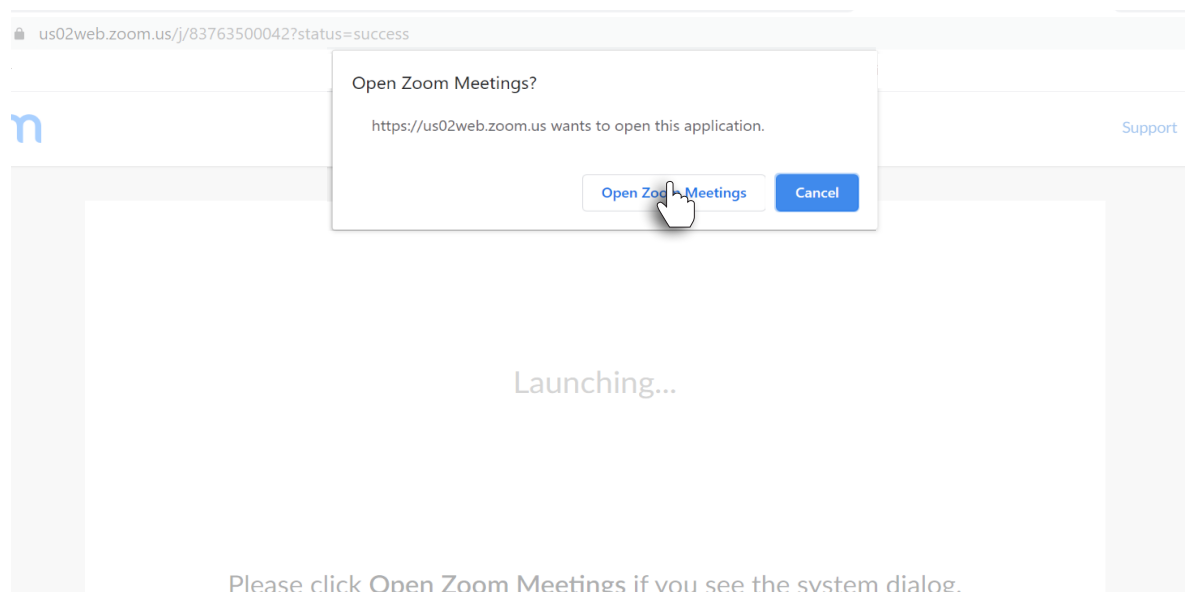
The following dialog box will appear. Click Yes



Step 4

Click 'Open Zoom Meetings'

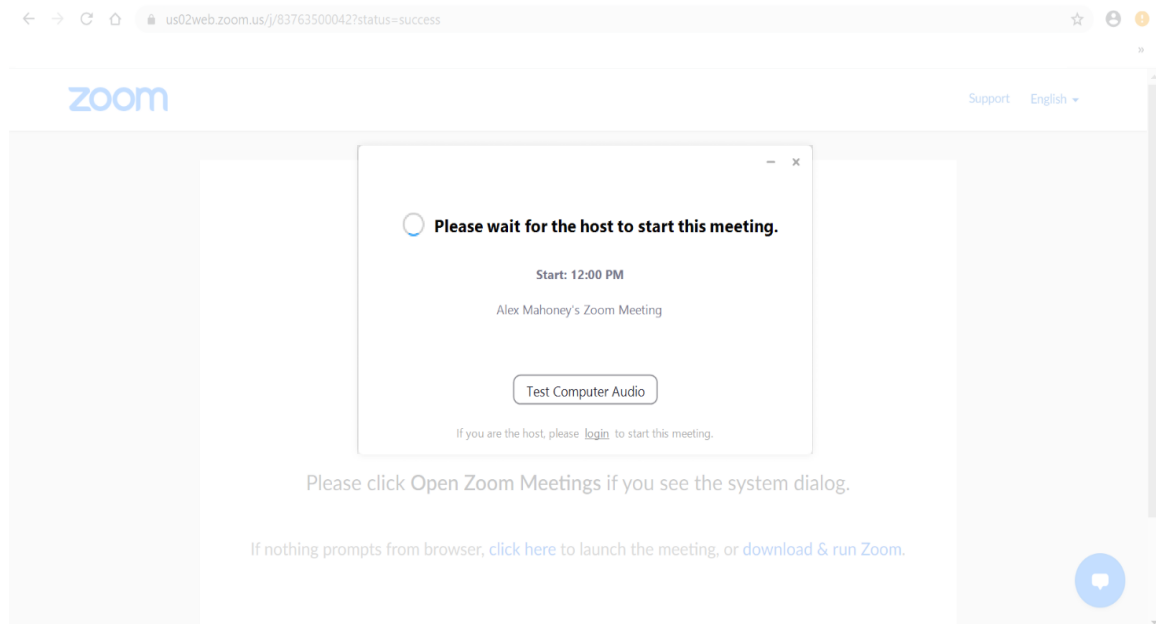
If you already have Zoom installed, you will be prompted to Open Zoom – click 'Open Zoom Meetings'



Step 5

Waiting for the host

If you see this message it means the host hasn't started the meeting from their end yet. If the meeting has started you will go straight in.



Step 6

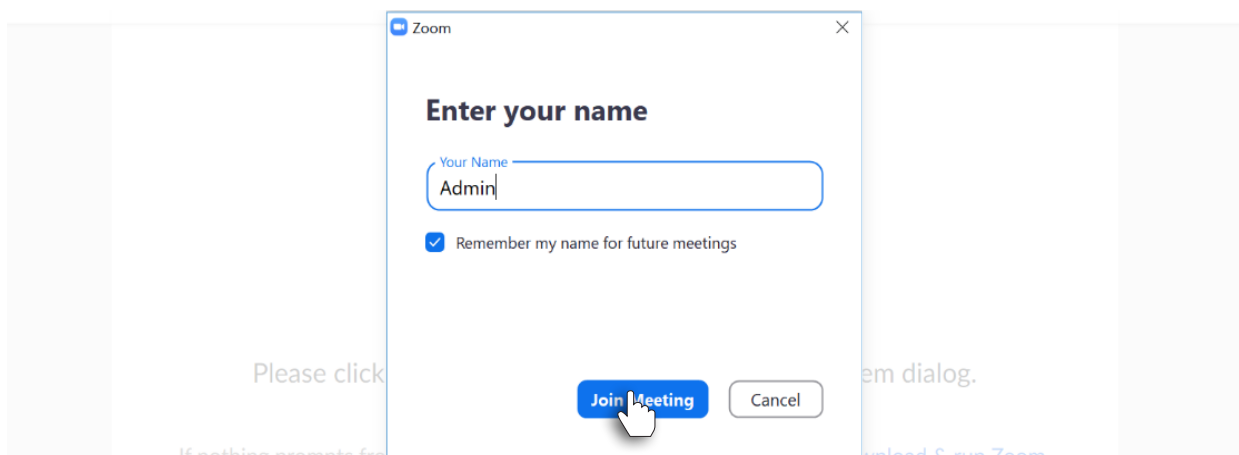
Entering your screen name Details

The first time you use zoom, you will be prompted to enter your name.

Please enter your full name, if you feel comfortable doing so, as it helps with member Check In. Everyone in the meeting will see your name.

Make sure to tick 'Remember my name for future meetings'.

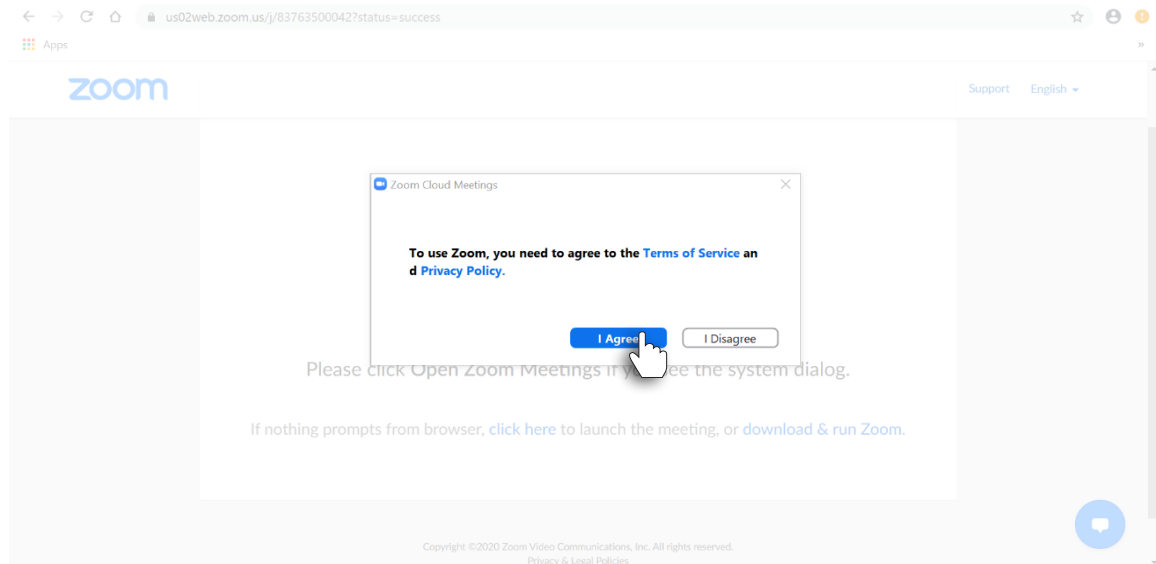
Click **Join Meeting**



Step 7

Terms and conditions wait

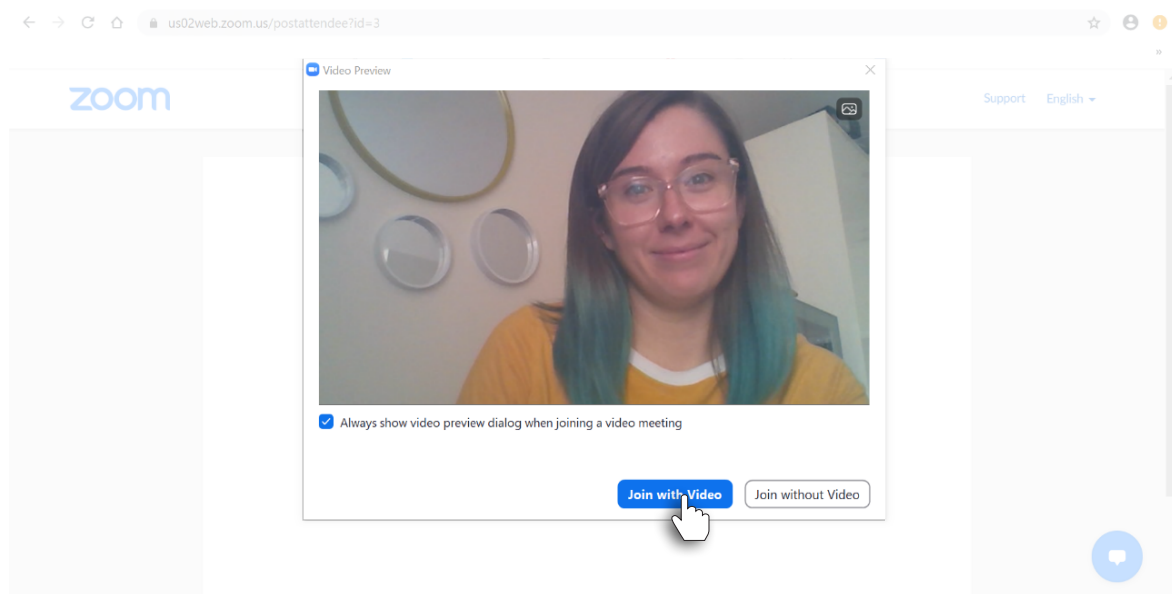
The first time you use Zoom, you will be asked to agree to the Terms of Service and Privacy Policy.



Step 8

Setting up video before Joining meeting

You will be prompted to preview your video, click 'Join with Video'. If you can't see your video please check the webcam settings on your computer. If you would prefer to join without your video, please click 'Join without Video', but we would love to see you!



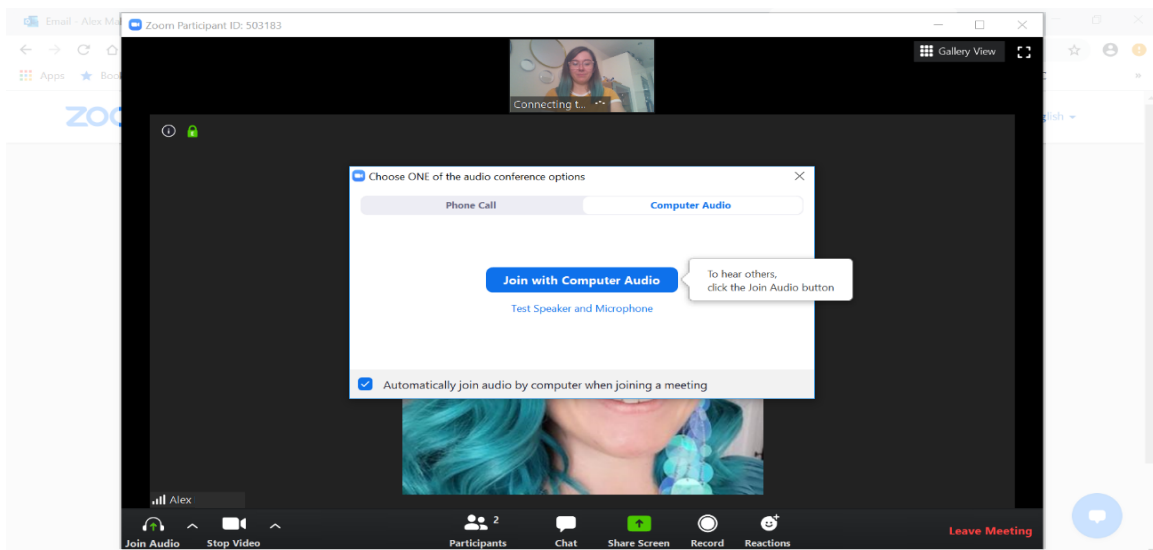
Step 9

Setting up audio before **Joining meeting**

You will be prompted to set up your audio.

1. Make sure 'Computer Audio' is selected at the top of this box
2. Tick 'Automatically join audio by computer when joining a meeting'. This sets up the audio for all future meetings.
3. Click 'Join with Computer Audio'. This sets you up to hear others.

After completing **number 2** the first time you use Zoom, you may not see this prompt again.



Congratulations!

You should now be in the meeting!

Gallery and speaker view

There are two visual layouts on Zoom:

Gallery View – this allows you to see everyone on screen at the same time

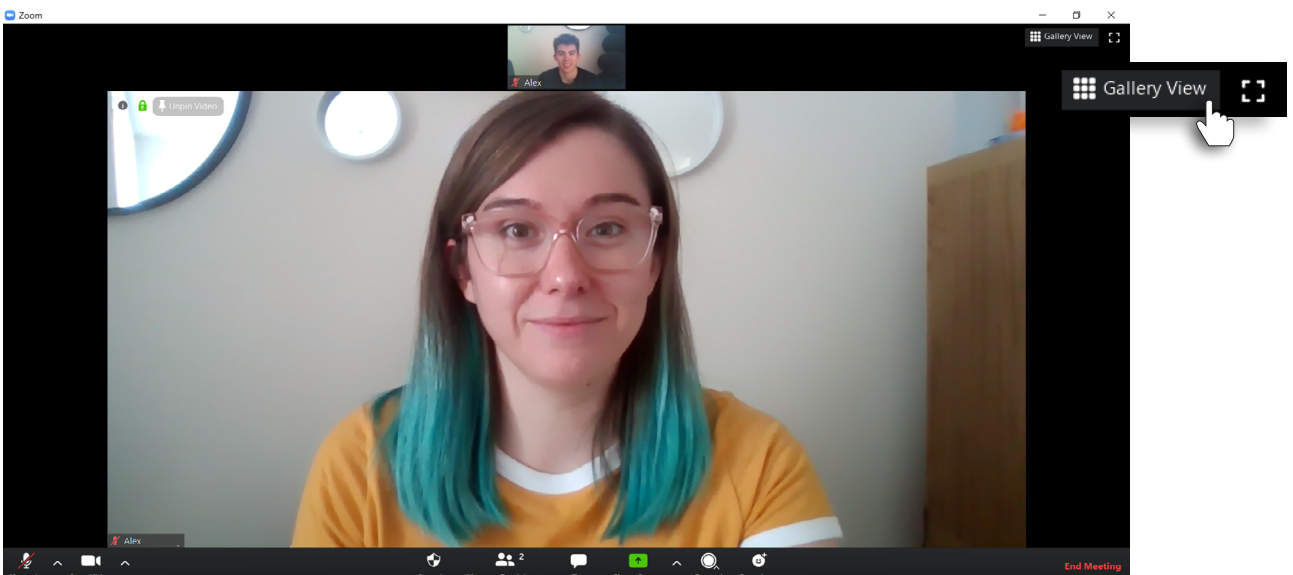
Speaker View – this displays a large view of the person currently speaking with all other meeting participants displayed as thumbnails along the top

To switch between these views click the button in the top right corner that says either 'Speaker View' or 'Gallery View'.

Gallery View



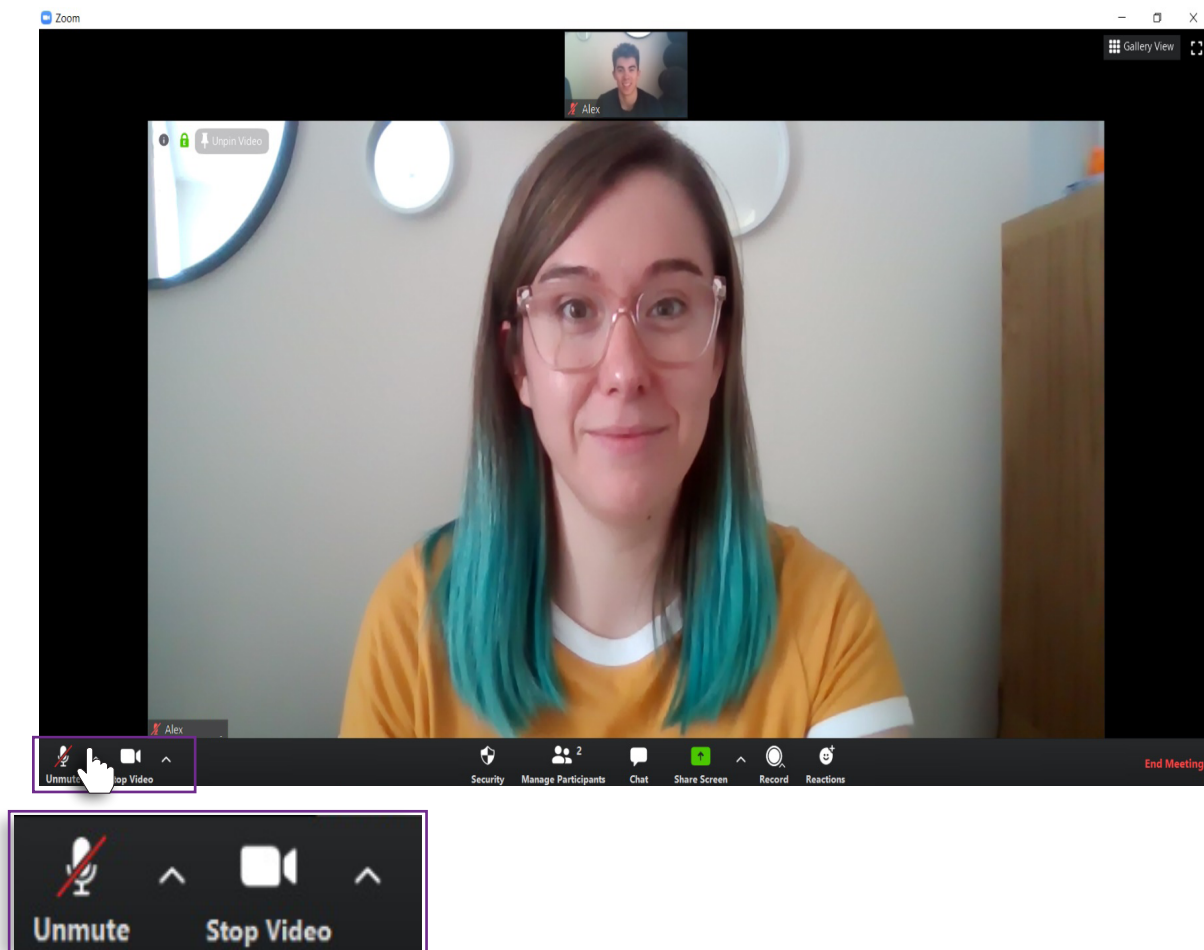
Speaker View



Video and Muting

To stop and turn on your video. Click the 'Stop/Start Video' button in the bottom left hand corner.

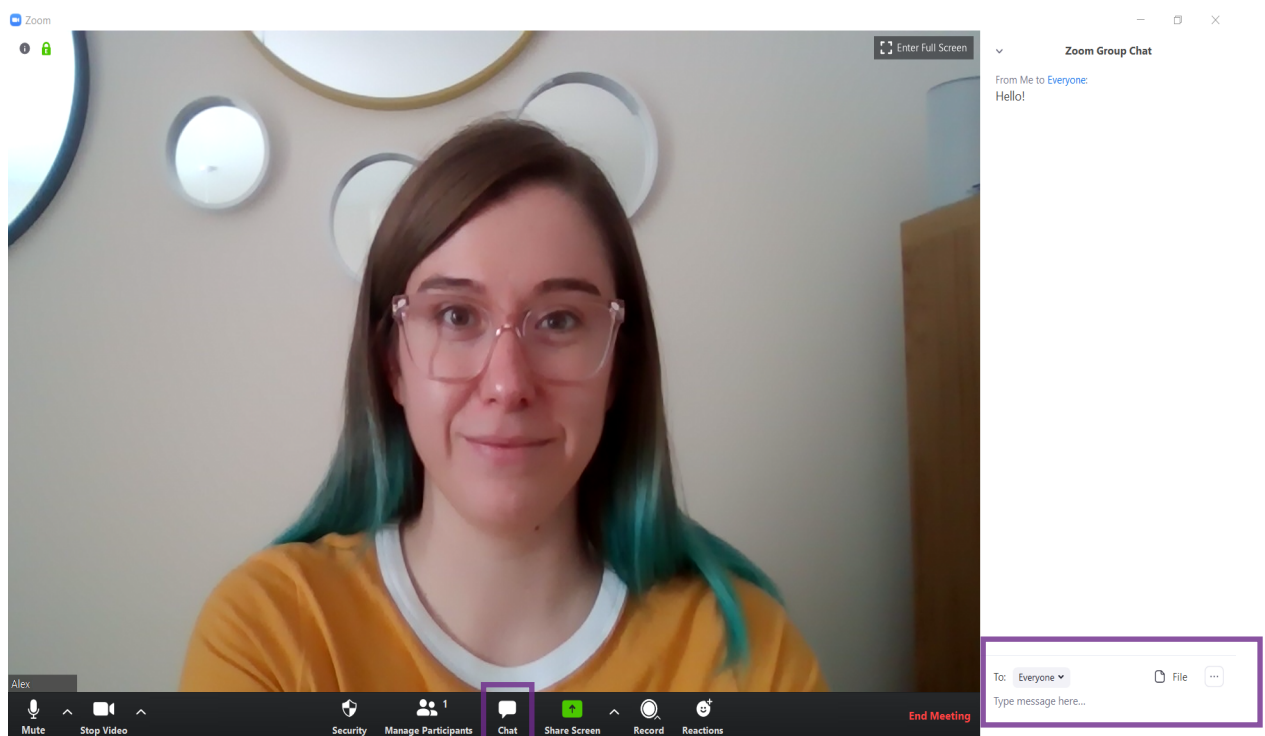
To mute or unmute your microphone. Click the Mute/Unmute button in the bottom left hand corner.



Chat Box

To send typed messages to the group:

1. Click 'Chat' on the bottom task bar.
2. This will bring up the chat box where you can type your message at the bottom.
3. Press Enter when you have finished typing and the message will appear above.
4. Everyone in the meeting will see this message.

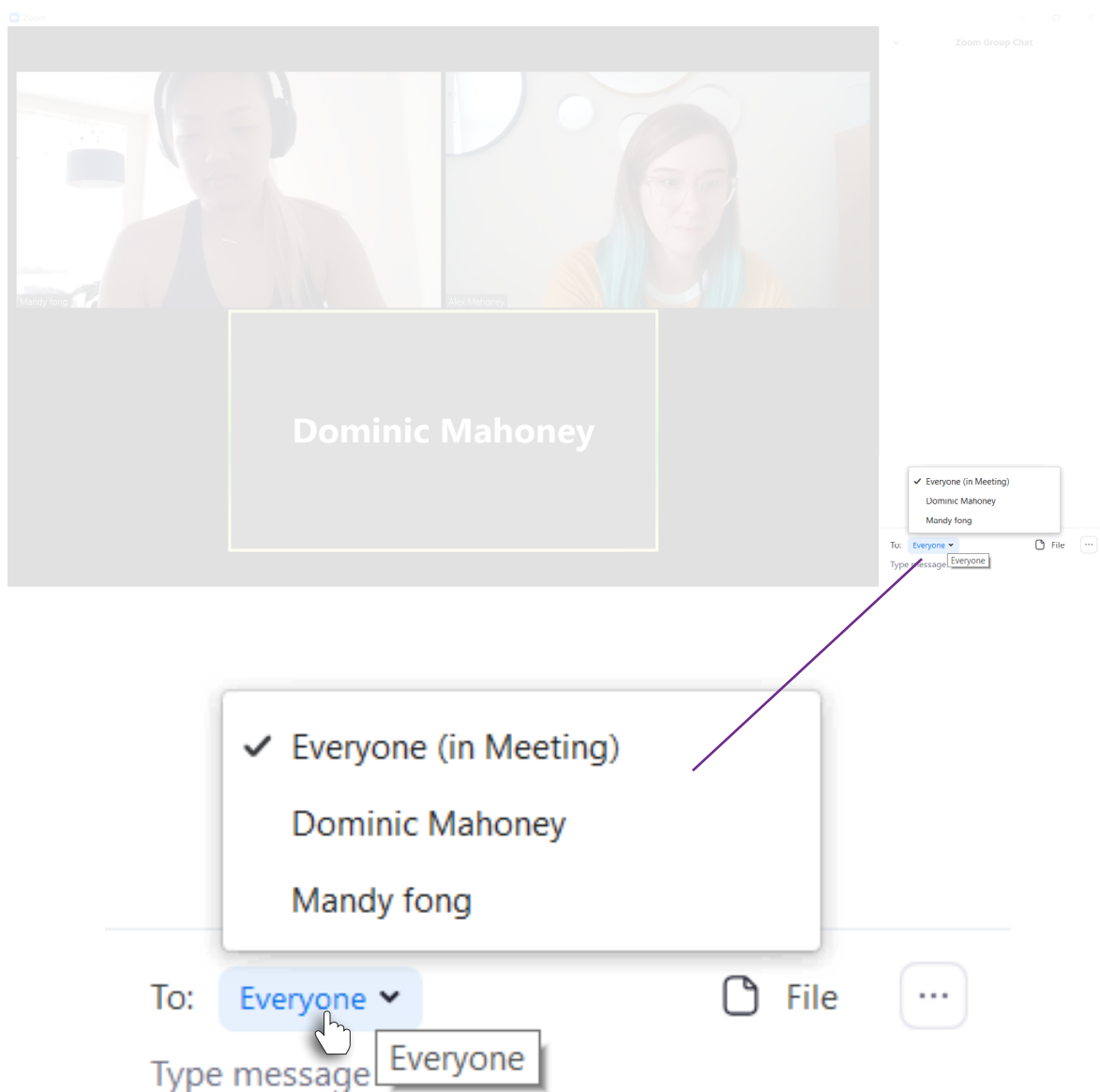


If someone else sends a message, the chat icon will turn orange. Click the Chat icon to read the message.

Sending Private Messages

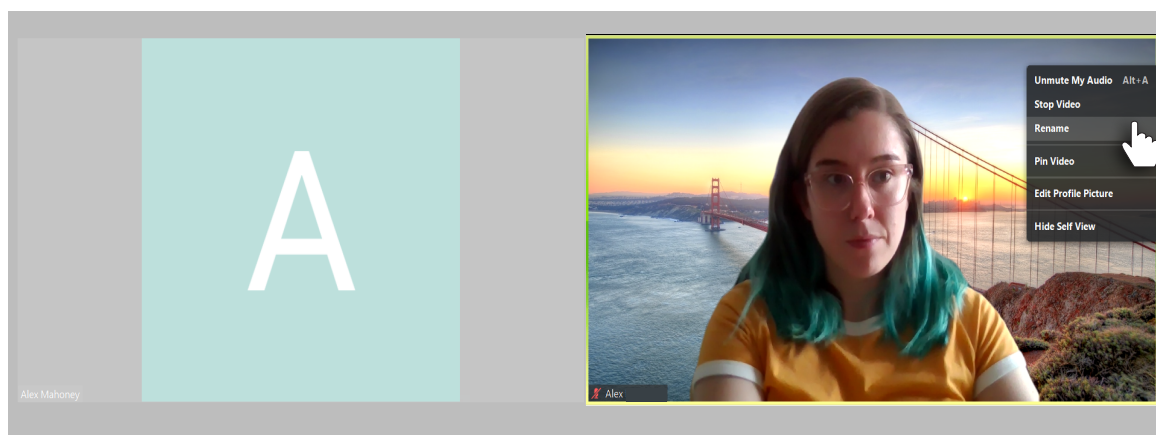
In the chat box you will see your messages are currently addressed 'To: Everyone'. If you would like to send a private message to someone in the meeting:

1. Click on 'Everyone', this will bring up the list of everyone in the meeting.
2. Select the name of the person you wish to message.
3. You can now message that person privately.
4. Change it back to 'Everyone' if you want to message the whole group again.



Change your name during a meeting

1. Scroll your cursor over your video
2. Click the three dots in the top right corner of your video
3. Select rename



Leaving a Meeting

At the end of a meeting the host will end the meeting for everyone, but if you need to leave early, simply click 'Leave Meeting' in the bottom right hand corner.

