



How to join a Zoom meeting

You can join a zoom meeting in different ways.



If you want to see people you will need to connect to the internet.



- Using the zoom app on your mobile phone or computer.



- Using the web browser on your mobile phone or your computer.



- You can also join a zoom meeting using a mobile or landline phone.

You will only be able to hear people.
You won't be able to see people.

Downloading the zoom app

You don't need to use the zoom app to use zoom.

Using the zoom app will allow you to do more.



To download the app



- Search for zoom in your app store
- Click 'download'
- Open the app to join a meeting or host a meeting.

If you are invited to join a zoom meeting you will be sent a link.

The link will look like this

<https://zoom.us/j/XXXXXXXXXX>



When you click the link you will be asked to download the app.
Try to do this 10 minutes before the meeting.

Joining a zoom meeting using the internet on your smart phone or computer



When you are invited to a meeting you will be sent 3 bits of information

<https://zoom.us/j/XXXXXXXXXX>

- A link to join the meeting that looks like this <https://zoom.us/j/XXXXXXXXXX>

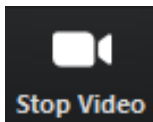


- A meeting code which will have 9 numbers
- A password to join the meeting

If you click on the link you will go straight into the meeting.



If you open the app first, you will need to click on 'join a meeting' and enter the meeting code and password.



If you want people to see you, make sure the video symbol looks like this.

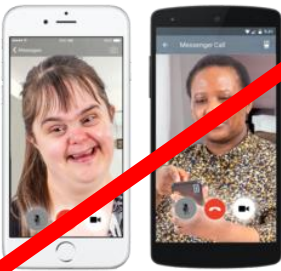


If you **don't** want people to see you, make sure the video symbol looks like this.

Joining a zoom meeting using your phone



You can join a zoom meeting using any phone.



You won't be able to see people and they won't be able to see you.



You will be sent a meeting code with 9 numbers.



Call **0203 966 3809** or **0131 460 119**

When you are asked to, enter the 9 number meeting code, then press **#** on your phone.



You will be in the same meeting as people who can see each other.

They will hear you when you speak.

Tips to make zoom meetings easier

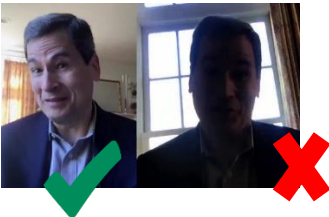
Using a mobile phone or tablet



- Use a stand or prop your phone against something. This will mean your hands are free and others will get a better picture of you.



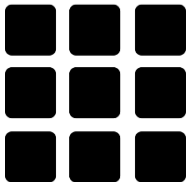
- Use headphones and a microphone if you have one. This will cut down on background noise.



- Have good lighting. Try to have light in front of you, not behind you.



- Make sure your camera and microphone are switched on. They should look like this.



- If you want to see everyone in the meeting, click on the image that looks like this