



ZOOM GUIDANCE

How-to User Guide

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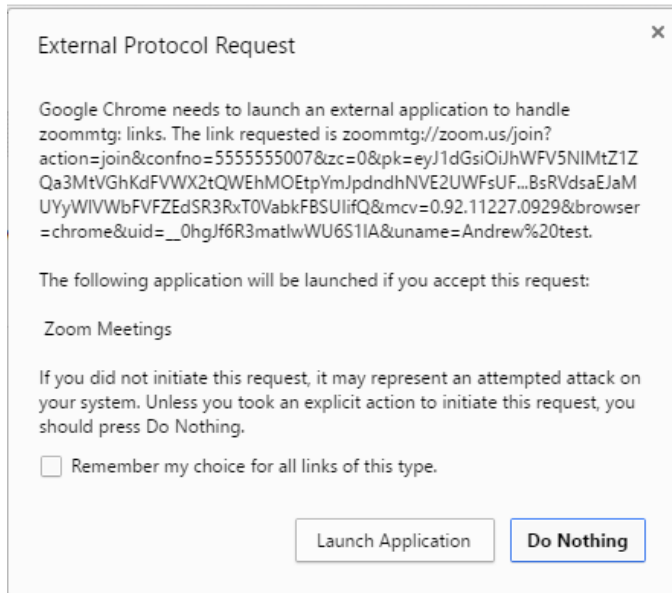
Desktop Computer

Join Meeting

To join a meeting simply go to: <http://zoom.us/join>

You will be asked to input a meeting ID, this will be provided. Alternatively, you may be sent a direct join link in which you will not have to do anything.

You will be prompted to open the meeting using Zoom

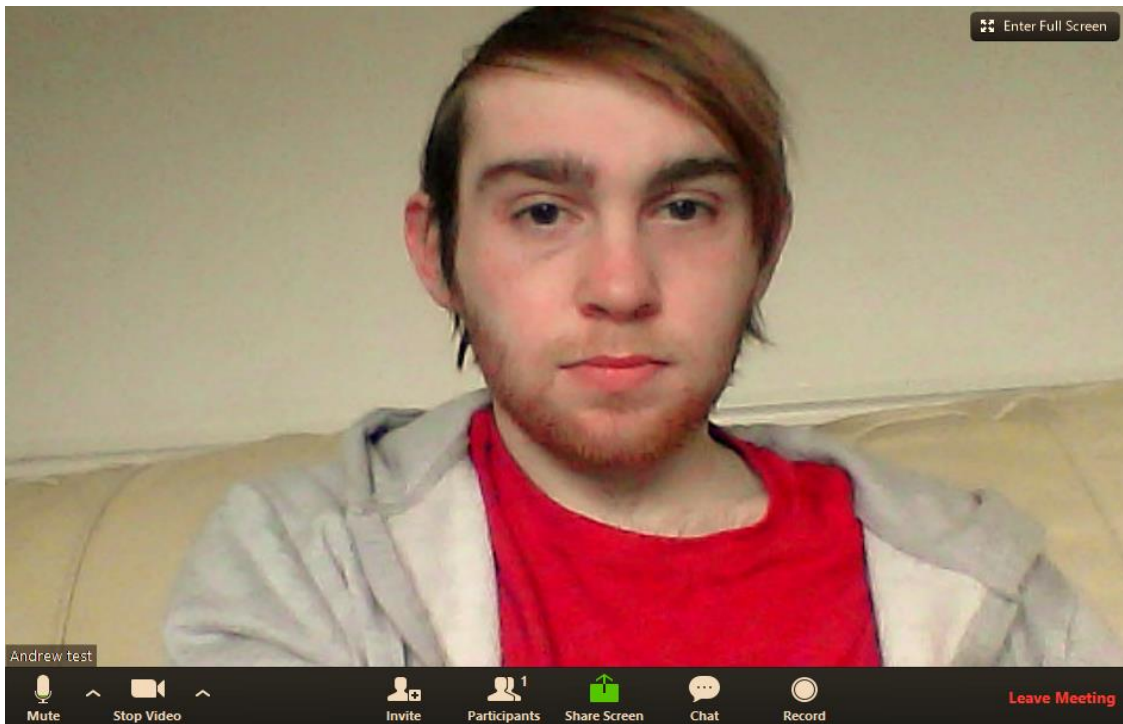


Click Launch Application to proceed. This will take you into the meeting room.

If you do not receive the above prompt, please make sure you download the Zoom application.

In Meeting

Once you have entered the meeting room you will be asked how you wish to enter by phone, computer or other methods. You should use the method you prefer to use and with the correct hardware (e.g. MIC / Webcam).



At the bottom of your screen there will be the following options:

Mute / Unmute: Control your MIC (the upwards arrow will allow you to adjust MIC settings).

Start Video / Stop Video: Control your Webcam (the upwards arrow will allow you to adjust your webcam settings).

Participants: Allow you to see other members also active in the call / session.

Share Screen: Allows you to share your screen with others, good for showing documents etc.

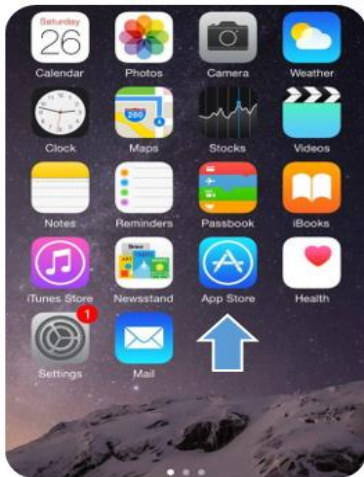
Chat: Great for chatting with everyone or individual people during the Webinar. For example if you are having technical problems you could chat with Andrew, Emily or Scott.

Record: Allows you to record the current session, this will be recorded by Andrew, Emily or Scott and be available to you on replay so **is not required**.

Mobile / Tablet

Download App

The following join meeting guidance is using an iPhone and will differ on androids / tablets. Not all phones or tablets may be compatible.



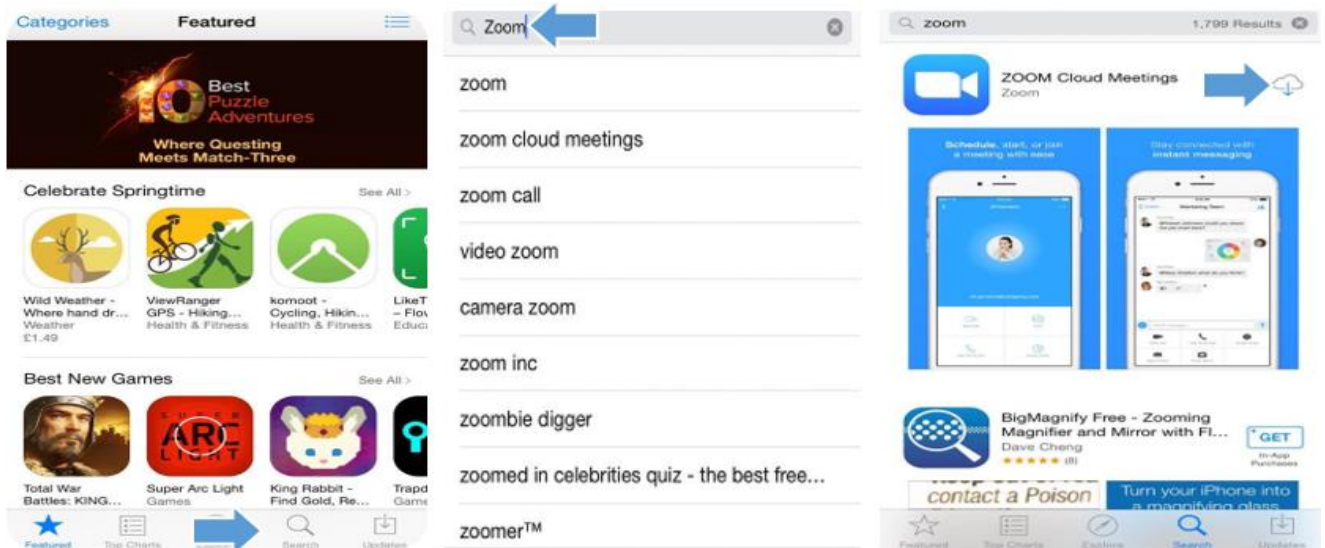
Using your phone navigate to your phones Application Store

iPhone / iPad / iPod: App Store (as per preview)

Android: Google Play

Microsoft: Store

Your phone / tablet store will be named differently depending on the type of phone or tablet you have.



Click **Search** (or Search your App Store)

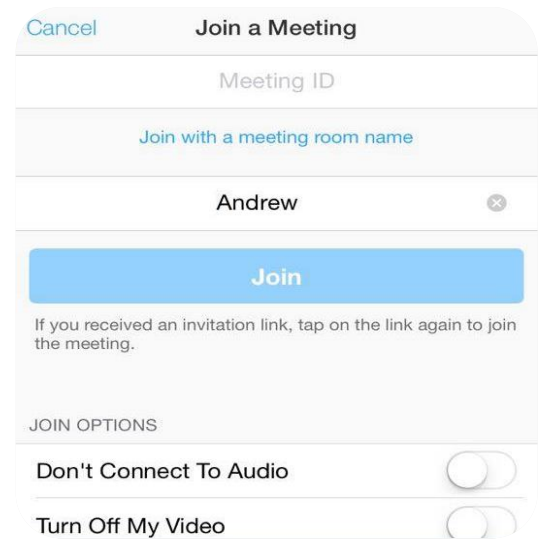
Search **Zoom** in the App Store

Download the **ZOOM Cloud Meeting** software.

If this is not available for download, then this software is not supported on your device.

Join Meeting

1. Open up the Zoom App
2. Click **Join a Meeting**
3. Insert **meeting ID** and a **relevant name** (e.g. Andrew)
(See preview on the right)
4. All done! 😊



Useful Hints/Tips

Gallery View



Andrew will broadcast your camera view whilst you are speaking. This will mean you can see yourself (which some may find distracting). To avoid this, you can click **“Gallery View”** this is located up on the top right hand corner of the ZOOM screen.

Gallery view will allow you to see all other active participants in the room.

Muting your MIC

We recommend that everyone mutes their MIC whilst other people are chatting. This helps to avoid echoing and audio interference. Andrew can mute / unmute your MIC and may do so if you have problems.

Quiet Zone

We highly recommend that you join the call in a quiet zone. This will allow you to take in all the content and enable you to make the most of the session.

Technical Issues

If you experience technical issues please contact Andrew, Emily or Scott and we will do our best to troubleshoot problems with you and offer advice.