



To join a Zoom Meeting on either a Phone/Tablet or PC please follow the instructions below.

Different devices, PC's/phones/tablets have slightly different configurations with the icon bar either at the top or bottom of your screen. With tablets/phones you may have to tap the screen or swipe the top of the screen to find the icon bar.

On a Phone/Tablet

It may be necessary to download the Zoom App from the app store although some phones/tablets will connect through your internet browser. Once you have downloaded the app you will be able to join future meetings through the app.

To join a Meeting

- Click the link that is provided in Snippets or the email invite.
- Open Zoom Meeting when prompted.
- You may be asked for a password which is provided in the email invite.
- You may then be greeted with 'Waiting for the host to start this meeting' please wait.
- When prompted, tap 'Join with video'.
- The message 'Please wait, the meeting host will let you in soon' appears
- While you are waiting there may be an option which asks if you want to test computer audio. It is a good idea to do this then you can be sure that your audio (microphone and loudspeaker) are working properly
- When the host admits you to the meeting
- Tap 'use Internet Audio' or 'Computer Audio' (NOT telephone audio).

On a PC/Mac

You can join a Zoom Meeting through your internet browser without having to set up an account or downloading an app.

If you want to organise your own meetings then you can download the app by going to <https://zoom.us/download> and download Zoom

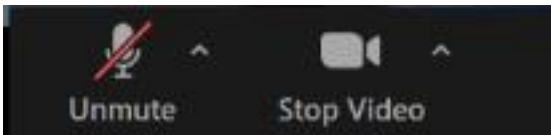
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Other Options

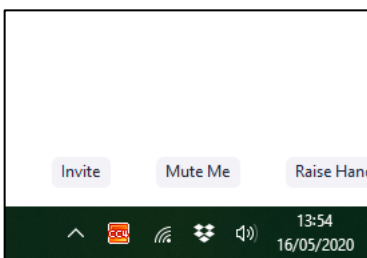
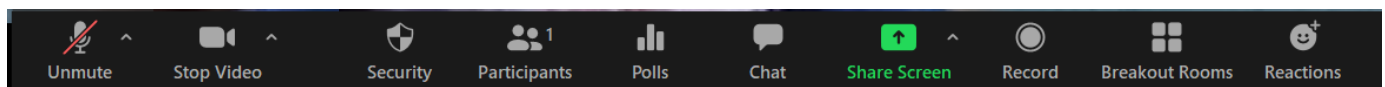
Once the meeting has started the host will mute everyone.



Participants can unmute themselves by clicking on the microphone icon in the bottom left of your screen, or keeping the space bar pressed down

while you talk.

If the task bar is not showing on your screen press the Alt key and a task bar, similar to the one below, will appear.



If you press participants a box appears on the screen with the names of the participants and at the bottom an option Raise Hands. If you press that the host will know that you want to ask a question.

As a security measure it is best if you are known in the meeting by your real name rather than your device name. If your name appears as for example iPad, Galaxy?? or some other device, then you can change it by right clicking on your picture and selecting the rename option.