

Zoom Meetings

Joining a scheduled meeting

- Click on the invitation link that you should receive by email (if you haven't received one for an organised meeting, contact me). This should open up ZOOM.

To the question “Do you want to allow this page to open “zoom.us”? Click on allow.

You will then be asked if you want to join **by video** and then to join **by audio** – please agree to both.

Your screen should then show an image from your own device camera. You may also see others who have already joined the meeting.

There is a **display bar** with buttons for various actions which only shows up when you hover over the relevant area. It varies according to whether you are using a desktop computer/laptop or a tablet/iPad. On PC/Laptop it's at the bottom of the screen. On an iPad it's at the top and shows up when you touch the screen (then disappears after a bit, until you touch the screen again). Using computer/laptop, allows all participants to see everyone at once if there are a lot of people in the meeting, whereas on an iPad there seems to be a limit to how many others can be seen.

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You can change the way you view our participants by **clicking on the bar** and changing the view setting to ‘gallery view’ which enables you to see everyone in the session. Or you can see one large screen and the participant tiles at the top. It is up to you.

If you either can't see anyone else or hear anything when you join the meeting, or if your sound or picture disappear during the meeting, check your audio and video buttons. (Bottom left on PC/Laptop screen)

During the meeting

At any time during the meeting you can mute your audio or pause your video by using the relevant buttons. (Top right of your computer image – hover over this area). Can also use the bottom left Audio options – again hover over this area.

When you want to leave the meeting completely, **go to the bar** click the **leave meeting** button. (Hover over bottom right side of the screen)

Help with using Zoom can be found here

<https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac>