

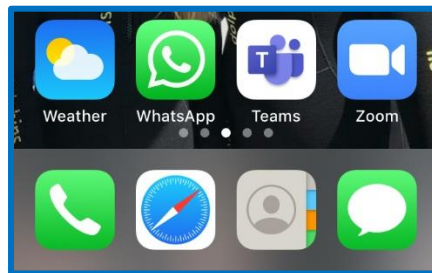


Zoom www.zoom.us

Zoom is a great way to keep in touch with colleagues, but also with friends, family and even teachers.

Putting Zoom on Your Phone or Tablet

- 1) Go to your App Store or Play store. There are different apps depending on your phone or tablet
- 3) Type Zoom into the search bar and click on Search
- 4) Click on Download or Get
- 5) Once it is downloaded you can open the app and an icon will appear on your screen



Signing Up on a Phone, Tablet or Computer

- 6) You will need to create an account and sign up
- 7) They will send you an email to activate your account, just click on the blue button to activate it

Joining a Meeting

- 8) When you open the app or web page you can 'Sign In' or 'Join a Meeting'
- 9) If you have been given a meeting ID and password, type in the details – you can choose to have your audio and video on or off



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Scheduling Your Own Meeting

- 10) Fill in the information about your meeting – time, date, length of meeting
- 11) Choose your settings – if you are the host, you can have more control

A screenshot of the Zoom 'MEETING OPTIONS' settings menu. The menu is a light gray box with a blue border. It contains several settings, each with a toggle switch on the right. The settings are: 'Host Video On' (toggle is on), 'Participant Video On' (toggle is on), 'Audio Option' (with a sub-label 'Telephone and Device Audio' and a right arrow), 'Enable Waiting Room' (toggle is off), 'Allow Join Before Host' (toggle is off), and 'Automatically Record Meeting' (toggle is off).

In a Meeting

- 12) In your meetings section, you will be given a meeting ID to give out to people
- 13) Your video will appear in the corner of the screen
- 14) You can choose to turn video or microphone on and off at any time
- 15) You can also share things with the group
- 16) On a phone you can only see four people's faces at the same time but on a computer you can see more. Swiping over to the left of your screen will ensure the face of whoever is speaking appears on your screen