



Quick guide to Zoom meetings

Zoom is a video conferencing tool which allows anyone with a meeting link (usually sent by email or WhatsApp) to join the call, without needing to set up an account.

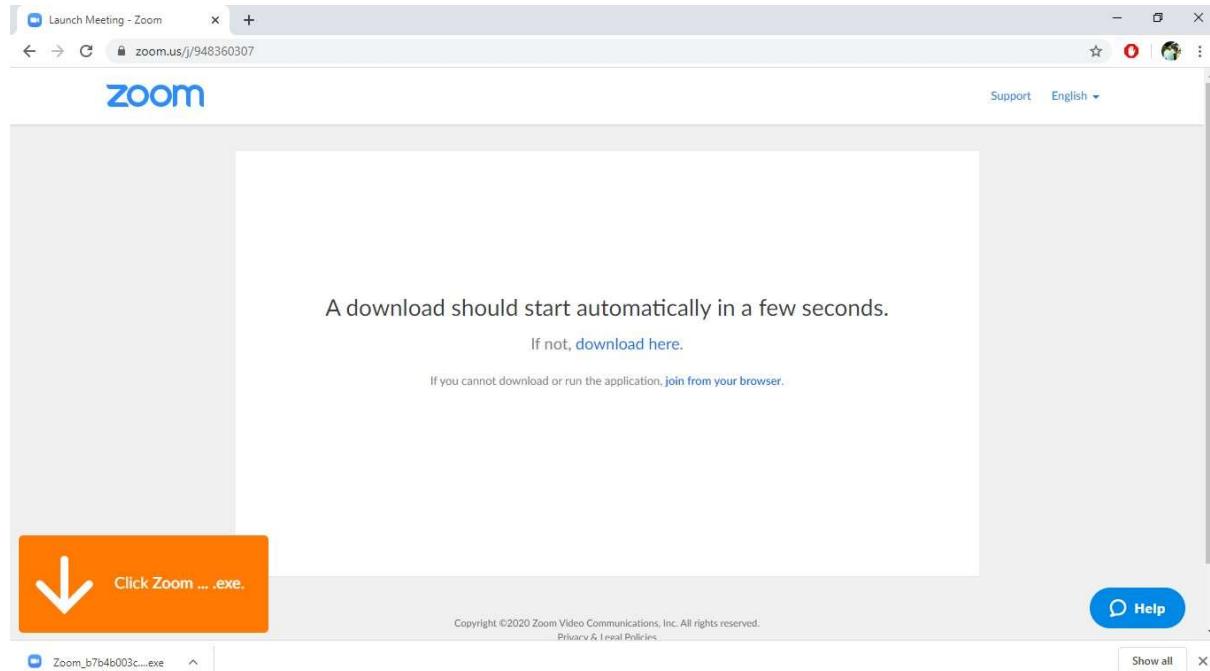
You will need a desktop or laptop computer with camera, speakers and microphone, or a tablet or smartphone.

What to do when you receive a Zoom invitation

The first thing to do when you get invited to your first Zoom meeting is to [download the Zoom app](#) on your computer, tablet or smartphone, even if it's days before the meeting. It should only take a couple of minutes, but it's good to do it well in advance, in case you encounter any problems.

Click on download the "Zoom Client for Meetings" if you are using a PC or laptop. (If you scroll further down the page you can also download the apps for your smartphone or tablet. You can also find this on your smartphone or tablet's app store (eg Google Play) for free by searching "Zoom" within the store search bar.)

Alternatively you can just click the meeting link you've been sent and you'll be prompted to download the app. If you're on a computer, your screen will look something like this:



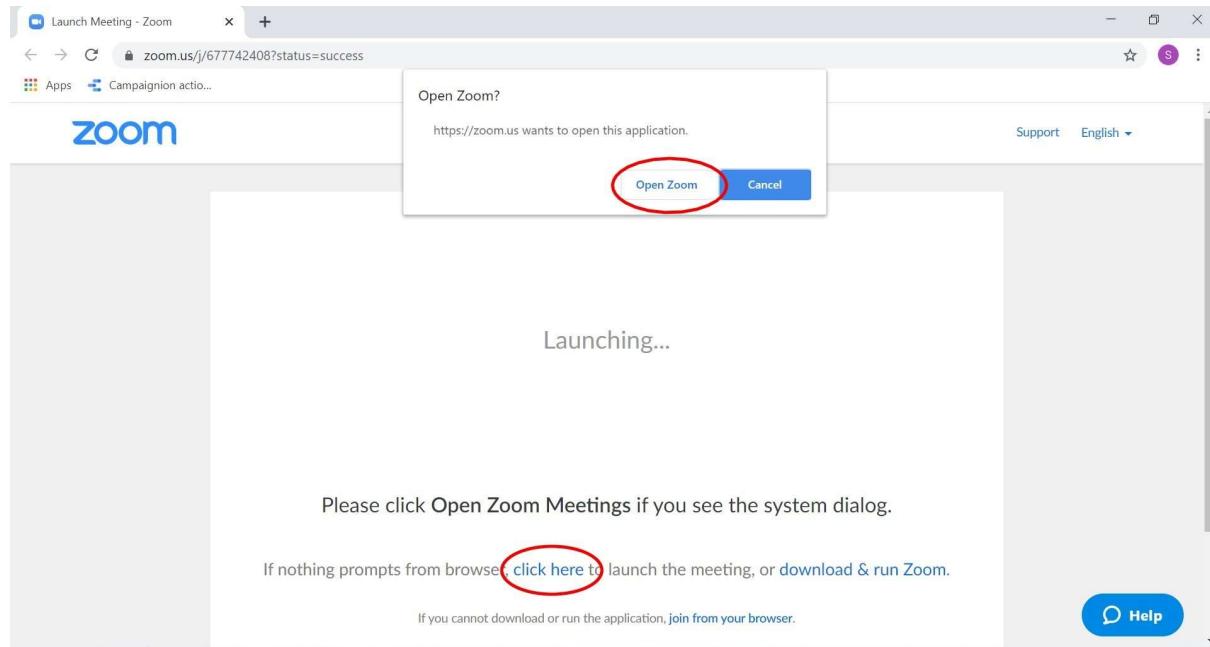
Once you've downloaded the app for your first meeting, you won't have to do it again for others.

Joining the meeting

When it's time for the meeting to start, open the email in which you were sent the meeting link and click on the link to join. It should open a new tab or window.

Joining on your computer

If you're on a Windows computer and have already downloaded the app, you'll then be shown a screen like this:



You'll likely see something similar if you're on a Mac too. Click the "open Zoom" pop-up (or "click here" if that doesn't appear) and follow the instructions to join the meeting with the app.

If you haven't downloaded the app yet, or if it didn't download properly last time, you'll be prompted with an option to download Zoom. If you want to join in your browser (rather than downloading an app) you can click "join from your browser" at the bottom of the screen.

Joining with a smartphone or tablet

On a smartphone or tablet, if you haven't already downloaded the app, you'll be automatically taken to a webpage asking you to download it.

If you already have the app, the meeting should open automatically.

Any problems getting set up, or if you'd like to run a test meeting, do please drop me a line or give me a call.

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