

# HOW TO ACCESS ZOOM



BY KELLY SKILTON

## START HERE

Welcome to Zoom. To get to your meeting, there are two options:



1. Click the ZOOM link that might have been sent to you; or,
2. Go to your internet browser and type in: [zoom.us/join](https://zoom.us/join)

A display window will appear. Here you can enter the Meeting ID number. Then click 'JOIN'.

Await your HOST to begin your gathering

If this is your first time using Zoom, follow along to POINT 2. If you have been on Zoom before, you may SKIP TO POINT 4.



When you are joining Zoom for the first time, you will need to download a file. This process is slightly different depending on what device or program you are using.



**COMPUTER** • When you download this file off the internet, make sure you save the file (this can be anywhere, but a good place to keep it is the Applications Folder). These steps should be written on the screen as you wait for the download to complete. Once downloaded, saved and opened you can move on to POINT 3.



**SMARTPHONE** • You can get Zoom from either the App Store or the Google Play store. To set up, there are simple prompts to follow.



You will be asked how you would like to join your Audio (sound). The best option is to click 'join audio via computer'. (You can select the 'automatically join via this method' for next time.)

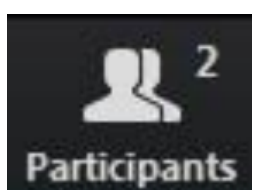


If you are having trouble with hearing or seeing, make sure your volume and camera are switch 'ON'. You may also want to check whether you have muted your camera or microphone in point 5.3

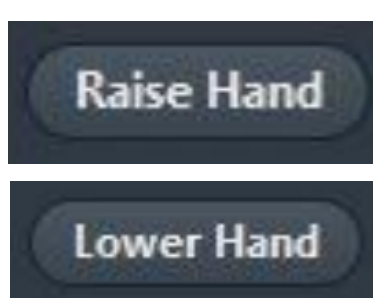


Once in Zoom, there are some extra buttons that we can use to help us all have a respectful time together (particularly as we cannot see body gestures when we are behind our screens):

### 5.1 • RAISING OUR HAND

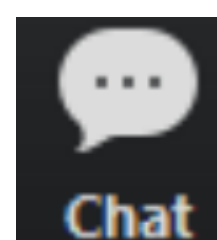


These buttons will allow our host to know when there is someone who would like to speak next in line.



### 5.2 • CHAT MESSENGER

You can type to one another. Click this button, and then select either EVERYONE or THE NAME of who you want to type to.



### 5.3 • SOUND & CAMERA

These buttons, when a red strike is through them, mean you are turned off to others.

