

ZOOM MEETINGS – JOINING & GENERAL INFO

If you are not familiar with Zoom please read the instructions carefully.

Prior to the meeting you will be sent an email with the codes/weblink you need to join the meeting.

Please note that for PC and Laptop you need to have a camera and microphone facilities.

SOUND:

The host is able to mute participants in order to make sure they do not all speak together. He/she usually mutes everyone once they have all joined and said hello. You will be able to hear what the host or specific unmuted people are saying.

(For very large meetings everyone can be muted to start off with.)

RECORDING MEETING: The host can record meeting if everyone agrees. (Helpful if minutes are required.)

HOW TO JOIN THE MEETING

The instructions differ slightly depending on what device you are using.

For iPhone/smartphone you will need to download the Zoom App in advance. Prior to meeting, open the app and enter the Meeting ID and password which are given in invitation/email. Join the meeting - enabling audio and video. (However, you will only be able to see a few participants at once and will need to scroll up and down to see different people. It is usually best to have your screen in landscape if you can.)

For PC, Laptop and Tablet simply click on the **https** link given in the invitation/email.

ALL:

You will be asked if you wish to join the meeting, click yes

You may be prompted to join with audio and you need to say yes.

You may also be prompted to join with video and you will need to say yes.

You should then come to a screen saying that the host will need to admit you so just wait until that happens.

Once you are admitted you should see the host and other attendees. However, if it is a very large meeting you may only be able to see the host and not everyone else, as the host can switch off this facility.

PC and laptop

- Make sure you are in Gallery view - move your mouse/cursor and you should see some icons along the top of the screen and along the bottom. There should be one looking like a square of dots and will say gallery if you hover over it, click and you should see everyone who is in the meeting.
- Look also at the video and audio icons and ensure you have these on.
- All being well you will be in the meeting

For Tablet users

Once you have clicked the link and have joined the meeting if you touch the screen you should get a dropdown list offering you Gallery view to click, also the audio and video controls. You should be able to see at least 9 people at once. If there are more of us you will need to scroll the screen down and up to see other people.