

## **Zoom Step-by-Step Guide**

This guide is designed to get you up and running on Zoom.

### **Accessing Zoom on a Phone or Tablet (set-up):**

- Download the 'Zoom Cloud Meetings App' from the App Store (iPad/iPhone) or Google Play (Android devices - Samsung, Huawei etc.)
- Once you have the app downloaded you do NOT need to sign up in order to accept incoming Zoom calls. However if you want to host Zoom calls you can sign up for a free account if you wish.
- Your event confirmation email will contain the link you need to join, the meeting ID and password, which is all you need to access the online event.
- 10 minutes before the start time of the event open the app on your phone or tablet, and choose 'join a session'. It will ask you for the meeting ID.
- Enter the meeting ID and ensure that you do NOT select either 'turn off my video' or 'don't connect to audio'. Leave both options greyed out.
- Enter the password if you are prompted to and you should be directed into the event.

### **Accessing Zoom on a Computer/Laptop (set-up):**

- Go to [www.zoom.us](http://www.zoom.us) and click 'join a meeting'
- This should start to download the Zoom application to your computer.
- Install the application on your computer.
- At this point you have two options - either sign up for a free Zoom account, or don't sign up – you do not need an account to access an incoming call.

### **Entering a Zoom Call if you sign up for an account on a computer/laptop:**

- Your event confirmation email will contain the link you need to join, the meeting ID and password, which is all you need to access the online event.
- Open the app on your computer, (sign in if you aren't already signed in) and choose join a session. You may enter straight into the meeting/event (once the host has allowed your access) or it may ask you for a meeting ID
- Enter the meeting ID and ensure that you do NOT select either 'turn off my video' or 'don't connect to audio'. Leave both options greyed out.
- Enter the password and you should be directed into the event.

### **If you don't sign up for a Zoom account on a computer/ laptop:**

- Your event confirmation email will contain the link you need to join, the meeting ID and password, which is all you need to access the online event.
- Go to [www.zoom.us](http://www.zoom.us) website and click on 'join meeting' again. This time it will ask you for a meeting ID. Enter that and ensure you leave your video and audio switched on.
- Next it will ask you for the password. Enter that password and you should be directed into the event.

**Once in the meeting:**

- To mute your microphone – the option to mute/ unmute your microphone is found in the bottom-left part of the black menu tab
- To stop or start your camera - the option to mute/ unmute your microphone is found in the bottom-left part of the black menu tab
- To change your background (Zoom let you have a photo as a back drop to your video call). To set up a virtual background on your Desktop/Laptop: save your desired background photo onto your computer, whilst in the call go to the 'start/end video button' in the bottom left corner, select the upward arrow to the right of the button and choose 'choose virtual background' from the dropdown menu.

To set up a virtual background on another device, go to the desktop app, "Settings," and choose "Virtual Background." You will be prompted to download a virtual background package and then you can try out different screens or add your own image. Once you've enabled and selected a virtual background, while in a meeting, you can toggle them off/on next to the "Stop Video" tab.