

## Download Zoom from App Store or as a Programme onto your PC

- Once downloaded, you need to log into Zoom

## Setting Up a Meeting

- Go into Zoom and set up all the people who you want to invite to the Meeting as CONTACTS. You just need to know their email address. By doing this, they receive an email to join Zoom. You can then see on the system when they have seen and done this.
- Click on NEW MEETING, to set up the Meeting. My friend says you can pre-schedule this but I have not tried this yet. You will be the Host of the meeting and effectively control it.
- Click on 'PARTICIPANTS' to invite people - they will then get an invite to join Zoom

## Joining a Meeting

- Pre-register with Zoom before meeting. Zoom available on the App Store or as a program
- Wait for Host to send you an invite via email before then going into Zoom via the link in the email
- Click on the **link to the Meeting** in the email to access the meeting
- .NB some interference can be caused if an iPad, say, is held rather than propped up against books for example
- Ensure 'Call using Internet Audio' when go into the meeting screen
- Ensure the Video camera is clicked on – called 'Start Video'. This is on the top right of screen which you need to touch to find on an iPad.
- Click on 'Gallery' to see all participants who are in the meeting. On LHS of screen. Again, need to touch screen to find on iPad.
- The picture of the person speaking is outlined in green. The App though works like a normal conversation where you can interrupt and continue. In some instances, you might want to formalise this and ask people to raise their hand if they want to talk and the Host/Chairman can then ask you to speak
- 'Leave Meetings' and 'End Meetings' are on the top left of the screen on an iPad when you touch it
- Meetings are only free for 40mins but it is relatively quick and easy for the host to set up a second meeting immediately.
- It says it can be used for up to 100 participants. I have not used it for more than 5 and I think the screen would be too full for more than, say 20, but it might be worth trying
- 'Share Content' allows you to share with all participants anything else that you open on your screen – haven't really used that but could be useful to share photos or slides?