

Step by Step Simple Guide on How to use Zoom for the first time

Zoom is a website or application that enables you to connect with people over the internet anywhere in the world. You can see and hear other people via zoom.

What do you need to do?

- You will need a device such as a computer, laptop, mobile or ipad/tablet that is connected to the internet
- You will then need to download the Zoom app. You can either download the app before you start your first session or you will be prompted to download the app when you get a zoom invite.
- To download the app, go to the place on your device where you normally download apps,



For Apple devices, ie iPhone or iPad look for the logo App Store

For all other devices you download apps from the Google Play Store and the logo looks like this



- You can Search for the word Zoom in your store and you need to select the Zoom cloud meetings

option which looks like this



- Download the app and complete any prompts that your store asks, you should now have the Zoom app on your device

WHAT HAPPENS AFTER YOU DOWNLOAD THE APP

- The person who is the organiser of the Zoom session will send a link to you via email or whatsapp. This link will give you access to the session. The link looks something like this one

<https://us02web.zoom.us/j/86092645504?pwd=V3gzUkFSWUk5eINoWIFuOHhBaUVXUT09>





- Along with the link they will also send you a Meeting ID and Password which will look something like this

Meeting ID: 860 9264 5504

Password: k9FrRH

- A few minutes before the meeting or during the meeting click on the zoom link you have been provided with
- The next screen should show an option to Join a Meeting and you need to click it (Wait for the organiser to allow you access if you are there few minutes earlier)
- You may then be asked to type in the Meeting ID and then the Password which you will have been provided
- You are into the meeting now...

FEW THINGS TO CONSIDER WHILE YOU ARE CONNECTED

- To join with video  which allows you to see others and others to see you - this can be turned on and off during the session
- To join with audio  this will allow you to hear others and for them to hear you, this also can be turned on an off during the session
- You should now have gained access to your session During the session
- At any time during the meeting you can turn the video and sound the on or off.
- If you have not downloaded the Zoom app first and just click the link the session host has provided you may be prompted to download the Zoom app. Follow the instructions on your screen to do this. If this does not happen follow the instructions at the start of this sheet to download the Zoom app.
- If you cannot see or hear the other people in the session your video and/or your microphone is switched off. Find the video camera icon  and/or microphone icon  at the bottom of the screen and turn the relevant one on.

Enjoy!