

## Instructions to join a Zoom meeting on a PC/ laptop

### Please watch both of these videos before reading the rest of the instructions

[https://www.youtube.com/embed/hIkCmbvAHQQ?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/hIkCmbvAHQQ?rel=0&autoplay=1&cc_load_policy=1)

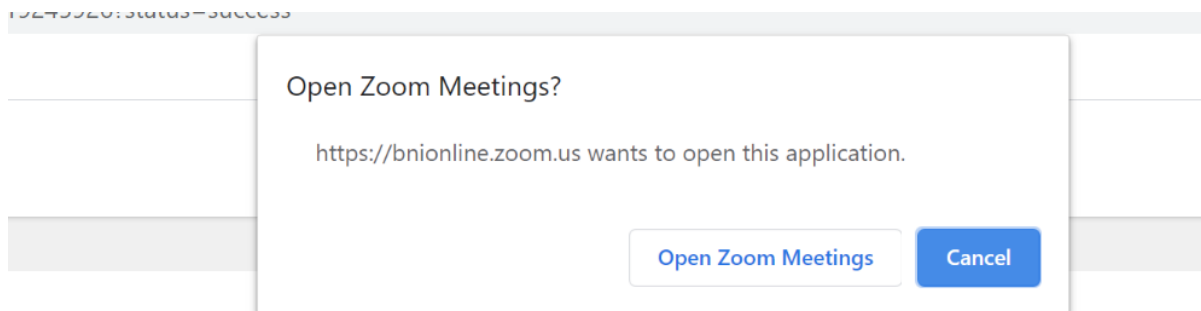
[https://www.youtube.com/embed/-s76QHshQnY?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/-s76QHshQnY?rel=0&autoplay=1&cc_load_policy=1)

NOTE – if you do not have a camera and microphone built into your PC, you may wish to use a tablet/iPad or a mobile phone with the Zoom app installed, instead. If you are not sure, the best thing is to have your tablet or phone to hand with the app installed, ready to use instead. Even better, we recommend that you go to a ZOOM test meeting in advance using this link:

<https://zoom.us/test>


If you are asked to download software, please say yes.

Click **'join'** on the screen and you will then be taken to the below, on which you should click **'Open Zoom Meetings'**



You will then see this and you should click on **'Test Computer Audio'**

— ×

 **The host has another meeting in progress.**

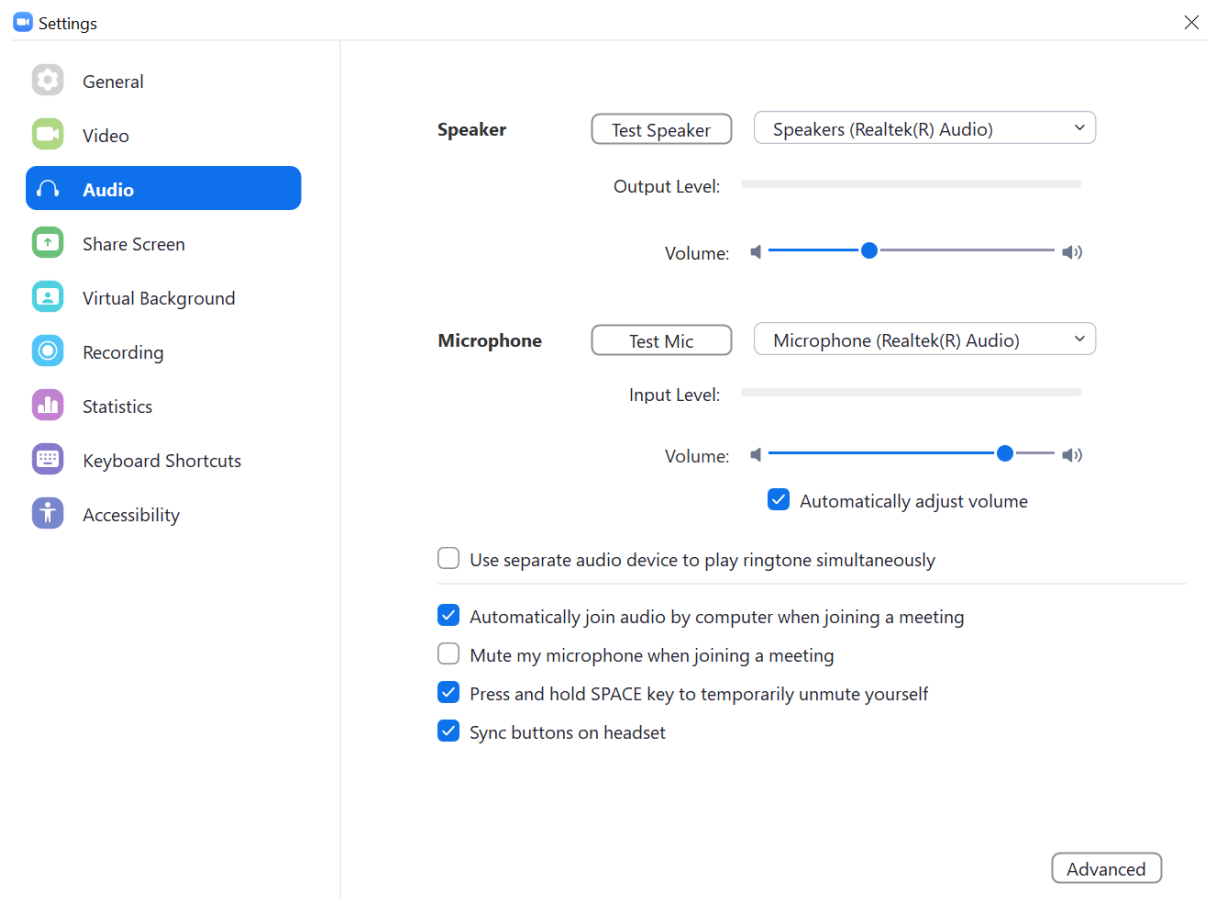
Start: 12:32 PM

us04 test's Zoom Meeting

[Test Computer Audio](#)

If you are the host, please [login](#) to start this meeting.

You will then see this:

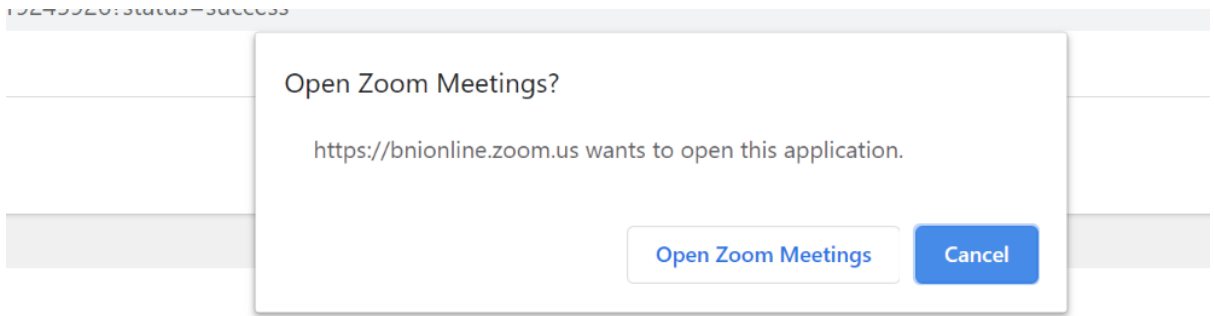


On the above main picture, click **'Test Speaker'** and then **'Test Mic'** (it will ask you to speak).

When you are finished testing speaker and testing your mic, on the left-hand menu, above audio, click **'Video'** and you can check if you will appear with video. If you do not, now might be the time to switch to a tablet/iPad.

### To start a real meeting:

1. Click the link you have been sent for the meeting which will automatically open zoom in a browser (internet) for you as it did for the test above.
2. The first time you do this you may be asked to download some software (if you didn't do the test). Please say yes.
3. The box below may likely pop up and you should click on **'Open Zoom Meetings'** (as it did on the test)



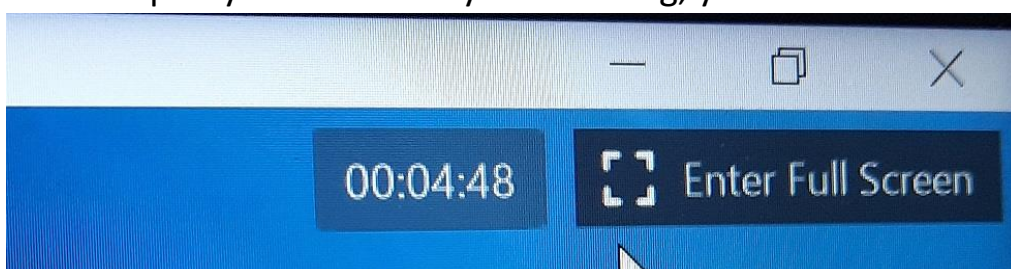
4. You will now be taken to the beginning of the meeting and you may be given another chance to check your video.
5. You may be asked to wait in a **'Waiting Room'**. Don't worry, the host of the meeting will know you are there. They will then connect you to the meeting.
6. At the beginning of the meeting, at the bottom of your screen you will see this



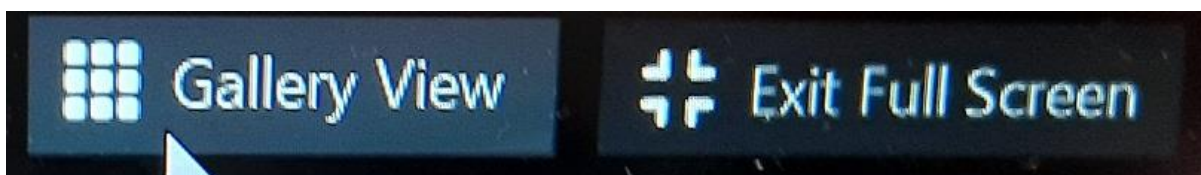
If you click on the **Mute/Unmute** (microphone button), you will be able to be heard. When you click on the **Start Video** button, you will be able to be seen (if you have a camera on your laptop /PC). The red lines mean you cannot be heard/seen.

Please note the host may mute you during the meeting when someone needs to be heard, but will unmute you when you can speak.

7. At the top of your screen in your meeting, you should see this:



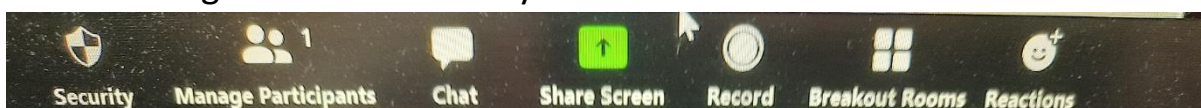
If you click on Full Screen, Zoom will fill the entire screen of the computer. When there are multiple people on you can use that same area to change to '**gallery view**' (where you can see all the other participants)



Or '**speaker view**' (where you can see the person speaking only).



8. Once you are into the meeting properly you will also see some of the following on the bottom of your screen



You can click on reactions to get a clapping hand picture or thumbs up picture – useful when you are muted. Or if you want to chat about what is happening you can click chat to type something to everyone or just to one person.

### **During the meeting**

9. At some point the meeting host may share their screen if they have some visuals for you. At this point you may want to come away from '**speaker view**' if you are on it, and make the visuals bigger. You will see the people speaking on the right hand side, and the

screen share on the left hand side. You can use the vertical lines to drag the shared screen bigger or smaller. When you hover over the vertical lines, the cursor will become horizontal with two arrows like this:

