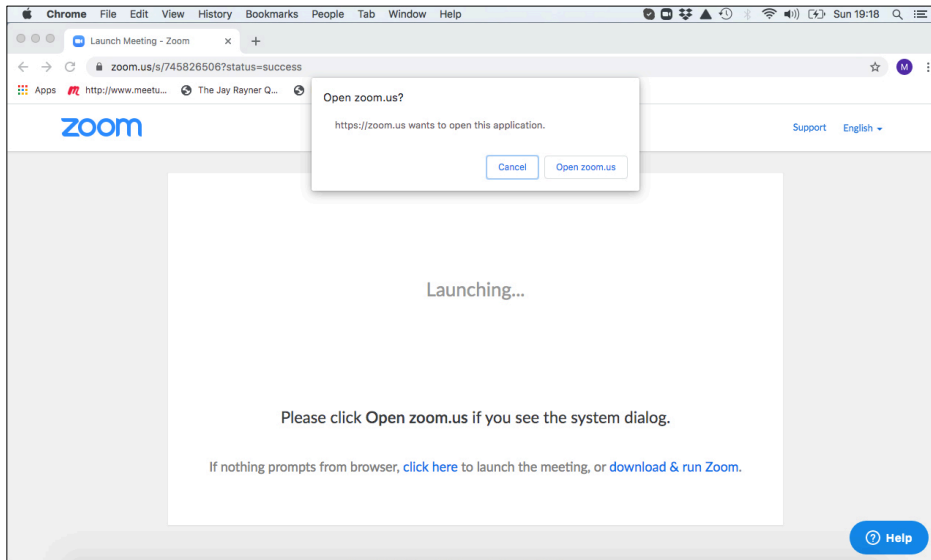


How to join a Zoom meeting

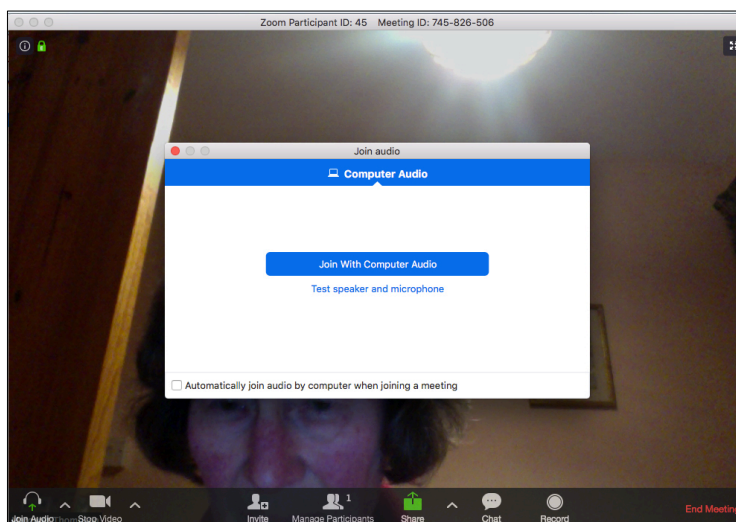
1. If you have been sent a link to join a 'Zoom' meeting, the link will look like this:

<https://us04web.zoom.us/j/745826506>

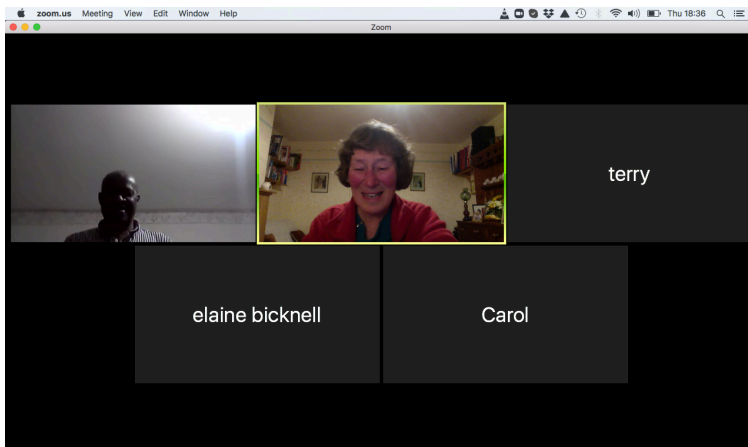
2. You will also have been given a date and time to join this meeting so, when it is due to take place click the link and a new window will appear in your browser – please note I have found Zoom is not supported by Safari on my laptop but works fine with Google Chrome and Firefox:



3. Click 'Open Zoom.us' and you will be taken to another screen. It might take a minute or two to open this as your computer or laptop's camera will need to be started. Another window will appear on this screen that looks black until the camera is activated and you will see yourself.
4. You will be directed to another screen that will ask for a 6-figure password. This came into force from 5 April 2020 following episodes of 'Zoom-bombing' and is a security measure.
5. Then, click to join the meeting and you will be directed to join – you may have to wait as the host may hold you in a 'waiting room' and once he / she approves your entry ... you are in!



6. The next screen will show the other people taking part as well as a 'thumbnail' picture of yourself – in the picture below you can see me in the top middle:



7. When you want to come out of the call, simply click the 'leave meeting' at the bottom right of the screen. You will be asked to confirm and then you will have left the meeting.
8. It is possible to join a Zoom meeting using your smart phone. You will need to upload the 'Zoom' app for your phone. To join a meeting, click on the app to activate it and then click 'join a meeting'. Then simply key in the 'meeting ID' in the top of your screen. Using my link above as an example, it would be: 745826506. Again, you will also be asked for a password – see item 4 above. Then tap on 'join' and you are in. Close by tapping 'leave meeting'.