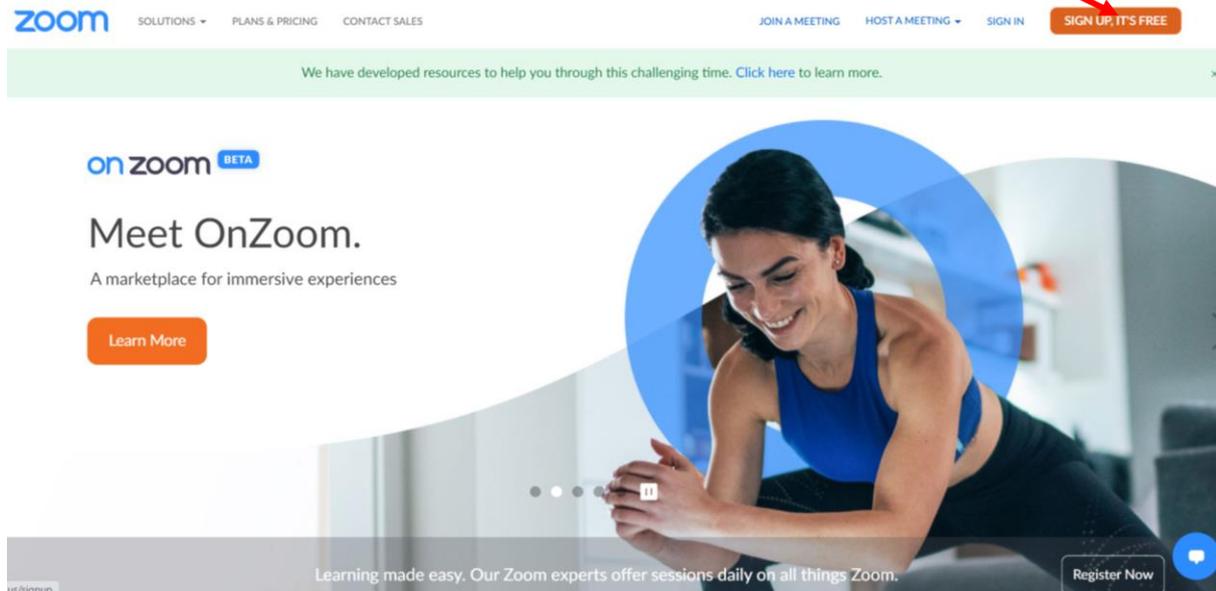




A brief guide to using Zoom

IF YOU CHOOSE TO REGISTER

1. REGISTER by clicking <https://zoom.us/> and selecting the Sign Up! It's Free! tab



2. If you wish to register with Zoom then you must have an e-mail address. Insert these details here.

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Sign Up Free

Your work email address

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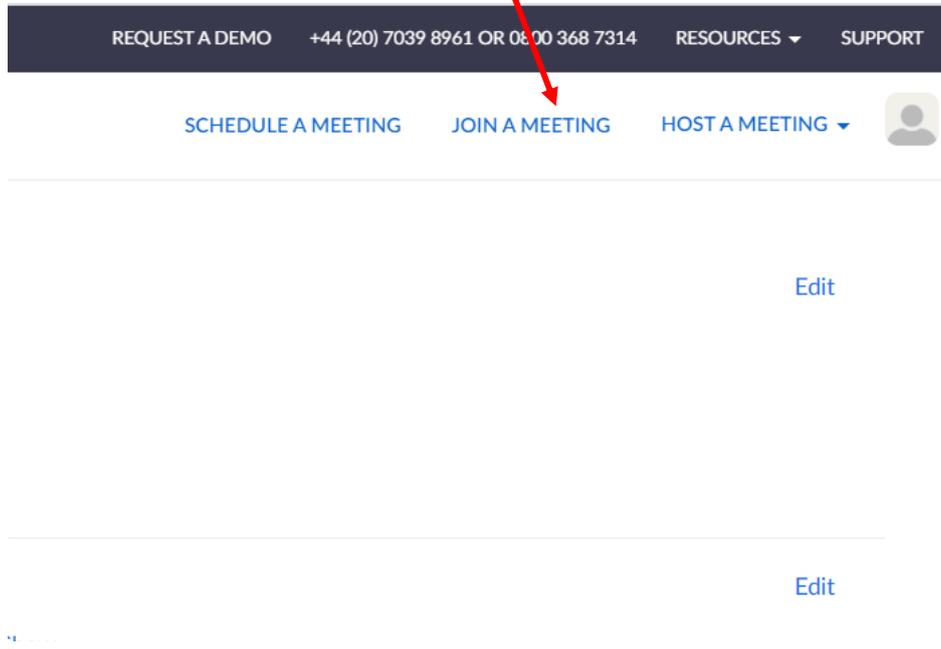
Sign Up

Already have an account? Sign in.

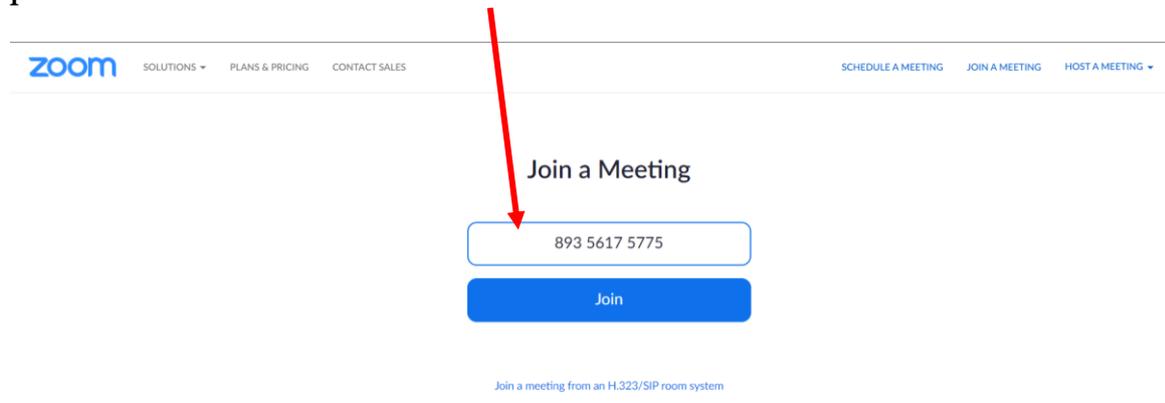
Or sign in with

SSO Google Facebook

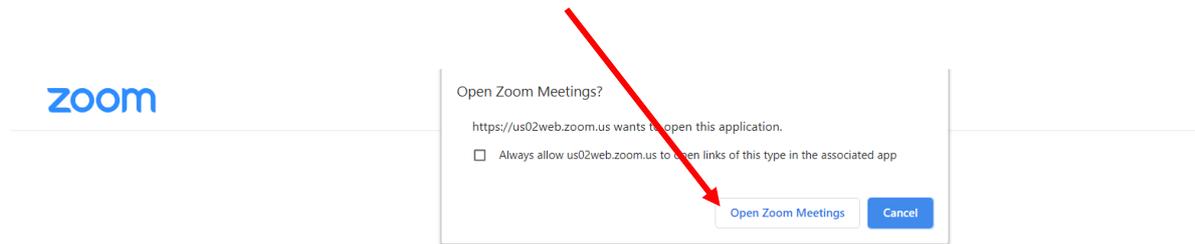
3. You will have the option to plan a meeting in advance (Schedule a Meeting), to join a meeting (Join a meeting) or play host to your friends (Host a meeting). For the purposes of this demo, we will select 'Join A Meeting'.



4. If a friend is hosting Zoom, they will send you an e-mail and you simply click on the link to enter the room. If you find the link does not work, you may type the Meeting ID provided in their e-mail at this point. A passcode will be required to be input at this point.



5. If you are not taken directly into Zoom at this point, click on the ‘Open Zoom Meetings’ prompt to enter the meeting.



Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below



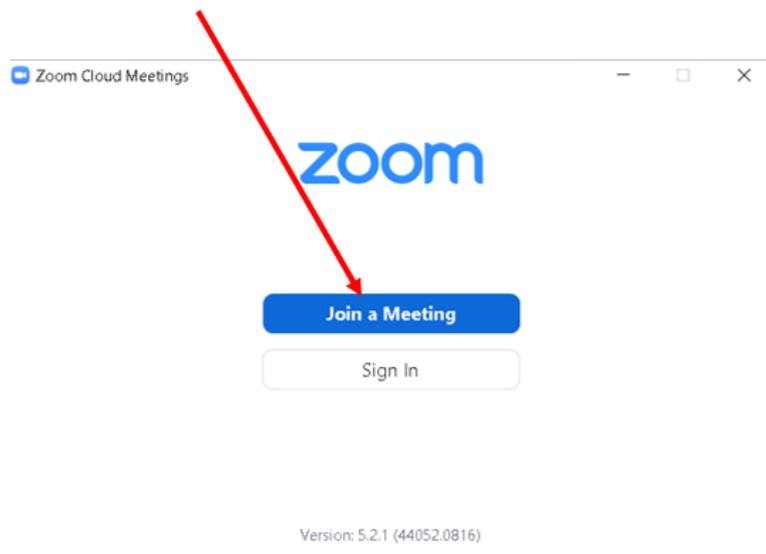
Don't have Zoom Client installed? [Download Now](#)

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6. Now you should be able to see your colleagues. The option to switch on/off camera and microphone will become available.

IF YOU CHOOSE NOT TO REGISTER

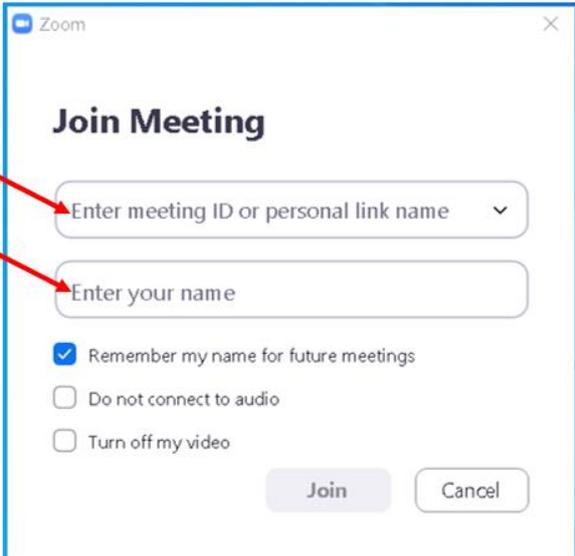
7. If you choose not to register, click on the website <https://zoom.us/> and click on ‘Join A Meeting’. You do not need an e-mail address to use Zoom – you only require the codes (Meeting ID and passcode).



8. The organiser of the meeting (who must be registered with Zoom) can pass you two key details over the phone, by e-mail, by text or preferred method of communication. These are:

Meeting ID
Passcode

Upon entering the Meeting ID (and your chosen name for appearing onscreen), you will be prompted for the Passcode, and thereafter connected the same way as steps 4-5.



Zoom

Join Meeting

Enter meeting ID or personal link name

Enter your name

Remember my name for future meetings

Do not connect to audio

Turn off my video

Join Cancel

****Note that tablets and smartphones must download the app for Zoom to work****