

GUIDE: HOW TO INSTALL AND USE ZOOM TO JOIN A WEBINAR

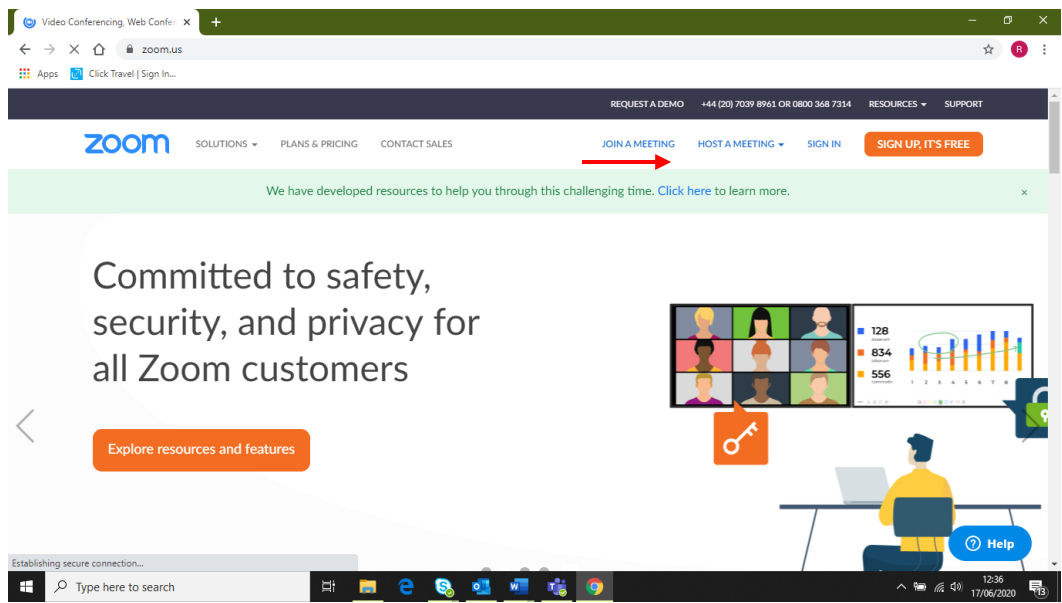
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Installing Zoom for Laptops/PCs

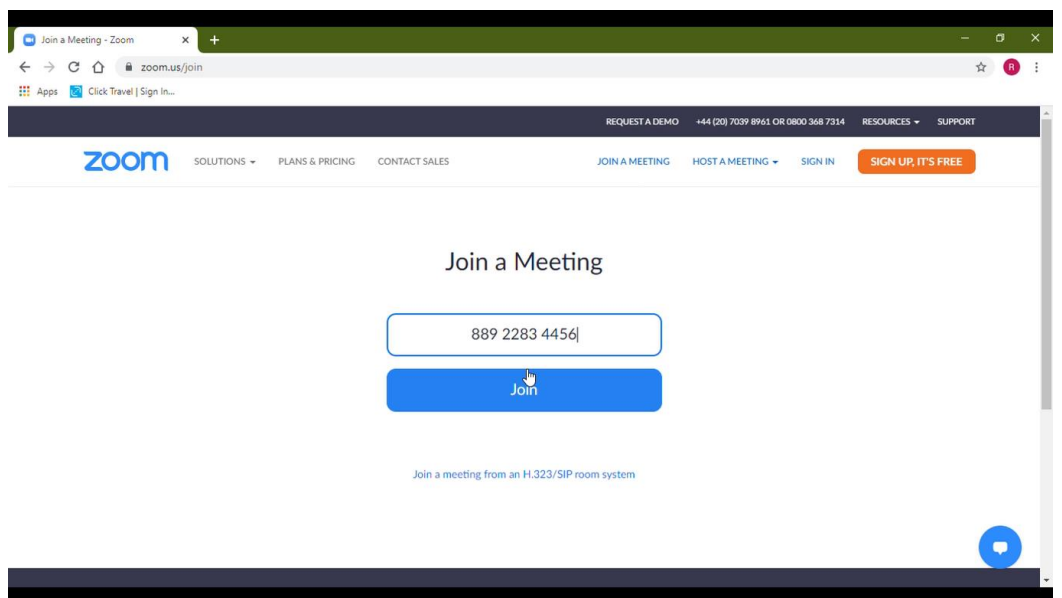
Step 1

Go to the website zoom.us and click join meeting



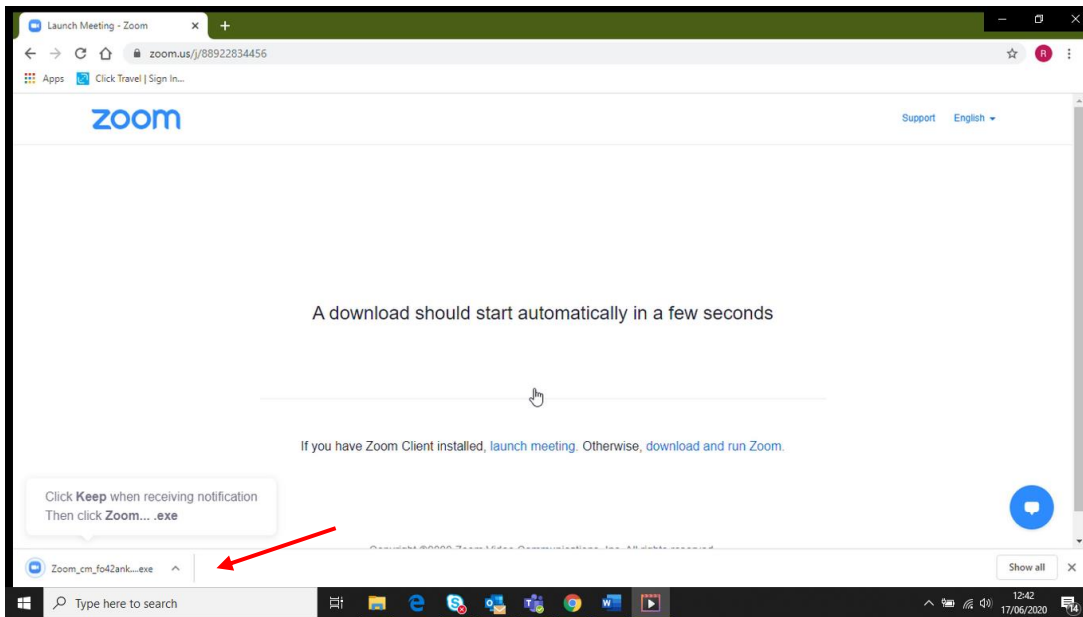
Step 2

You will then be asked to type in a Meeting ID. Type this in and click join.



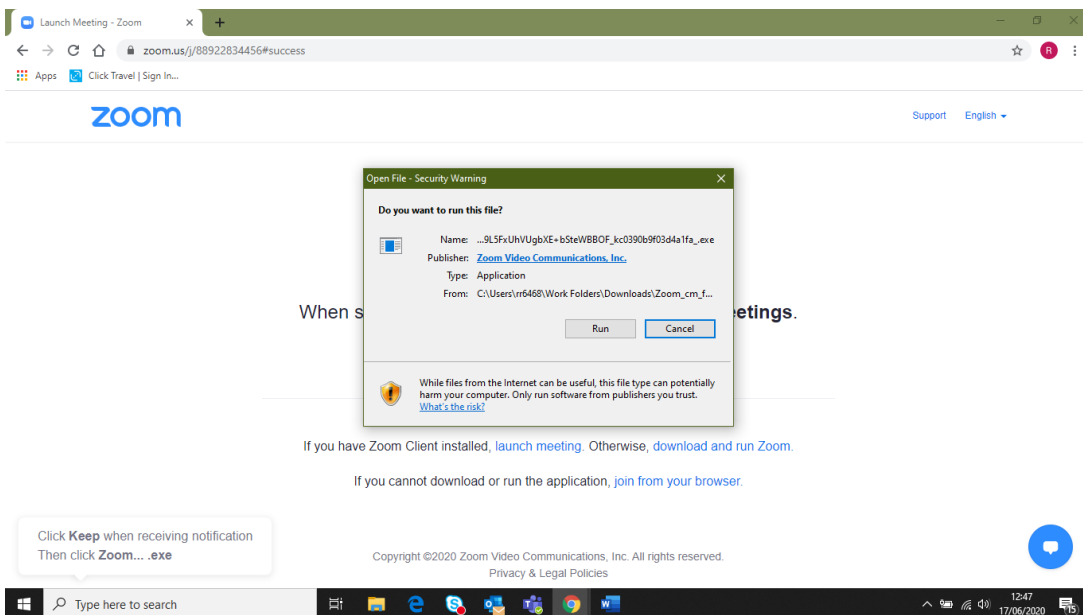
Step 3

It should then start automatically downloading Zoom. If it does not start automatically, click download and run zoom to start the download. Once it has downloaded click the Zoom folder on the download bar.



Step 4

Click run and zoom will then install.



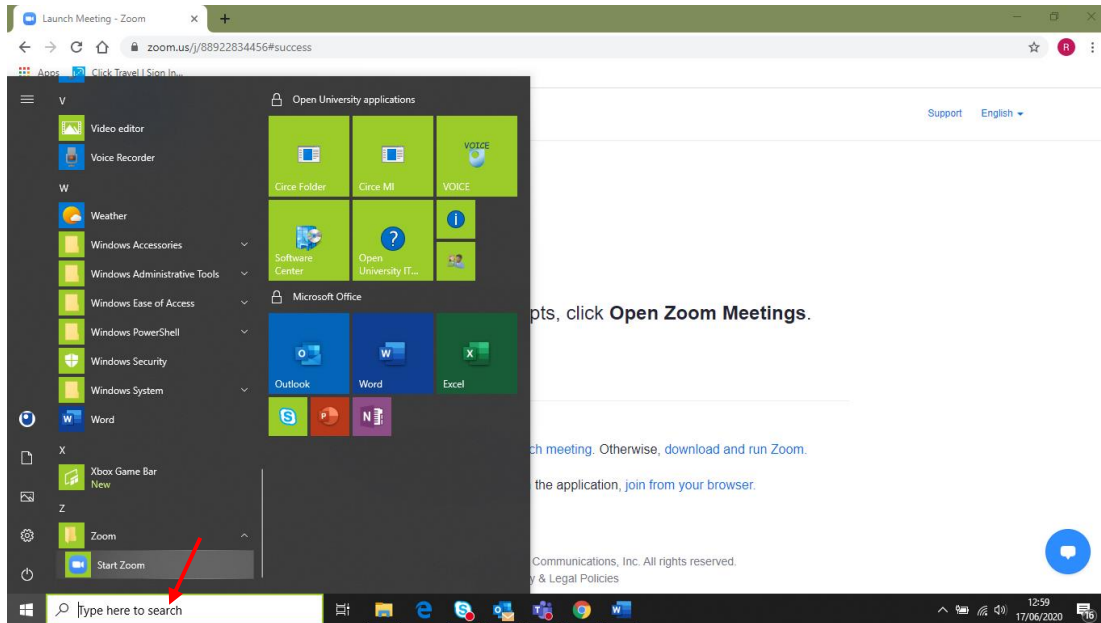
Step 5

If you're joining your first meeting straight after downloading, you can then add in the meeting ID and password you have been provided and click join meeting. If you're joining a meeting at a later date just close the window and follow the steps below for using Zoom on your laptop.

Using Zoom for Laptops/PCs

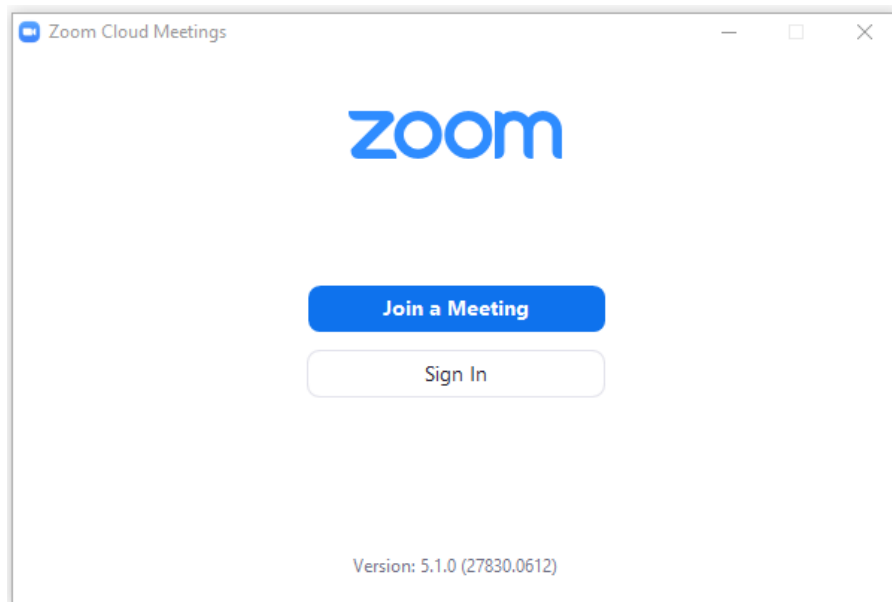
Step 1

Click on the Zoom meeting link you have been provided, or alternatively open Zoom from the windows menu



Step 2

Click Join a Meeting on the window that opens

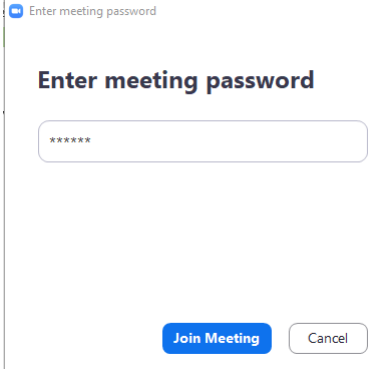


Step 3

Type in the meeting ID you have been given and you can also type in your name, so people know who you are. Click join.

Step 4

It will then ask you to type in the password you have been given and click join meeting.



The image shows a screenshot of a Zoom dialog box titled "Enter meeting password". The dialog box has a close button (X) in the top right corner. The main heading is "Enter meeting password". Below the heading is a text input field containing six asterisks (*****). At the bottom of the dialog box, there are two buttons: a blue "Join Meeting" button and a white "Cancel" button with a grey border.

Step 5

You will then be asked to submit a registration form for the webinar. Once you've submitted your details if it is time for the event you can click the link it gives you on submission page. If you are registering before the event, an email will be sent to you with the link to join the webinar when it starts.

Step 6

Click the link to join.

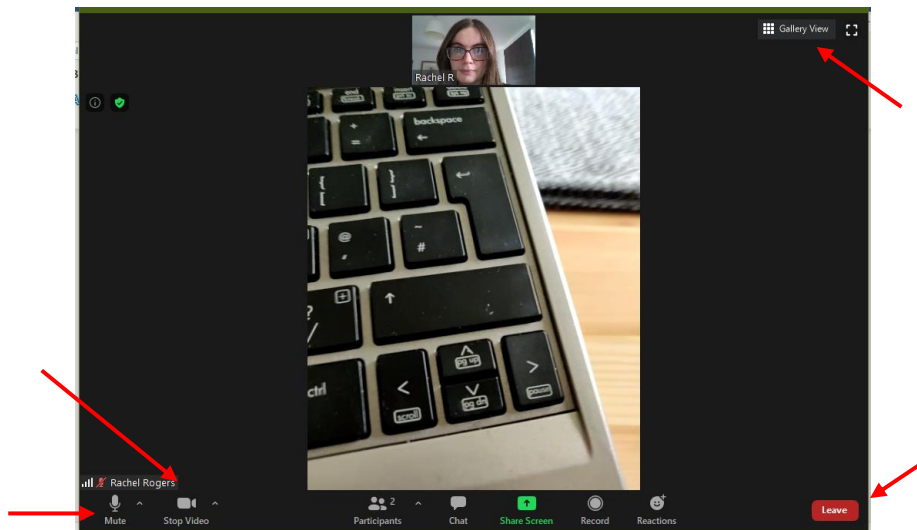
When you do this, it will ask you to pick if you would like to use your video camera for the meeting. You can also turn video on and off once you've joined the meeting.

It may also ask what audio you would like to use. Please click "use computer audio". You have now joined the meeting

Registration - If registration is required, complete the registration form now.

Waiting room - If a 'waiting room' has been set up, please simply wait and the meeting host will then let you in to the main Zoom webinar session when it begins.

Step 7



When you are in the meeting there are a few very useful buttons for you to use.

Mute – When the microphone symbol is white your microphone is on and everyone can hear you. When you are not speaking, please click this button to turn the microphone red and mute yourself. If you don't do this, it can create background noise which makes it hard for everyone to hear

Stop/start video – Use this to turn your video camera on and off.

Gallery/speaker view – This button will allow you to switch between seeing everyone in the meeting and just the person who is speaking.

Leave – If you need to leave the meeting, click this button.

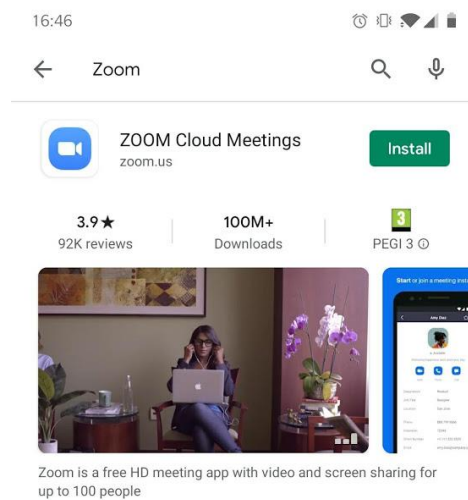
Installing Zoom for Phones/Tablets

Step 1

Go to the App Store or Google Play on your phone and search for Zoom. Zoom is a free app.

Step 2

Your search should find Zoom. The logo looks like a blue square with a white camera symbol on.



Step 3

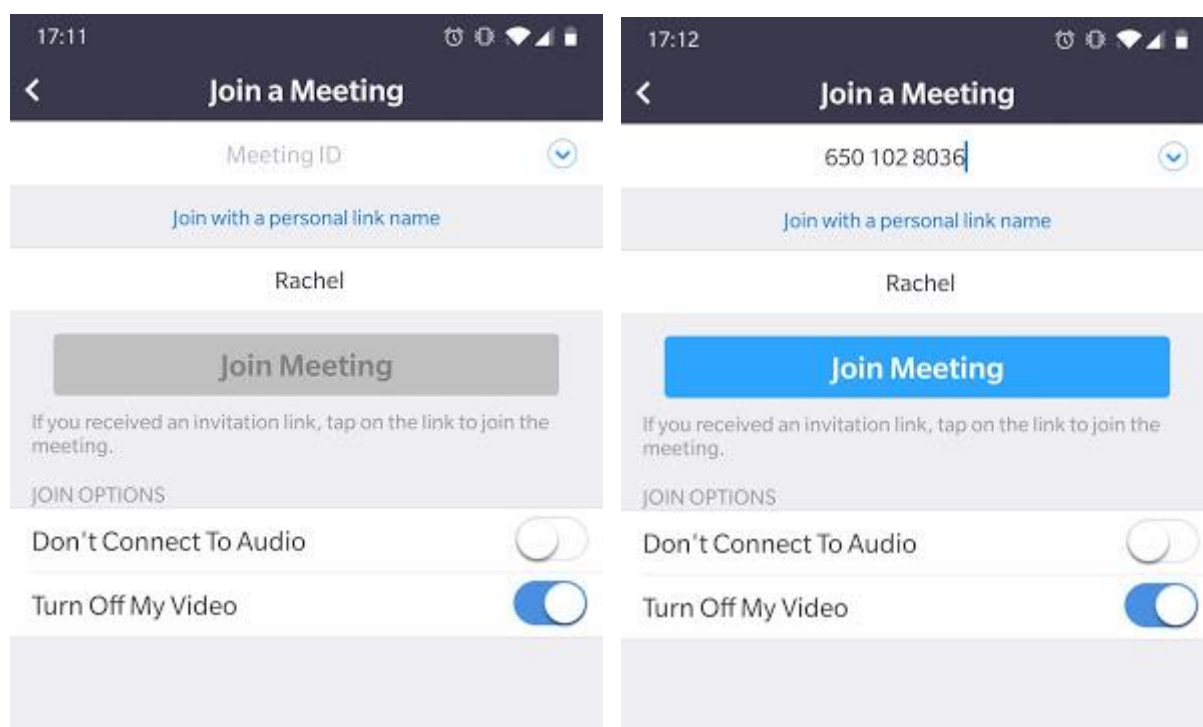
Click install. This will download the free Zoom app to your phone or tablet device.

Using Zoom for Phones/Tablets

Step 1

Click on the Zoom meeting link, this should automatically open the Zoom app.

Alternatively open the Zoom app from your main phone or tablet menu and click on Join a Meeting and then type in the appropriate meeting ID and password.



Step 2

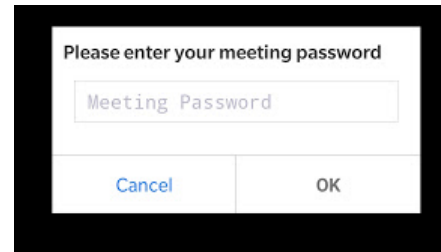
Where the examples above say "Rachel", please type in your name and institution – for example 'Peter - Open University UK'.

Please make sure the "Turn off my video" option is blue. You can change this by tapping it.

Step 3

Click join meeting

Password - If you are asked to type in a password, enter this now. This is 'case sensitive' so make sure you type capital letters where there are supposed to be capitals letters. Once you have typed in the password click join meeting.



Registration - If registration is required, complete the registration form now.

Waiting room - If a 'waiting room' has been set up, please simply wait and the meeting host will then let you in to the main Zoom webinar session when it begins.

Muting yourself - In the bottom left of the screen there is a microphone symbol that says unmute or mute. If it is red, then no one will be able to hear what you are saying. If it is black with a white outline, everyone can hear you. You can tap the icon to switch between these. If you are in a noisy place, please keep it red unless you are asking a question so that the background noise does not stop other people being able to hear

