

# HOW TO USE ZOOM: A STEP-BY-STEP GUIDE



# STEP 1: FOR SMARTPHONE OR TABLET: DOWNLOAD ZOOM



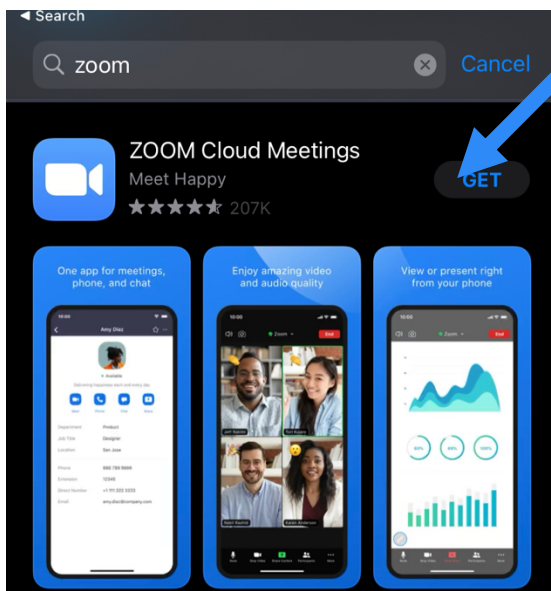
1. LOCATE THE APP STORE ON YOUR PHONE/TABLET



Google Play

2. SEARCH FOR 'ZOOM' IN THE SEARCH BOX

3. CLICK 'DOWNLOAD' OR 'GET' NEXT TO THE APP CALLED 'ZOOM CLOUD MEETINGS'



4. RETURN TO THE HOME SCREEN OF YOUR DEVICE – THE APP SHOULD APPEAR AS A BLUE ICON WITH A WHITE VIDEO CAMERA

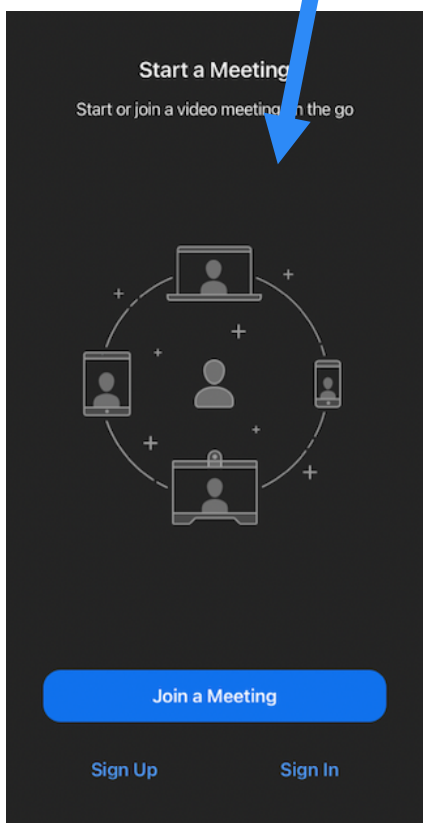
# STEP 2: FOR SMARTPHONE OR TABLET: JOIN A CALL

IF A FRIEND/FAMILY MEMBER HAS SET UP A CALL FOR YOU TO JOIN, THEY WILL NEED TO PROVIDE YOU WITH A MEETING ID OR PERSONAL LINK

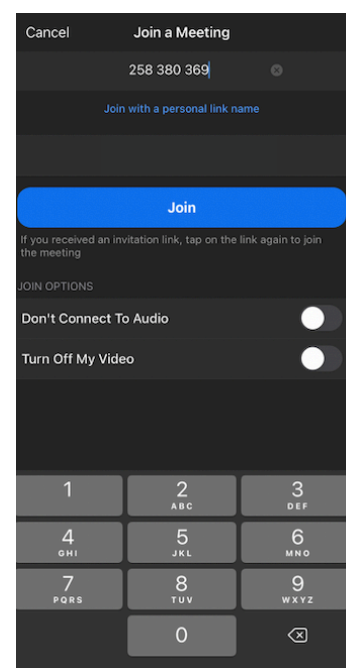
1. LOCATE THE 'ZOOM' APP ON YOUR DEVICE AND CLICK ON THE ICON



2. CLICK 'JOIN A MEETING'



3. ENTER THE MEETING ID AND CLICK 'JOIN'. THE CALL SHOULD START.

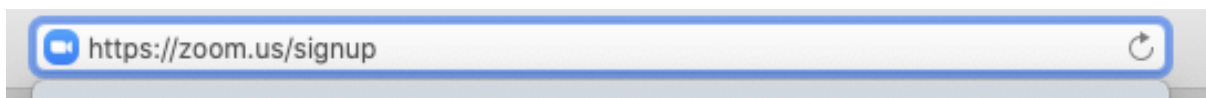


# STEP 1: **FOR LAPTOP OR PC:** **SET UP AN ACCOUNT**



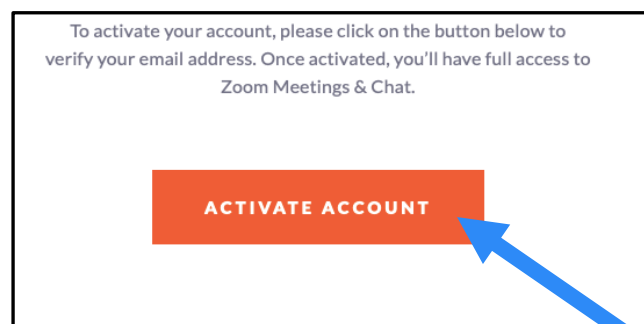
1. OPEN THE INTERNET BROWSER BY DOUBLE CLICKING ON THE INTERNET ICON

2. IN THE SEARCH BAR AT THE TOP OF THE PAGE, TYPE IN <https://zoom.us/signup> AND PRESS THE ENTER KEY ON YOUR KEYBOARD OR 'SEARCH'



3. YOU WILL BE ASKED TO ENTER YOUR DATE OF BIRTH. DO THIS AND CLICK 'CONTINUE'.

4. YOU WILL BE ASKED TO ENTER YOUR EMAIL ADDRESS. THEN, CLICK 'CONTINUE'

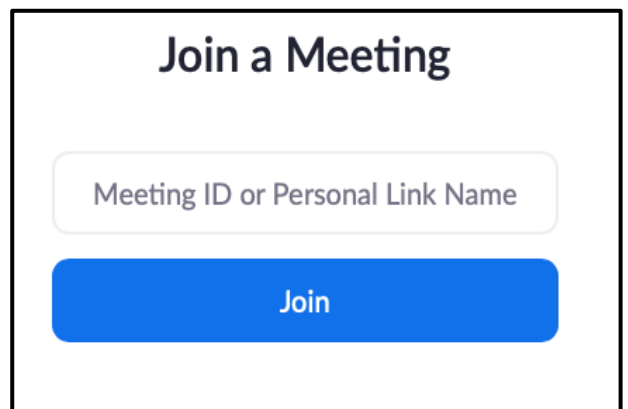


5. YOU NOW NEED TO NAVIGATE TO YOUR EMAIL INBOX – YOU WILL HAVE RECEIVED AN EMAIL FROM ZOOM. CLICK ON '**ACTIVATE ACCOUNT**'

## **STEP 2: FOR LAPTOP OR PC: JOIN A CALL**

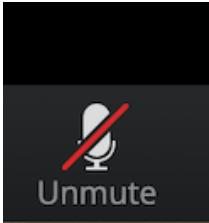
IF A FRIEND/FAMILY MEMBER HAS SET UP A CALL FOR YOU TO JOIN, THEY WILL NEED TO PROVIDE YOU WITH A **MEETING ID OR PERSONAL LINK**

1. OPEN THE INTERNET BROWSER BY DOUBLE CLICKING ON THE INTERNET ICON AND TYPE <https://zoom.us> IN THE SEARCH BAR
2. SIGN INTO ZOOM BY CLICKING ON 'SIGN IN' IN THE TOP RIGHT HAND CORNER AND ENTERING YOUR DETAILS.
3. CLICK 'JOIN A MEETING' IN THE TOP RIGHT HAND CORNER
4. YOU WILL NEED TO ENTER EITHER A **MEETING ID OR PERSONAL LINK NAME**
5. CLICK **'JOIN'**

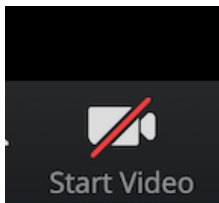


The screenshot shows a white rectangular box with a black border. At the top, the text "Join a Meeting" is centered. Below it is a light gray rounded rectangular input field containing the placeholder text "Meeting ID or Personal Link Name". At the bottom of the box is a solid blue rounded rectangular button with the word "Join" centered in white text.

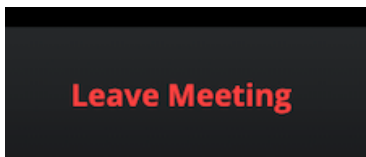
# STEP 3: USING ZOOM



- THE MICROPHONE ICON TELLS YOU WHETHER YOUR VOICE CAN BE HEARD OR IS MUTED
- WHEN THERE IS A RED LINE THROUGH THE MICROPHONE, YOU ARE MUTED SO NO ONE CAN HEAR YOU
- CLICK ON THE MICROPHONE TO CHANGE BETWEEN MUTED AND UNMUTED



- THE VIDEO ICON TELLS YOU WHETHER YOU CAN BE SEEN BY OTHERS ON THE CALL
- WHEN THERE IS A RED LINE THROUGH THE VIDEO ICON, YOUR WEBCAM IS OFF, SO NO ONE CAN SEE YOU
- CLICK ON THE VIDEO ICON TO CHANGE BETWEEN CAMERA ON AND OFF



- WHEN YOU WANT TO LEAVE THE CALL, CLICK 'LEAVE MEETING'

THESE ICONS CAN BE FOUND IN THE TOOLBAR – THIS IS AT THE BOTTOM OF THE SCREEN WHEN YOU ARE IN A CALL

