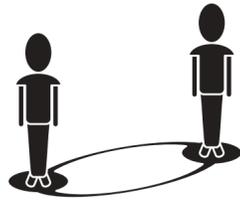


How to Zoom?

A Guide for Beginners

What is ZOOM?

🔍 A **free** online video communication tool.



🔍 A helpful resource, keeping people connected that enables you to access community services during the coronavirus lockdown, such as:

- Fitness classes
- Arts and crafts
- Online meetings



You will need:

-  Internet connection (WiFi or mobile data)
-  Computer or Laptop
-  Tablet or Smartphone
-  To download the app
-  Invitation to join an online session

⚠️ WARNING

Unless you have unlimited access to the internet, make sure you have enough **data allowance** with your broadband or mobile monthly plan. In doubt, check with your provider.



DATA PROTECTION

For information about Zoom's terms, policies, and compliance under the General Data Protection Regulation (2018), please access <https://zoom.us/privacy-and-legal>

STEP 1: Click your invite link.

You may receive this by text (for example, on WhatsApp) or email.

Hi John,

We would like to welcome you to our Yoga class for a 30-minute light stretch friends in Hammersmith and Fulham!

To join, click the link below and follow the 'How to Zoom' guide if unsure.

<https://zoom.us/j/7241620864>

← CLICK HERE

STEP 2: Install Zoom.

Already have Zoom installed? Go to **STEP 3**.

Don't have Zoom on your computer?

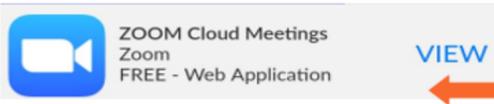
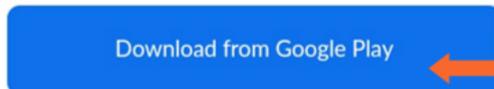
When you click on your first invite link, it will initiate download (you only need to do this once!).

the system dialog.

ng, or download & run Zoom.



Don't have Zoom on your tablet or mobile?

-  ZOOM Cloud Meetings
Zoom
FREE - Web Application
VIEW
-  Download from Google Play
Google Play
OR App store
-  Install

STEP 3: Join the meeting.

Option A -> Click the link (see STEP 1) to join meeting instantly. Create your username and click 'Join Meeting'.

Option B -> Open the Zoom app.

- Join meeting
- Enter Meeting ID
- Create a username
- Enter password (please note that not all meetings require a password)

Join Meeting

Enter meeting ID or personal link name

Your Name

BORRIS

< insert your logo/s >



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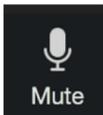
The Sound!

When you join the online session, you might need to turn on your audio so that everyone can hear you. For example, to join a coffee morning.

To do this: when you join the meeting, it will say '**Join with Audio**'. Click YES.

If you would like to turn OFF your microphone during the call:

- Click '**Mute**' at the bottom left-hand corner of the screen.



- Now you will see a **red line** through the 'mute' button and it will say 'unmute'.

- To turn the microphone back ON: Click the 'unmute' button at the bottom left-hand corner of the screen.



The Video!

To turn OFF your camera (so that no one can see you):

- Click '**Stop Video**' at the bottom left-hand corner of the screen.



- The same button will now say 'Start Video' and have a **red line** through the image of the video camera.

- To turn your video camera back on, click the '**Start Video**' button at the bottom left-hand corner of the screen.



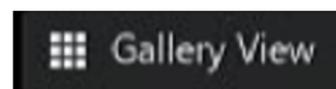
Your Screen!

The person who is speaking will be the one on the big screen.

Everyone else joining the session will be in the smaller screens.

If you would like to see everyone on the screen as the same size:

- Click the '**Gallery View**' button at the top right-hand corner of your screen.



The greater the number of people joining the session, the smaller they will look on the screen.

To go back to the original screen at the beginning (one big screen of the person speaking):

- Click the '**Speaker View**' button at the top right-hand corner of your screen.

How to leave the meeting!

You can leave the session at any time. To leave:

- Click '**Leave Meeting**' at the bottom right-hand corner of the screen.

FURTHER SUPPORT:

<insert contact details>