

A Beginners Guide to Zoom Meetings

Step 1 - Downloading The App

Windows Users:

Follow this link:

<https://zoom.us/client/latest/ZoomInstaller.exe>

Android Users:

Go to Google Playstore & search 'Zoom Cloud Meetings'

or

Follow this link:

<https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

Apple Users:

Apple users go to apple store and search 'Zoom Cloud meetings'

Or

Follow this link:

<https://itunes.apple.com/us/app/id546505307>

Step 2 - Joining A Meeting

Step 1 - Open the app on your device

Step 2 - Click 'Join A Meeting'

Step 3 - Enter the Meeting ID Number

Step 4 - Enter Your Name

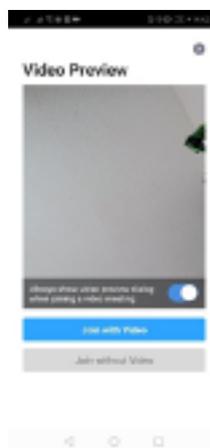
Step 5 - Click 'Join With Video'



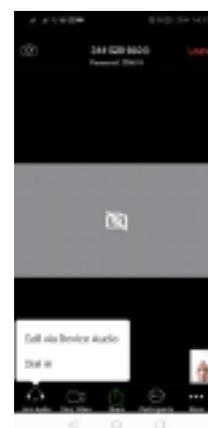
Step 2



Step 3



Step 4



Step 5

Step 3 - Adjusting Your Settings

Adjusting Your View

Once you have joined the meeting you can adjust your view by:

- Swiping right or left on a phone or tablet
- Or
- Clicking in the top right corner on a computer.

View Options:

- 1 - Safe driving means that the screen is blank and you'll see nothing.
- 2 - Speaker means you will only see the person who is speaking.
- 3 - Gallery Mode means you can see everybody in the meeting.

Adjusting your Audio & Camera

You can find options to mute/unmute your microphone & start/stop your video by:

- Tapping the screen on a phone or tablet
- Or
- Clicking at the bottom of the screen on a computer.

You can adjust your volume as you normally would on your device.

Recommendations:

We recommend that you keep your microphone on mute unless you're speaking, this cuts out background noise.

We recommend that you start your video, so that we can see each other.

Just Ask:

Now you have this guide, there won't be any problems but if you're still struggling don't be embarrassed to ask someone for help.