

Zoom Guidance & Online Meeting Guidelines

You can access Zoom via a laptop, computer, tablet or smartphone.

Laptop/PC:

1. To join the meeting please **click on the meeting link provided**.
2. You will get a pop up - **click 'Open Zoom'**. (If you've not already downloaded Zoom on your computer then you will be prompted to do so now. This will take a couple of minutes so allow time for this on your first meeting.)
3. It might ask questions about **computer audio and computer video** - click yes.
4. This will then bring you to the **waiting room**. Wait patiently! The meeting host (one of the Leaders) needs to let you in. You can be waiting before the start time, it may take a minute or two to verify everyone and let them in.
5. Then when you are launched into the Zoom session:
 - At the bottom left hand side of screen - make sure **video camera symbol is clicked on**.
 - It's good practice to **mute your microphone** (symbol also bottom left) until you want to speak as this reduces audio distortion when there are many in the session. We will set the meeting up so that you will be muted when you first arrive in the meeting.
 - Along the bottom there is a **reactions button** - with hand and thumb symbols. During session click on thumb symbol to agree and hand symbol to indicate you would like to speak.
 - The best way to view everyone is in Gallery View. If you see one main picture and then a few faces along to top (known as Speaker View), click on **Gallery view** in the top right hand corner.

For smartphone/tablet: Although laptops/computers are far easier to work!

1. You need to have downloaded the 'Zoom Cloud Meetings' App. Once this is done;
2. When you **click the meeting link, it will take you to the Zoom website**.
3. **Click on Join Meeting**.
4. When prompted, enter your name (this can be the Guide's name but first name only please). If you are using an Apple device, I believe it uses the device name.
5. You need to agree to the T&Cs and the access permissions for the App to work properly.
6. This will then bring you to the **waiting room**. Wait patiently! The meeting host (one of the Leaders) needs to let you in. You can be waiting before the start time, it may take a minute or two to verify everyone and let them in.
7. Then when you are launched into the Zoom session:
 - At the bottom left hand side of screen you need to click the **Join Audio** button to be heard and to hear the conversation.

- On a phone you will need to swipe photo thumbnails to see more than 4 participants at a time.
- To view the **menu** once it auto-disappears, tap in the black space outside of the video images. The menu then appears at the bottom and you can tap the other buttons, including:
- It's good practice to **mute your microphone** (symbol bottom left) until you want to speak as this reduces audio distortion when there are many in the session. We will set the meeting up so that you will be muted when you first arrive in the meeting.
- There is a **reactions button** - with hand and thumb symbols. During session click on thumb symbol to agree and hand symbol to indicate you would like to speak.

For both devices, if you are not able to click on the link:

1. Go to <http://www.zoom.us> or the 'Zoom Cloud Meeting' App.
2. Click the **Join a Meeting** option.
3. When prompted, enter the **Meeting ID**.
4. When prompted, enter the meeting password.
5. Otherwise follow instructions as above.