

Install the Zoom Software

First of all you need to install software on your PC, MAC or Smart phone.

Click on the relevant link below to install this.

Note: You only need to do this on the first occasion you want to join a meeting.

For a PC or MAC : Click here: [Download Client](#). Follow the normal steps for installing an application on your device.

If you are unsure what to do, follow these steps:

1. Save the Installer file (ZoomInstaller.exe) anywhere on your PC or MAC as you will be instructed to do.
2. Once saved, click on the ZoomInstaller.exe file to run the executable and install the software.
3. Once installed it will automatically begin.

On a phone click either of the following and follow the installation instructions.

iPhone: Go to the [App Store](#)

Android: Go to [Google Play](#)

This icon will appear on your phone or search for it on your PC/MAC



To Access a Meeting

1. Open Zoom application using this icon:
2. Depending on whether you are on your PC/MAC or Smart phone a screen similar to this will appear.

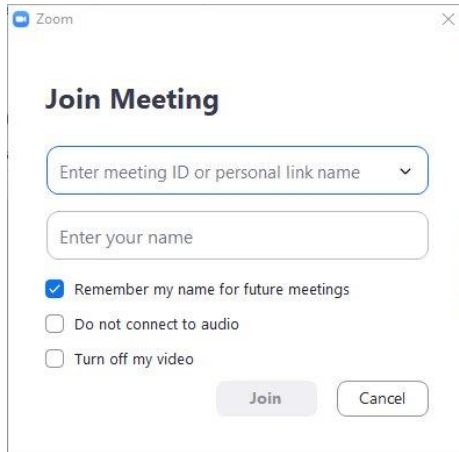


3. Click Join a Meeting.

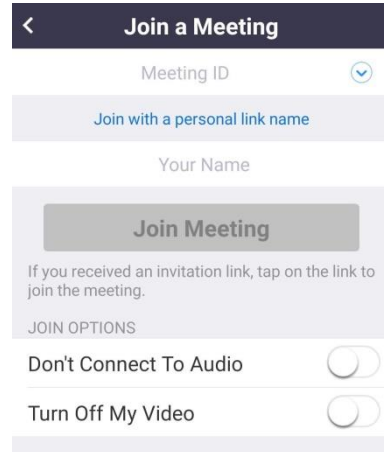
There is the option to Sign In if you want but this is not necessary. This signs you in using

4. Enter the meeting ID number 779 326 577 and your name.

This name will appear on the screen for others to see who has joined.



The screenshot shows the Zoom desktop application's 'Join Meeting' dialog box. It has a title bar with the Zoom logo and a close button. The main heading is 'Join Meeting'. Below it is a dropdown menu labeled 'Enter meeting ID or personal link name'. Underneath is a text input field labeled 'Enter your name'. There are three checkboxes: 'Remember my name for future meetings' (checked), 'Do not connect to audio' (unchecked), and 'Turn off my video' (unchecked). At the bottom are 'Join' and 'Cancel' buttons.



The screenshot shows the Zoom mobile application's 'Join a Meeting' screen. It has a dark header with a back arrow and the title 'Join a Meeting'. Below the header is a 'Meeting ID' field with a dropdown arrow. A button labeled 'Join with a personal link name' is visible. Below that is a 'Your Name' field. A large grey button labeled 'Join Meeting' is prominent. Below the button is a note: 'If you received an invitation link, tap on the link to join the meeting.' Underneath is a section titled 'JOIN OPTIONS' with two toggle switches: 'Don't Connect To Audio' and 'Turn Off My Video', both currently turned off.

5. Leave the selections for audio and video as they are and click Join/Join Meeting.
6. You may be asked to allow Zoom to have access to Audio, Camera and storage on your device.
It is OK to allow that.
7. On a PC, when you join a meeting it may ask to join with Video and Join with computer Audio. Choose these options.
8. To Leave a meeting at any time, choose Leave Meeting.