

## AN INTRODUCTION TO ZOOM

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### WHAT IS ZOOM?

Zoom is an online audio and web-conferencing platform.

You can access Zoom using a PC, mac or smart phone that is connected to the internet.



### HOW DO YOU JOIN A ZOOM MEETING?

To come along to an event on Zoom, click on the link sent to you by the event organiser. If you need a password, it will have been sent to you by the organiser at the same time as the link.

If you have previously used Zoom on this phone/laptop, then that will be enough - simply clicking on the link should enable you to join the meeting.



## DOWNLOADING ZOOM FOR THE FIRST TIME

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If you have NOT previously used Zoom, then when you click on the link you will be asked to accept cookies and also prompted to authorise download of the “Zoom Client” – a small piece of software.



Once it is downloaded you have to click on the file which will install and join you to the meeting (the file will be in your downloads folder and is called something like Zoom\_32423sdf.exe).



This may sound a little complicated, but in practice most people find it very straightforward – Zoom guides you through the steps you need to take, and you will probably quickly find yourself connected to the meeting.



## PREPARING TO ATTEND A MEETING

If you are unsure of how to use zoom, try clicking on the link in advance and see whether you can do the download and install. You only need to install zoom once, so the next time you click on the meeting link, it should take you directly to the meeting.



If you join the meeting early, you may get a message that says 'waiting for host to start the meeting'. If this happens, just wait - the event should start soon.



You may also get a message that says 'you are being held in the waiting room'. Again, if this happens, just wait and you should be able to join the meeting soon.



### FURTHER INFORMATION

Information about how to use the various features of Zoom is available at online on the Zoom Help Center: website:

<https://support.zoom.us/hc/en-us>