

Zoom Operating Instructions

General guidance/tips

Accessing the meeting will be possible by using your Zoom application (if it has been downloaded), via the link supplied with the meeting invite or via a phone. If you haven't used Zoom before then you can ask for a one-to-one tutorial to help you successfully join the meeting.

Logging into Zoom with Zoom already downloaded

1. You can join the meeting directly using the link provided with the invitation **or** click on "Join Meeting" and enter "Meeting ID" and "Passcode" when prompted.
2. Set audio and video options.
3. You will be put in a "Waiting Room" before being allowed to join the meeting.

Logging into Zoom WITHOUT Zoom downloaded

If you don't want to download Zoom then you can gain access by using the link provided in the invitation. This process may take some time so make sure that you start it well in advance of the meeting.

1. Copy the link.
2. Paste the link into a new tab on your browser.
3. Launch the meeting via the "Join from your browser".
4. Provide your name if requested.
5. Tick "I'm not a Robot" box.
6. Select the appropriate "photo options".
7. Agree to "T's and C's".
8. You will be put in a "Waiting Room" before being allowed to join the meeting.

How to use the "Dial in" facility

You can join a Zoom meeting by means of teleconferencing/audio conferencing (using a traditional phone or mobile phone). This will allow you to listen to the meeting proceedings.

Zoom provides a number of **PAY** numbers that are used to join meetings. The list of **PAY** dial-in numbers for phoning into a Zoom meeting are as follows:

+ 44 (0) 131 460 1196; +44 (0) 203 051 2874; +44 (0) 203 481 5237; +44(0) 203 901 7895.

Follow the instructions for dialling in:

1. Call one of the numbers provided.
2. Enter your meeting ID followed by #.
3. Ignore the participant ID.
4. Enter the meeting Passcode followed by #.

Leave the meeting by simply ending the call.