

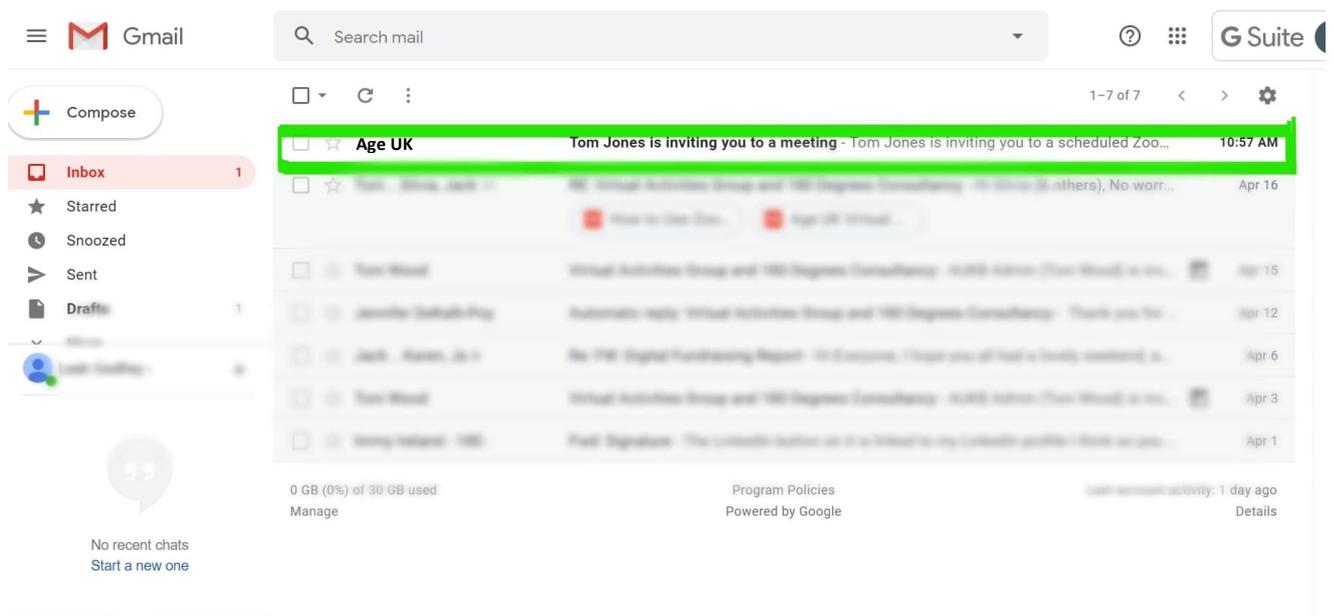
STEP-BY-STEP HOW TO USE **zoom**

JOINING A CALL

This document has been created for the **Support Hub** for older people, which aims to reduce the impact of the Coronavirus. **We encourage you to share this information.**

All information was correct to the best of our abilities on the date of publication (20.04.2020)

- 1. Find the email invitation.** Open your emails and find the email that is inviting you to a zoom meeting.



- 2. Click the invitation link.** It should look similar to the highlighted image below (e.g. <https://zoom.us/j/1234567>)

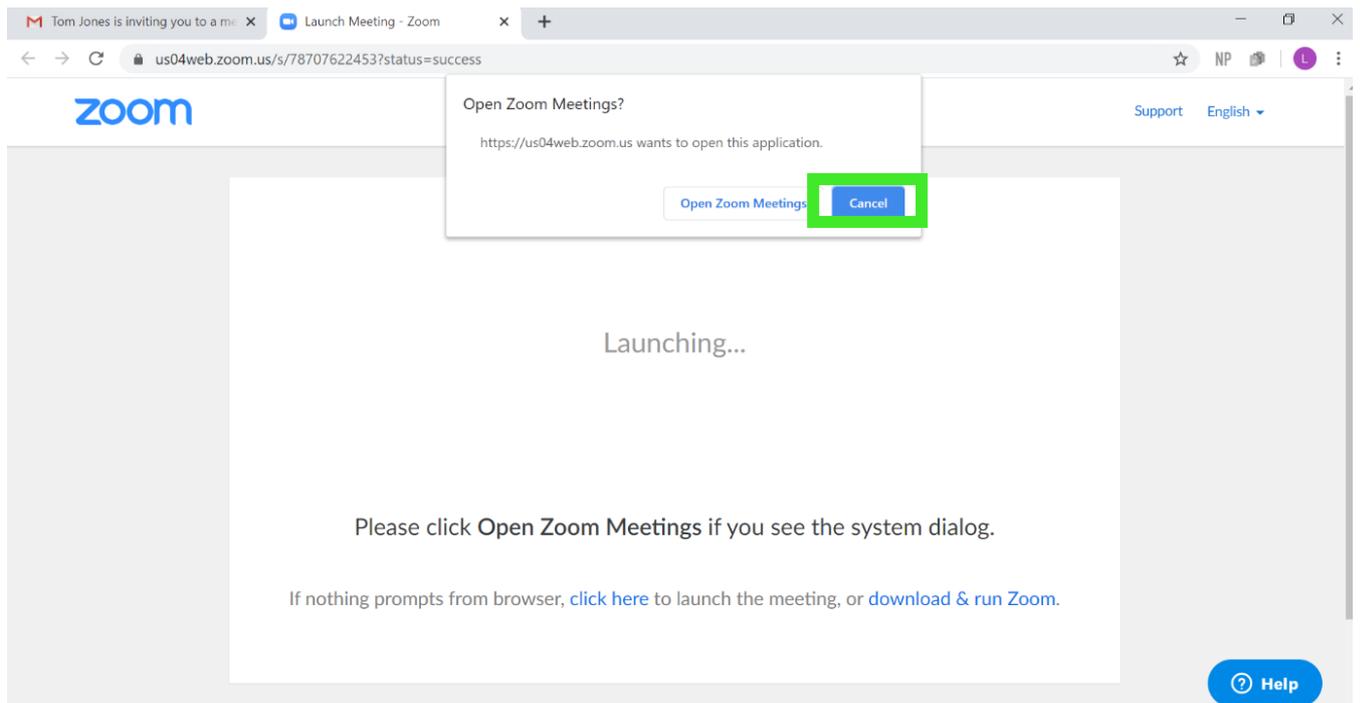


To enter the zoom meeting via the **quick way**, follow steps **3-8**

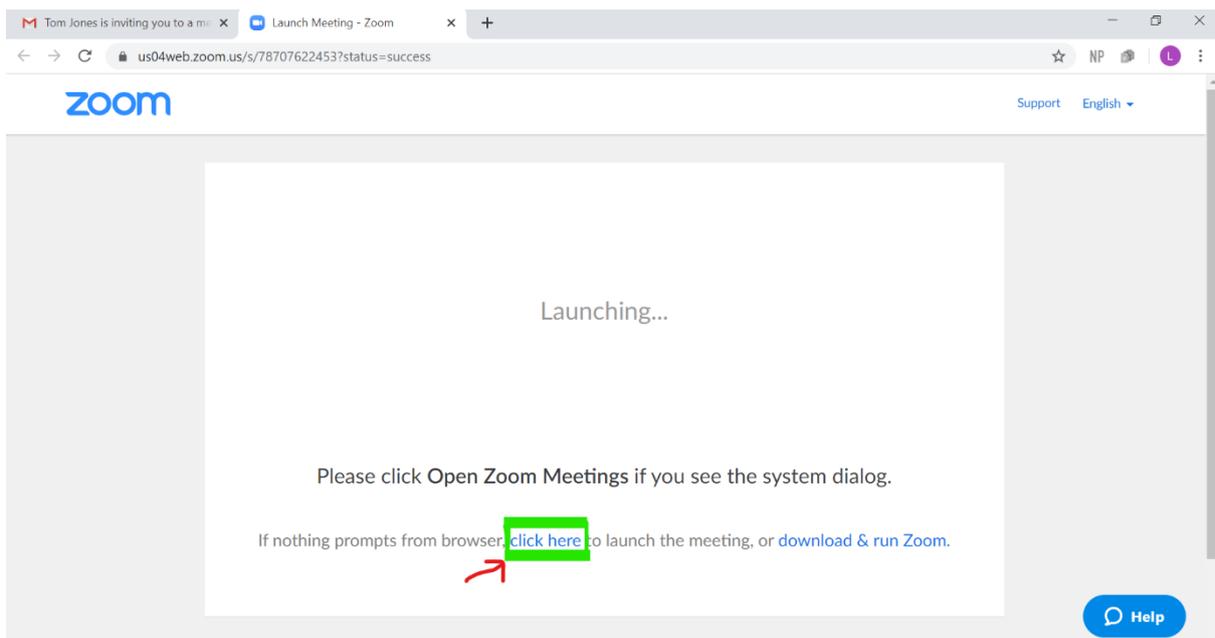
OR

To enter the zoom meeting by **downloading the application** (which is a bit more complicated!), follow steps **9-13**

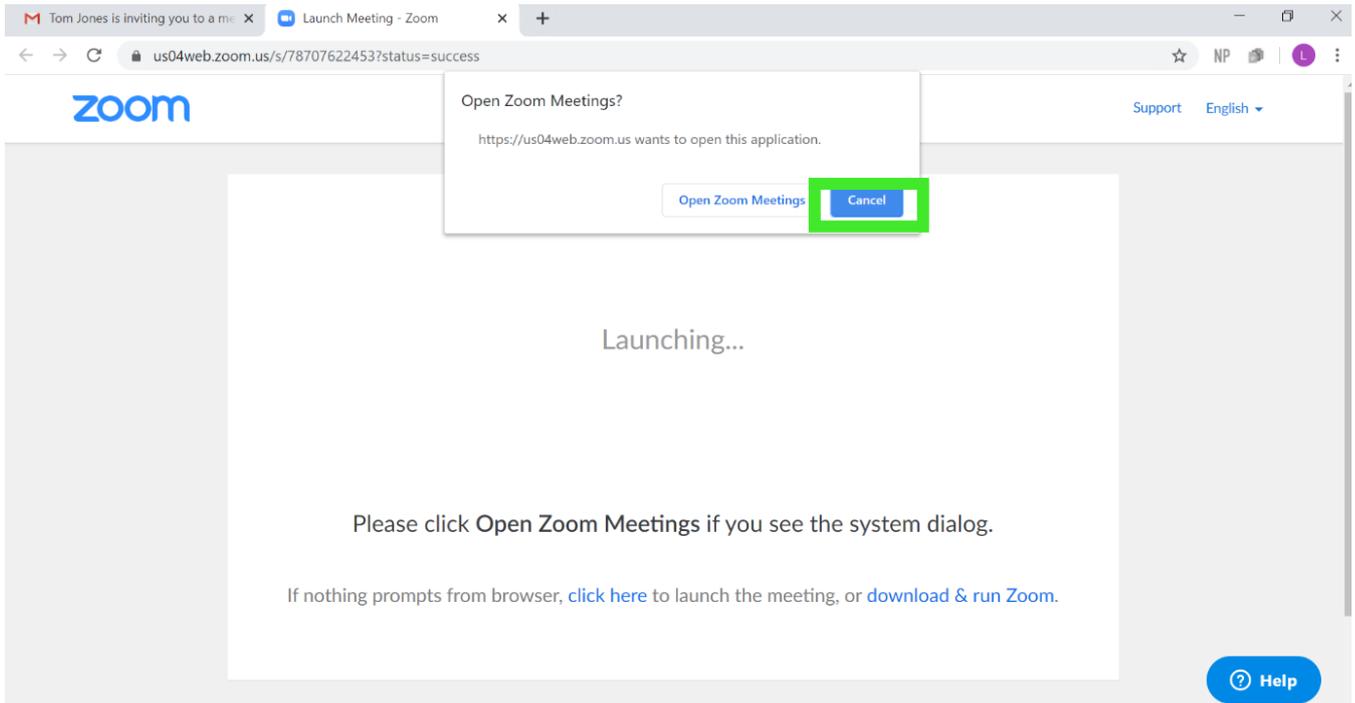
3. Click 'Cancel'.



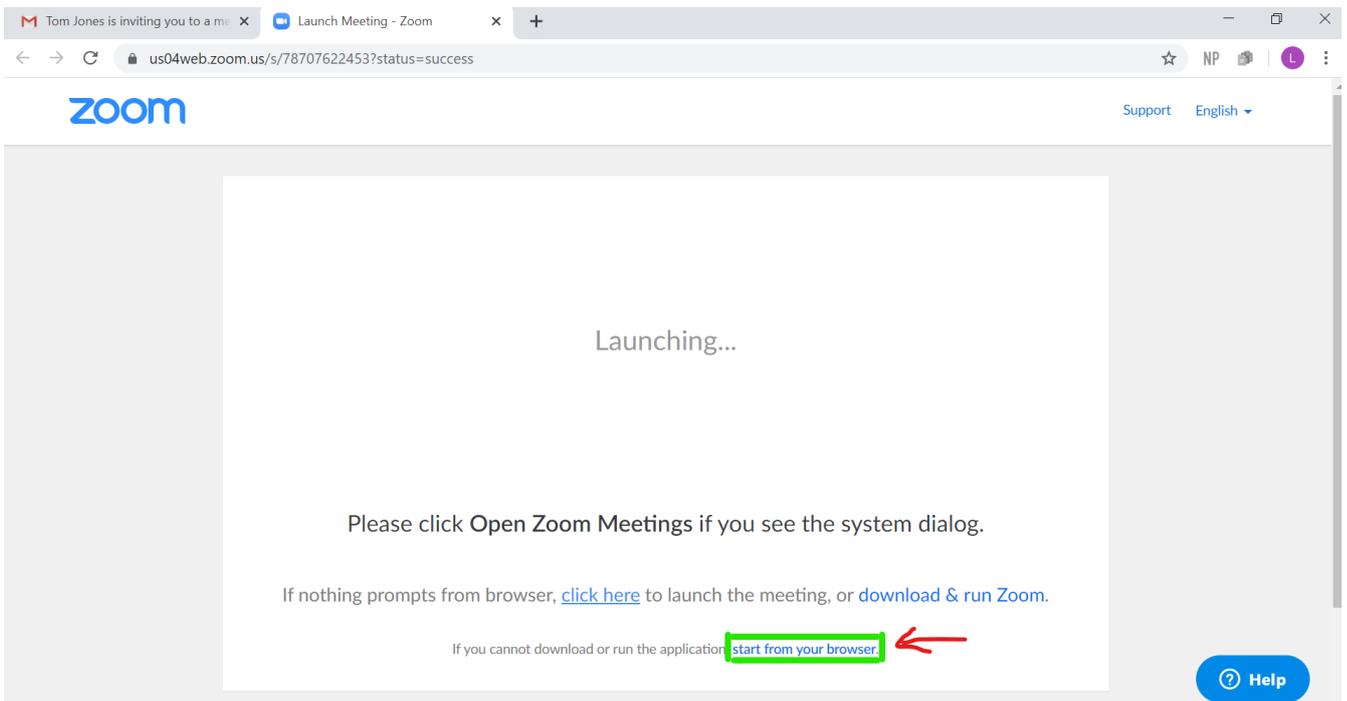
4. Click 'click here'.



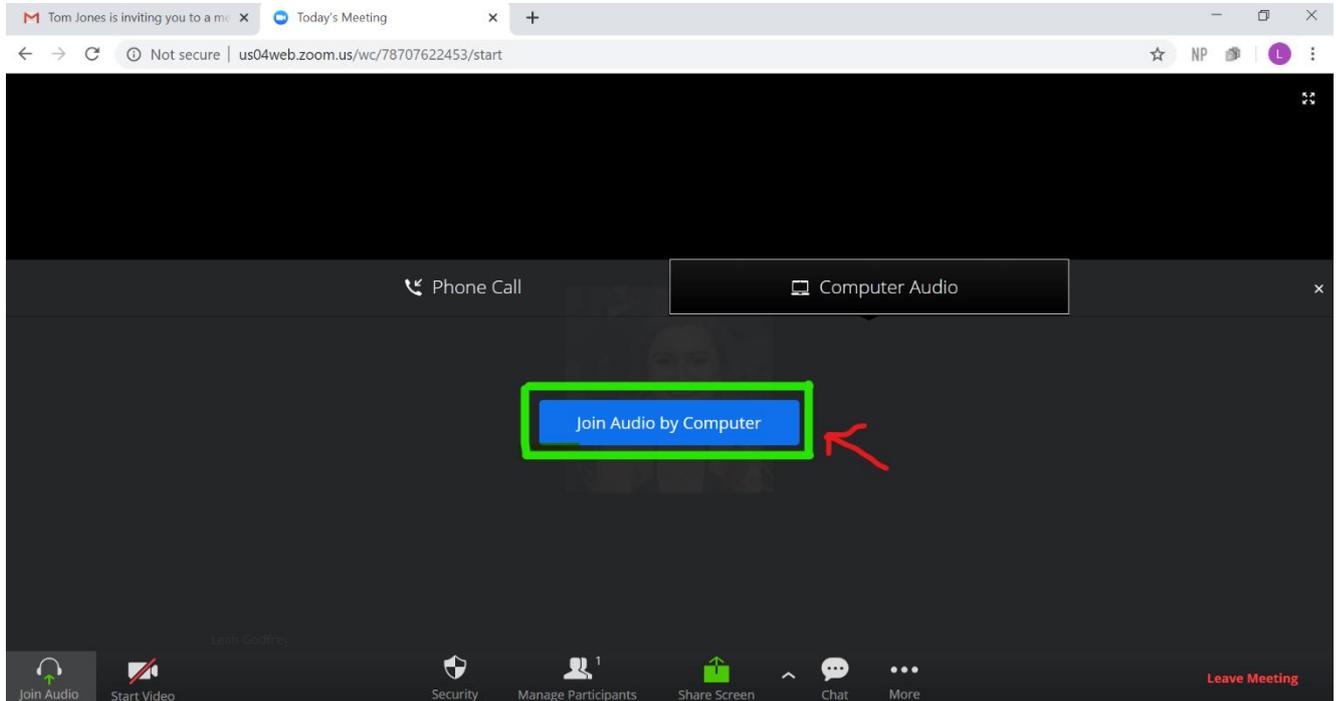
5. Click 'cancel' again!



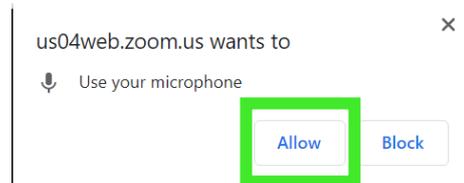
6. Click 'start from browser'



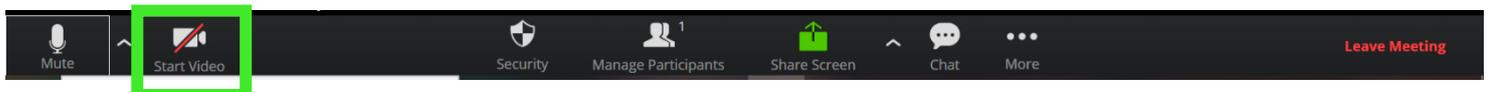
7. Click 'Join Audio by Computer'. Nearly there now!



If you see a box like this at the top of your screen, click **allow**. (This allows zoom to turn on your microphone so you can be heard).



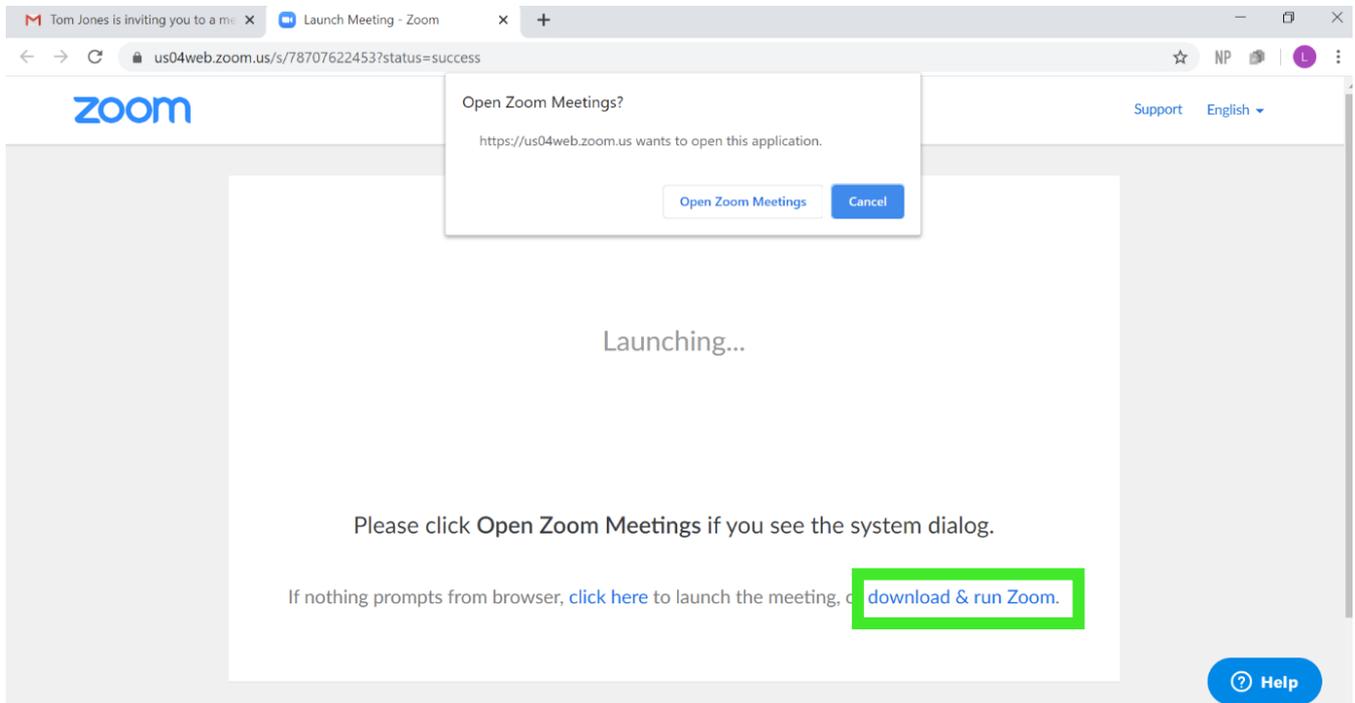
8. You will see this bar at the bottom of your screen. Click 'Start Video', so that everyone else can see **you**. You should also be able to see everybody else who is in the meeting!



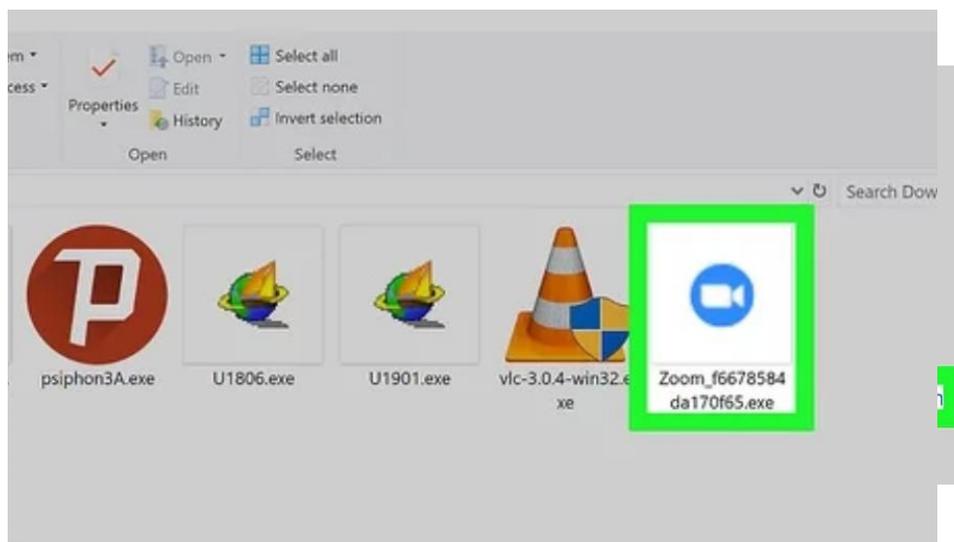
You've done it – you are in the zoom meeting! To find out what all the other buttons mean, see the bottom of this document. (steps 9-13, which follow, explain an alternative way to join a zoom meeting)

Steps 9-13 explain how to download the zoom application. This is an alternative route to steps 3-8. (Before you start step 9 you should have already followed steps 1 & 2).

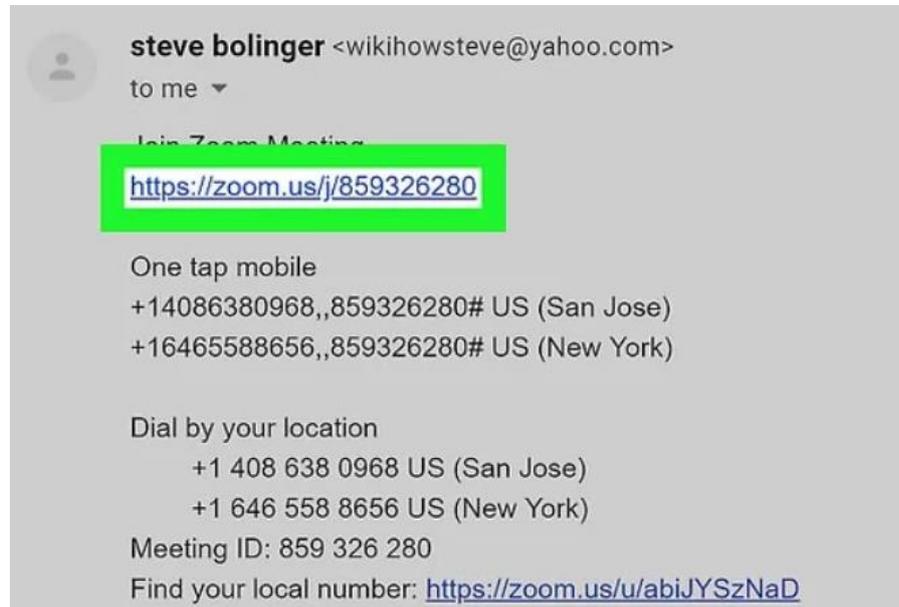
9. Click 'download & run Zoom'. This will prompt the Zoom application to download.



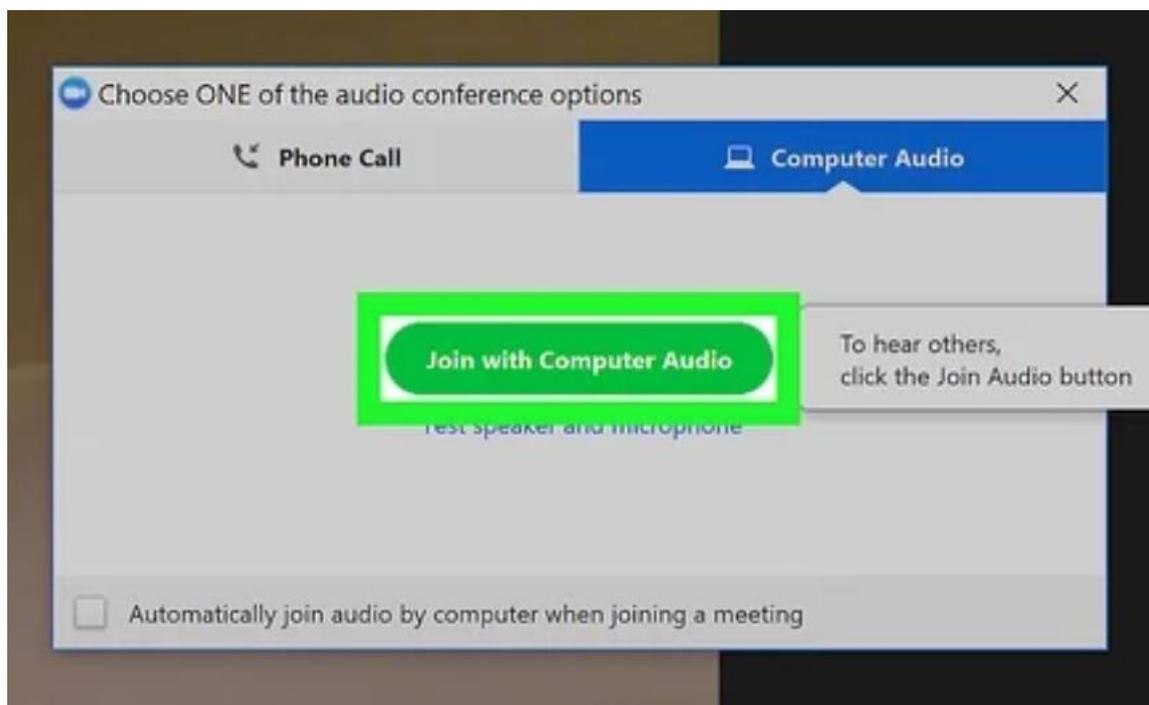
10. Click the downloaded file to install Zoom. Click continue, if prompted.



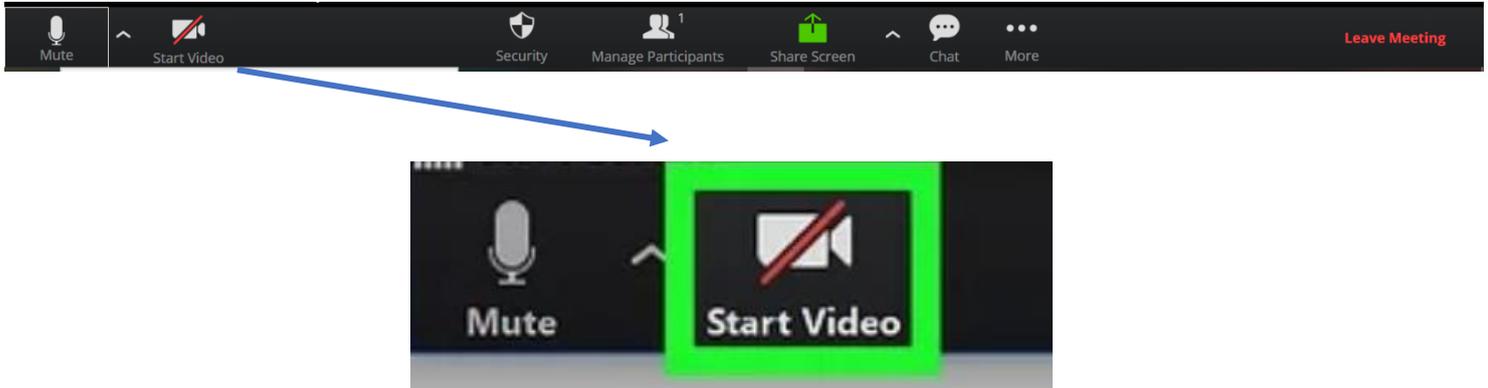
1. Reopen your email and click on the meeting link again.



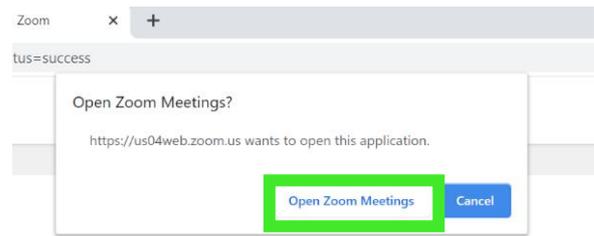
2. Click 'Join with Computer Audio'. This will connect you to the meeting with your microphone so everyone can hear you.



13. Click the ‘Start Video’ button, which should be on the bottom-left of your screen. This button looks like a video camera icon. It will allow other participants to see you.



Note: if you have successfully followed steps 9-13 and downloaded the zoom application, next time you join a zoom meeting you simply click on the email link and click ‘Open Zoom Meetings’



A guide to the buttons on a zoom call:

This bar will be at the bottom of your screen during a zoom meeting:

