**How to Zoom! **

The following are very straightforward instructions to help you feel confident in joining a meeting on Zoom including pictures of what you may see on your laptop or tablet. Sometimes functions are in different places (either at the top or the bottom of the screen) on phones or iPads, but the names should be the same.

**Setting yourself up on Zoom**

Joining a meeting on Zoom to which you have been invited does not require you to sign up to Zoom or open an account, but you do need to have Zoom installed on your PC, laptop, tablet or phone.

If you are using a PC or laptop, type [www.zoom.us](http://www.zoom.us) into the navigation bar on your browser (such as Google, Byng, etc) and click return to download the programme.

If you are using a tablet or a phone you will need to download the Zoom app from Google Play or directly from Zoom. This is a free app so you will not be charged even if you do have to type in your password.

So now you are ready to Zoom!

**Joining a Zoom meeting**

The person who is hosting the meeting (whether a branch/group leader or another MU member) will send you an email with an invitation to join the meeting, which will look like this:

A N Other is inviting you to a scheduled Zoom meeting.

Topic: My Meeting

Time: Date, Time London

Join Zoom Meeting

<https://zoom.us/j/12345678901?pwd=A12Bc3DEFGhI4jKL56mNUr7STUvWX89>

Meeting ID: 123 4567 8901

Passcode: 1aBcdE

Make a note of the 11 digit Meeting ID and the 6 digit passcode, but if you are using the link to join, you don’t have to worry about this.

Do check that the volume on your laptop/tablet/browser is turned up -otherwise you won’t be able to hear anyone.

If you are using a **PC or laptop**, click on the link on the invitation and allow Zoom to open. After a few moments, a Zoom dialogue box will open giving you the space to enter your name and a ‘Join’ or ‘Join a meeting’ in blue.

If you are using a **phone or tablet** and have the Zoom app, click on the icon to open and the first screen will give you the option to ‘Join a meeting’ in blue. This will take you to a ‘Join a Meeting’ screen where you type in the 11 digit meeting ID from your invitation email. You will then be asked to type in your name and the 6 digit Passcode. Then click on ‘Join Meeting’.

You may then be invited to join with video, so everyone can see each other (which does make it a lot more friendly).

Use the view option to choose full screen and gallery view so you can see other participants. Some phones and tablets do not allow for as many faces to be seen, but if anyone speaks, their picture will come up.

You are now part of the meeting and you don’t need to do anything else. If the meeting splits into breakout rooms, the host will do this and you don’t have to do anything, so don’t panic.

At the end of the meeting, the host will close the meeting and everyone goes. If you want to leave before then, you will find a ‘Leave Meeting’ button in the bottom right hand corner so click this to leave.

These are the basics of joining a Zoom meeting. Like any other meeting, try to be a few minutes early, so you aren’t flustered when trying to join. If the host hasn’t started the meeting, then you will get a message to tell you. Sometimes you will get a message saying that the host needs to admit you – this means they have seen you as waiting to join and need to click a button to let you in. Just like ringing a door bell, it sometimes takes a while for the person to get to the door and they will let you in as soon as they can.

**How to get the most from your Zoom experience!**

For most of us, a Zoom meeting is a new experience and we need to learn the appropriate behaviour. Much of it is just the same as being in the same room, but we need to be aware of what we are doing.

When you receive an email inviting you to a meeting, do reply to say if you will be there or not. This means the host knows how many people to expect and whether all those who have signed up have joined the meeting.

Remember that at a Zoom meeting, you can’t have a private chat with another participant – everyone else will be able to hear your conversation.

Don’t try to talk when someone else is speaking. If you have something to say, then raise your hand for the host to invite you to speak.

The most important button when you are in a meeting is the ‘mute’ button which will be found at the bottom of your screen. When it looks like this your microphone is on and you can be heard.

Click on ‘mute’ and a line will appear through the icon. This turns off your sound– so if the doorbell goes, or your phone starts ringing, or there is a lot of outside noise, you aren’t distracting everyone else. You can still hear what is being said. A host can mute you to save embarrassment, but it is better if you can do this yourself. But don’t forget to unmute yourself (by clicking on the button) if you want to ask a question or make a comment.

If you are listening to a presentation, the host may mute everyone. Don’t worry – you don’t have to do anything and the host will unmute everyone when it’s time to ask questions.

**What else can I do in Zoom?**

There are other function buttons that give you information about the meeting and options for engaging. You don’t need to use these, but you might want to have a look and play with these.

The participants button will show how many people are in the meeting. This is particularly useful if there are more participants than you can see on your screen. If you want to see who is in the meeting on other screens, click on one of the unhighlighted dots at the bottom of your screen.



If you click on Chat you can type a message to everyone – or to one person by using @name at the start of your message. Unless you are very confident with this button, don’t use it for messages you don’t want anyone else to see!



The reactions button lets you click on a picture to express your reaction – clapping hands, thumbs up, etc. These appear on your picture on the screen.