

Instructions for linking to zoom meetings via the Internet

A service called Zoom Meetings which is a video conferencing system that allows us to get together from the comfort of our own living rooms. It requires a little application to be installed for it to work and although it only takes a minute or two and you will probably find it easier to do beforehand.

There are slightly different instructions depending on what type of device you are using:

1. iOS (Apple iPad or iPhone)
2. Android (Samsung Galaxy etc.)
3. PC or Laptop

● **Using an Apple Device (iOS – iPhone or iPad)**

Zoom has its own application for Apple devices. You can install this from the App Store (search for “Zoom Cloud Meetings”) or by clicking on this link:

<http://apps.apple.com/gb/app/zoom-cloud-meetings/id546505307>

Once it’s installed it will start automatically when you click on the link in the invitation to meeting email with a prompt asking “Open this page in ‘Zoom’?” **Click “Open”** to connect to the meeting.

● **Using an Android Device**

Zoom has its own application for Android devices. You can install this from the Google Play Store (search for “Zoom Cloud Meetings”) or by clicking on this link:

https://play.google.com/store/apps/details?id=us.zoom.videomeetings&hl=en_GB

Once it’s installed it will start automatically when you click on the link in the email.

● **Using a PC or Laptop**

Zoom does have the ability to detect and install the appropriate application for your device the first time you use it, but it’s a bit clunky. The easiest way is to install it yourself from the following link: <https://zoom.us/client/latest/ZoomInstaller.exe>

If you’re using an Apple Mac and you haven’t done this sort of thing before then you may need to change your security settings. There’s a step-by-step guide for this at

<https://support.zoom.us/hc/en-us/articles/203020795-How-To-Install-on-Mac>

● **Joining: - The Live Session**

- Once you’ve got the Zoom application installed on your device it’s very easy to join the meeting.

- If you click on the link on the invitation email it will start connecting you automatically or, if you prefer, you can start the meeting manually by launching the Zoom application on your device, clicking “Join a Meeting” and entering for example (*your **email invitation** will give the specific details for each session*):

Eg Meeting ID: 511-383-566

Password: 344904

- If you’ve arrived before it starts you may see a little message telling you to wait:
- When the meeting starts your screen will switch to live video stream and you will be prompted to join the audio.
- The wording for this is slightly different depending on the type of device you are using but just choose “Join with Computer Audio” or “Call using Internet Audio” – it’ll be the only option available!

If you need a bit more guidance on how to join a meeting there’s a 1 minute video overview on YouTube - <https://youtu.be/vFhAEoCF7jg> and a lot of helpful Getting Started articles at Zoom’s own website at <https://support.zoom.us/hc/en-us/categories/200101697>