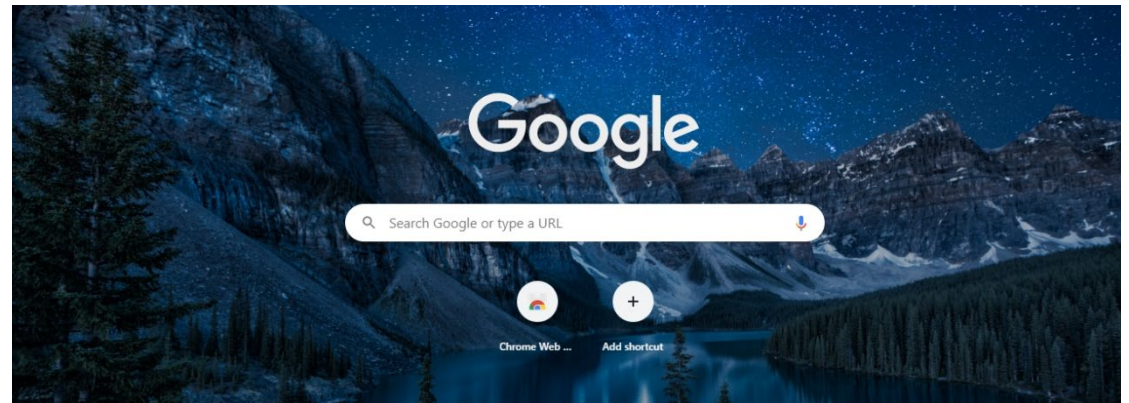


Using Zoom

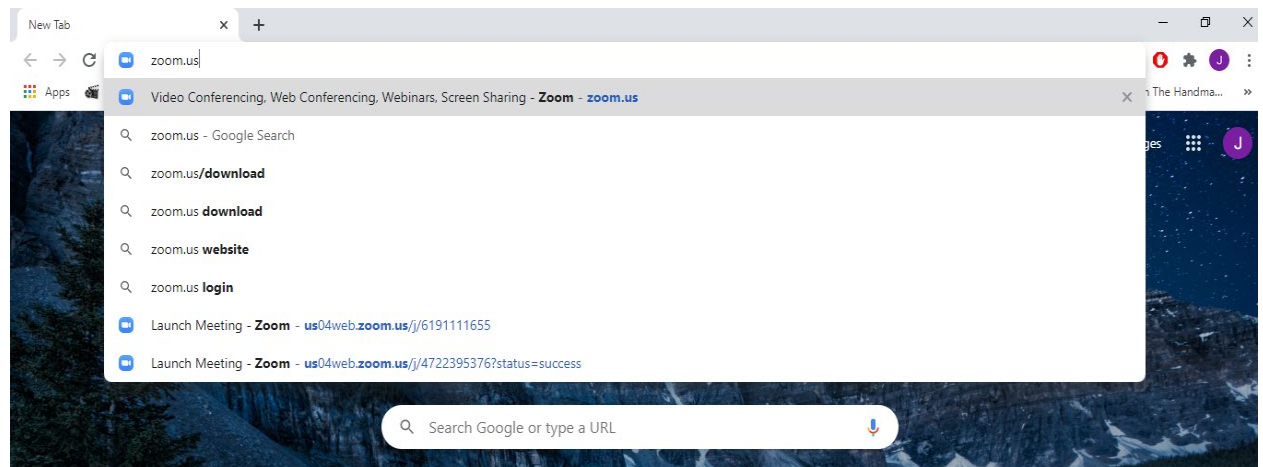
THERE ARE TWO WAYS TO ACCESS ZOOM...

METHOD 1

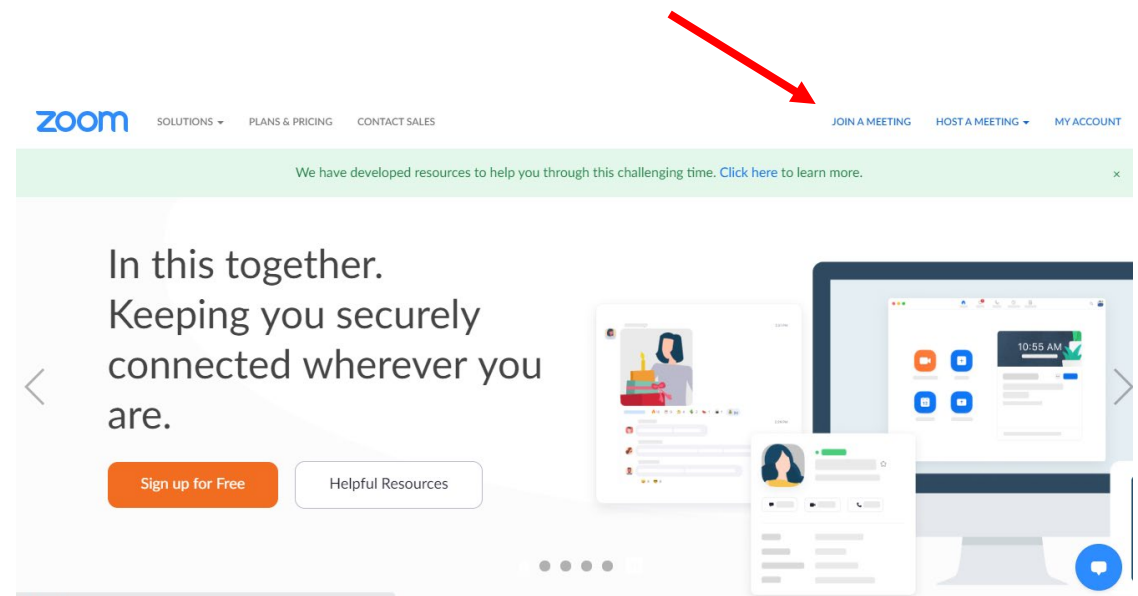
Step 1: Open your Internet browser, e.g. Google, Bing, Yahoo, Firefox, etc.



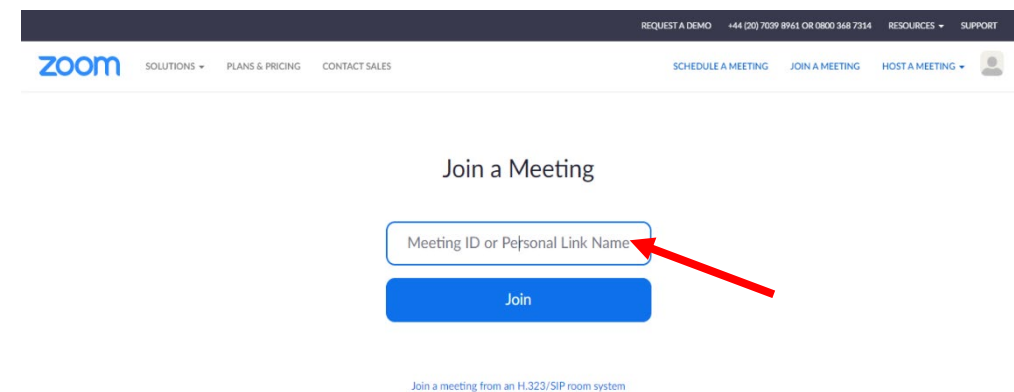
Step 2: Search for www.zoom.us



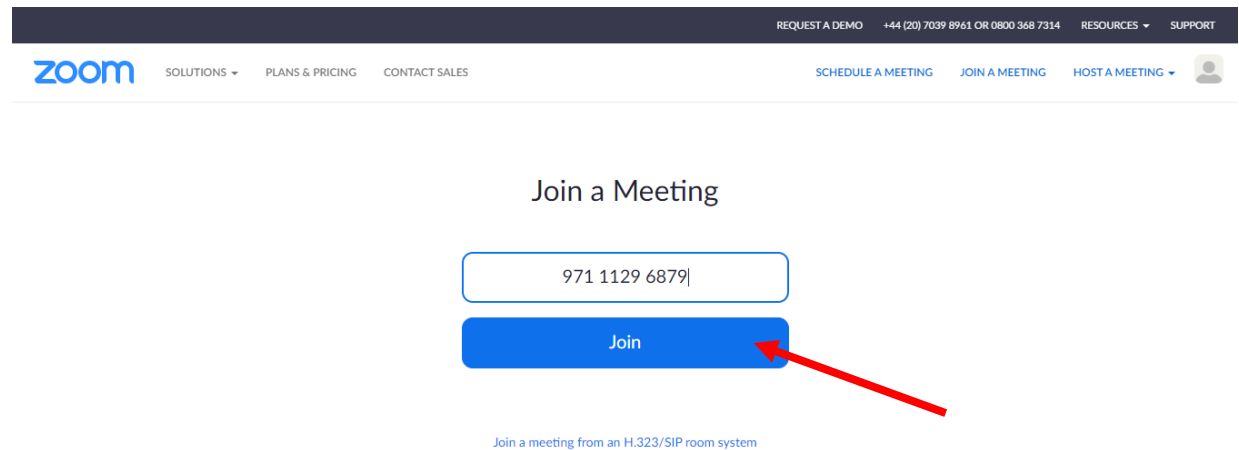
Step 3: On the home page, you will see an option for “Join a Meeting” in the top right-hand corner. Click on this.



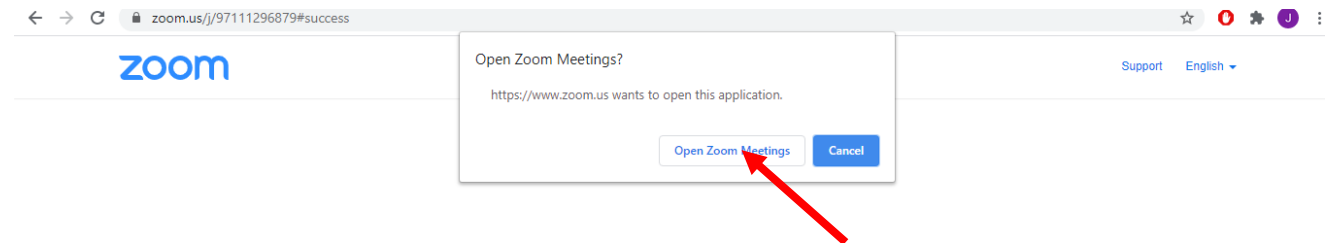
Step 4: You will now see a white page, asking you to type in your Meeting ID or Personal Link. Enter the Meeting ID provided by the host in the email you will have been sent. The Meeting ID is a series of numbers, normally found above the Password in the email provided.



Step 5: Click “Join”



Step 6: A pop up message will appear asking you to “Open Zoom Meetings”. Choose this option.



When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

Step 7: You may then be asked to enter your Meeting Password. This can also be found in the email from the meeting host.

Jenni McNab is inviting you to a scheduled **Zoom meeting**.

Topic: Social Media Talk 2


Time: Jun 5, 2020 02:02 PM London

Join **Zoom Meeting**

<https://zoom.us/j/97111296879?pwd=WU1yeVJ6THRFG9OdHN1dzVWakldz09>

Meeting ID: **971 1129 6879**

Password: 6tzHer



Step 8: Once you have entered your password, you will either have to wait on the host joining the call and giving you access, or your host will already be on the call and you will join automatically. Make sure your microphone and camera are both enabled, as well as your laptop volume.

METHOD 2

Step 1: Click on the link provided in the meeting sent by the host. This will be under the heading “Join Zoom Meeting”

Jenni McNab is inviting you to a scheduled **Zoom meeting**.

Topic: Social Media Talk 2

Time: Jun 5, 2020 02:02 PM London

Join **Zoom Meeting**

<https://zoom.us/j/97111296879?pwd=WU1yeVJ6THRFG9OdHN1dzVWakxldz09>

Meeting ID: 971 1129 6879

Password: 6tzHer



NOW FOLLOW STEPS 6 – 8 OF THE PREVIOUS METHOD

Key Information/Features

THIS IS AN EXAMPLE MEETING. PASSWORDS AND MEETING IDs ARE UNIQUE TO EACH ZOOM MEETING.

Jennifer McNab is inviting you to a scheduled Zoom meeting.

Topic: Jennifer McNab's Zoom Meeting

Time: Jul 1, 2020 04:00 PM London

Join Zoom Meeting

<https://us04web.zoom.us/j/71999149244?pwd=eEw4b2d2OU9jaFFNOW05WUlwMW53Zz09>

Meeting ID: 719 9914 9244

Password: 2KvyWr

You can access the meeting using the link provided in the email sent by the host. It will look like this.

This is the information needed when asked to enter your Meeting ID (see METHOD 1 – Step 4). It will be a series of numbers that looks like this.

If asked for a password, this is where you will find it and it will be a series of both letters and numbers like this.

To set up your own Zoom meeting:

Step 1: Log in to your Zoom account

Step 2: Click on 'Schedule A Meeting'

Click here to set up a meeting

The screenshot shows the Zoom website interface. At the top, a dark navigation bar contains links for 'REQUEST A DEMO', '+44 (20) 739 8961 OR 0800 368 7314', 'RESOURCES', and 'SUPPORT'. Below this is a white navigation bar with the Zoom logo, 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and a user profile icon. A green banner below the navigation bar contains an 'Important Notice' about dial-in audio conferencing capabilities. The main content area shows the user profile for 'Jenni McNab'. On the left is a sidebar menu with 'PERSONAL' and 'ADMIN' sections. Under 'PERSONAL', 'Profile' is highlighted. The profile card shows a placeholder for a profile picture with a 'Change' link. Below the name, the 'Personal Meeting ID' is displayed as '*** ** *689' with a 'Show' link. The full meeting ID is shown as 'https://zoom.us/j/*689?pwd=*****' with a 'Show' link. A note below states 'x Use this ID for instant meetings'.

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

REQUEST A DEMO +44 (20) 739 8961 OR 0800 368 7314 RESOURCES SUPPORT

Important Notice: Due to increased demand, dial-in by phone audio conferencing capabilities may be temporarily removed from your free Basic account. During this time, we strongly recommend using our computer audio capabilities. If you require dial-in by phone audio conferencing, please see our other [package options](#).

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

Jenni McNab Edit

Change

Personal Meeting ID *** ** *689 Show Edit

https://zoom.us/j/*689?pwd=***** Show

x Use this ID for instant meetings

Step 3: Enter the information you want to set up your Zoom meeting.

Zoom meetings will allow you to:

- **Set a date and time for your meeting**
- **Create a unique meeting ID to keep your video call secure**
- **Allow participants to enter the call before you do**
- **Make your meeting recurring**
- **Automatically record your meeting and save to your computer**

Basic Zoom accounts will provide a 40-minute time limit to calls consisting of 3 or more participants.

Click 'Save' when you're done.

Step 4: Once your meeting is set up, you can share the meeting link to others and invite people to join. Click the 'Copy Invitation' button.

Step 5: Click 'Copy Invitation' again, then paste this into an email to those you are inviting. To paste text, either right click on the area you wish to place the text and click 'Paste', or hold the 'ctrl' button on your keyboard and press 'V'.

The screenshot shows the Zoom web interface for editing a meeting. The meeting details are as follows:

Topic	My Meeting	
Time	Sep 8, 2020 03:00 PM London	
Add to	Google Calendar Outlook Calendar (ics) Yahoo Calendar	
Meeting ID	910 9301 1983	
Security	✓ Passcode ***** Show	✓ Waiting Room
Invite Link	https://zoom.us/j/91093011983?pwd=UzJvelFRRDdyQnMzRjJRK1p2MmRKZz09 Copy Invitation	
Video	Host	Off
	Participant	Off
Meeting Options	<input type="checkbox"/> Enable join before host	
	<input type="checkbox"/> Mute participants upon entry	

A red arrow points to the 'Copy Invitation' link in the Invite Link row.

The dialog box titled 'Copy Meeting Invitation' contains the following text:

Meeting Invitation

Jenni McNab is inviting you to a scheduled Zoom meeting.

Topic: My Meeting
Time: Sep 8, 2020 03:00 PM London

Join Zoom Meeting
<https://zoom.us/j/91093011983?pwd=UzJvelFRRDdyQnMzRjJRK1p2MmRKZz09>

Meeting ID: 910 9301 1983
Passcode: 2pD1u2

At the bottom, there are two buttons: 'Copy Meeting Invitation' and 'Cancel'. A red arrow points to the 'Copy Meeting Invitation' button.