

Joining a Zoom meeting

Zoom has produced a short video showing how you do this -

https://www.youtube.com/watch?v=hIkCmbvAHQQ&feature=emb_logo

This covers two options, the first showing how to respond to an email invitation, the second by using a Zoom account.

You will receive an email for each meeting. It will contain a Zoom invitation something like this:

Linton Antique Society is inviting you to a scheduled Zoom meeting.

Topic: Society meeting 10 December

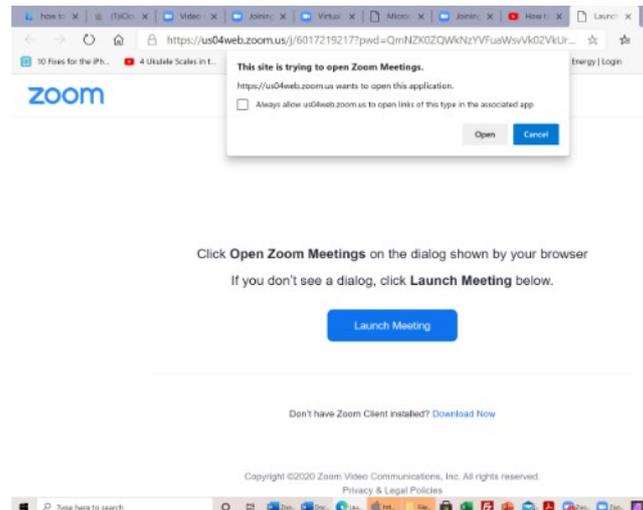
Join Zoom Meeting

<https://us04web.zoom.us/j/6017219217?pwd=QmNZK0ZQWkNzYVFuaWsvVk02VkUrQT09>

Meeting ID: 601 721 9217

Passcode: rSZJ3f

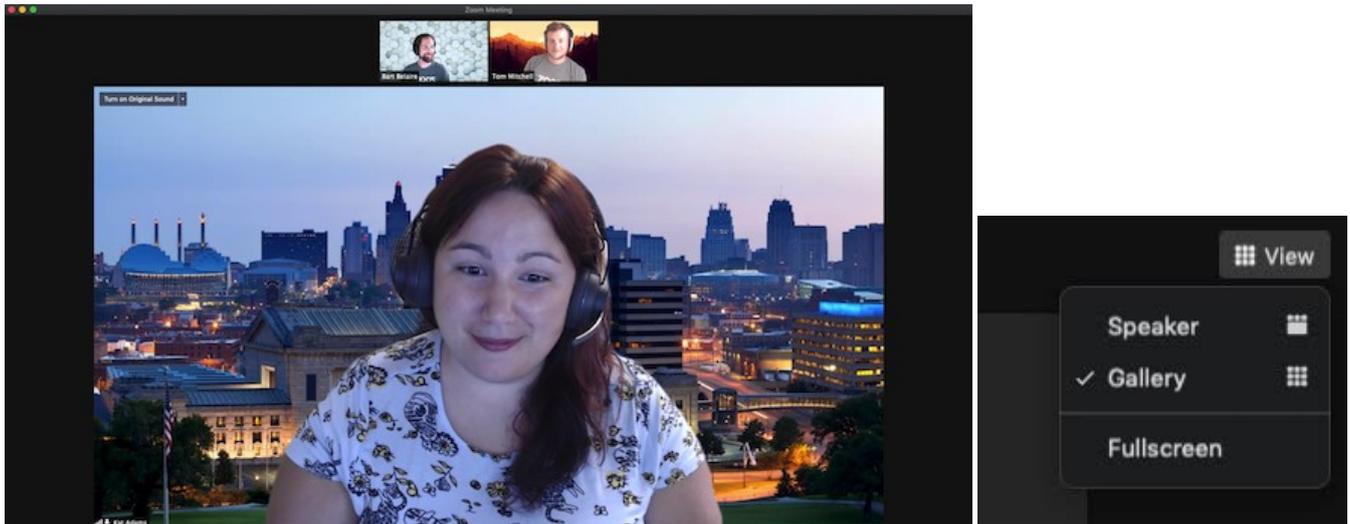
Tap the meeting link in the email and the Zoom application should automatically open, showing a page like this:



Click on **Open** in the pop-up at the top of the page and you will be able to join the meeting. You may get another pop-up asking you to wait for the host to admit you. While you are waiting, you can use the time to make sure your audio is working. You will also be asked if you wish to join the meeting with video – if you opt out you will be represented with a black screen with your name. Once admitted, you will see a screen like this:



This is called Gallery view and the screen layout will change depending on the number of participants. There are various screen layouts. Go to the menu at the top left to change the layout, perhaps to the active Speaker view (below) which will change picture depending on whoever is speaking at the time.



There is also a range of controls along the bottom of the screen:



The important ones are:

Mute This enables you to switch your microphone on and off. During an event, the host will switch off your microphone. For questions, it will be unmuted if you indicate you want to ask a question.

Start Video Switches your camera on and off.

Leave Enables you to leave at any time. At the end of the event, the host will close the meeting.

This is just a basic summary of what you can do on Zoom. The Zoom website has a lot of very straightforward information and 'how to' videos and is well worth visiting. It's a 'user-friendly' application and you'll find it easy to use.

Follow this link: <https://support.zoom.us/hc/en-us>