A QUICK GUIDE TO ZOOM

How to join a Zoom meeting on your desktop by downloading the app

1. Download the Zoom desktop app on your Mac or PC. (Click here for link)
2. Once you have downloaded and installed the Zoom app, you can join the Zoom call, either a) **using the Zoom app directly**, or b) by **clicking the invitation Zoom link**.
   a. **Using the Zoom app:**
      - Open the Zoom app.
      - Click 'Join a Meeting'.
      - Enter the meeting ID, password and your name. You will find the meeting ID and password on the flyer.
      - You will be placed into a waiting room and admitted by the duty Deputy Grand Director of Ceremonies.
   b. **Clicking the invitation Zoom link:**
      - Click on the Zoom invitation link sent to you.
      - Click 'Open Zoom Meetings' when prompted.
      - Enter the meeting ID, password and your name. You will find the meeting ID and password on the flyer.
      - You will be placed into a waiting room and admitted by the Zoom coordinator.

How to join a Zoom meeting through a web browser

You do not need to install any extra software to join a Zoom meeting. You can do it all through a web browser.

1. Click on the Zoom link sent to you.
2. A new tab will open on your preferred web browser. If you do not have the Zoom desktop app installed, the page will urge you to download the app.
3. Ignore that and skip down to the small print: 'If you cannot download or run the application, join from your browser.'
4. Click the highlighted text: 'join from your browser'.
5. Sign in with your name to join the meeting.
6. Enter the meeting ID and password.
7. You will be placed into a waiting room and admitted by the Zoom Coordinator.

How to join a Zoom meeting on mobile (iPhone, Android).

1. Download the Zoom app [for iPhone or iPad](#) or for [Android on Google Play](#), and set it up using your contact information.
2. Open the mobile/iPad app.
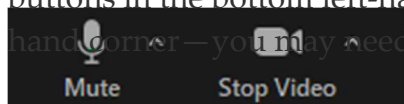3. Then either:
   a. Tap on 'Join a Meeting'.
   or
   b. Click on the Zoom link sent to you by the Zoom coordinator which will open the Zoom app.
4. Enter the meeting ID and password.
5. You will be placed into a waiting room and admitted by the Zoom coordinator.

NB *The app may ask for permission to use your phone's camera. If so, **please give permission.***

To gain the full interactive experience of a Zoom call, i.e. with audio and video, your device will need a webcam with microphone. Most laptops, as well as tablets and mobile devices will already have these built in, but this is not always the case with desktop PCs. If you do not have a webcam or microphone, you are still very welcome to join the call. Other participants will be aware that you are on the call, but they will not be able to see or hear you. However, provided your PC has a speaker, then you should at least be able to follow the conversation.

When on the Zoom call, you should familiarise yourself with the audio and video buttons in the bottom left-hand corner of the screen (on iPad they are in the top right-hand corner — you may need to tap the screen to make them appear):

In the above screenshot, you should click the left button to mute/unmute audio and the right button to start/stop sharing your video with others, but as mentioned below it is courteous to others to remain on 'mute' at all times, unless you are speaking.

Zoom etiquette

1. To allow time to get used to the software, you are welcome to join the call early.
2. To limit background noise, which is disruptive to others, please ensure that you keep your microphone on mute at all times unless you are speaking.