CIRCLE SQ.

Joining a Zoom meeting using a computer, tablet or smartphone.

The first time you try to do this you may have to download the Zoom app. You can do it ahead of time. If not, you'll be prompted to do so when you try to join the "meeting".

First, how to join a meeting when you have received a link to it.

1. Click on the link to join the meeting.
2. A web page should open on the Zoom website, including a button labelled "Join Meeting".
3. If you are asked if you "want this page to open zoom.us", click "Allow".
4. The Zoom app should start and the meeting window should open.
5. You have two decisions to make — how to handle sound and whether to enable your camera:
   a. Sound
      i. if possible, select computer or Internet audio. If a box appears saying: "To hear others please join audio", click "Call using Internet Audio".
      ii. The first time you do this you may be asked to permit Zoom to access your microphone and camera — answer "Yes".
      iii. If you can't do that, you can phone in to the Zoom meeting using the information just below the link in the invitation.
   b. Video
      i. initially your camera may be turned off.
      ii. If you'd like to be seen by the other participants, click the "Start Video" button at the bottom left of the Zoom window.
      iii. If the buttons are not visible initially, click or touch in the Zoom window and they should appear for a while.

Now, how to download and install the app.

1. To download the app, use a web browser to go to https://zoom.us
2. At the top bar, click on "Resources", click "Download Zoom Client" and then select the version of Zoom that matches your own device.
3. If you have not installed Zoom before the meeting, you should be offered a link saying "Download & run Zoom" — click on it and agree if asked for permission.
4. On a computer you then have to find and run the installation programme.
5. On a smartphone or tablet you may be redirected to an AppStore or equivalent where you can initiate the download.
6. There is no need actually to run the app beforehand. When you follow the invitation and give permission, the app should start up automatically.

Tips in a meeting.

Various options are controlled by icons, mostly at the foot of the Zoom window. However, they are not always visible but should reappear if you move your cursor to or touch in the Zoom window area.

1. The normal Zoom display is a larger image in the centre and a few smaller 'thumbnails' at the top. The centre display usually shows the person speaking at that moment, so it will switch as different individuals participate in discussion. This is called "Speaker View". If you prefer to see all participants equally ("Gallery View"), use the view icon at the top right.
2. The centre display can also be used to show a document, presentation or image being 'shared' by the meeting host/leader or one of the participants.
3. Local interruptions (deliveries, phone calls, children, pets, coffee . . .) – remember:
   a. You can mute your microphone using the "Mute" icon
   b. You can enable/disable your camera using the Start/Stop Video icon
4. Comments – you can send a text message to another participant, or one visible to all participants, by clicking on the "Chat" icon.
5. You can give "non-verbal feedback" to the meeting host – e.g. raise a hand for attention – by using the Participants icon and selecting the message you wish to send.

Looking forward to seeing and talking soon.