



ZOOM FOR MEETINGS

Zoom is a program that allows you to run or join a meeting online. Zoom can be used on a computer, smart phone or table.



DOWNLOAD ZOOM

Before you can Zoom the first time on your computer, you need to download the Zoom meeting application (app).

You can download the app at <https://zoom.us/download>

Once download is complete, another application to install zoom will open, follow the steps to install the app.



CREATE A ZOOM ACCOUNT

Before you can organise or host a meeting with Zoom you need to create an account.

To create an account <https://zoom.us/>

Click on "Signup. It's free"

CREATING A ZOOM MEETING

- Open the Zoom app
- Sign in to your account
- Click on 'schedule' button
- Enter the 'Topic'
- Enter date and start time
- Password > untick box
- Video > tick ON for host on and choose if you would like participants video on or off
- Click "Schedule"

INVITING PEOPLE

Go to your email calendar and click on the zoom meeting on the date scheduled.

You can then add people to the meeting by adding the contacts in the 'To' section

Once you have added in the contacts, click 'Send'

JOINING A ZOOM MEETING

Open the email or event invitation you received with the zoom meeting details.

Click on 'Join Zoom Meeting' link

This will then open the zoom meeting in the application

MORE INFORMATION

For more information on how to use Zoom meetings, go to the Zoom website at <http://zoom.us/>