



Zoom instructions for group participants

What you need

1) An internet connected device

Either a smartphone with mobile data (or WiFi access) OR internet connection and tablet/computer with webcam & built in microphone (use a headset if your microphone isn't great).

2) A quiet space

Background noise e.g. washing machine or barking dog can be very disruptive to online meetings.

How to attend a Zoom meeting

1) Set up a FREE Zoom account in advance of attending a zoom meeting

Set up a Zoom account using your email address at <https://zoom.us/signup>. Make a note of your password for future use or save it on your device. For ease of use and more functionality download the zoom app here <https://zoom.us/support/download> - you can also sign up in the app.

2) Receive a Zoom meeting invitation

Your Zoom meeting host will send you an invitation in advance of the meeting. This will include the date and time of the meeting as well as an 11 digit Meeting ID and a 6 digit Password (this ensures that only invited people can join the group).

3) Sign in and attend a zoom meeting

At the time of the meeting, open your Zoom app or visit <https://zoom.us/signin> (or follow the clickable meeting link in your invitation) and sign in.

Using the Zoom app

Click 'Join' and enter your Meeting ID and Password when prompted.

On the website

Click 'Join a meeting' and enter your Meeting ID and Password when prompted – follow this link if you if you cannot find it <https://us04web.zoom.us/join>

Camera/Microphone permissions

To join the meeting Zoom will ask you to give the website/app access to your camera/audio so that you can be seen and heard – these are the sort of messages you might see depending on what device you are using and if you are using the app/website:

- Allow Zoom to record audio, take pictures and record video
- Use computer audio/Start video
- Join with video/Join with Computer Audio

Problems?

If you run into any problems please contact your group host.