

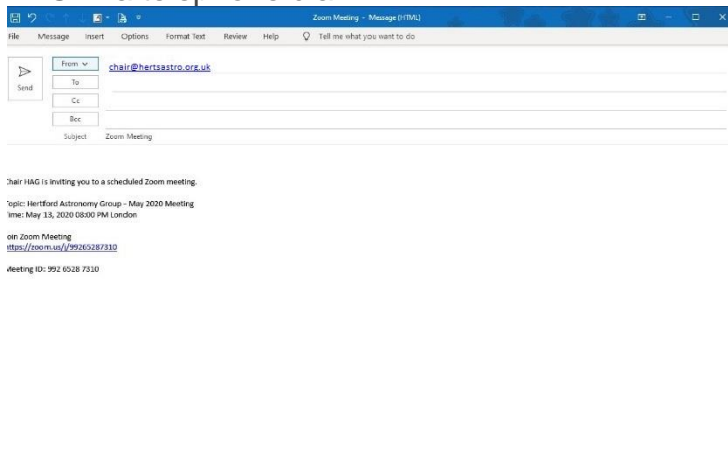
# Zoom Setup Instructions

## PC & Mac (see separate file for Apple iPad)

How do I join a Zoom meeting?

There are 4 ways to join a Zoom meeting:

- With the Zoom app on your desktop.
- Through a link via your email invitation.
- From the Zoom website.
- Or via telephone dial-in.



Alan Willison is inviting you to a scheduled Zoom meeting.

Example:



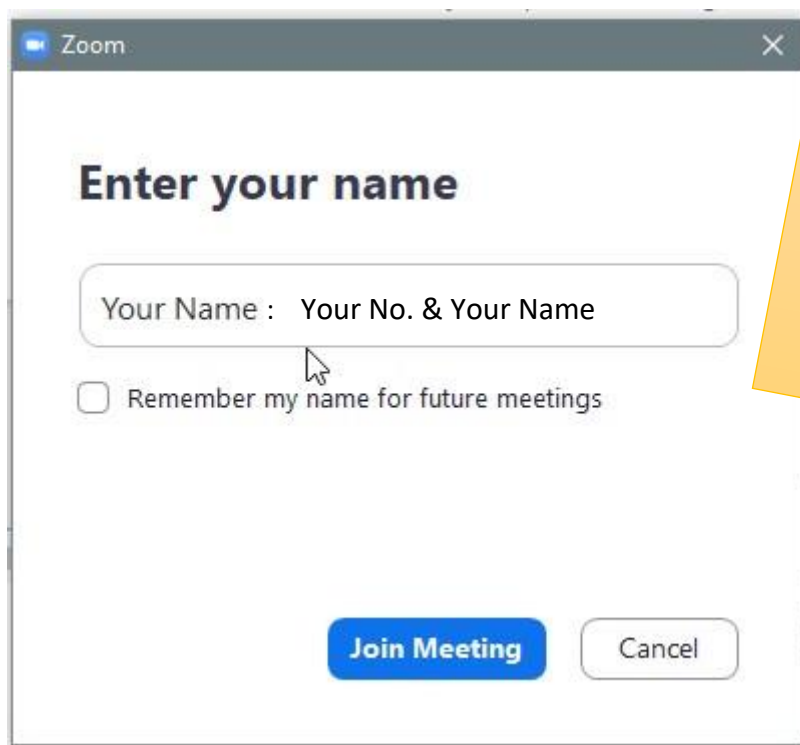
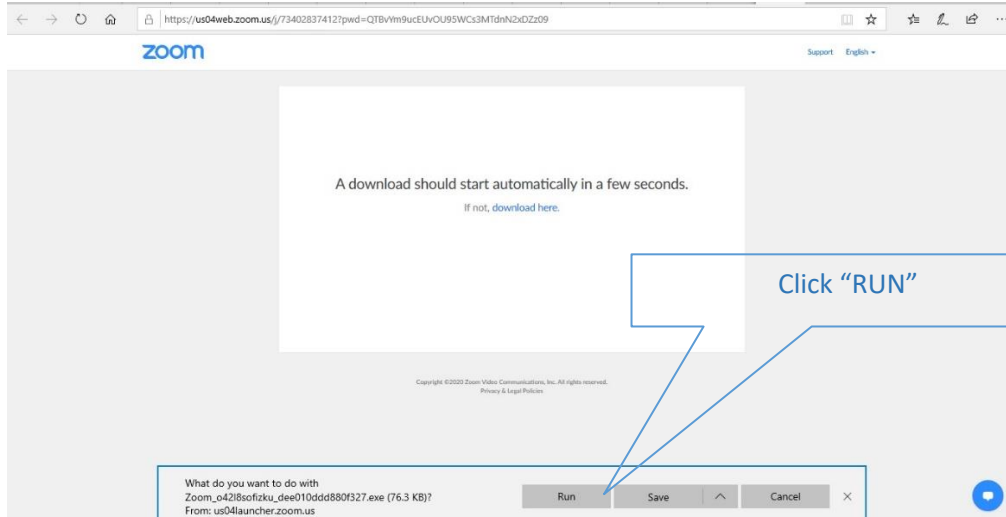
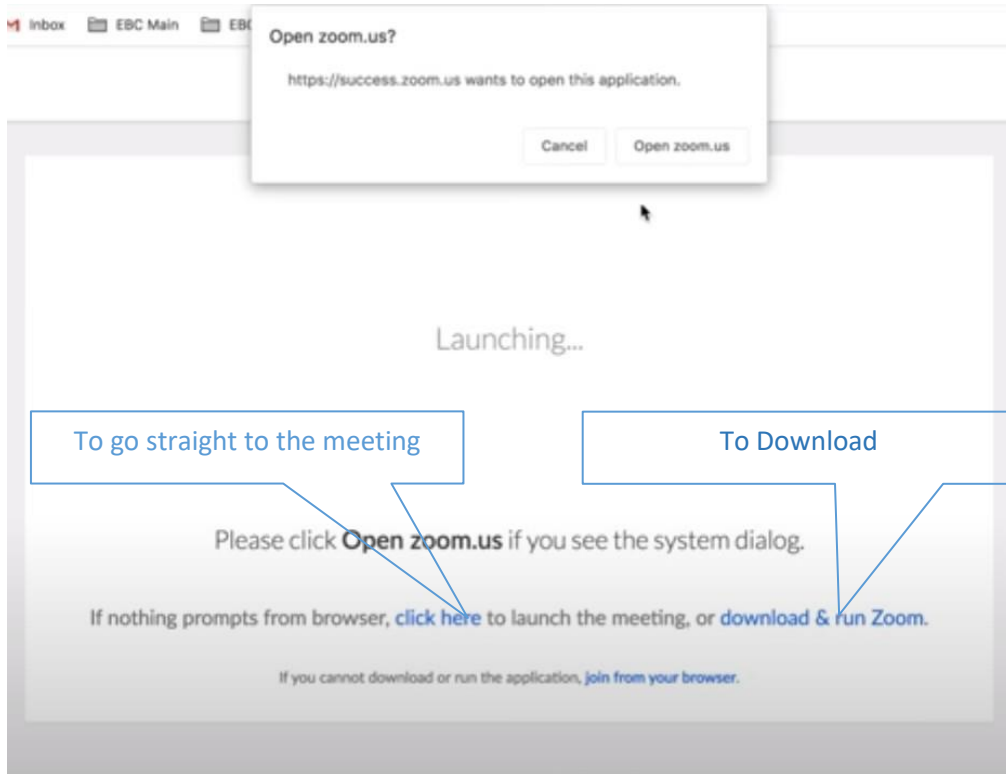
Example:

Join Zoom Meeting

<https://zoom.us/j/99265287310>

Meeting ID: 992 6528 7310

Clicking on the link will take you to this page:



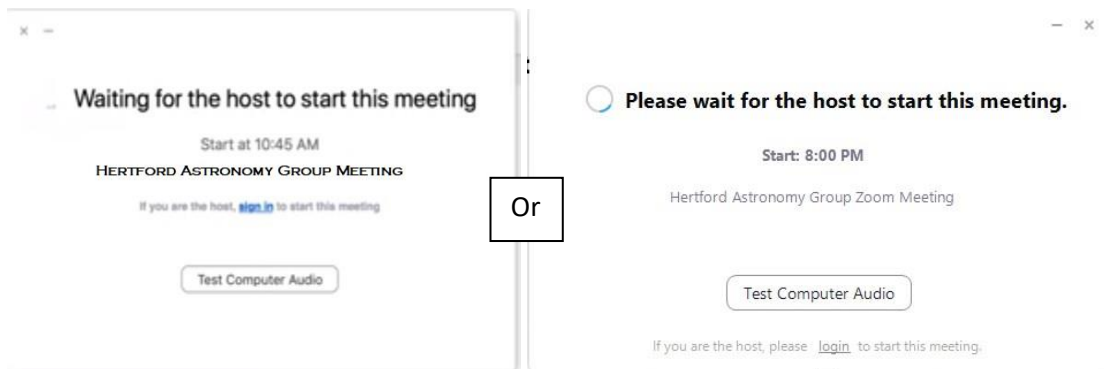
**IMPORTANT;**  
**IN ORDER TO ENTER THE MEETING, YOU MUST ENTER YOUR MEMBERSHIP NUMBER(S) AND YOUR NAME(S)**

To use Zoom, you need to agree to the [Terms of Service](#) and [Privacy Policy](#).

**I Agree** I Disagree

You may be asked to allow this App click "O.K." on the pop up screen

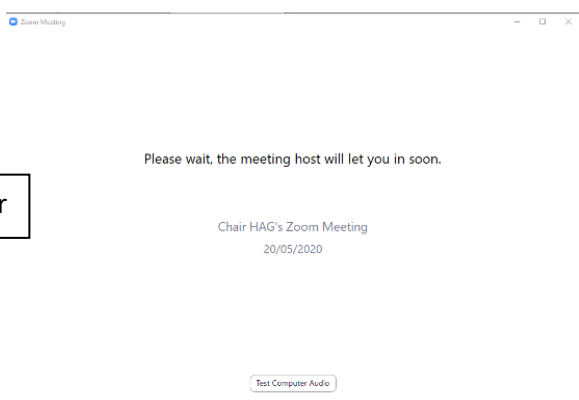
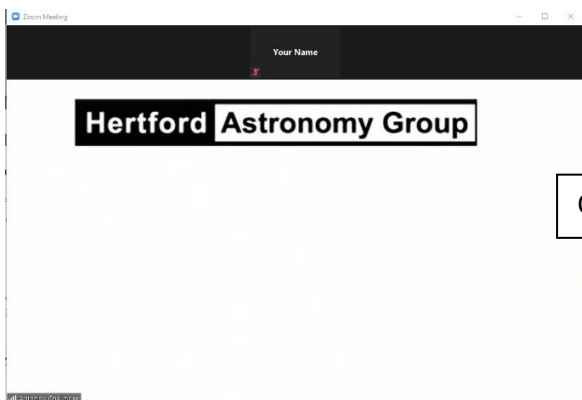
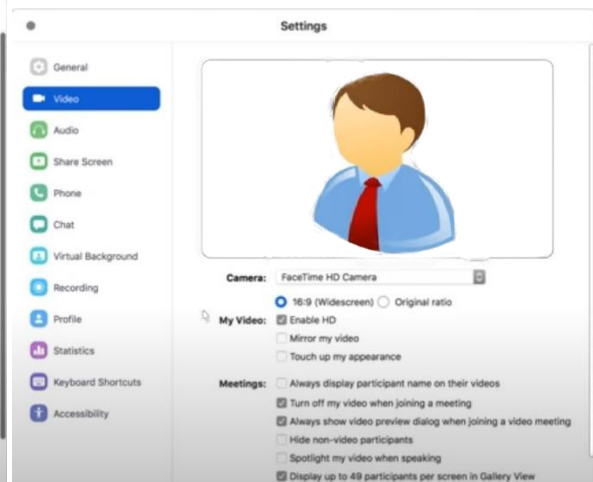
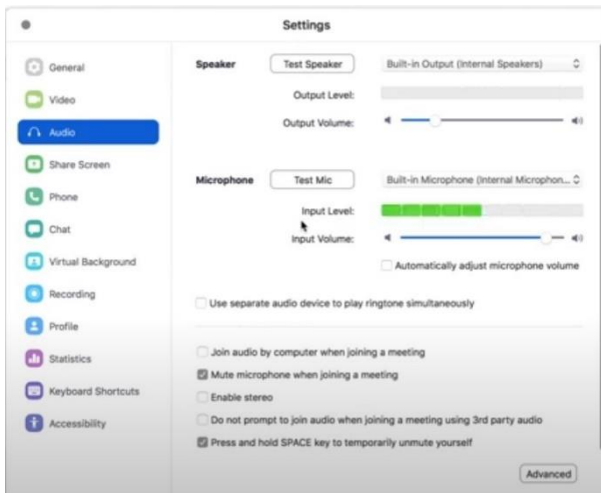
You may see:



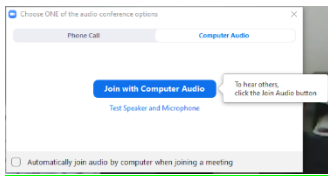
Now is a great opportunity to test your audio and video settings

### Audio

### Video

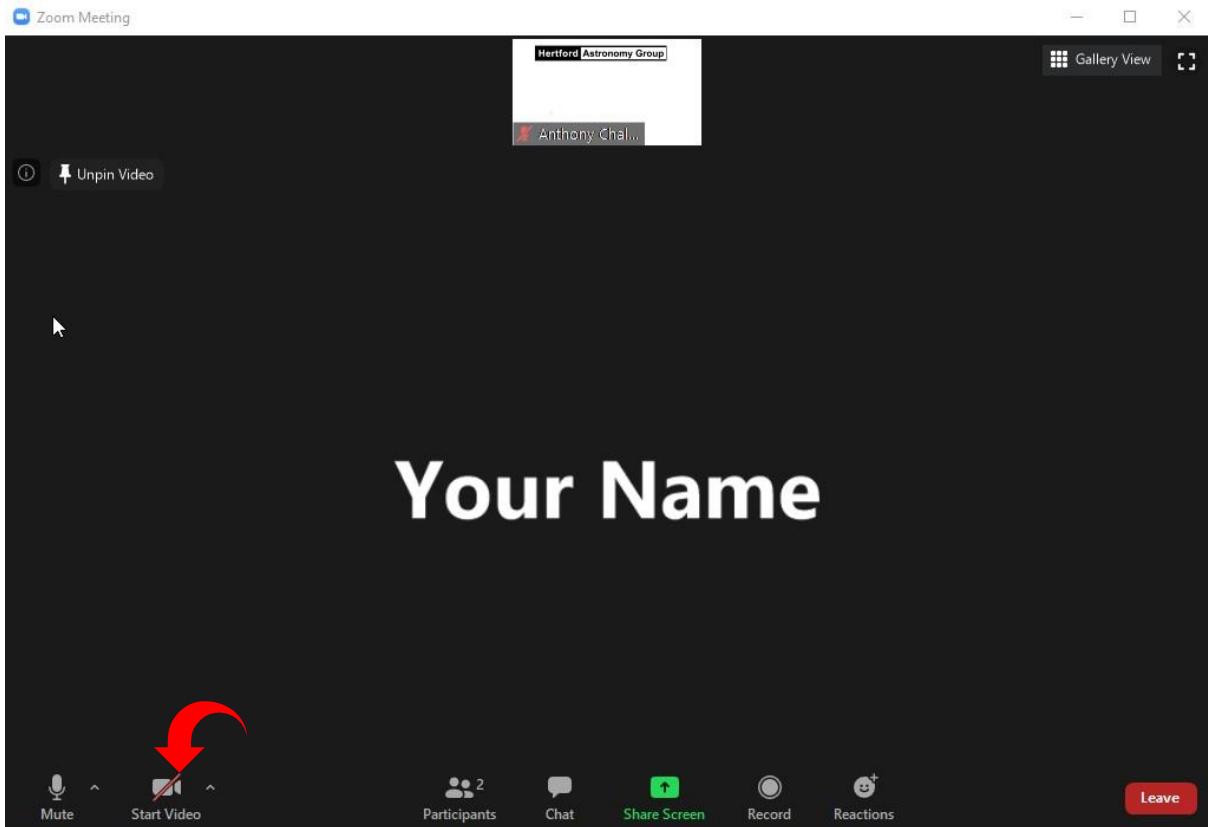


You will see the hosts screen until they admit you to the meeting

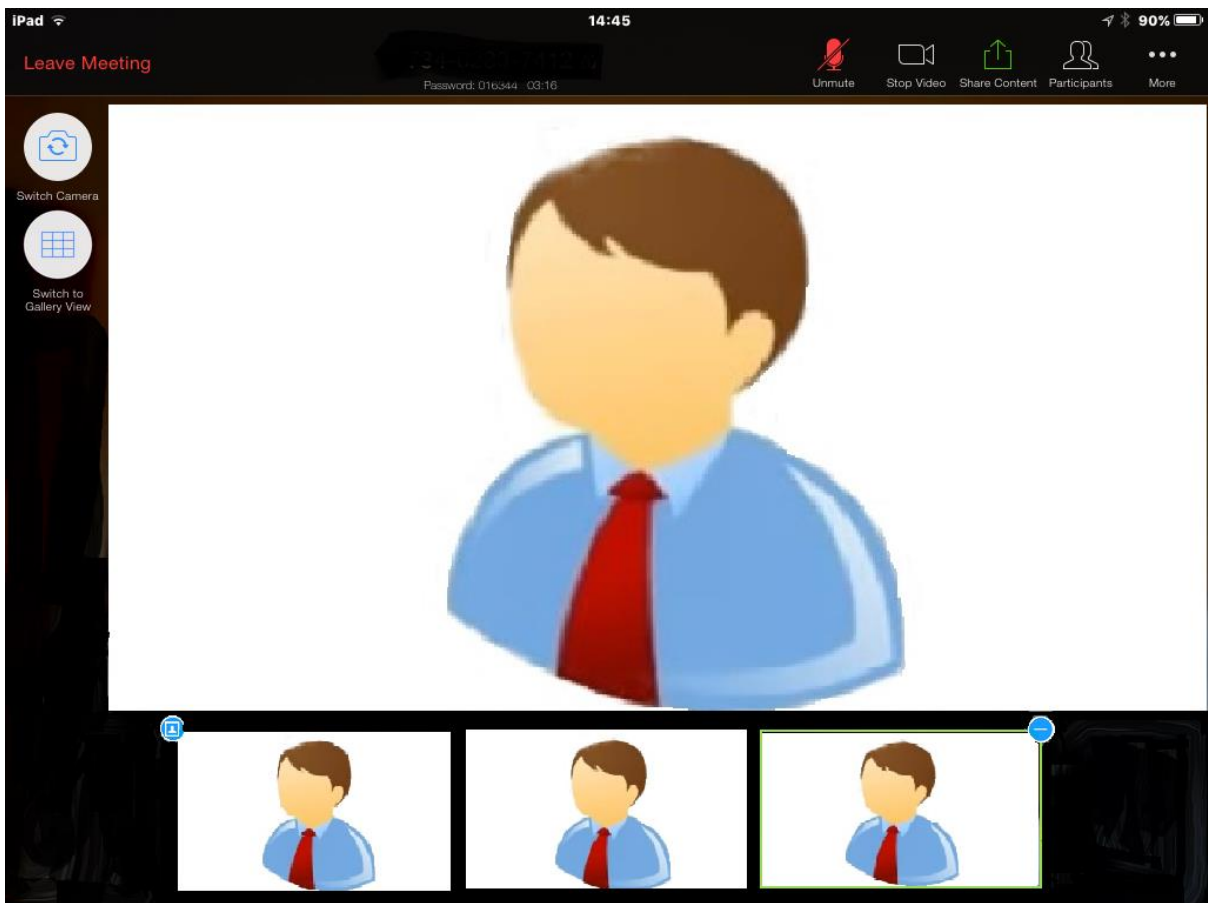


Join with Computer Audio if you are asked to

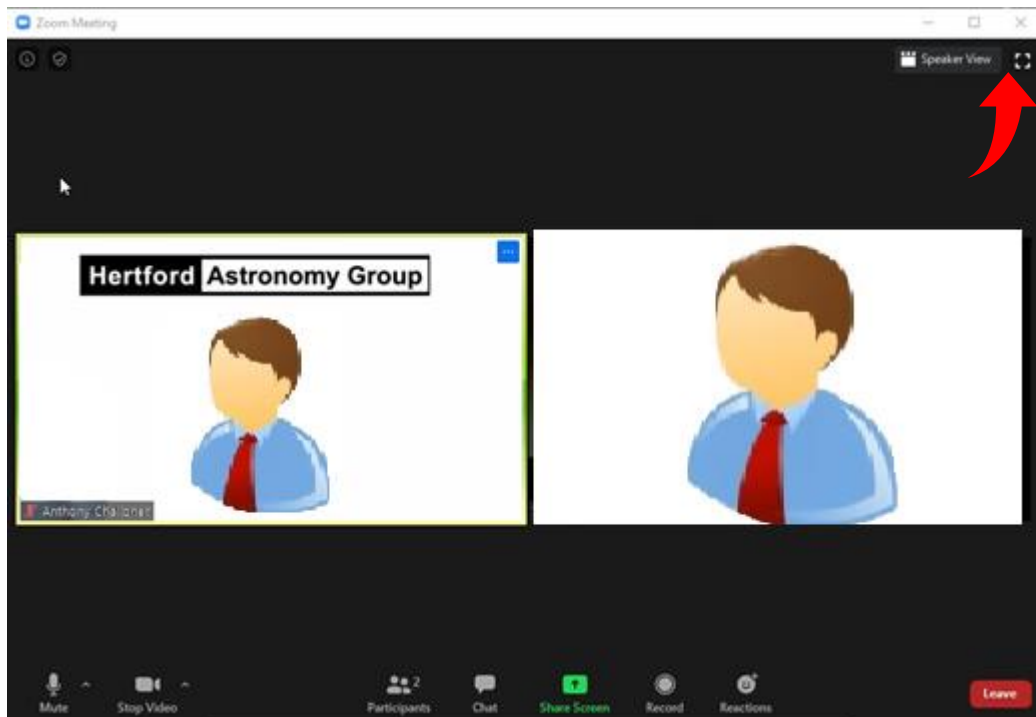
If you have not turned on your video you will see this screen. To turn on your screen click the camera icon



You will now see this:

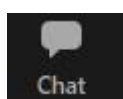
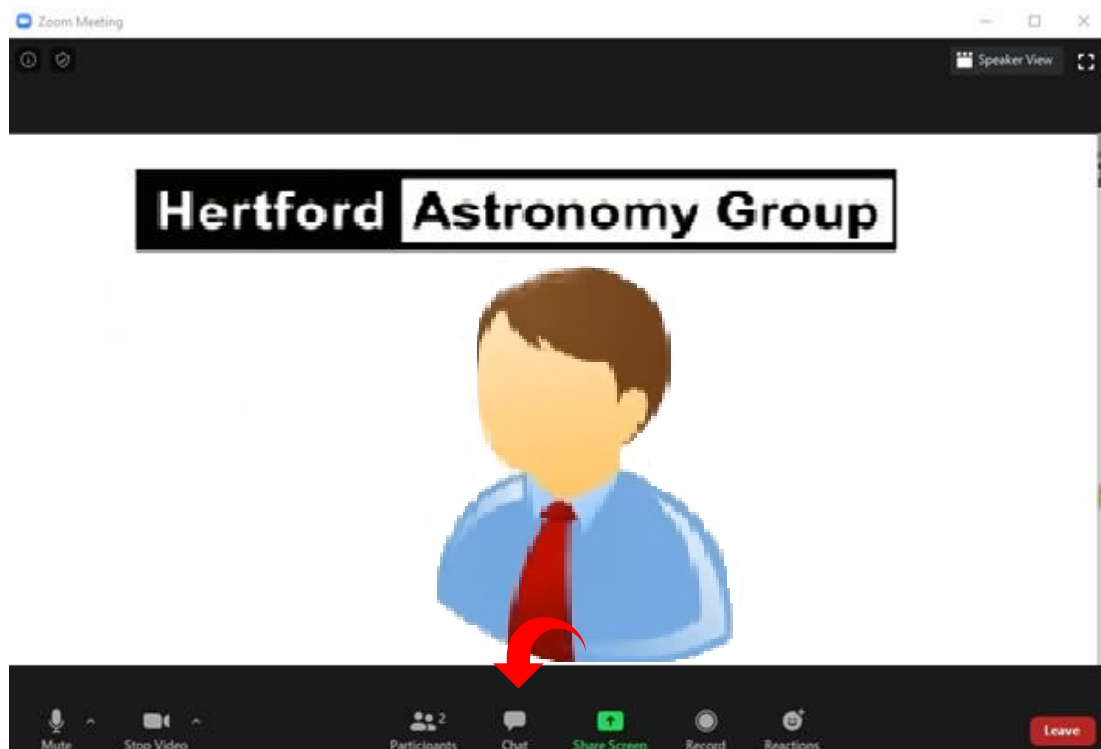


You are ready to enjoy the meeting. At the corner of the insert showing other guests is a plus or minus sign, click the minus to hide the other guests, click the plus sign to see every guest



There are two options for viewing people choose Speaker View in the top right hand corner, this will cause what you are seeing on the basis of whom is speaking at the moment. You may also choose full screen in the same area. If you hover over the top right hand corner of your picture you can choose to hide your image from yourself making the screen less cluttered

## You are ready to view the talk



If you have a question during the talk, use the Chat facility either at the top or bottom of your screen dependant on the equipment you are using and direct it to the person you wish to ask.