


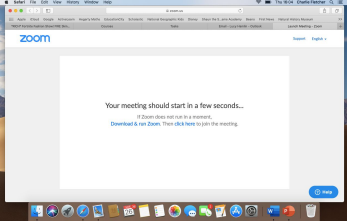
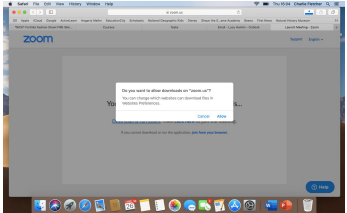
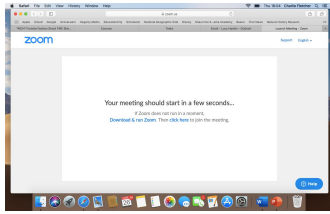
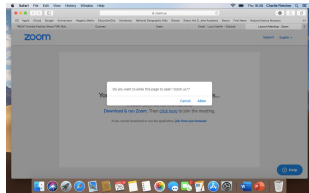


## How to join a Zoom meeting on a laptop

	<p>Zoom is an app where you can join video calls and virtual meetings with more than one person. You can use it on your laptop, tablet, or on a smartphone</p>
	<p>It is a good way of communicating whilst we are in this difficult time. It means we can still see and speak to each other over the internet</p>
	<p>These are instructions for using Zoom on a laptop or computer</p>
 	<p>The host will send you an email invite to join a Zoom Meet Up.</p> <p>You will need to download zoom in order to join the meeting</p> <p>On the email you will also get a Meeting ID and password. You might need this to join the Meet Up</p>

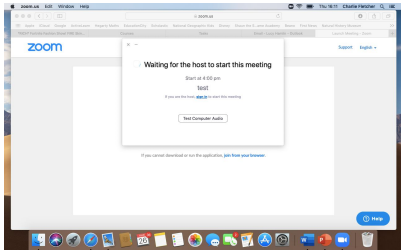


Once downloaded, choose **Click here**



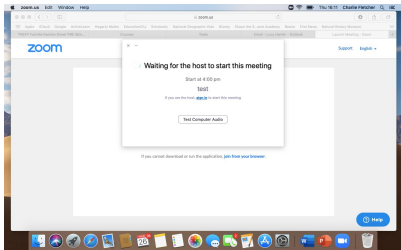
It will ask if want the page to open zoom.us

**Click Allow**



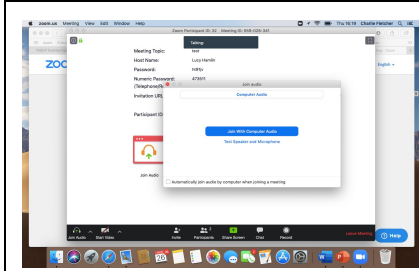
If a screen like this appears you are in the **Waiting Room.**

When it is time for the meeting to start your video will come on and you will see the host.



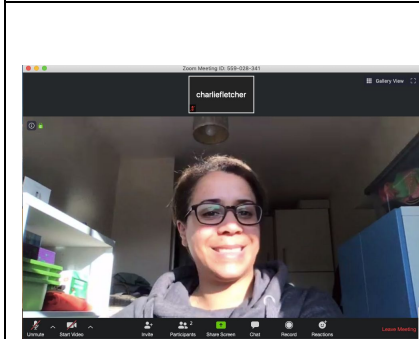
Boxes might pop up to ask you to let Zoom access your microphone and camera

You need to click "ok" so that you can speak and be seen during meetings

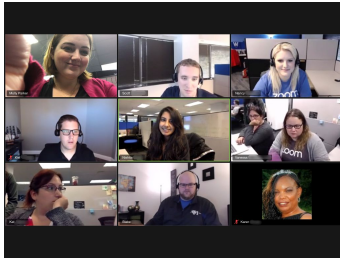


When you click the meeting link you might see a box like this.

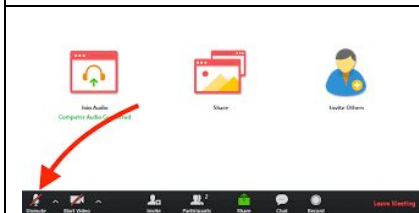
Click Join with Computer Audio.on



When the host starts the meeting, you should be able to see the host and other people on your screen



To be able to see all the people in the meeting you will need to click the **Gallery View**. This is at the top right of the screen. Click this button to see everyone in the meeting

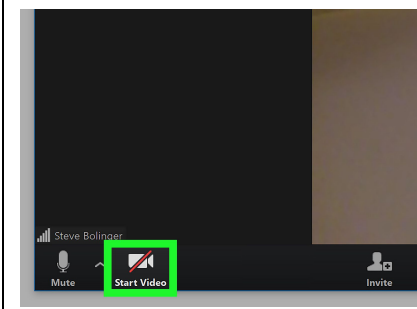


At the bottom left side of your screen is the mute button. You can switch your sound on and off here by clicking the image.



Silence Your Mic

Sometimes your host might mute everyone so that people can hear what the host is saying



You can also switch the video on and off here if you don't want other people to see you