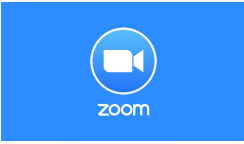



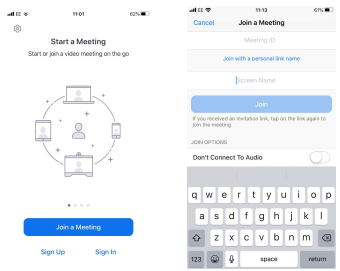
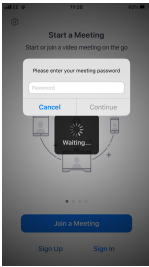
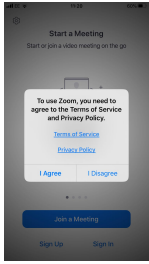
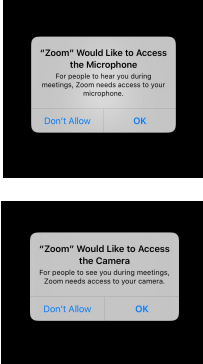
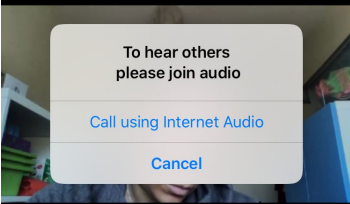
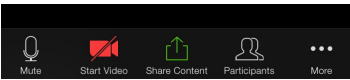
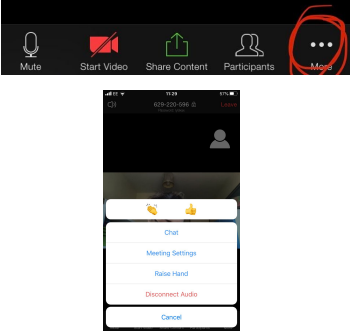


EasyRead guide to joining a Zoom meeting on a smartphone or tablet

	<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 smartphone or tablet</p>
	<p>Download the free Zoom app from App Store or Google Play depending on if you use apple or android devices</p>
	<p>You can join a meeting by clicking Join a Meeting</p> <p>You will be asked to enter the Meeting ID and add your name</p> <p>Or if you have received an email invitation, you can click the link to join the meeting</p>
	<p>If you have been given a password, you will be asked to enter it</p>

	<p>You will be asked to agree to the terms of service and privacy policy.</p> <p>You should read these before agreeing</p>
	<p>It will ask you to let the app access your microphone and camera.</p> <p>You need to click "ok" so that you can speak and be seen during meetings</p>
	<p>It may ask you to call using internet audio, so that you can hear the other people in the meeting</p>
	<p>At the bottom of the screen there are some options.</p> <p>Your microphone and camera can be muted. Turn these on so that you can be seen and heard during the meeting</p>
	<p>During the meeting if you click the three dots this will give you some options to clap, put thumbs up and chat.</p> <p>You might be asked to use these features during the meeting</p>