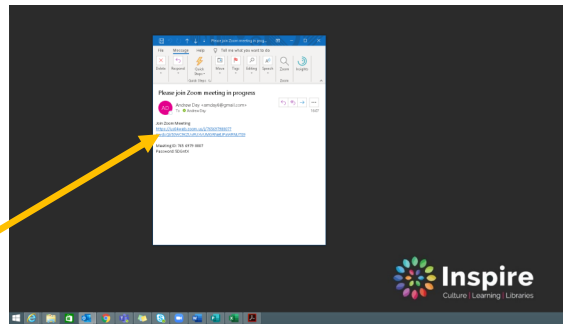
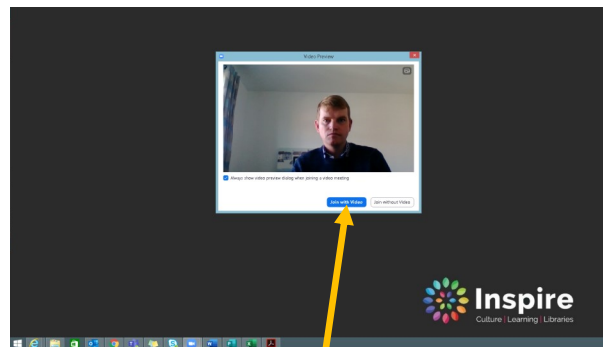


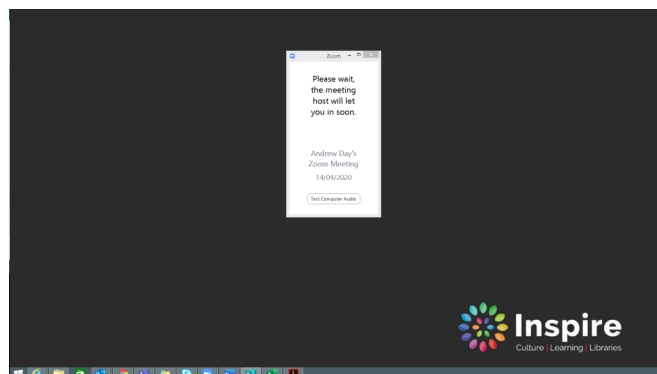
Joining a meeting



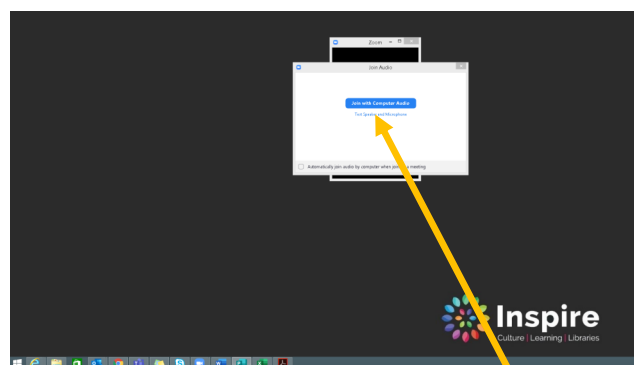
Click on the link in the email. If it is the first time you have used Zoom, you need to download it—click OK. Once it has downloaded, you need to enter your name—type your first name, followed by the first letter of your last name, so we can recognise you on the register.



Click on 'Join with Video'.

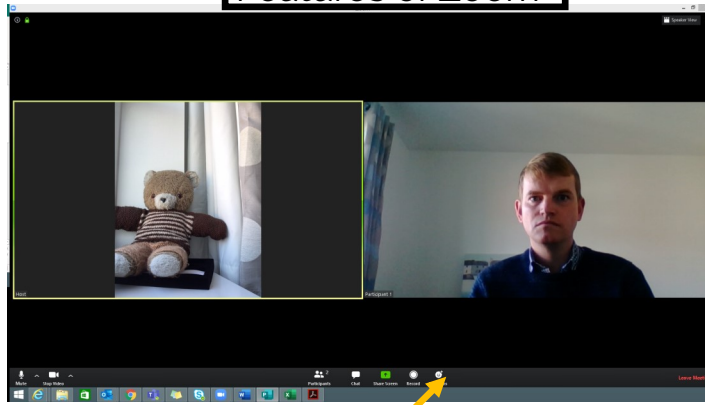


You will be left in a waiting room until the Tutor admits you to the meeting (this ensures that only invited people can attend).

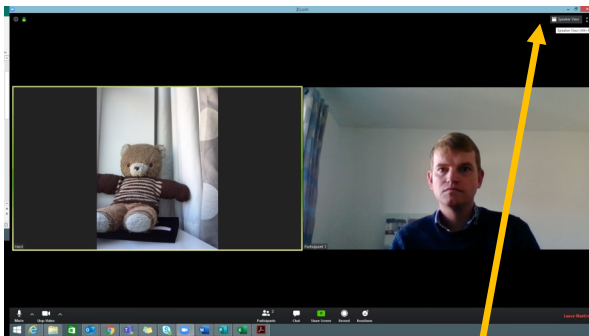


Once you see this message, click on 'Join with Computer Audio'.

Features of Zoom

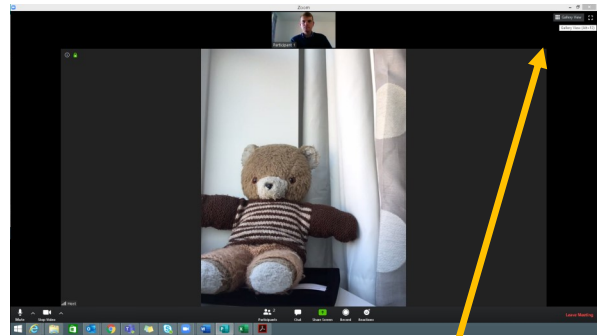


Once you are in the meeting and you have maximised the window, you will see a view like this—the Tutor, you and any other participants (there may be more boxes, depending on how many people are there) . Move the mouse to see the tool bar at the bottom.

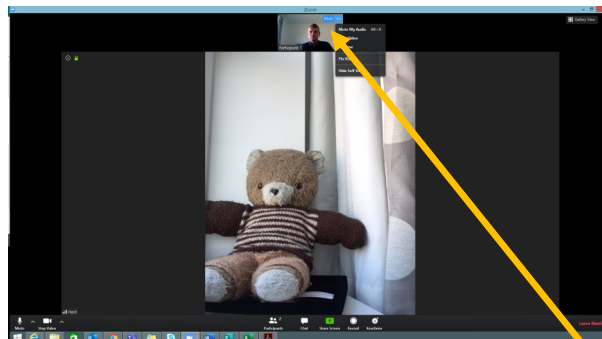


Speaker View button

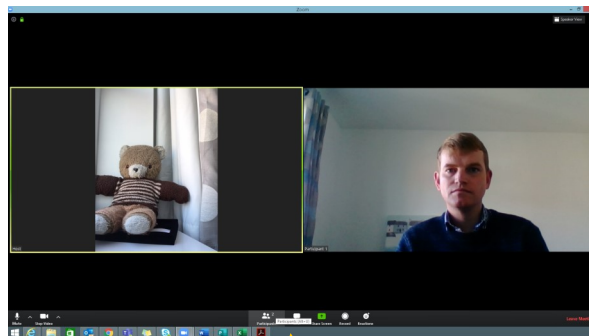
Click on 'Speaker View' to move to a view where the person speaking can be seen as a larger image; click again on 'Gallery View' to return to the original layout.



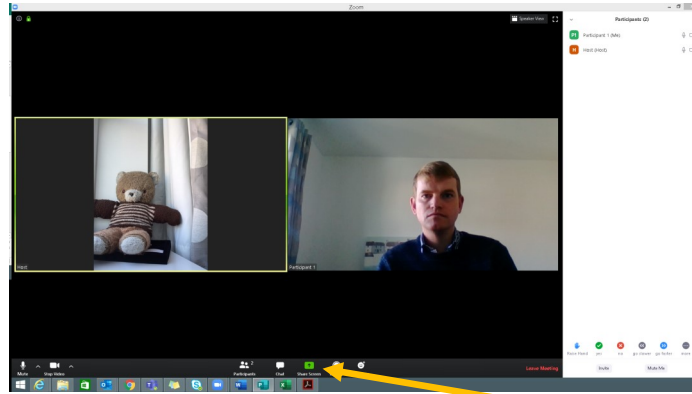
Gallery View button



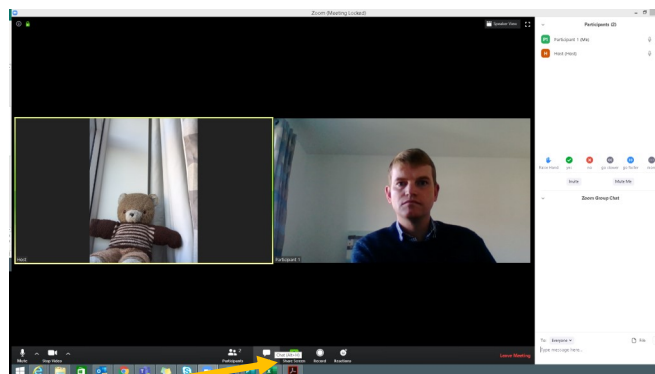
You can also click on the three dots and then choose 'Pin Video' if you want to make sure that a particular image is large.



From either view you can click on 'Participants' which shows a list of the people in the call and gives you some options.

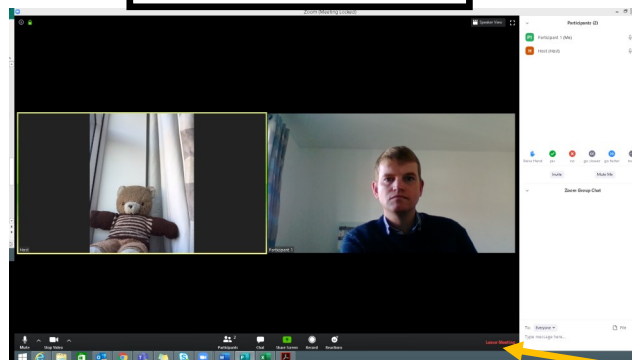


This is what you will see once you have clicked on 'Participants'. When you have this view, you have some extra options. If you want to get rid of this side bar, you can click a second time on 'Participants'.



During the introductory session, you will be asked to use the 'Chat' feature. If you click on 'Chat', you bring up the chat function into your side bar.

Leaving a Meeting



If you need to leave before the end of the session, click on 'Leave Meeting'. A box below will appear; click on 'Leave Meeting' again to end your participation!

Further Guidance

If you would like to watch a YouTube clip which contains further guidance on how to access a Zoom call, [click here](https://www.youtube.com/watch?v=hIkCmbvAHQQ).

If the link does not work, paste this into your browser:

https://www.youtube.com/watch?list=RDCMUC2SxmE4C-KAQuHaEfHVymgQ&v=hIkCmbvAHQQ&feature=emb_rel_end