

# Instructions for using Zoom

## Obtaining the Zoom App

### On an iPhone or iPad

- In the Apple app store search for “Zoom Cloud Meetings”. It will look something like this:



- Install and open the app

### On Android

- In the Play store search for “Zoom Cloud Meetings”. It will look something like this:



- Install and then open the app

### On a PC

- In your browser visit [www.zoom.us](http://www.zoom.us)
- You will see a heading near the top right that says “Join a meeting”. Click this.
- The app installation will happen as you try to join your first meeting – just follow the instructions on the screen.

## Joining a meeting

- If you are running the Zoom app you will see a button labelled “Join a meeting”, which you need to press.
- Your meeting host will have given you a meeting ID number, which is usually of the form: 123-456-789, you will need to type this in to the Meeting ID box. You do not need to type the dashes, just the numbers.

- It will then ask you for a password, which your meeting host will also have given you. This is normally a 6 digit number.
- On devices with a camera it will ask you whether you want to join the meeting with or without video – obviously, with video means that you can be seen.
- It may ask you whether you want to “call via device audio” or “dial in”. Choose the device audio option.

## Using Zoom meetings

- On a phone you can swipe left and right to get different views of the people, on a computer you will see buttons to choose different viewing options.
- The picture of the person who is currently speaking will be surrounded with a green box – this helps identify who is talking.
- There is sometimes a very slight delay in audio and video, so it is polite not to jump in too quickly or talk over other people.