

## **Connecting to Zoom – Quick User Guide**

### **Connecting via Windows/iMac PC or Laptop**

- In the email invitation sent by your host, you should find a link (underlined)
- Double click on this link, which will take you to the Zoom screen
- Select 'Allow' when prompted 'Do you want to allow this page to open 'zoom.us'?'
- You will be asked to 'join with video' or 'join without video'
- You will enter the 'waiting room' – please wait for your host
- Note: you will not be able to join until the host has signed in

### **Connecting via Smartphone or Tablet**

Important: Ensure your Wi-Fi is enabled and that you are connected to the internet or you could be using your device's data

- Install the free 'Zoom Cloud Meetings' app from:
  - Google Play Store for Android phones/tablets
  - App Store for Apple iPhone/iPad
- Go to the invitation email sent by your host and double click on meeting link
- You will be asked to 'join with video' or 'join without video'
- 'To hear others please join audio' select 'Call using Internet Audio'
- You will enter the 'waiting room' – please wait for your host
- Note: you will not be able to join until the host has signed in

The workshop will not be recorded. You may find that headphones or earphones improve the quality of sound for you but are completely optional.

**For more information please find Zoom video tutorials here:**

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>