

How to join a Zoom meeting

1. If you have been sent an email. Just click on the link in the email inviting you to join

XXXXXX is inviting you to a scheduled Zoom meeting.
Topic: XXXXX Zoom Meeting
Time: Mar 22, 2020 06:00 PM London

Join Zoom Meeting
<https://us04web.zoom.us/j/951922163?pwd=S21FQ0dyc0U4czVtYVYVZTdTdYMHZRdz09>

You will be prompted to download or open Zoom.

Then you will be asked for zoom to access your microphone and Camera. Allow this and you should now be in the meeting room.

If you see a message saying your host is waiting to start the meeting, it means the host has not started the meeting on their computer yet.

2. If you have not been sent an email invitation, you can Join from the Zoom application.

Click on '**Meetings**' at the top of the page to see up and coming meetings.

Select meeting, press '**Join**' and insert the meeting id you will have been given eg 293 257 431

Meeting Controls

They are in different places depending on which machine you are using.

On a PC

Gallery/speaker bar is at the top right.

Main ribbon bar is at the bottom.

On a tablet

Tap on left hand side of screen to display 'Gallery/Speaker view button

In Gallery view you can see yourself in the bottom right hand corner. To see others as well, tap on the '+' sign on the top left of the little picture

Tap top of screen to display ribbon bar.

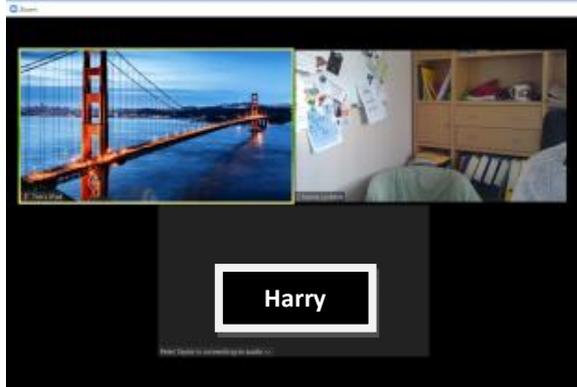
On a phone

Middle dot at the bottom gives you 'Speaker view' and the right hand dot gives you 'Gallery view' Swipe left or right to change view.

Tap on bottom of screen to see ribbon bar. Tap on 'MORE' on the right hand side for 'Reactions' (Raise hand, Clap or thumbs up) and to enable 'Chat'

Gallery or speaker view.

By clicking the icon, you can have in either gallery view or speaker view.



Gallery view [left picture] has all the participants the same size. If the participants are only using audio, their login name will appear in the picture space.



Speaker view [right picture] changes to put the person talking (the bridge in this demo) large in centre of screen, with the others at the top.

Ribbon Bar

