



How to Zoom

Tech



You will need a computer, phone or tablet device that has a camera and microphone.

For privacy, you may also consider wearing headphones.



STEP 1



Get Zoom

Download the **Zoom app** (App Store on iPhone/iPad) or Google Play (android phone/tablet), or join on a PC at **www.zoom.us**.

Sign-up for free and **let me know** the email address your Zoom account is linked to.

Invitation



I will email you an invitation to our session meeting a day or so before. **Check your junk folder if not received.*

The invite will contain a **secure (blue) link** to join at the session time, details of the meeting date and time, plus a meeting ID code (9 numbers) and a password.

STEP 2



Join

At the scheduled time, **click the blue link** to join our session.

You should connect automatically - however, if a prompt asks you for the meeting ID code and password, enter the details from the invitation email

Wait to be admitted when I start the session, and I'll then **securely lock it** to just us.

Audio/Video



When you enter the meeting, you will need to **click on your video** and **unmute your microphone**.

**Perhaps set up Zoom before our meeting to have meeting controls in view, so you know where to find them.*



STEP 4



Troubleshoot

You can call me on **07749 321836** if you have any problems.

I will call you if our connection fails.

STEP 5



Maintain connectivity - ensure other household devices aren't draining your broadband.