**Quick Start Guide – Zoom**

**What’s the jargon?**

* **Meeting ID** – a 9, 10 or 11-digit code which identifies the specific meeting you want to join
* **Password** – a 6-digit code which allows you to join the meeting
* **Meeting** – call or video call to speak to one or more people over the internet using video and/or voice
* **Host** – the person who has set up the meeting and provided the meeting ID and password. This could be a family member, a friend or someone from a community organisation.

**What do I need?**

* Both you and the people you are calling need to have access to Zoom ideally on a tablet or smartphone (Android or Apple)
* Zoom can be used on a computer but the setup is a bit more complicated (see below)

**What does it do?**

* Using Zoom you can join a Call or Video Call for up to 100 people for a maximum of 40 minutes per call.
* Only the meeting host needs to be signed in to Zoom, all other participants just need the meeting ID and password which the host will provide.

**How do I join a meeting?**

* The meeting host will give you the meeting ID and password. These details can be sent by any means including being dictated over telephone.
* Open Zoom, tap **Join a Meeting** and enter the Meeting ID when prompted. If asked, enter the password.
* You will then be joined to the meeting and should be able to see the other people on the call.
* In the bottom left of the screen are options to turn Video on and off as well as Mute or Unmute the microphone. If you can’t be heard or seen, check there first.
* If you can’t hear anyone else on the call, check the volume settings on your tablet or computer and make sure the volume is turned up.
* To end call, tap on **Leave meeting**.

**How do I host a meeting?**

* Sign up for Zoom by providing basic information required and creating a new, unique password.
* Sign in to Zoom and choose either **Host a meeting** which starts a meeting immediately or **Schedule a meeting** which lets you plan a meeting.
* Choose video and audio settings when prompted.

**How do I find the meeting ID and password?**

* If hosting a meeting, start the meeting then tap on **Invite +** (at the bottom of the screen) which brings up a box. In the top left is the meeting ID and in the bottom right is the password.
* If scheduling a meeting, you will be prompted to enter scheduling information including which Meeting ID to use and whether or not to have a password and tap **Save**.
* Send these details to anyone who you want to include in the meeting.

**How do I use Zoom on a PC or laptop?**

* You can access Zoom at <https://zoom.us> or Google the word **zoom** which should take you to the same website.
* The first time you use Zoom on a computer you will need to download a small program to make Zoom work. You will be prompted to **Download** and **Run** a file.
* Follow the on screen instructions to do this and you should be able to join the meeting.
* If this does not work, you will need more help than this quick guide can provide. Go to the website at the top of this page to access the Zoom Help Center.