

## Getting Online

# How to join video calls using 'Zoom'

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**What:** Zoom is an App which is used to create and join video calls. It is different from other Apps like WhatsApp or FaceTime, as it allows you to have calls with groups of people. Group calls in Zoom are called 'meetings'.

### Before you start...

#### You will need to do the following:

- Make sure your device is charged
- Switch your Device on
- Make sure you are connected to the internet

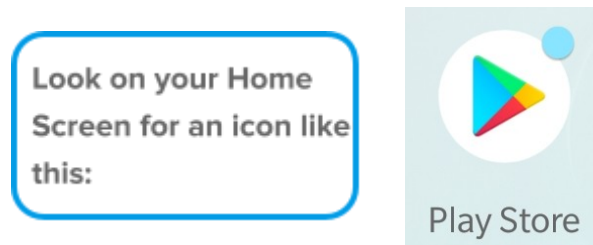
**How:** This guide will explain how to download Zoom, how to change your settings, and how to join a Zoom meeting. You can join a Zoom meeting in two ways:

- Using a Meeting ID and Password.
- Using a link you have been sent via Email or Text

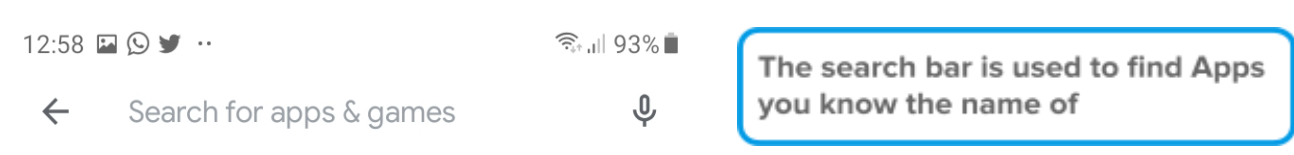
## How to Download Zoom

To download Zoom you will need to go to the Play store. This is where you can add new Apps to your device.

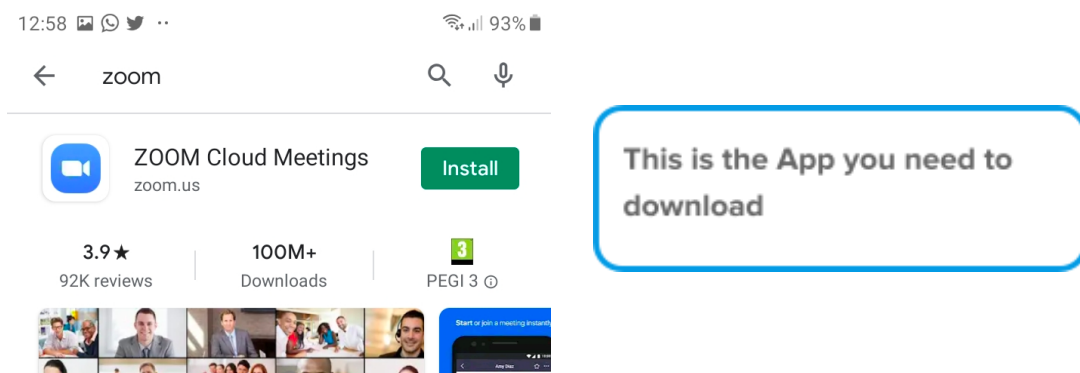
### 1. Press on the Google Play Store icon on the Home Screen.



### 2. Press on the Search Bar at the top of the screen.



### 3. Type 'Zoom' or 'Zoom Cloud Meetings'.



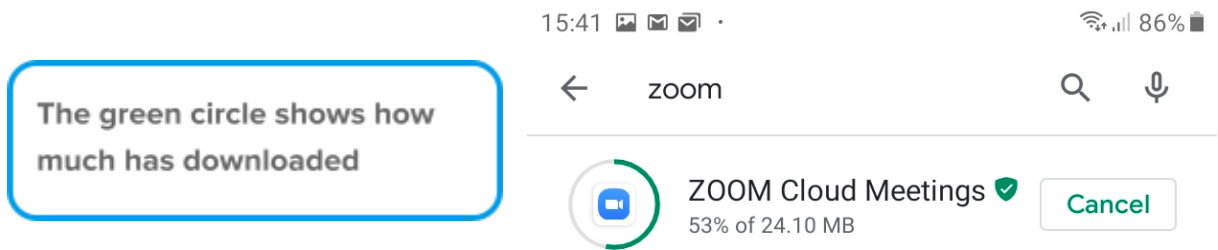
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**4. Press install to download the App.**



You may need to enter your password.

**5. Wait for the App to download.**



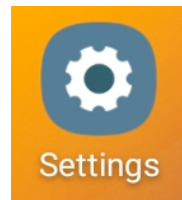
**6. When the App has downloaded, press the Home button to return to the Home Screen.**

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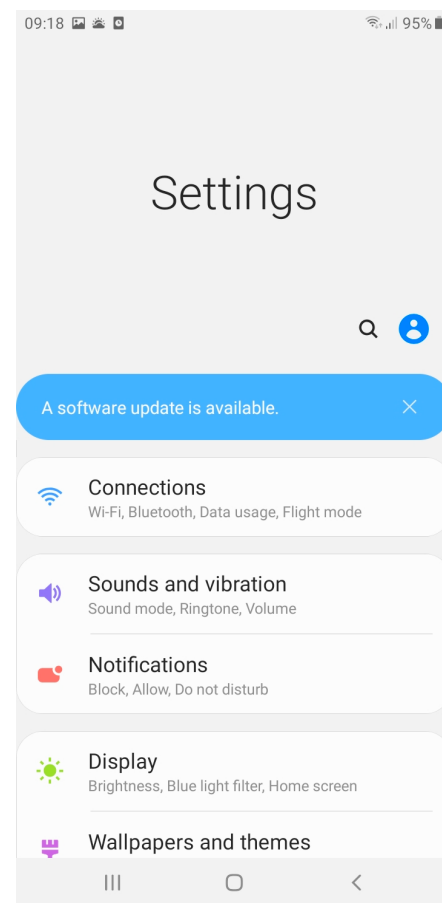
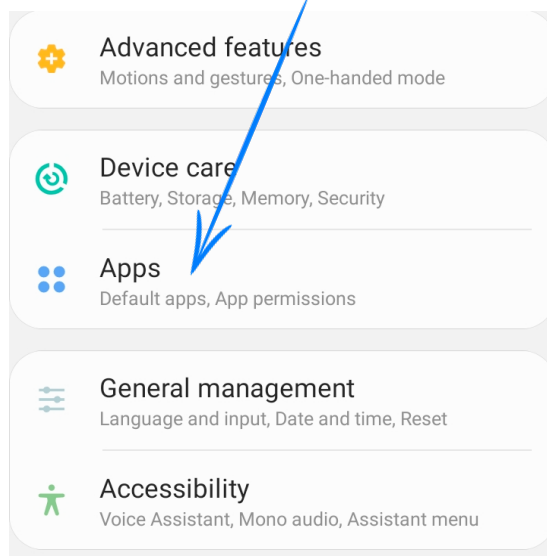
## Changing your Settings to use Zoom

Before you use Zoom, you will need to make sure that your Camera and Microphone are turned on. You will do this in your settings.

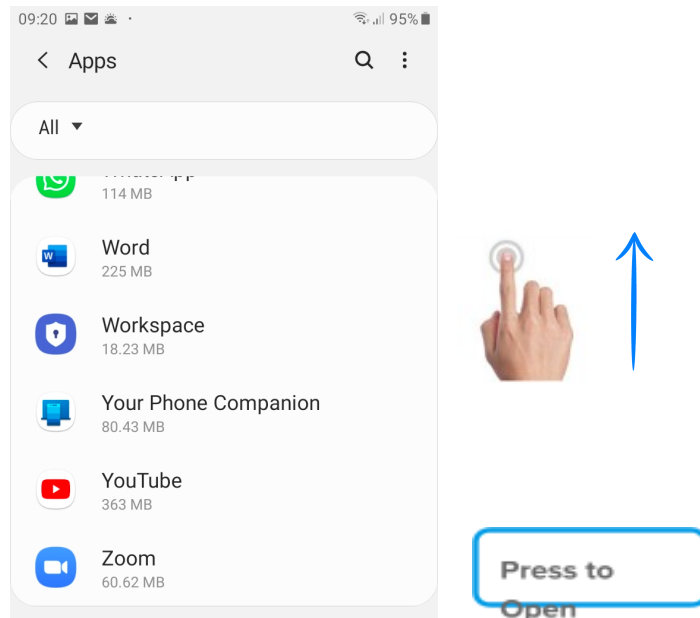
### 1. Open your Settings App on your Home Screen.



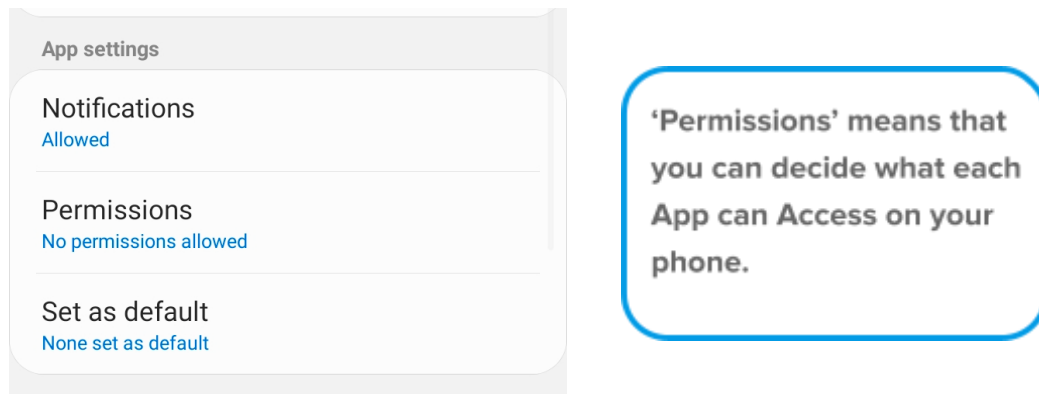
### 2. Scroll down to 'Apps', and press to Open.



**3. Scroll down to 'Zoom' and press to Open. This means that you will be adjusting the settings for the App, 'Zoom'.**



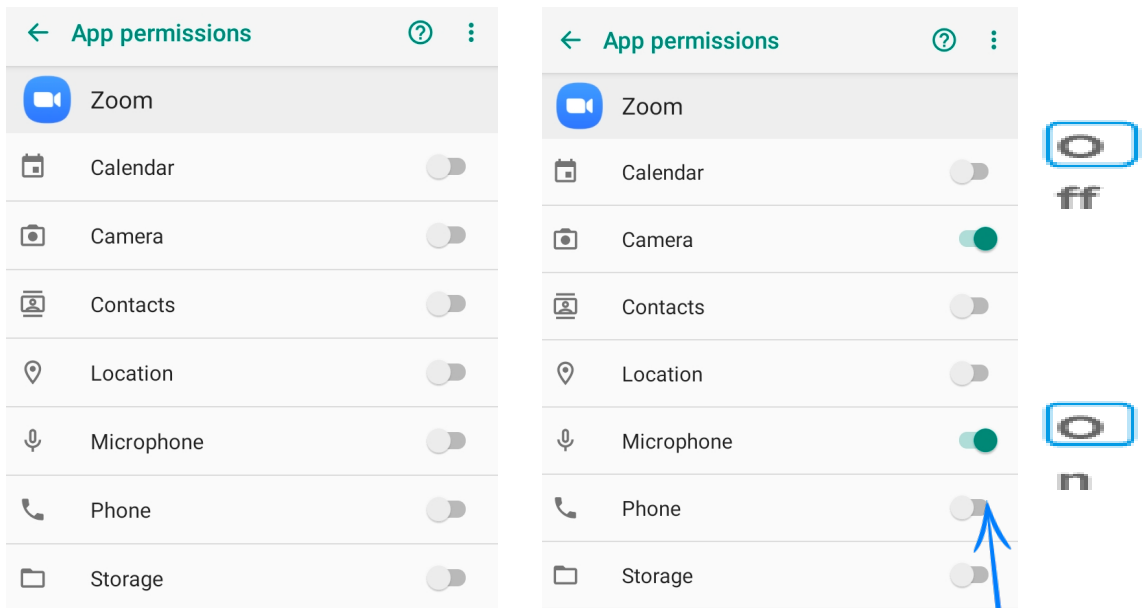
**4. Once in 'App settings', scroll until you see 'Permissions', and press to adjust the settings for the App, 'Zoom'.**



**5. In order to use Zoom, you will need to give Zoom permission to use your Camera and Microphone. This is only when using the App, and does not affect when you are not making Zoom calls.**

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**6. You will see a list of 'App permissions'. You will need to press on the Toggle Button next to 'Camera' and 'Microphone'**



These are called a toggle buttons. You will see a change of colour to indicate when it is On/Off.

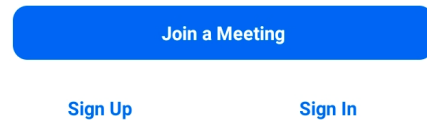
**6. You are now ready to use Zoom! Press your Home Button to return to the Home Screen.**

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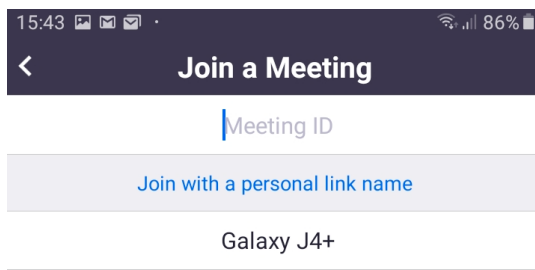
## How to join a meeting using a Meeting ID & Password

1. Press the Zoom icon to Open Zoom.

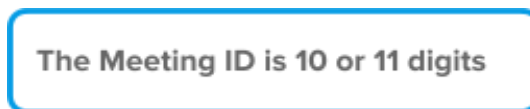
2. Once Zoom is Open, Press 'Join a Meeting'.



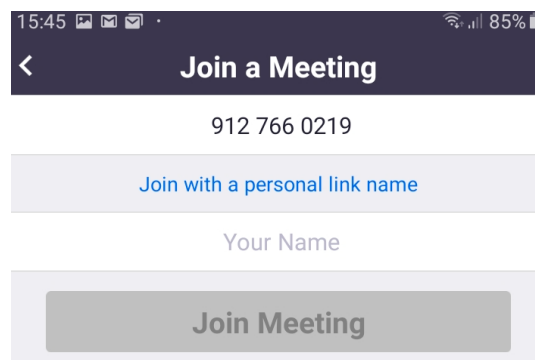
3. Type your Meeting ID, in the Meeting ID box at the top.



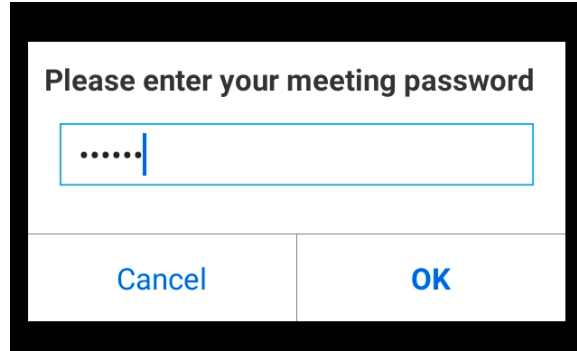
The host of the meeting will provide this before the meeting.



4. Type your name in the 'Your Name' box, then press 'Join Meeting'.

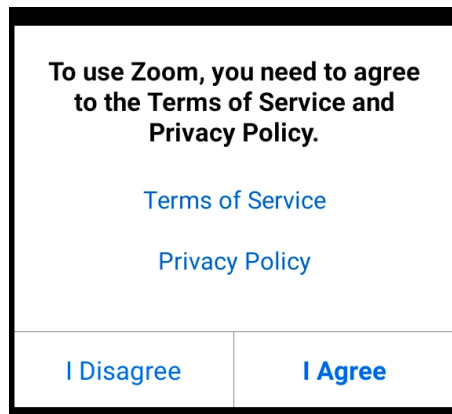


5. Type the meeting password and press 'OK'.



## 6. You will need to agree to the Terms of Service and Privacy Policy.

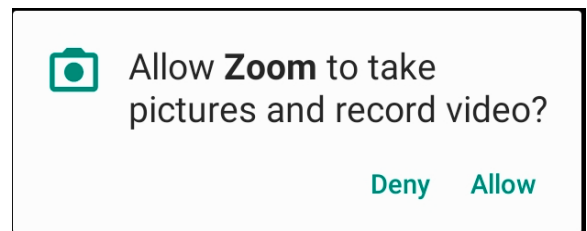
If you wish to read these, press on 'Terms of Service' or 'Privacy Policy'.



You can find out more about what these Terms mean in the guide 'The Internet and Privacy'

## 7. Select 'Allow' to make sure your camera is on.

Then select 'Join with Video':





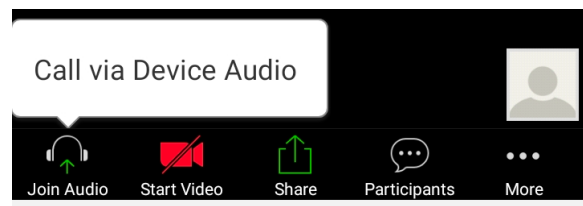
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**8. You may see a message advising you to wait until the meeting starts.**

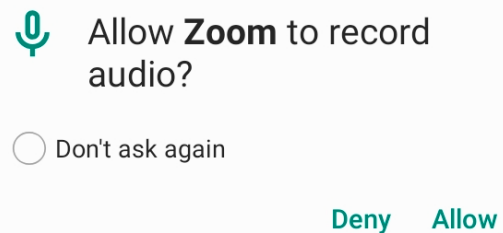
Please wait, the meeting host will let you in soon

You can leave the screen on until the meeting starts

**9. Press 'Join Audio' and select 'Call via Device Audio'.**



Press 'Allow' to ensure you connect to sound.



**10. Enjoy the call! You can leave by pressing 'Leave', and then 'Leave Meeting' to confirm.**

Leave

Leave Meeting

Look in the top right corner of the screen

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## How to join a meeting using a Link

You can also access a Zoom meeting using a link sent to your email.

**1. Check your texts or email for a link sent to you.**

You can also press on the link if you have seen it on a website (such as the Caxton Hall website).

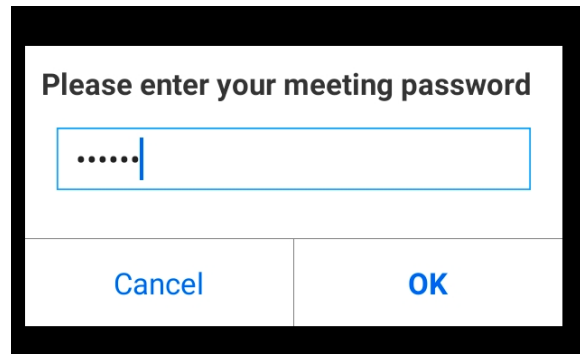
E.g.

<https://zoom.us/j/9127660219?pwd=TmZJMXIXbU5mZHJITGpJdHlwbGhadz09>

**2. Press on the link, which will open the Zoom App and take you to the meeting.**

Please wait, the meeting host will let you in soon

You may need to enter the meeting password. The text/email will tell you if there is a password.



**As above, you will need to make sure your audio and video are switched on.**

See Step 5 above.