

## **Online Activities**

Due to the ongoing situation of self-isolation and shielding since the outbreak of Covid-19 we are organising online activities to combat further isolation. These online activities will be accessed by the ZOOM application.

Please view the following instructions to install ZOOM on your laptop or Iphone/Ipad.

### **How to use ZOOM to take part in activities: from laptop/computer**

1. At the allocated time of each activity, make sure that you have your email inbox open. You will be sent an email from Steve asking you to "Please join Zoom meeting in progress". In the email, it will say "Join Zoom Meeting", and there will be a blue link that you can click on directly below this. Click on the link, and you will be directed to a new page.
2. Once you are on the new page, you will be asked to provide your name- please put your full name so that we know who we are talking to once you enter the activity.
3. Once you have done this and continued to the next step, you will be asked if you want to connect audio and video, please accept these options so that we can see and hear you.
4. If you do not get prompted to add audio and video, once you have joined the activity, there is a camera icon and a microphone icon on the bottom left of the activity screen. Click on both in turn and activate them.

### **How to use ZOOM to take part in activities: from Iphone/Ipad**

1. If you are using any of the devices listed in the title, you will first need to download the ZOOM app. If you have an apple product (iPhone/iPad) you will need to download this from the App store. For other phones and tablets, such as Samsung, you will need to go to the Google Play store to download this app. Type in ZOOM, and the first option on the store should be ZOOM Cloud Meetings- this is the app you need to download.
2. Once you have downloaded this app, make sure that you have your email inbox open. You will be sent an email from Steve asking you to "Please join Zoom meeting in progress". In the email, it will say "Join Zoom Meeting", and there will be a blue link that you can click on directly below this. Click on the link, and you will be redirected to your ZOOM app.
3. Once you are redirected to your ZOOM app, you will be asked to provide your full name. This is needed so that we know who we are talking to once you join the activity. Once you have typed in your name, click on "Continue".
4. You will then be asked if you agree to the Terms of Service, click on "I Agree"
5. After this, you will see a notification saying "ZOOM would like to access your camera"- click on "OK".

6. A notification will then ask you "Zoom would like to access the microphone", click "OK"
7. Finally, you will be asked if you want to "Call using Internet Audio" or "Dial In". Please click on "Call using Internet Audio".
8. You are now connected and ready to attend the meeting/activity.

## **How to use ZOOM to take part in activities: for other devices**

1. Once you have clicked on the link in the email, you will be asked if you want to open the link with ZOOM or chrome, open with ZOOM. Click on "Always" rather than "Just Once".
2. After this, you will be asked to enter your name. Enter your full name so that we know who we are talking to when you enter the activity. Then click on "OK".
3. You will then be asked if you agree with Terms of Service, click on "I Agree".
4. The next notification will say, "Please allow Zoom access permission", this means you are allowing the app to use your camera and microphone. Click on "Got It".
5. Then it will ask "Allow Zoom to record Audio?" - click on "Allow"
6. You will then be able to see everyone else's faces on the screen who has joined the activity, if you can't hear them and you can't see your face, at the bottom of your screen there is camera icon with a line in it, click on this to "Start Video". You will be asked, "Allow Zoom to take pictures and record Video?" Click on "Allow"
7. There is also an icon at the bottom left of the screen that says, "Join Audio", click on this, and then click on "Call via Device Audio", DO NOT click on "Dial in".
8. You are now connected and ready to attend the meeting/activity.