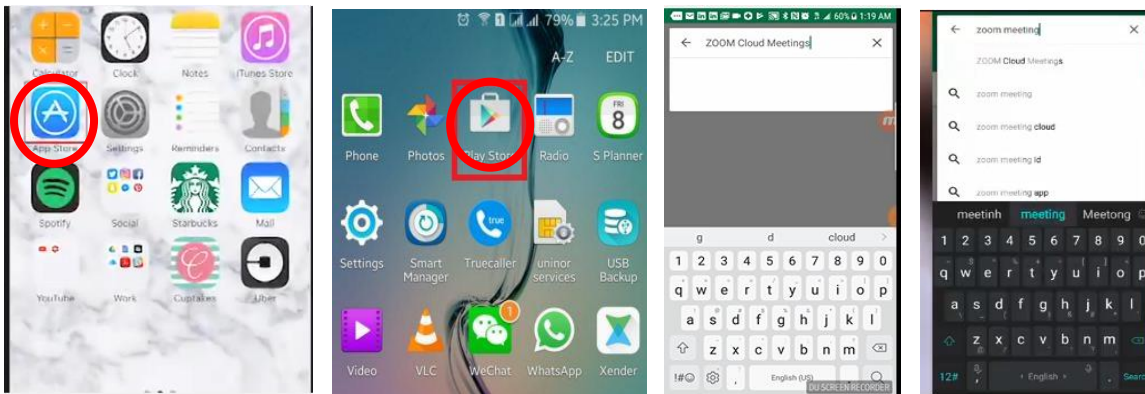
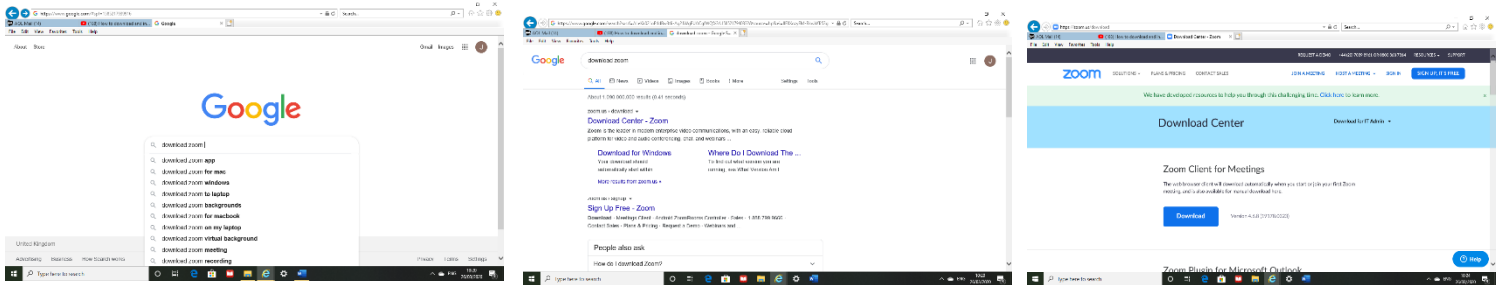


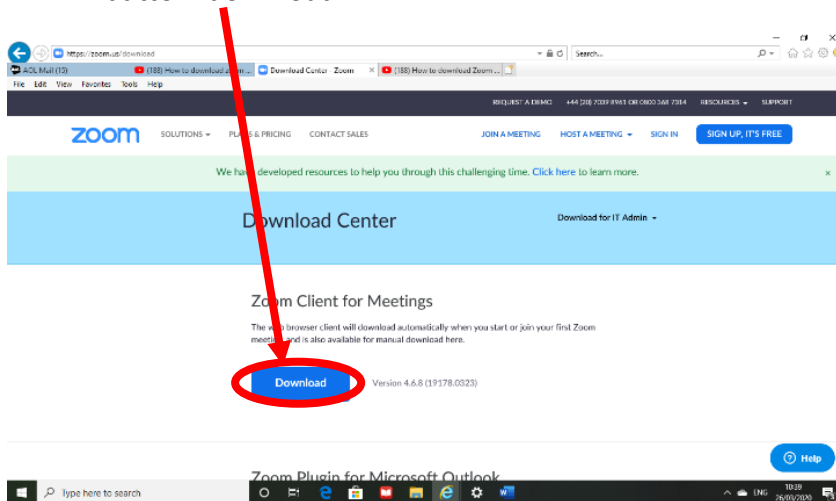
The 'Fool-Proof' Guide to Communications Technology

Zoom

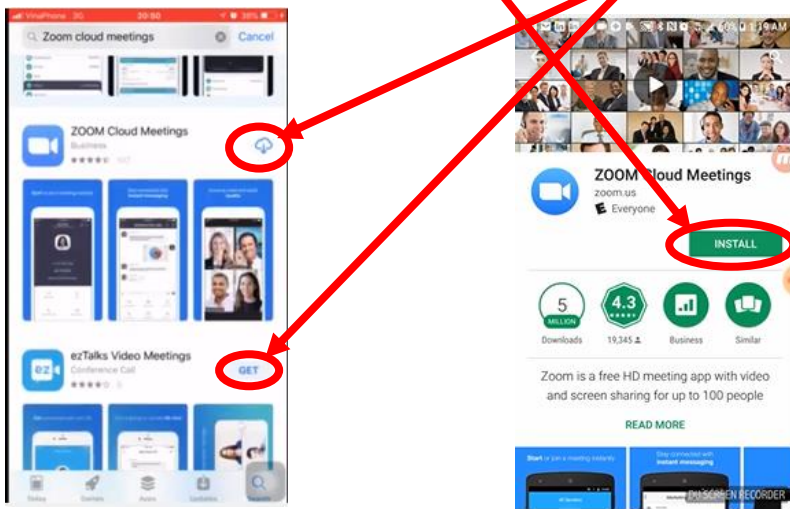
- **DISCLAIMER: THIS CAN ONLY BE USED IF YOU HAVE A LAPTOP OR PHONE WITH A WEBCAM OR BUILT IN CAMERA**
- In a search engine on a **laptop/tablet** online type 'download zoom' and then follow the search to <https://zoom.us/download> . If you have Google Chrome, sometimes Google will try to get you to download other, please resist to do so, even if they are free
- Or on your **phone** go to the Play Store or Appstore and type 'Zoom Cloud Meetings'



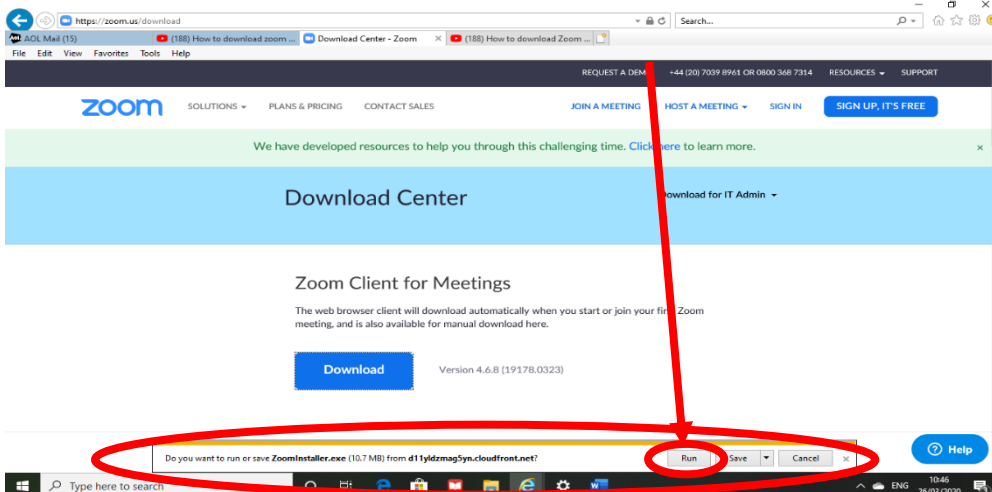
- Once you have made it to the right website on your **laptop/tablet**, click the blue button 'download'



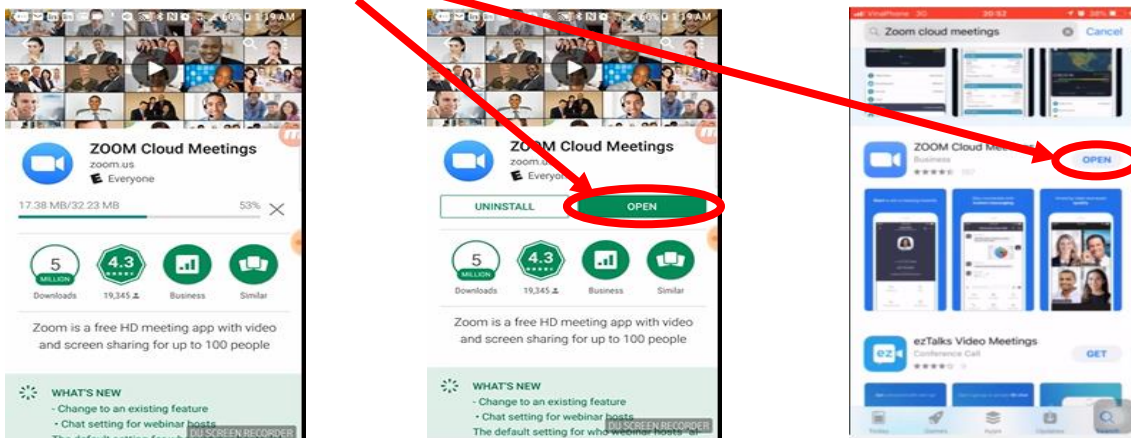
- On your **phone** click either 'install' or 'get' dependent on which phone you use



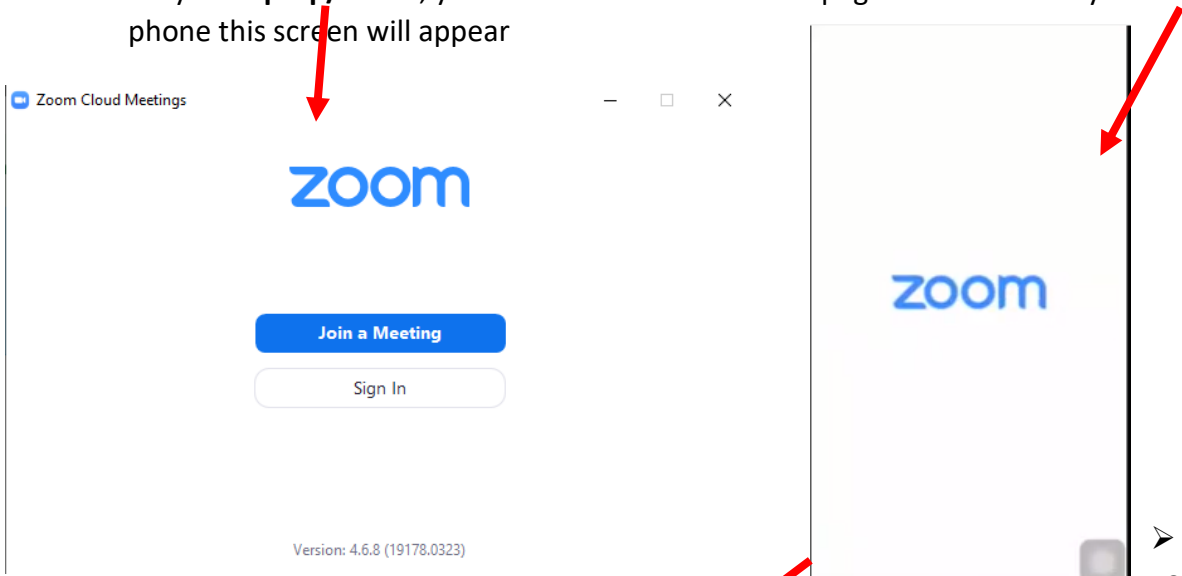
- As soon as you have clicked that button on your **laptop/tablet**, a tab will come on the screen and you want to click the 'run' (or 'install') button. Then wait patiently for it to finish. Sometimes, Zoom can ask you to enter an email address and password, which you should do and then you'll be sent an e-mail to click and authenticate.



- On your **phone**, wait for a while for it to download. It may take a few minutes, so be patient then click 'open'

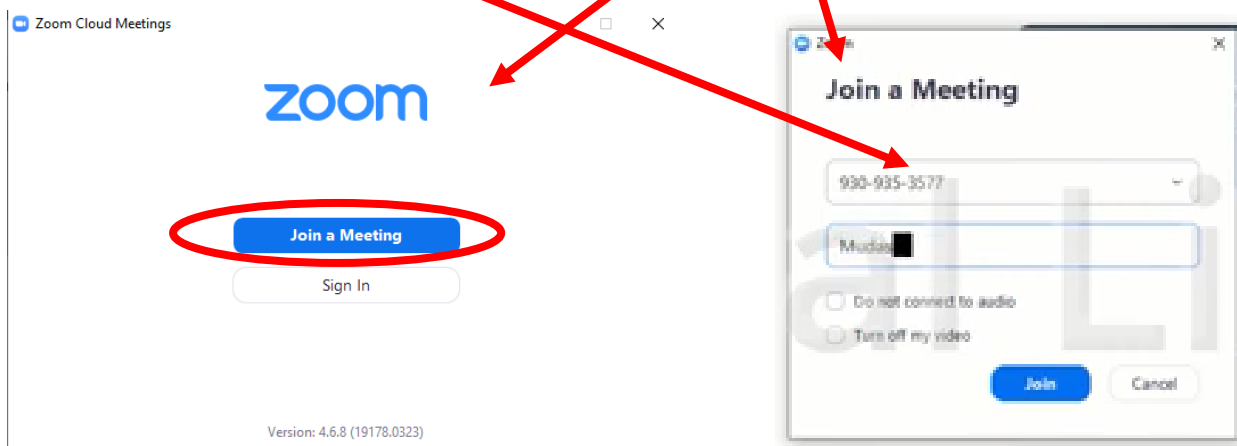


- On your **laptop/tablet**, you should have reached this page below. And on your phone this screen will appear

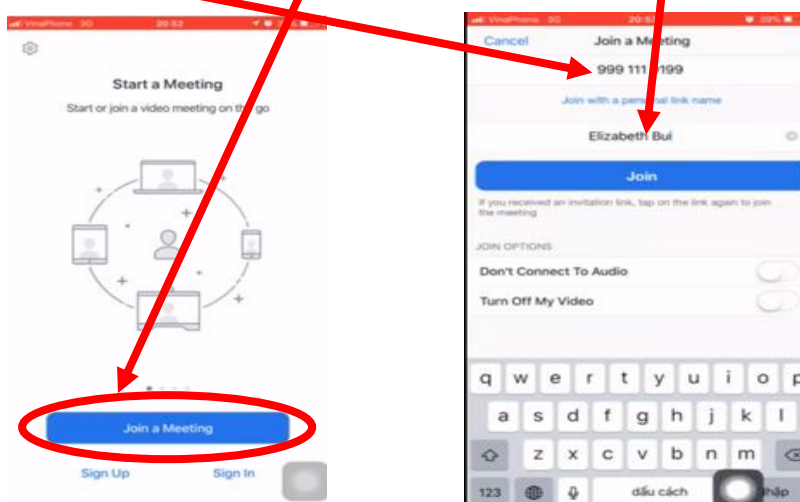


- If you

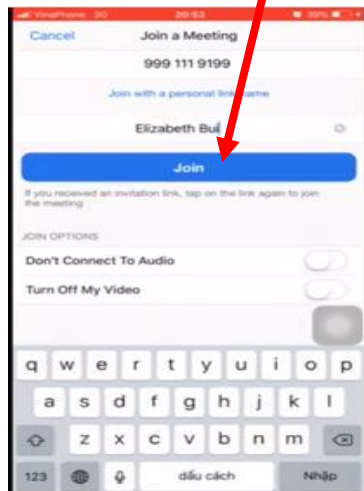
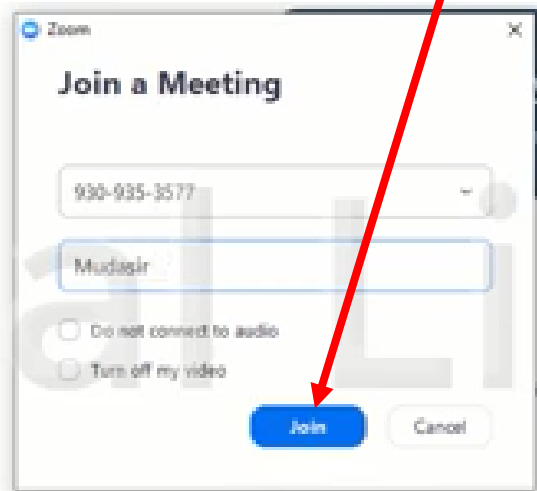
are on your **laptop/tablet** you can now click 'Join a meeting' and whoever has told you about the call will have given you an ID that you must type in and then a name you wish to be known by, as shown below.



- On your **phone**, click on a 'join a meeting' and whoever has told you about the call will have given you an ID that you must type in as well as a name, as shown below.



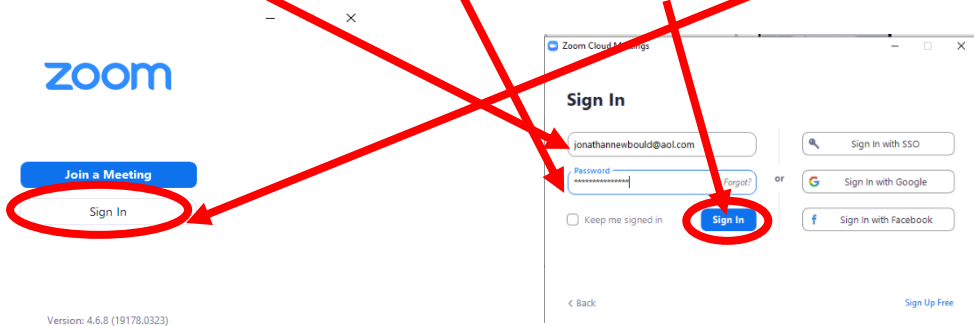
- On your **laptop/tablet**, click 'join' and then you should be able to speak with whoever you were meaning to be. On your **phone**, click 'join' and then you should also be able to speak with whoever you were meaning to be



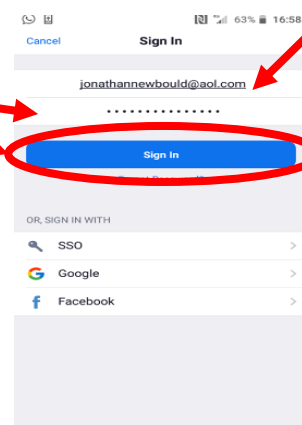
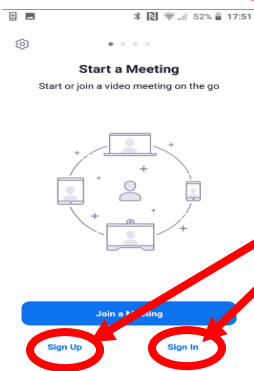
Wait to be connected and then you should be able to speak and see the person you were hoping to

- To make a call on your **laptop/tablet**, you need to initially click sign in or sign up and then type in your e-mail and password and click sign in again

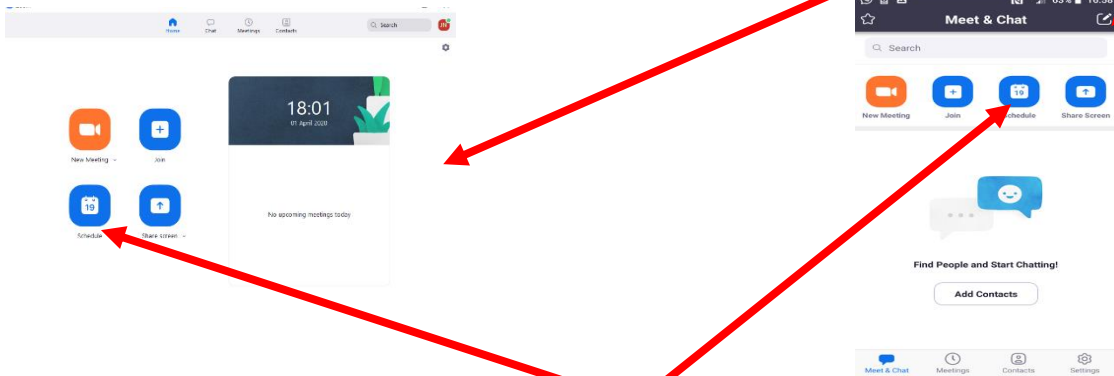
Zoom Cloud Meetings



- On a phone, it is very similar. Click on sign in or sign up and then type in your e-mail and password and click sign in again



➤ Once you have done that you should come to this screen on **laptop/tablet** or **phone**



➤ To host (or organise) a call, click on 'Schedule' and then you will come to this screen

Schedule Meeting

Topic: Jonathan Newbould's Zoom Meeting

Start: Wed April 1, 2020 19:00

Duration: 0 hour 30 minutes

Meeting ID: Generate Automatically (selected) / Personal Meeting ID 939-931-8981

Password: Require meeting password (checked) 030196

Video: Host On, Off; Participants On, Off

Audio: Telephone, Computer Audio, Telephone and Computer Audio (selected)

Calendar: Outlook, Google Calendar, Other Calendars (selected)

Advanced Options: Schedule, Cancel

Cancel Schedule Meeting Done

Jonathan Newbould's Zoom Meeting

Date: 01/04/2020

From: 17:00

To: 17:30

Time Zone: GMT+1:00, Greenwich Mean Time

Repeat: Never

Use Personal Meeting ID (PMI): 939-931-8981

PASSWORD

Meeting Password: 094389

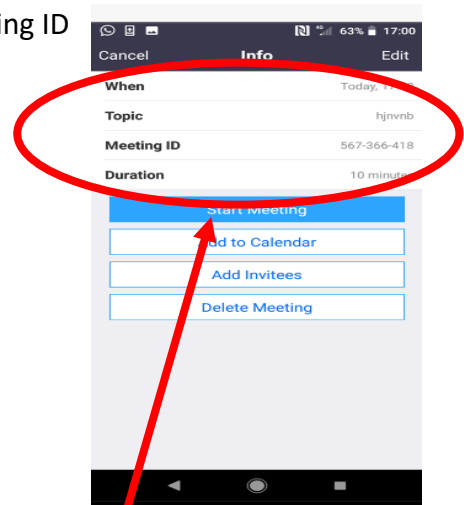
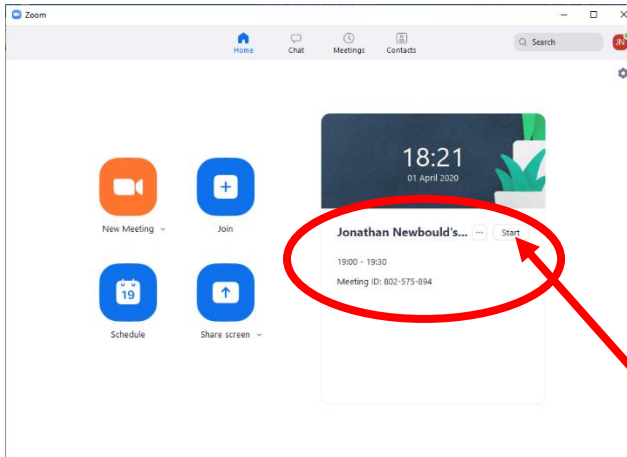
MEETING OPTIONS

Host Video On

➤ It is the same on a **laptop/tablet** or **phone**, but you need to enter;

- Call Topic
- Start Date and Time
- Duration of Call
- Time Zone Location
- Meeting ID
- Password (if required)
- Video for Host and Participant – on or off
- Audio – telephone, computer audio or telephone and computer audio
- Calendar – Outlook, Google Calendar or Other Calendars

- Then click on schedule. Once you have done this you will come to this screen. This includes the call topic, time and duration and Meeting ID



- You can now start the call by clicking either 'start' or 'start meeting'. You can invite people to the call by telling them the Meeting ID (and if required the password). No-one will be able to join the call until it reaches the time you set for the call.

I hope this all makes sense and you are able to speak with friend, family, colleagues and other people in the neighbourhood. If you have any issues, please look online and follow this link - <https://www.youtube.com/watch?v=GEQLjLYhuJQ> or call Jonny Newbould on 07799192626