



How to use Zoom to keep in touch

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how

How to use Zoom to keep in touch



What is Zoom?



website

Zoom is a **website** you can use to **video call** your **friends** and **family**.



call

Zoom lets us **video call** with lots of people at the **same time**.



computer

You can use **Zoom** on a **computer**, **smart phone** or **tablet**.



app

Zoom is also available to **download Zoom** as an **app**.

What you need to be able to use Zoom



computer

To use **Zoom** you will **need** to have **either**:

- A **computer** with a **webcam**, **microphone** and **speaker**
- **Smart phone**
- **Tablet** – like an iPad or similar



smart phone



tablet



You **must** have your **computer**, **smart phone** or **tablet** **connected** to the **internet**.



If you need **help** to **connect** your **device** ask a **friend**, **someone in your family** or a **support worker**.

Easy Video instructions to using Zoom



This **guide** includes **step-by-step** instructions on how to **download** and **set up Zoom** on your **computer**.



video

If you would **prefer** to **watch** a **video** on how to get started '**People in Action**' have **created** some **short** and **easy videos** you can follow.



laptop

To **watch a video** on how to **download Zoom** on your **laptop** or **computer** you can use the **link** below:



computer

<https://www.youtube.com/watch?v=zhBd30l1prg&feature=youtu.be>



smart phone

Or to see a **video** for how to **download Zoom** on a **phone** or **tablet** you can use the **link** below:



tablet

<https://www.youtube.com/watch?v=IILvkCbHU5Y&feature=youtu.be>



computer

How to set Zoom up on your computer

To be a part of a Zoom Meeting on your computer you will need to have:



webcam

- A **webcam**



microphone

- A **microphone**



speaker

- A **speaker**



laptops

Most laptops have all of these.



computer

If you are using a **desk top computer** you may need to **connect a webcam, microphone or speaker.**



help

If you need **help** to **check** that you have them all **connected** you can ask a **friend, someone in your family** or a **support worker.**



website

After setting up your **computer equipment** you will need to go to **Zooms website**.



web browser

You can do this through your **web browser**.

For this **step-by-step** I am using **Google Chrome**.



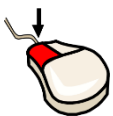
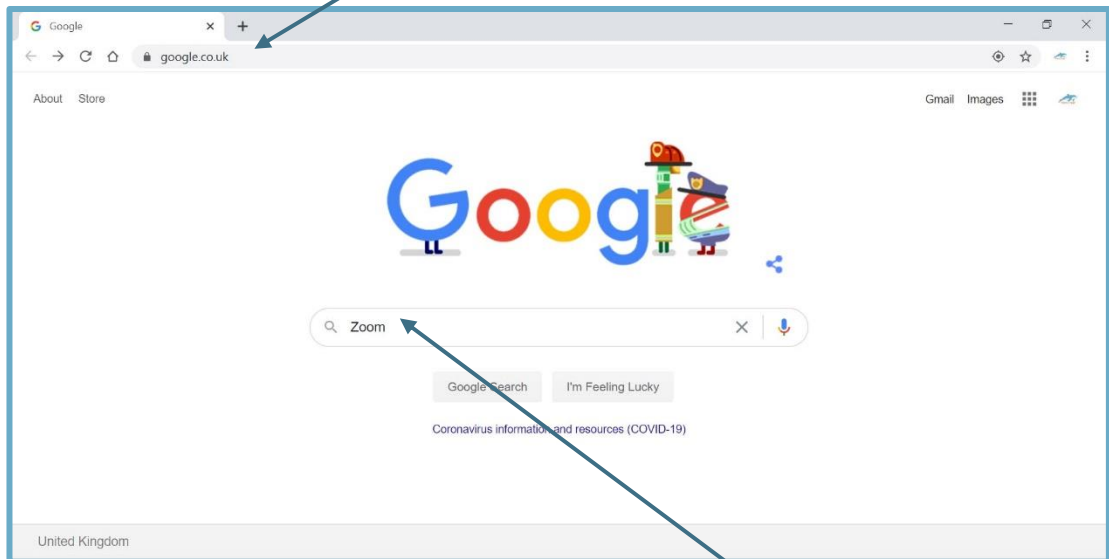
different

If you use a different **web browser** the **steps** might look **slightly different**.



search

To get to **Zoom** you can **either** type <https://zoom.us/> into the **search bar** at the **top**

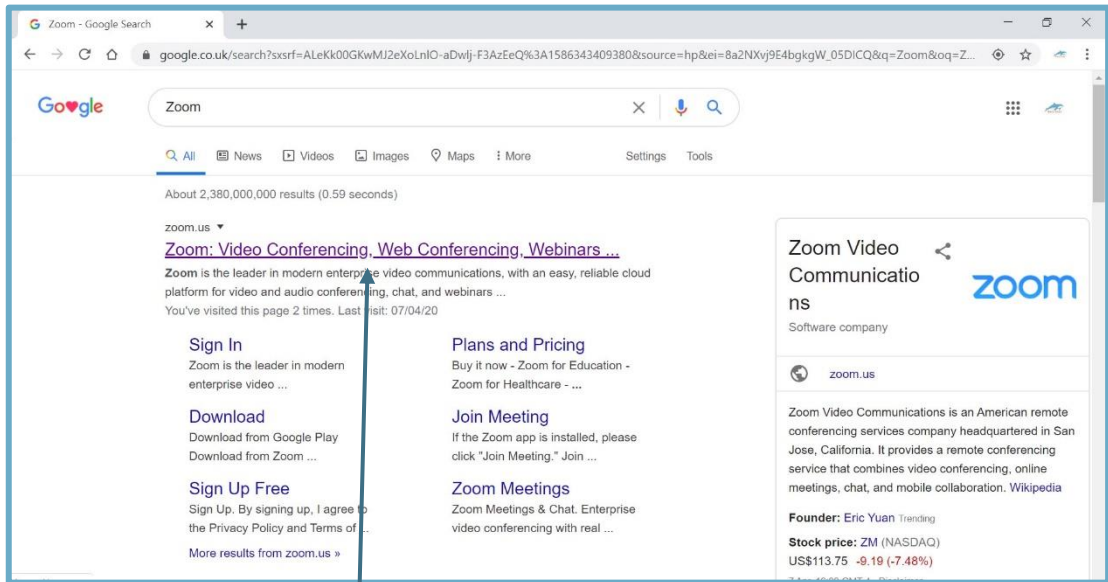


click

Or if you are using **Google** you can type '**Zoom**' into the **search box** and **click 'Google Search'**.



After doing a 'Google Search' your screen should look like the picture below:

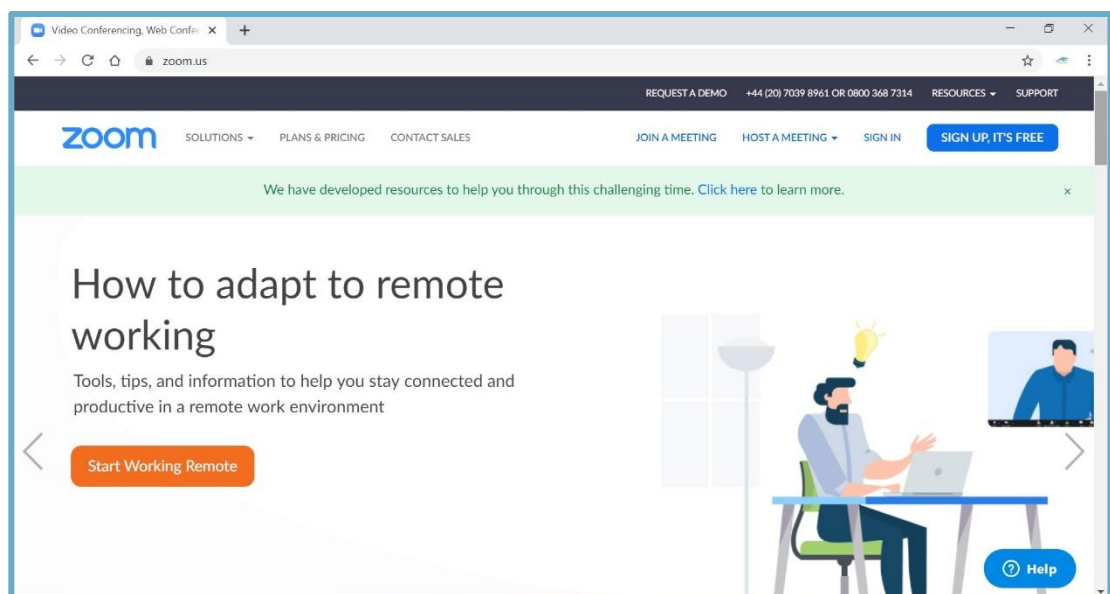


To get to Zoom click
'Zoom: Video Conferencing, Web Conferencing,
Webinars ...'



homepage

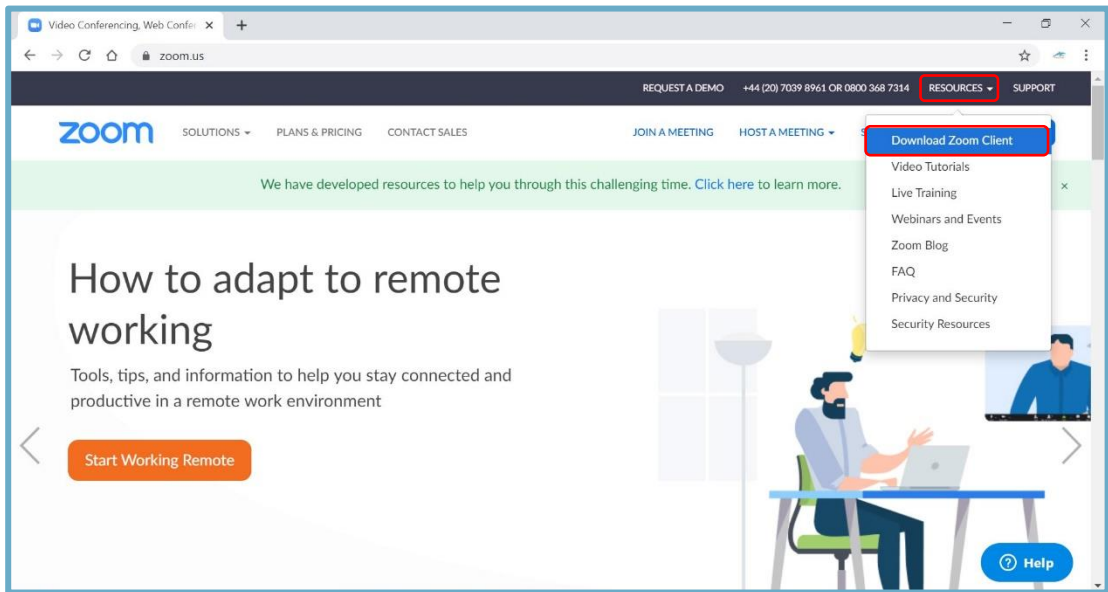
This will take you to Zooms Homepage:



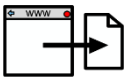


mouse

When on the **Zoom Homepage** you will need to **hover your mouse** over the **'Resources'** button at the **top of the page**.



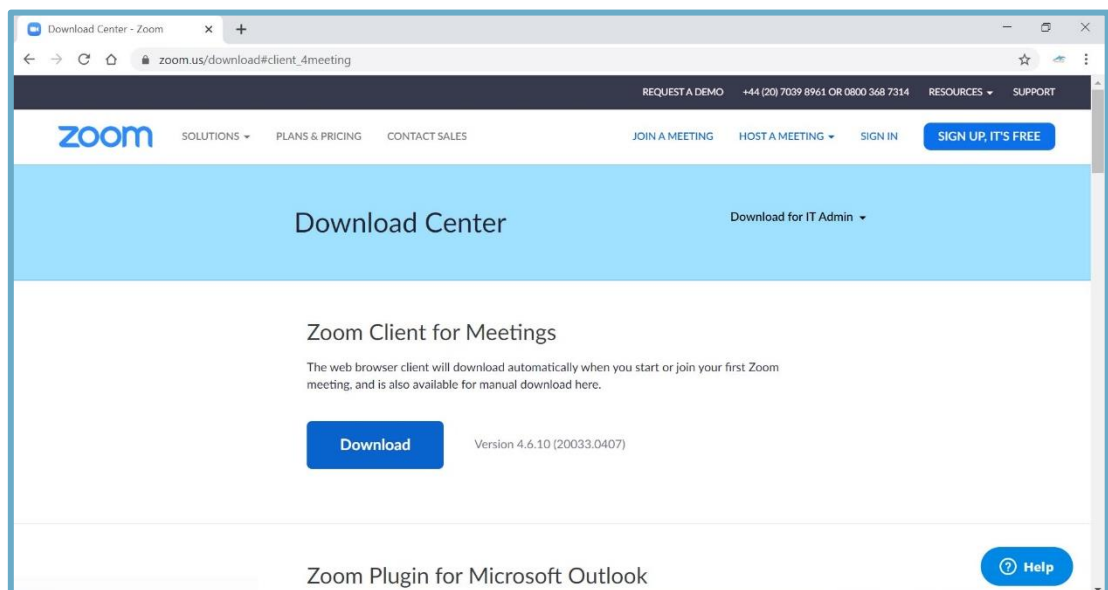
This will show you a **drop-down** list of **options**.



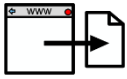
download

You will need to **click** on **'Download Zoom Client'**

This will take you to the **page pictured below**:

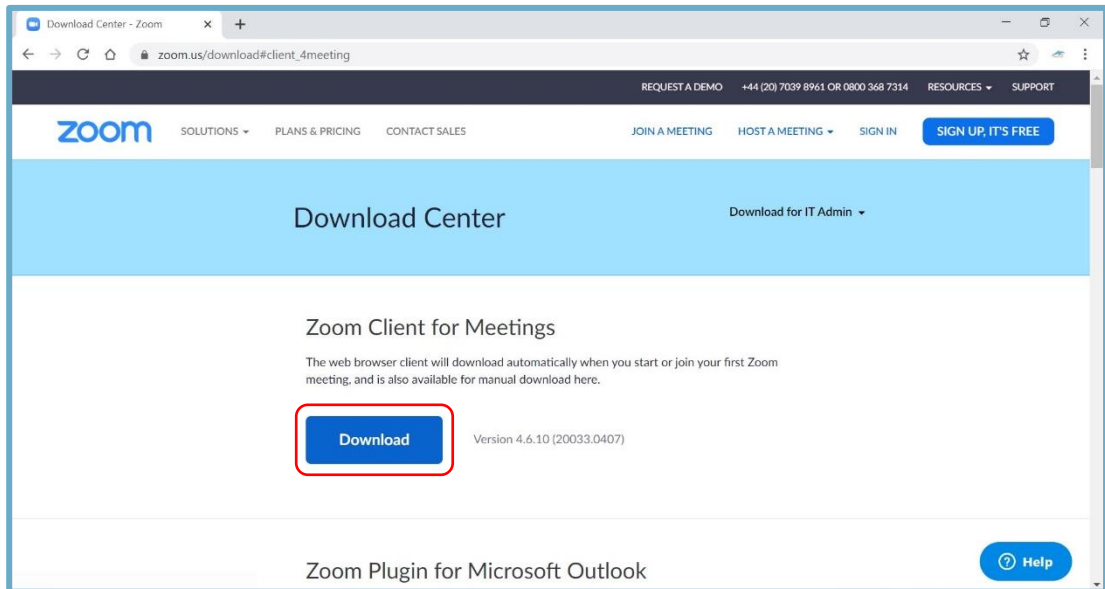


The **next step** is to **download Zoom**.

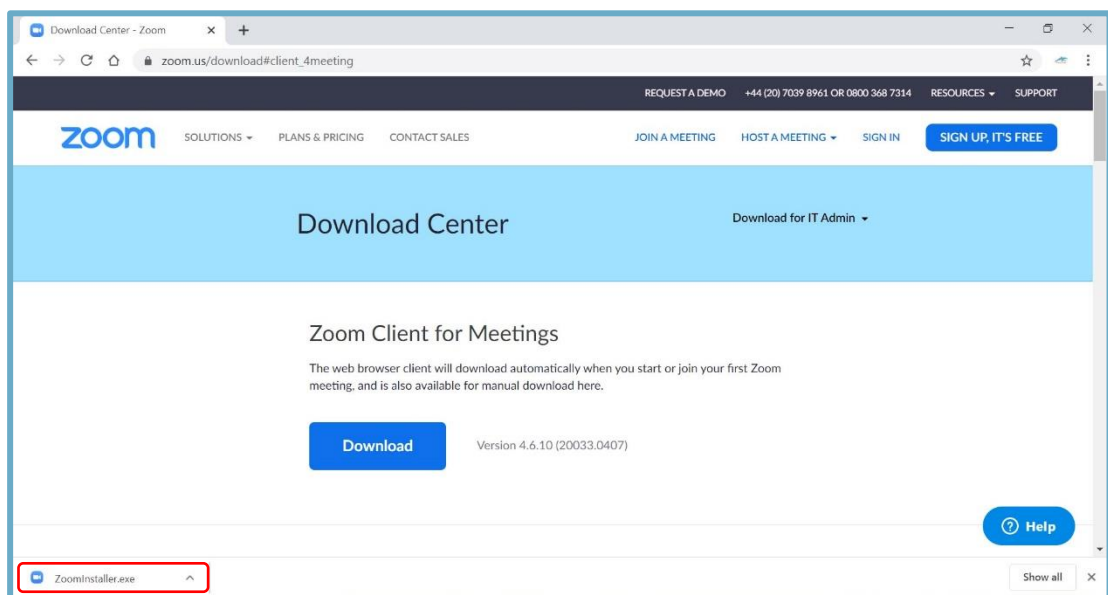


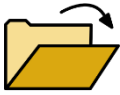
download

To **start the download**, you will need to **click the download button**



After clicking 'Download' a file should appear in the **bottom left corner**:

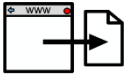




open

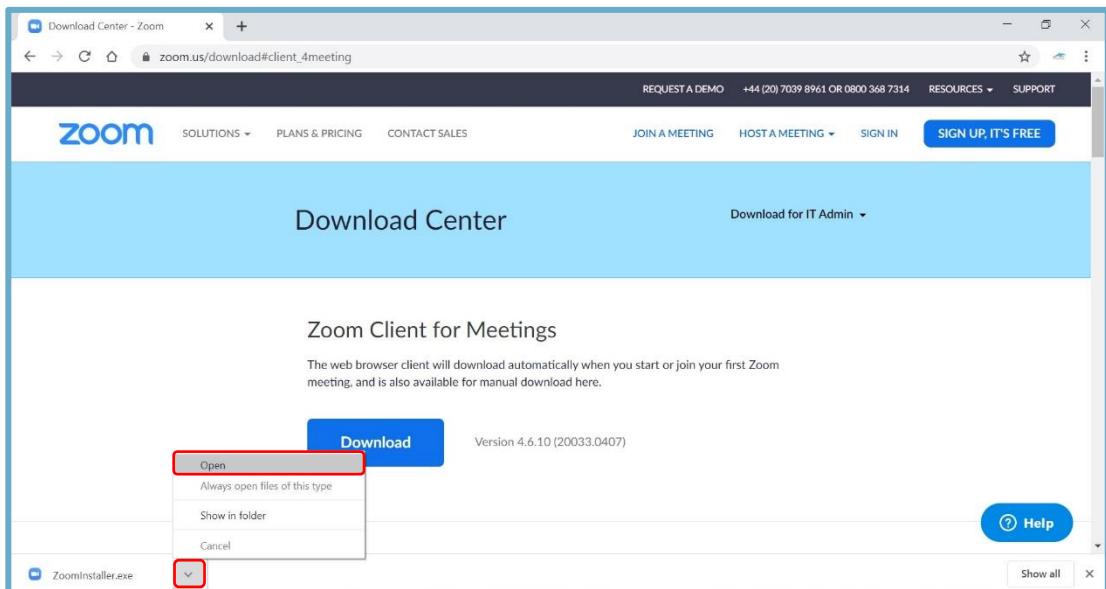
You will then need to **open** the **file** that has **appeared**.

To do this you will need to **click** the **arrow** next to the **file**.



download

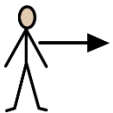
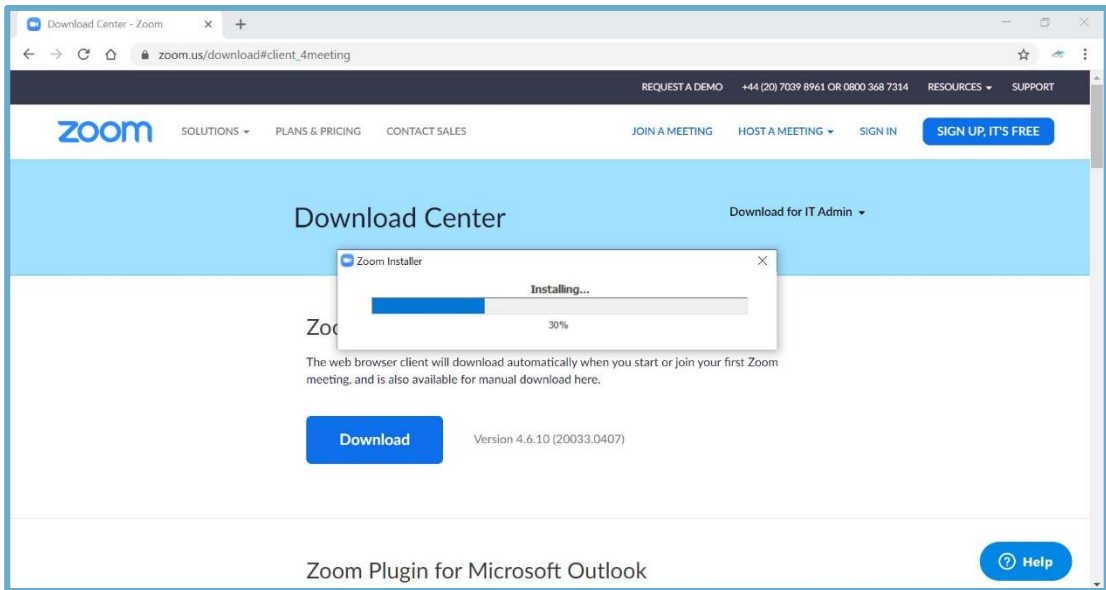
This will then bring up the **option** to **'open'** the **download**, like in the **picture below**:





open

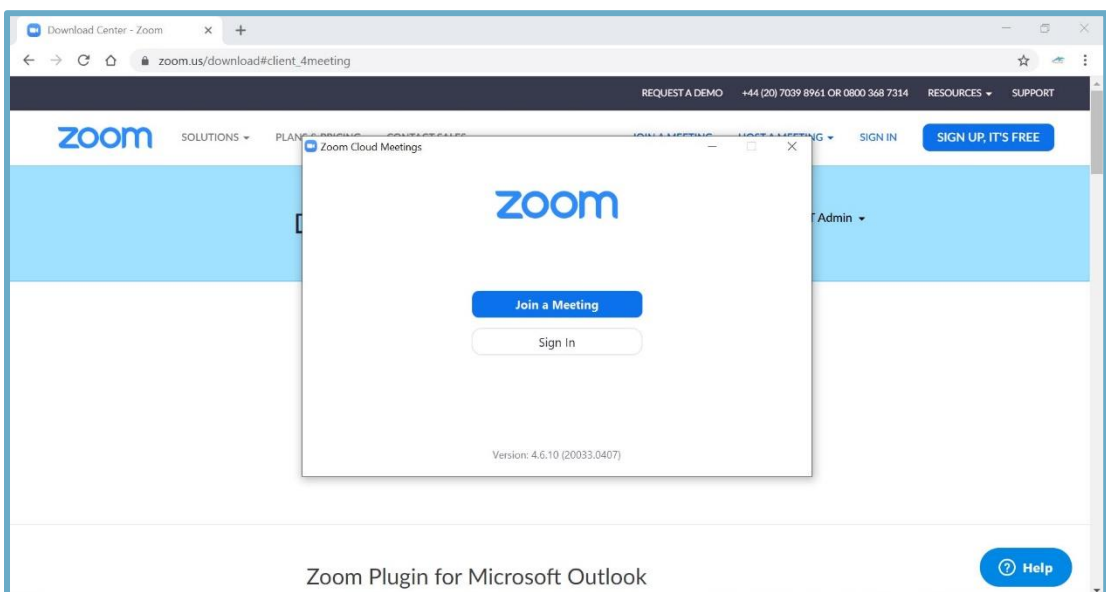
After **clicking 'open'** the **Zoom installer will open.**



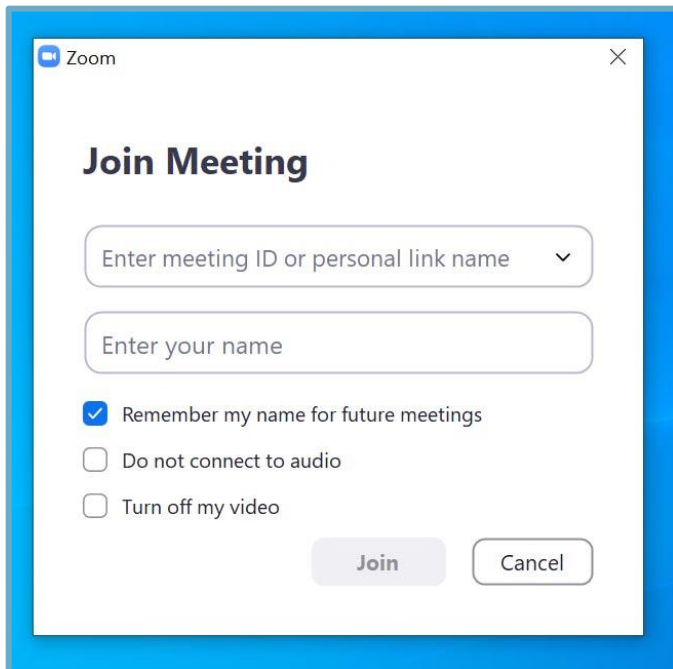
join

When it has **finished installing** a window will then **pop up** giving you the **option to 'Join a Meeting' or 'Sign in'.**

You will need to **click 'Join a Meeting'**



After **clicking ‘Join a Meeting’** you will get this pop up.



If you know the **‘meeting ID’** or **‘personal link name’** you will need to **type** this in the **top box**.



name

You then will need to **type your name** in the **bottom box** **before** you can **join** the **call**.

If you **don’t know** what the **‘meeting ID’** or **‘personal link name’** is **don’t worry**.



email

Your **friend or family member** may have told you that they would **send you a link** to your **email address**.



link

The **link** will look **something** like this:

<https://zoom.us/j/3598695>



help

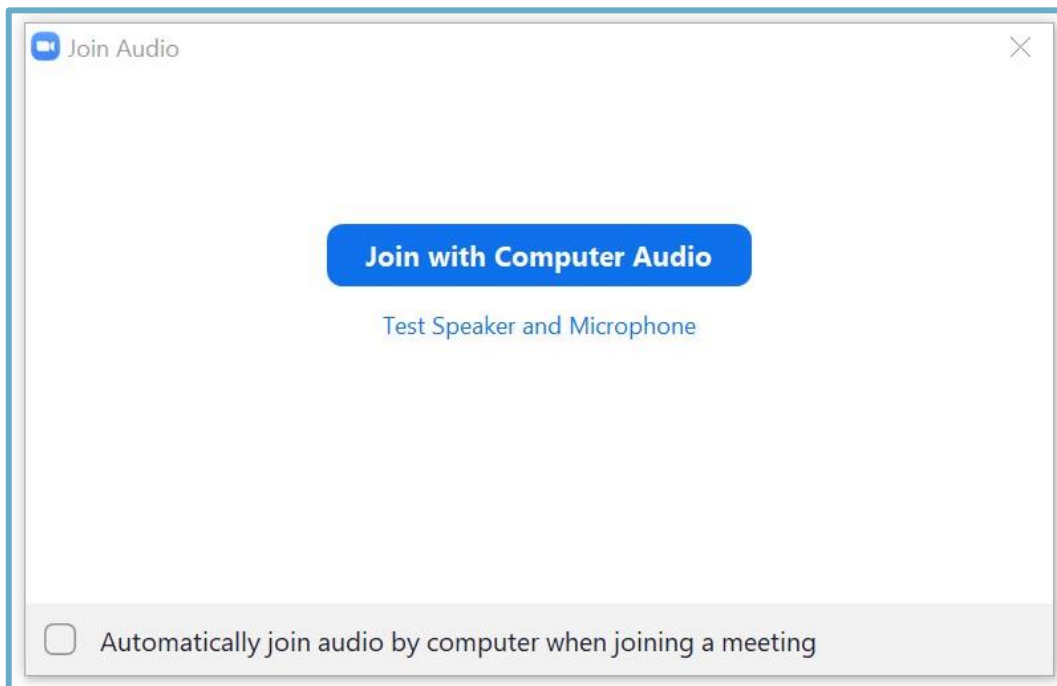
If you need **help** ask **a friend**, **someone in your family** or **a support worker**.



click

When you have **received** your **link** you will need to **click** it to **open the call**.

The **call** should then **open** and give you the **option** to **'Join with Computer Audio'**.

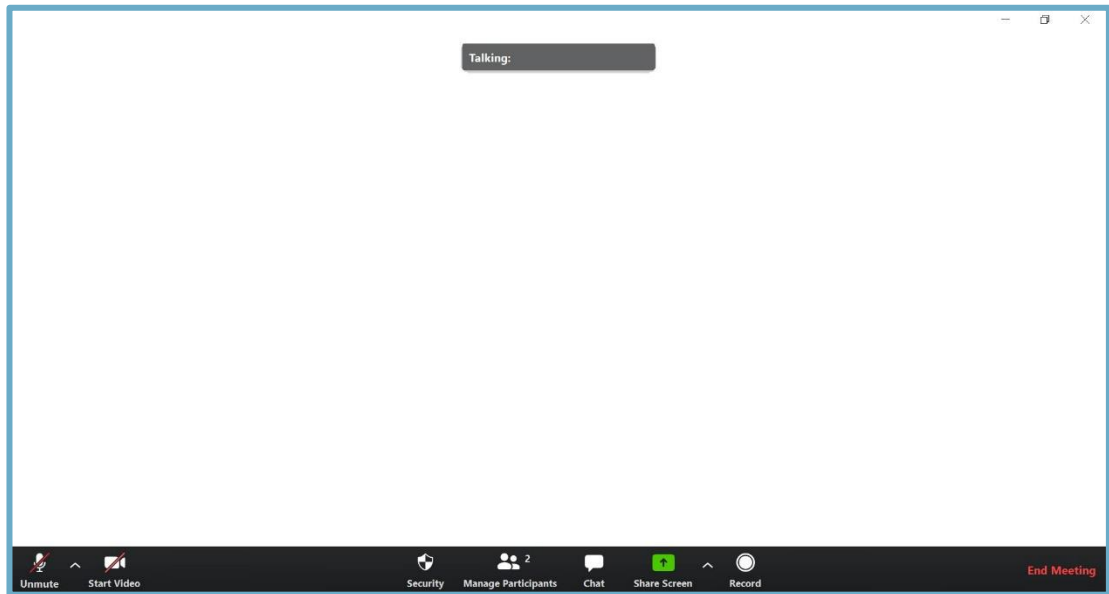


click

If you want your **friends** or **family** to hear you **click** **'Join with Computer Audio'**.



After **clicking 'Join with Computer Audio'** the **call window will open:**



To **show your video** you will need to **click** the **'Start Video'** button in the **bottom left corner**.

As you can **see** in the **picture above** there is a **red line** through the **video camera**.



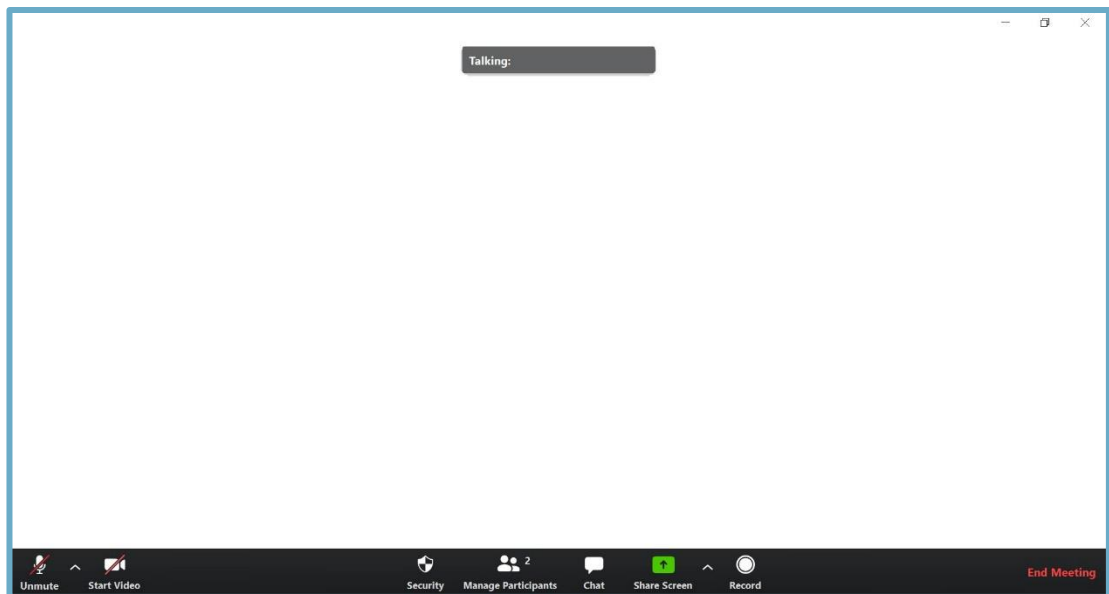
This tells me I have my **webcam tuned off**.

If at any point you want to **turn your webcam off** you can by **clicking** the **video camera button** again.



You can also **mute** your **microphone** too.

You can do this by **clicking** the **microphone button** next to the **video camera**.



Like in the **picture above** your **microphone** will have a **red line** through when on **mute**.

To **unmute** your **microphone** you will need to **click** the **microphone again**.



When you are ready to **finish** the **call** you can **click** the **'End Meeting'** that is in the **bottom right corner**.