



**Zoom [www.zoom.us](http://www.zoom.us)**

Zoom is a great way to keep in touch with colleagues, but also with friends, family and even teachers.

### Signing Up

1) You will need to sign up

A screenshot of the Zoom sign-up form. At the top, there are three buttons: 'Cancel', 'Sign Up', and 'Sign Up'. Below these are three input fields: 'Email Address', 'First Name', and 'Last Name'. At the bottom, there is a radio button next to the text 'I agree to the Terms of Service'.

2) They will send you an email to activate your account, just click on the blue button to confirm you have received it

A screenshot of the Zoom account activation screen. It says 'Welcome to Zoom!' followed by 'To activate your account please click the button below to verify your email address:'. At the bottom, there is a blue button labeled 'Activate Account'.

### Joining a Meeting

3) When you open the app/page you can Sign In or Join a Meeting

A screenshot of the Zoom 'Start a Meeting' screen. It says 'Start a Meeting' and 'Start or join a video meeting on the go'. Below this is a circular diagram with icons for a laptop, a smartphone, and a person, connected by plus signs. At the bottom, there is a blue button labeled 'Join a Meeting' and two smaller buttons: 'Sign Up' and 'Sign In'.

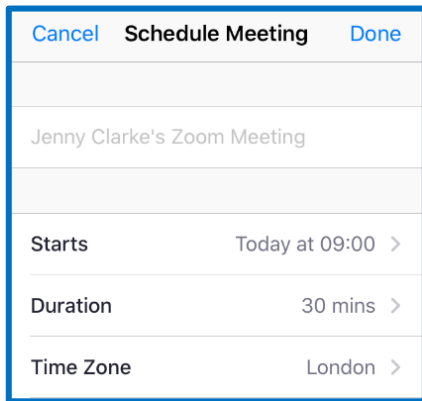
4) Type in the Meeting ID you have been given and password – choose video on or off and audio on or off

A screenshot of the Zoom 'Join a Meeting' form. It has buttons for 'Cancel' and 'Join a Meeting'. There is an input field for 'Meeting ID'. Below that is a link 'Join with a personal link name'. Underneath, it says 'Jenny's iPhone'. At the bottom, there is a large blue button labeled 'Join'. Below the button, it says 'If you received an invitation link, tap on the link again to join the meeting'.

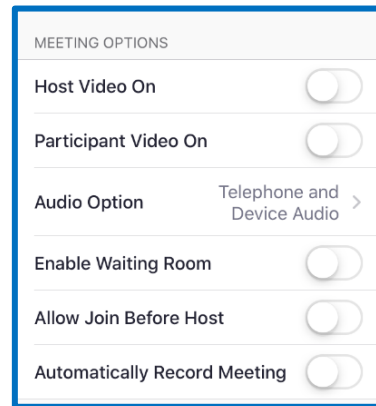
A screenshot of the Zoom 'JOIN OPTIONS' screen. It has two toggle switches: 'Don't Connect To Audio' and 'Turn Off My Video', both currently turned off.

# Scheduling Your Own Meeting

5) Fill in the information

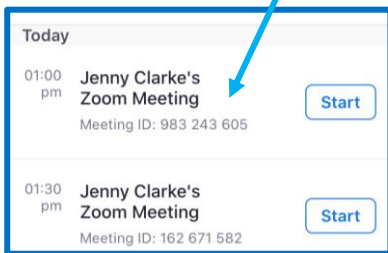


6) Choose your settings

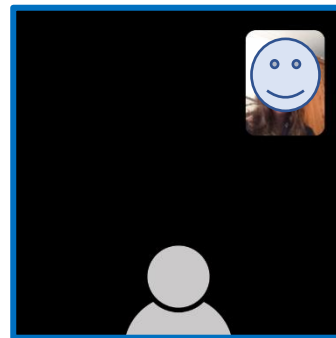


## In a Meeting

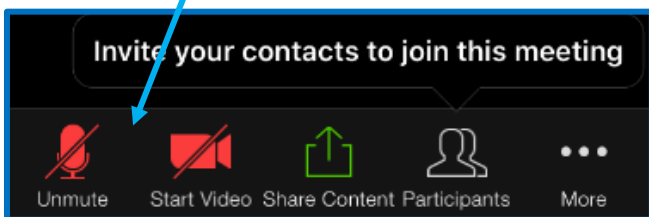
7) In your meetings section, you will be given a meeting ID to give out to people



8) Your video will appear in the corner of the screen



9) You can choose to turn video or microphone on and off at any time



You can also share things with the group

On a phone you can only see four people's faces at the same time but on a computer you can see more.

Swiping over to the left of your screen will ensure the face of whoever is speaking appears on your screen

