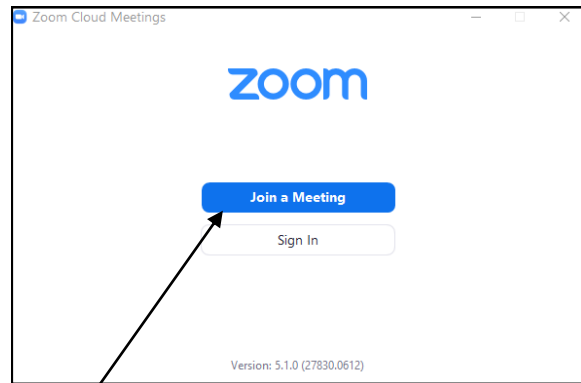


## Joining a Zoom Meeting with zoom installed on your laptop/ipad/tablet

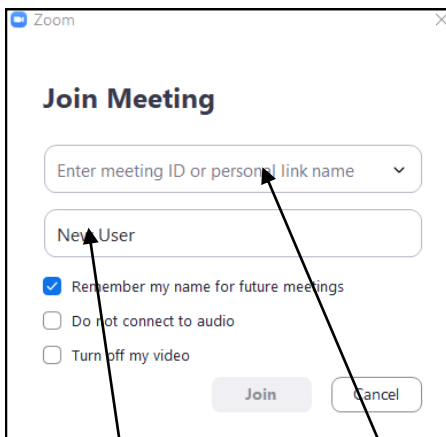
Some things may appear slightly differently on different devices but the wording is usually the same.



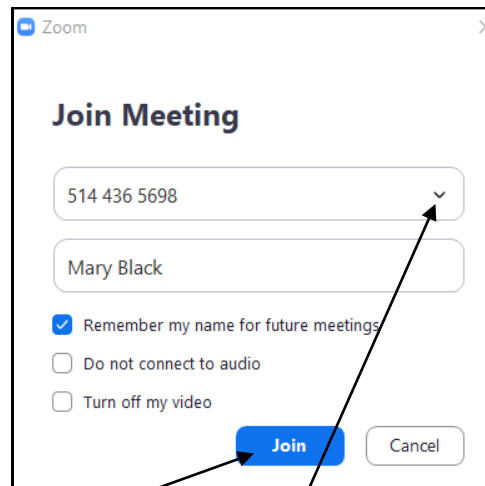
1. Click on the zoom icon.



2. Click on Join a Meeting.

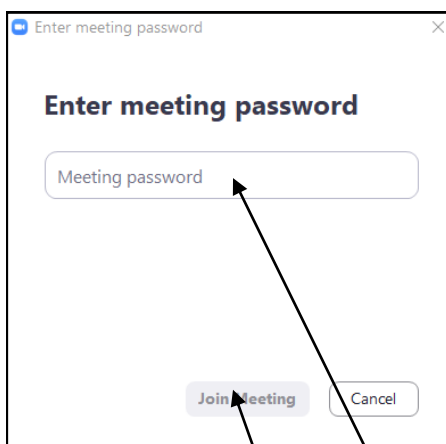


3. Enter the meeting ID number you have been given for the meeting. You can also enter your name and tick box asking to remember your name.

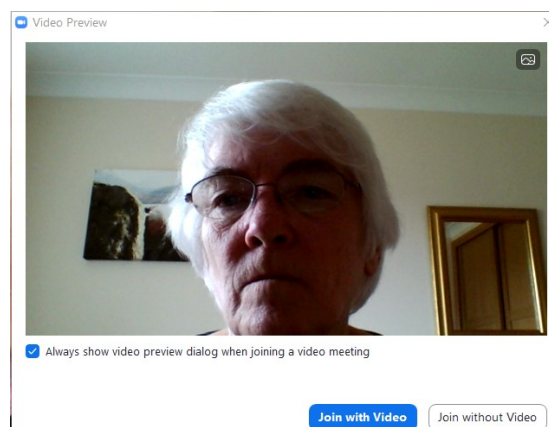


4a. Click Join.

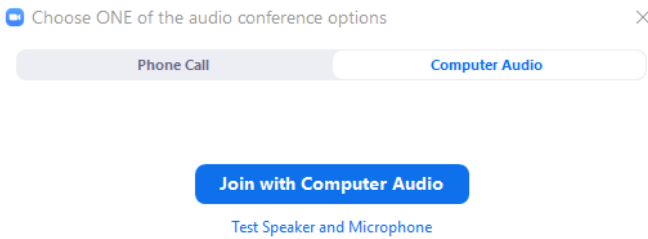
4b. Clicking this arrow drops down a list of meeting ID numbers for meetings you have attended previously. You can click on an ID in the list to join a particular meeting room.



5. Some meetings may require a password which you will have been given in advance enter it in the box and click on Join Meeting

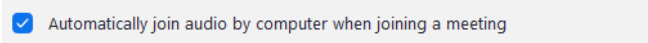


6. If this window appears click on Join with Video.



Please wait, the meeting host will let you in soon.

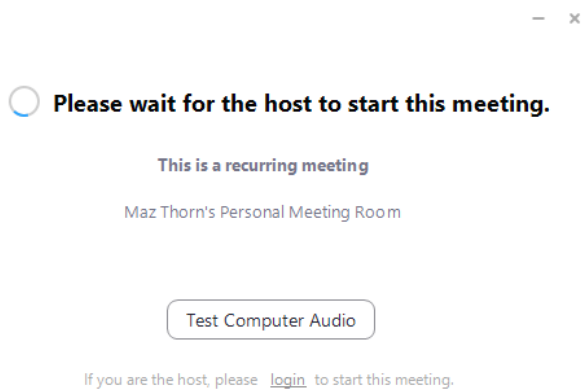
Maz Thorn's Personal Meeting Room



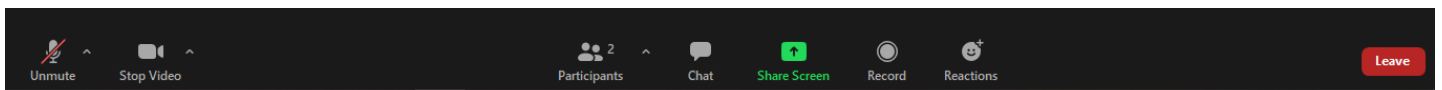
Test Computer Audio

7. Click Join with Computer Audio. You can also tick the box to join automatically when you join a meeting.

8. Be patient. The host will let you into the meeting as soon as she can. She may have a number of people waiting In the waiting room.



9. If this message appears don't worry. It means for some reason the host has not started the meeting yet. She may have been held up for some reason. Just wait until she starts the meeting and admits you.



10. When you come into the meeting these controls will be somewhere on your screen. If you are on a ipad, tablet or phone just touch the screen and they will appear. You will see that the control panel above shows that the person has their microphone off. It has a red diagonal line through it. By clicking on the microphone icon the diagonal line will disappear and audio will be on.