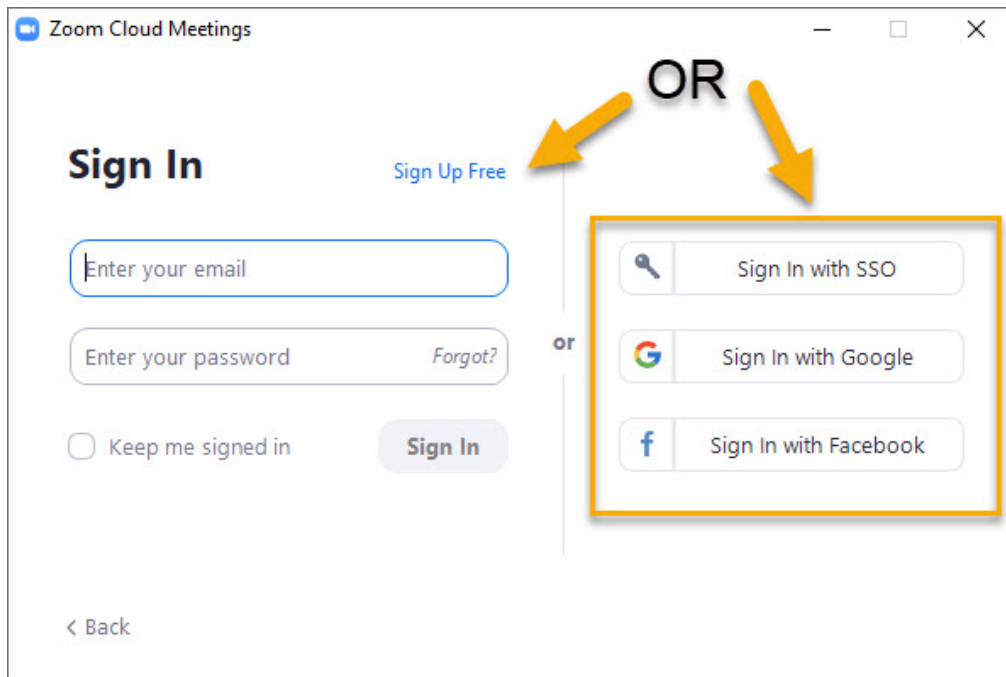


Zoom Basics – Client

If this will be your first time using Zoom, please go to <https://zoom.us/download> and download 'Zoom client for meetings'.

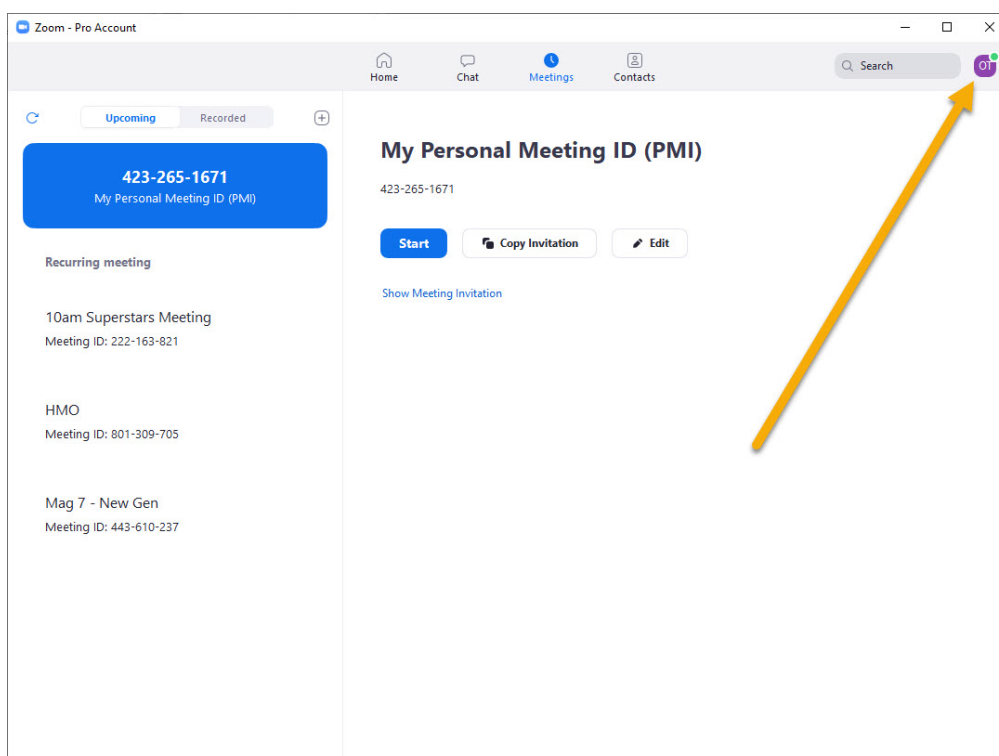
Note: the below screenshots may look slightly different depending on what version of Zoom they are up to when you read this. The functionality will stay the same, but things may look different or there may be additional things.

Once installed please launch the app and sign in. If you do not have an account, you can create one for free. This free account will allow you to attend unlimited meetings.

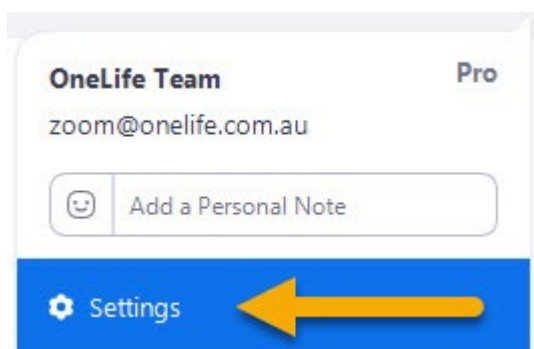


Before you Join a zoom meeting it is important you test your microphone, speakers & camera.

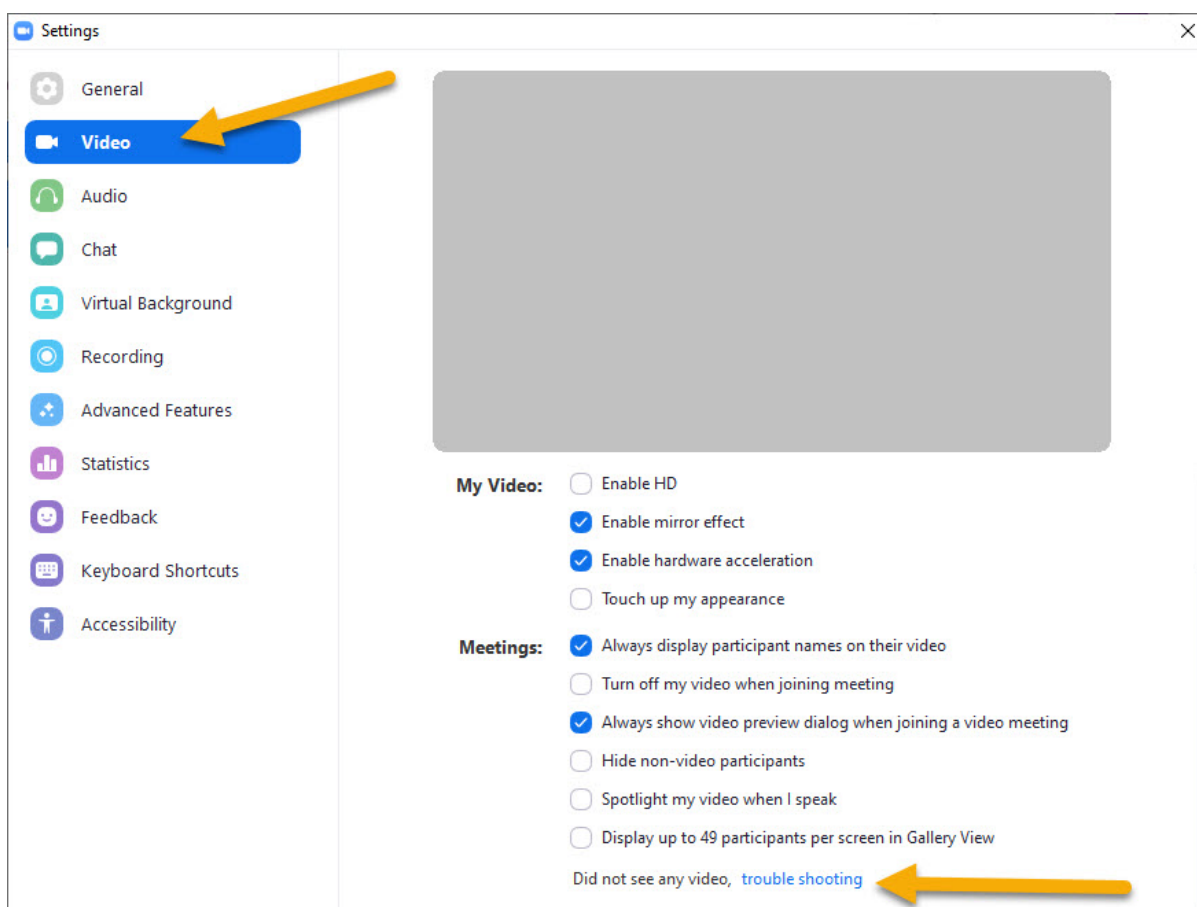
Once you are signed in you will need to click the button in the top right corner (it will not say OT, it will be the initials of your name or a picture of you)



Select settings in the menu

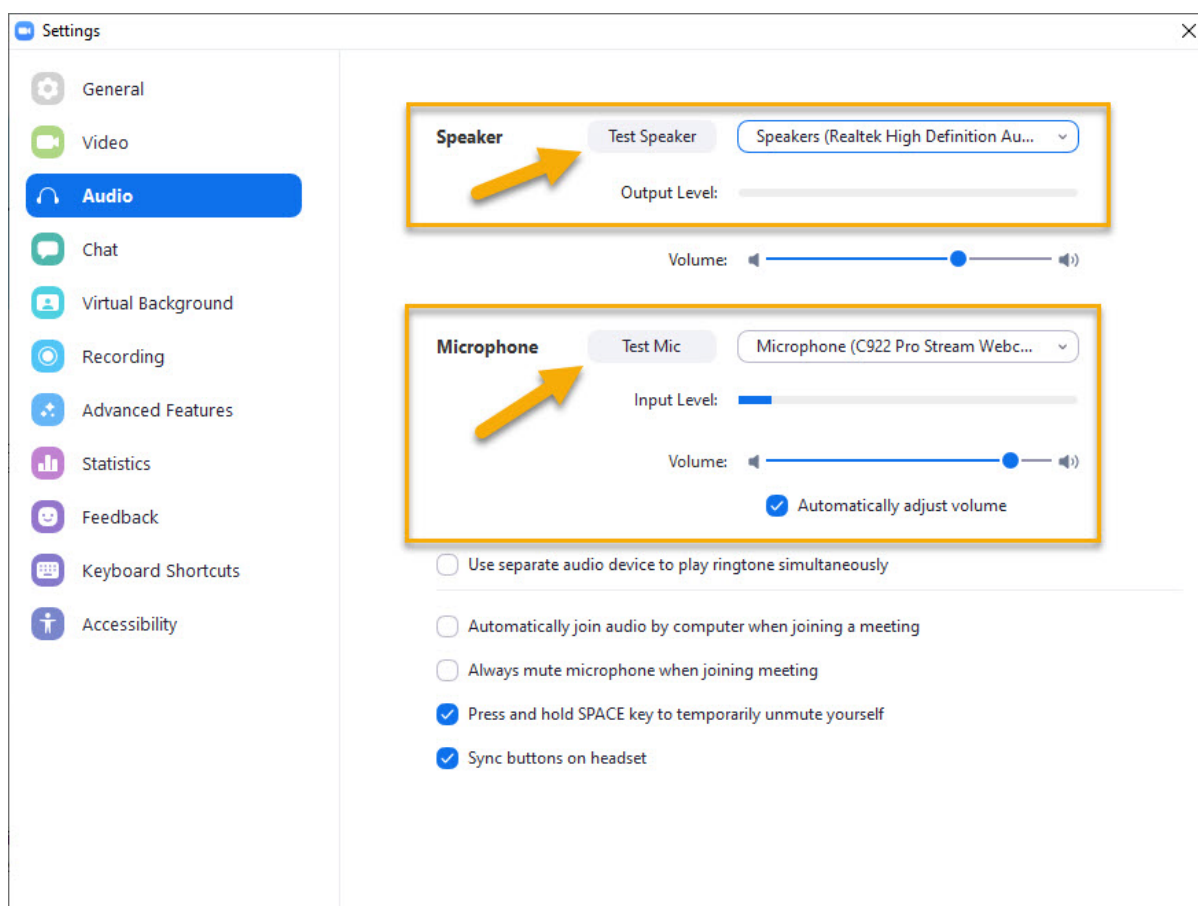


Select video, you should see a video preview of yourself where the gray box is. If you don't then try plugging your usb camera in a different usb port. If you are on a computer with a built in camera try restarting. If that doesn't work please click trouble shooting at the bottom of the window.



To test your Audio please select Audio (under video). Make sure there is a device selected in the drop-down boxes next to the test buttons. Press the test buttons to make sure your speakers and microphone are working (the mic test will get you to say something and then play it back to you).

If they are not working please select a different device (this will depend on your computer) in the drop-down menu or unplug and re-plug in your devices if possible and zoom will auto detect.



When joining the meeting, consider your location. You need to be in a quiet and well-lit place with no bright light behind you (if there is a light or window behind you your face will appear dark).

If someone has given you a meeting ID to join their meeting you can enter it by selecting 'Home' at the top and selecting 'Join'.

Alternatively, you may have been sent a 'Zoom link'. After completing the above steps, you can simply click that link to join the meeting room.

Well done, you have now learned the basics of Zoom. Remember the more you practice the better you will get.