

How to use Zoom



Enriching Lives of People with Disabilities & Maximising Potential
#OneLifeLetsLiveIt

The Zoom logo is displayed in a light blue, lowercase, sans-serif font on a light purple background.

Zoom is a video chat software used to meet and discuss with people online



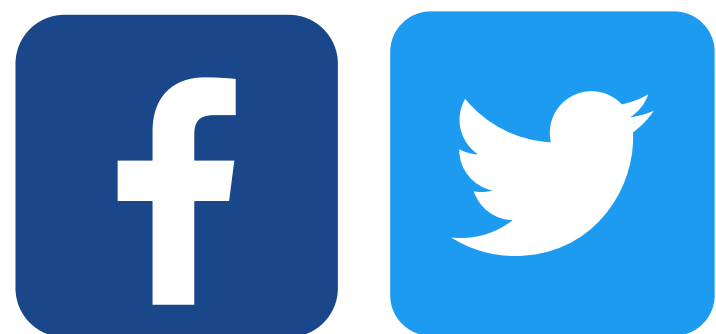
You can join a zoom meeting on your smartphone, tablet or computer



You can talk to lots of people at the same time on Zoom



As well as your smartphone, tablet or computer you will need to be connected to the internet to use Zoom



www.wirralevolutions.org

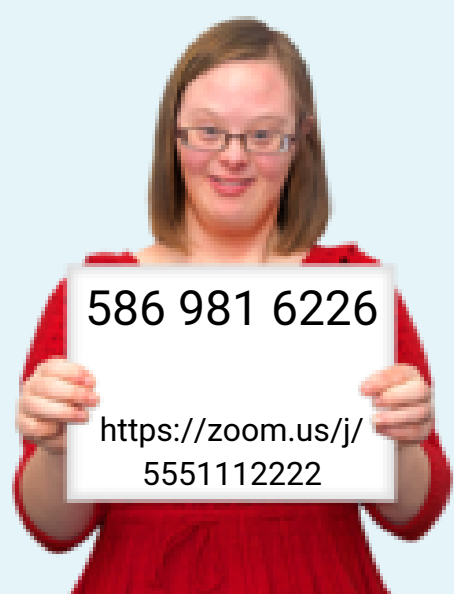
How to use Zoom



Enriching Lives of People with Disabilities & Maximising Potential
#OneLifeLetsLiveIt



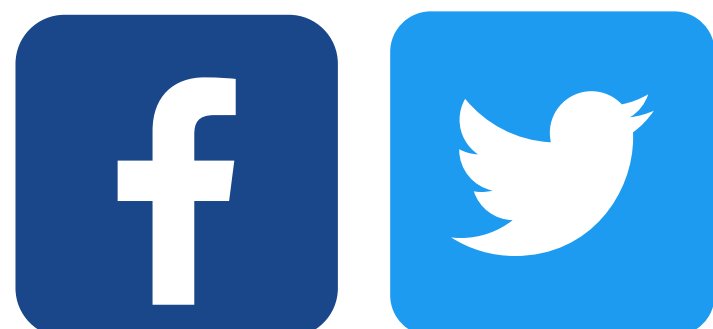
If you don't know how to connect to the internet ask a friend, family member or support worker for help



To join a Zoom meeting you need a special code called a Meeting ID OR a link someone has sent to you



The next part of this Easy Read Guide will help you join Zoom meetings using a tablet, smartphone or computer



www.wirralevolutions.org

How to use Zoom



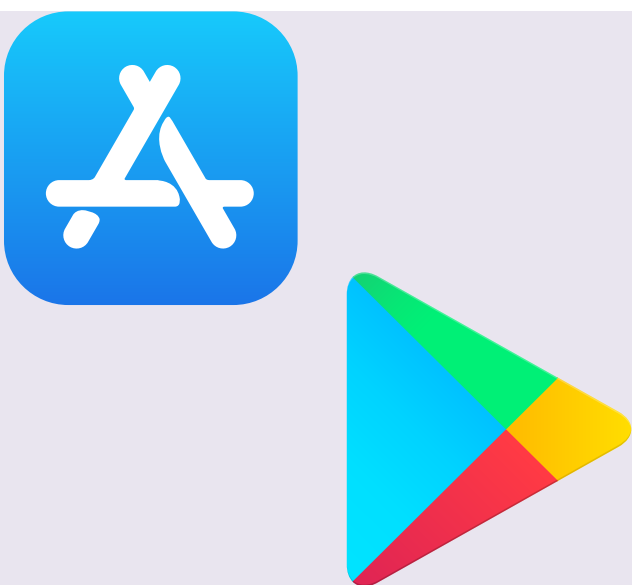
Enriching Lives of People with Disabilities & Maximising Potential
#OneLifeLetsLiveIt



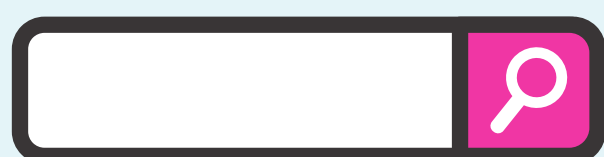
How to use Zoom on a smartphone or tablet:



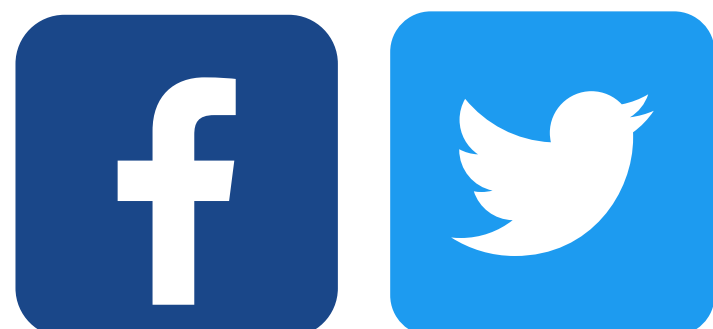
To join a Zoom meeting on a smartphone or tablet, you will need to download the Zoom App



Depending on your phone or tablet, the app can be downloaded from the App Store or Google Play



You will need to search for 'Zoom' in the App Store or Google Play and then download the app



www.wirralevolutions.org

How to use Zoom



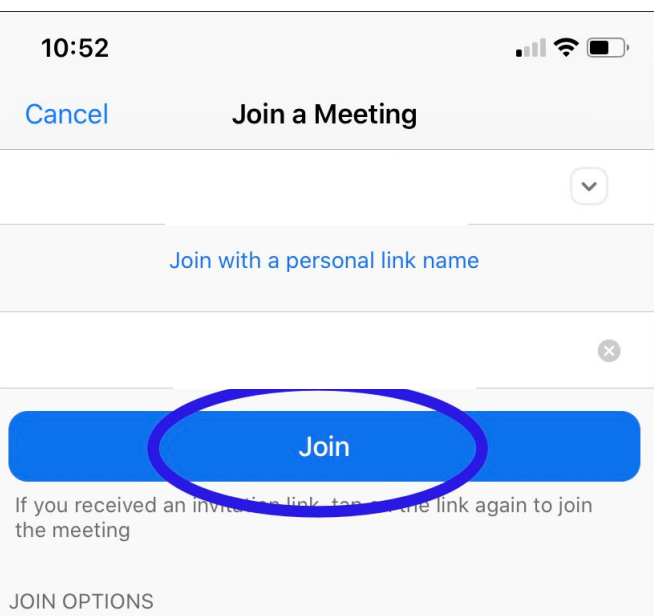
Enriching Lives of People with Disabilities & Maximising Potential
#OneLifeLetsLiveIt



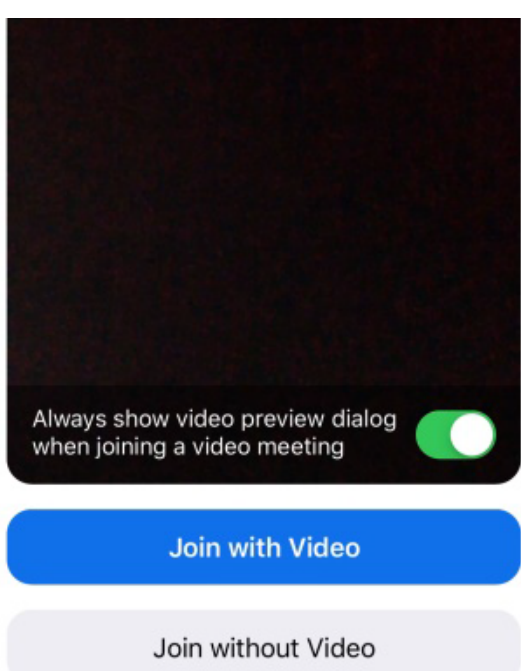
Joining a Zoom meeting with a smartphone or tablet using a Meeting ID:



Open the Zoom App and click on 'Join a Meeting'



- Type in the Meeting ID
- Type in your name
- Click on Join



Click on 'Join with video'

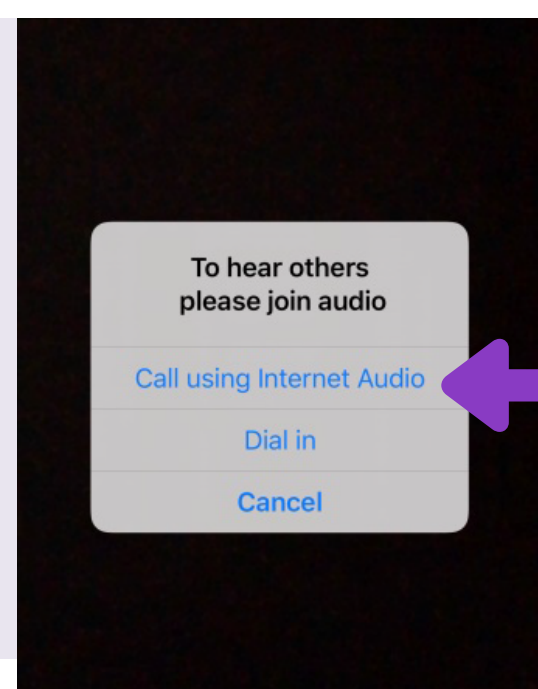


www.wirralevolutions.org

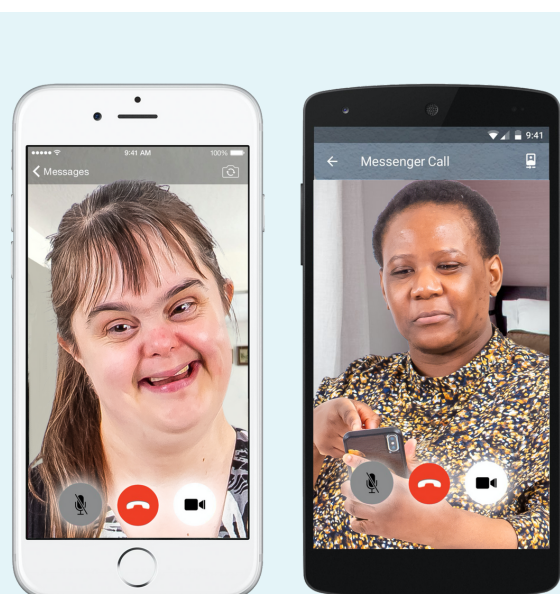
How to use Zoom



Enriching Lives of People with Disabilities & Maximising Potential
#OneLifeLetsLiveIt



Click on 'Call using Internet Audio'



You will now be in the Zoom meeting



www.wirralevolutions.org

How to use Zoom

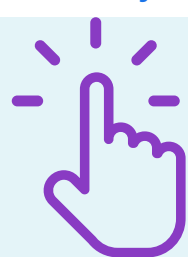


Enriching Lives of People with Disabilities & Maximising Potential
#OneLifeLetsLiveIt



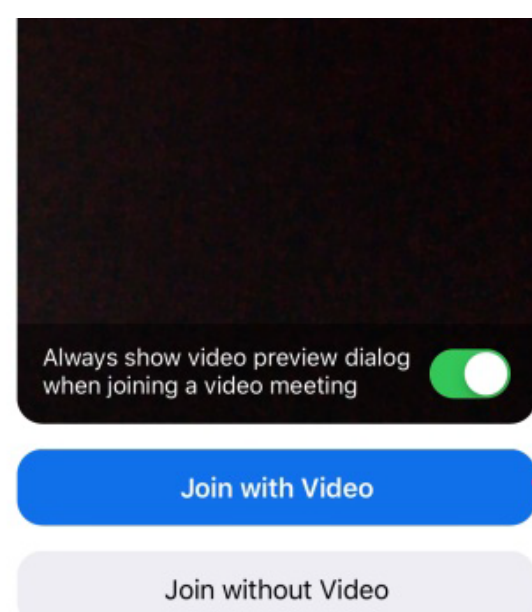
Joining a Zoom meeting with a smartphone or tablet using a Link:

<https://zoom.us/j/5551112222>

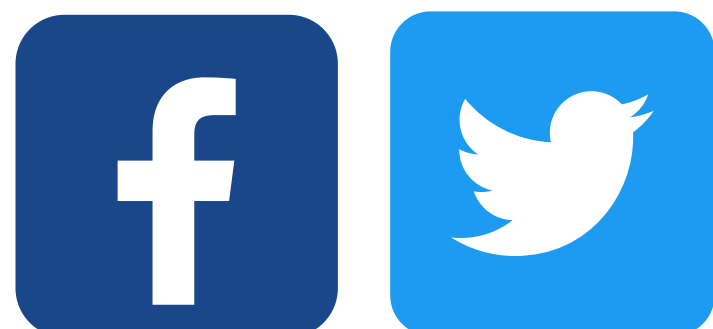
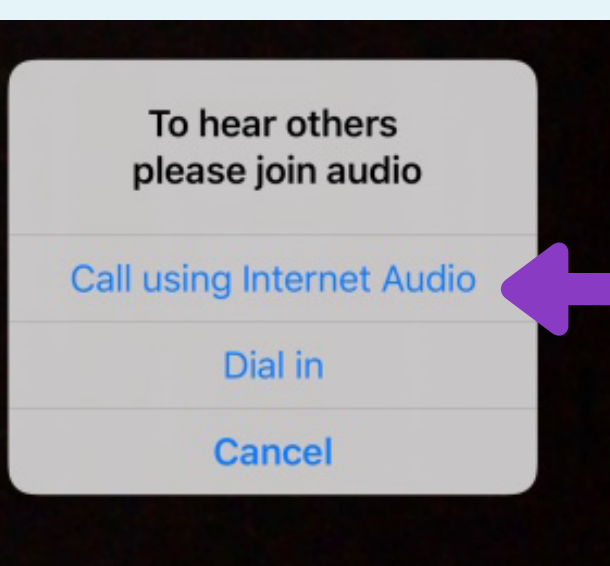


Click on the link sent to you

Click on 'Join with Video'



Click on 'Call using Internet Audio'



www.wirralevolutions.org

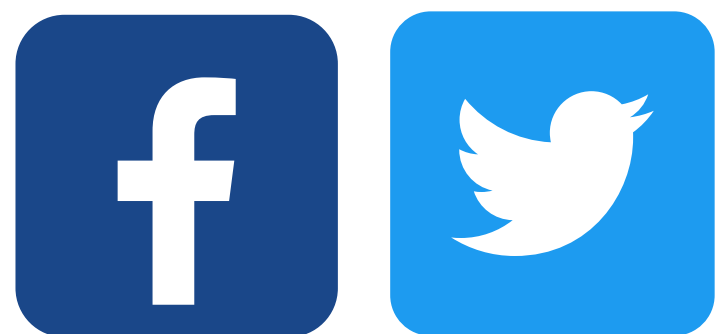
How to use Zoom



Enriching Lives of People with Disabilities & Maximising Potential
#OneLifeLetsLiveIt



You will now be in the Zoom Meeting



www.wirralevolutions.org

How to use Zoom



Enriching Lives of People with Disabilities & Maximising Potential
#OneLifeLetsLiveIt



How to Use Zoom on a computer:



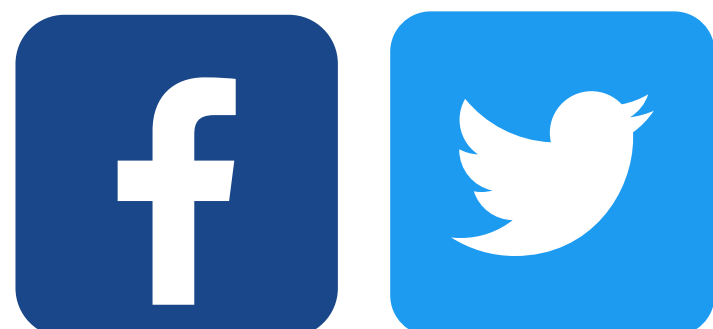
To join a Zoom meeting using a computer you will need to have a camera, microphone and speaker



Most laptops have all of these things but if you are using a desk top computer you may need to connect these things



You may need to ask for help to connect these to your computer



www.wirralevolutions.org

How to use Zoom



Enriching Lives of People with Disabilities & Maximising Potential
#OneLifeLetsLiveIt



Joining a Zoom meeting on your computer with a Meeting ID:

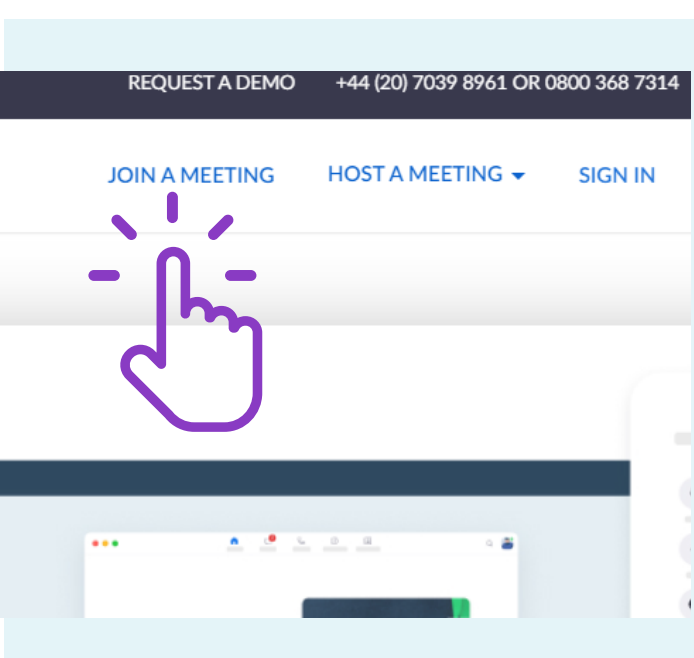


Open up your browser (the programme you use on a computer to use the internet)



Type in the address:

<https://zoom.us>



Click on 'Join a Meeting' at the top of the website page

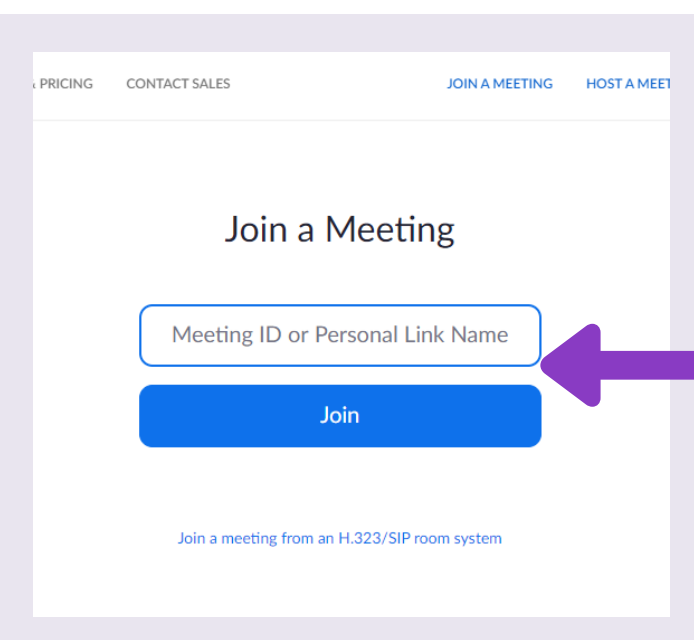


www.wirralevolutions.org

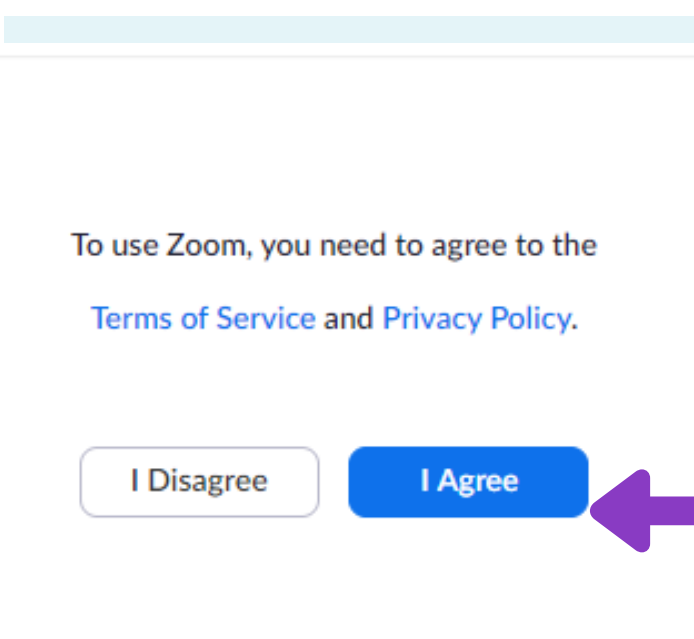
How to use Zoom



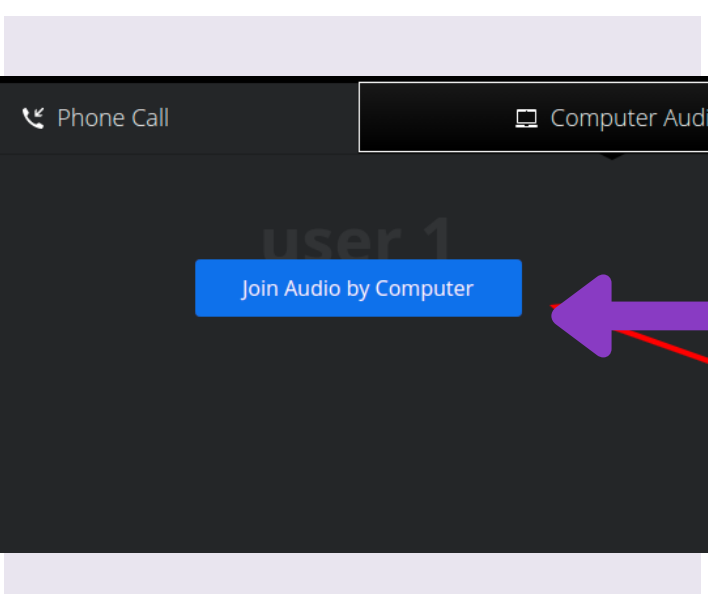
Enriching Lives of People with Disabilities & Maximising Potential
#OneLifeLetsLiveIt



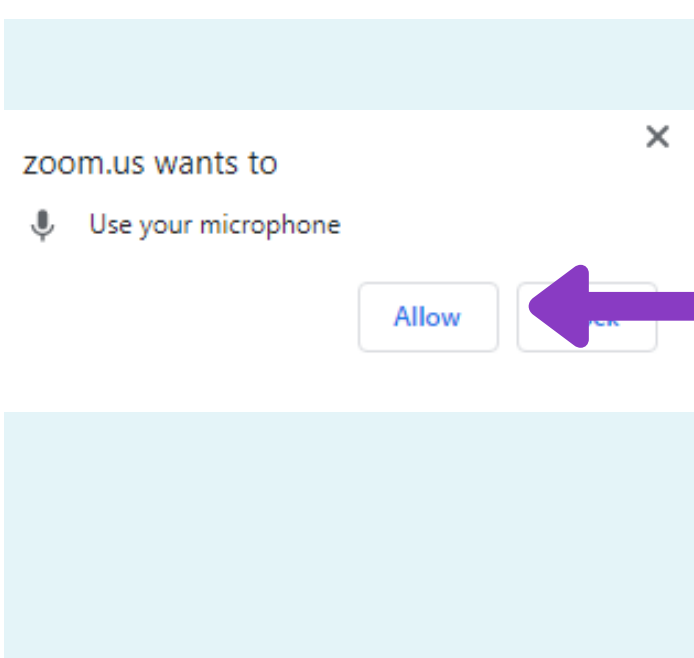
Enter the Meeting ID and click 'Join'



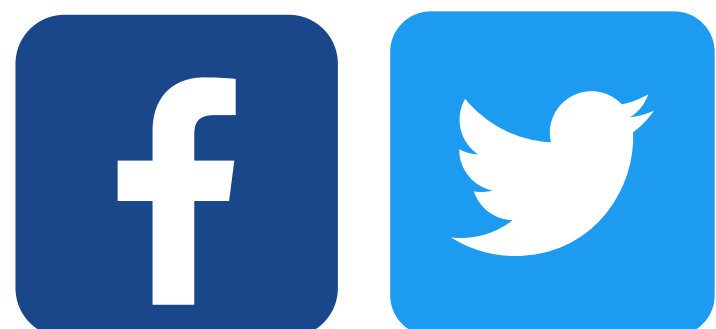
Click on 'Agree'



Click on 'Join Audio by Computer'



You may get a message asking to use your microphone. If you do, click 'Allow'

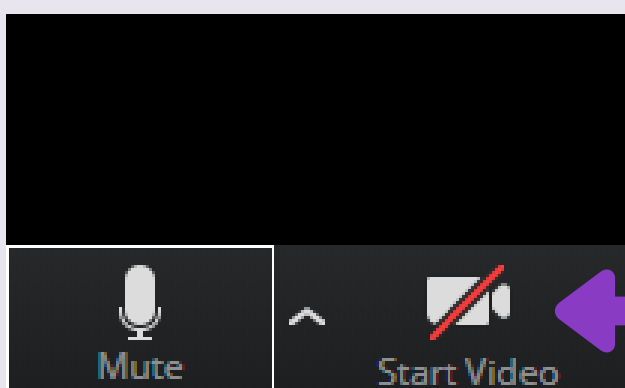


www.wirralevolutions.org

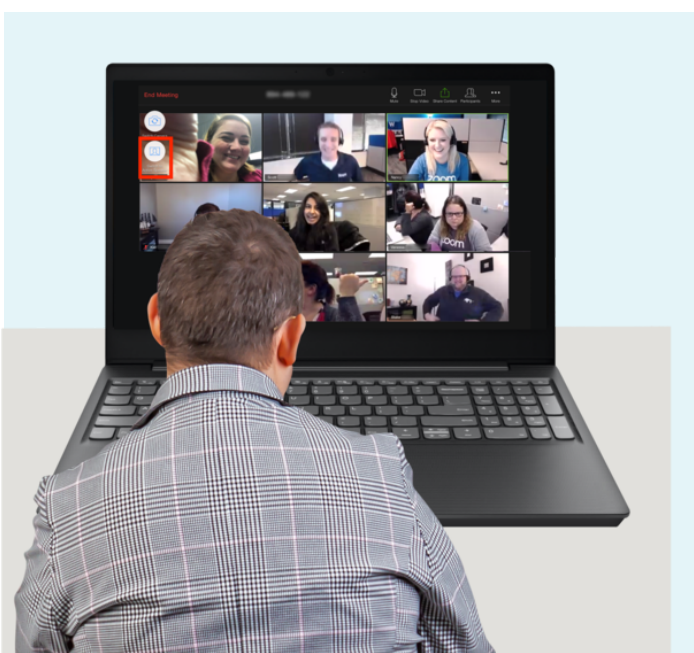
How to use Zoom



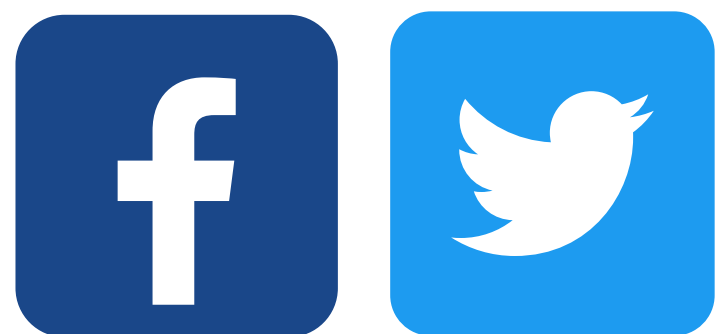
Enriching Lives of People with Disabilities & Maximising Potential
#OneLifeLetsLiveIt



Click 'Start Video' at the bottom left of the screen



You will now be in the Zoom meeting



www.wirralevolutions.org

How to use Zoom

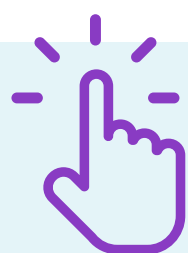


Enriching Lives of People with Disabilities & Maximising Potential
#OneLifeLetsLiveIt

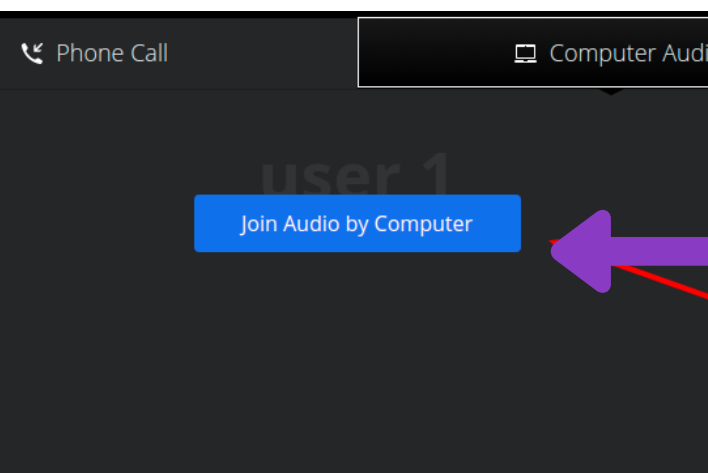


Join a Zoom meeting on your computer with a link:

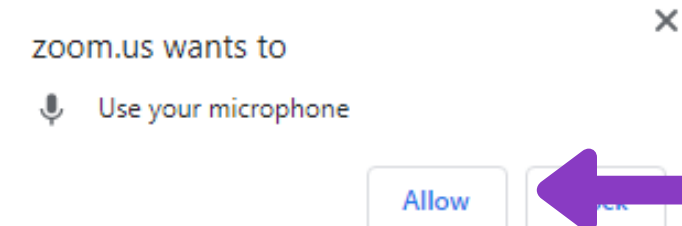
<https://zoom.us/j/5551112222>



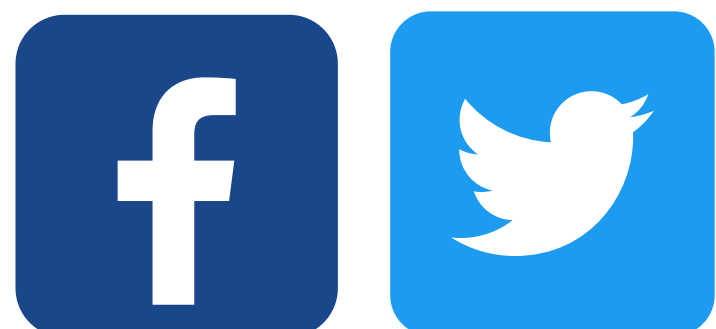
Click on the link sent to you



Click on 'Join Audio by Computer'



You may get a message asking to use your microphone. If you do, click 'Allow'

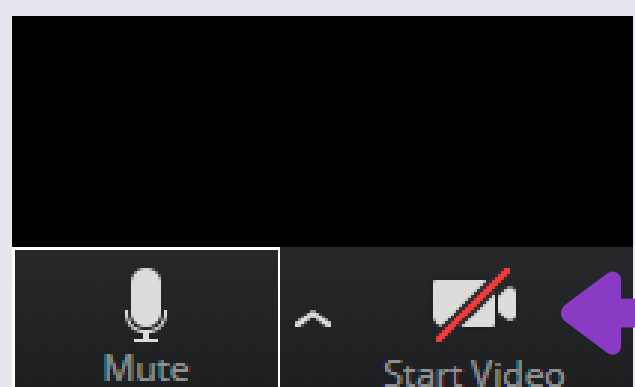


www.wirralevolutions.org

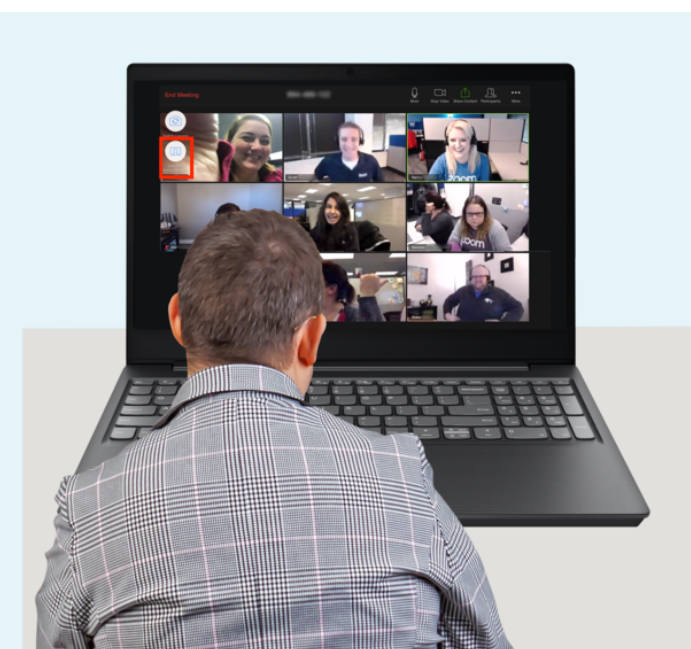
How to use Zoom



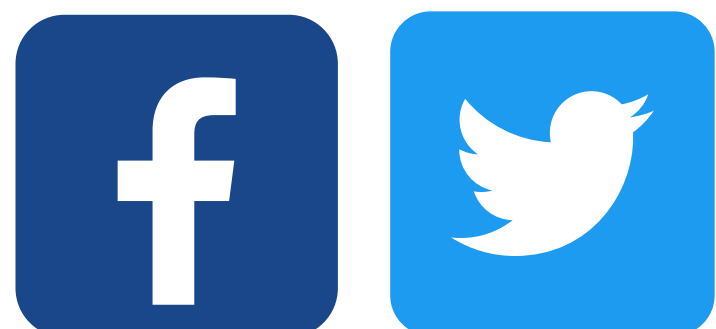
Enriching Lives of People with Disabilities & Maximising Potential
#OneLifeLetsLiveIt



Click 'Start Video' at the bottom left of the screen



You will now be in the Zoom meeting



www.wirralevolutions.org

How to use Zoom



Enriching Lives of People with Disabilities & Maximising Potential
#OneLifeLetsLiveIt



General Tips When Using Zoom:



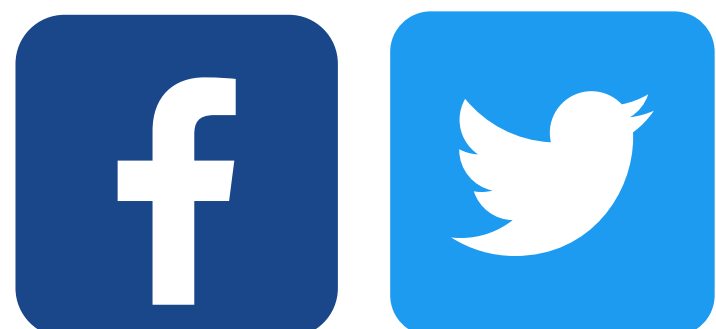
Everyone in the meeting can hear and see you



You can hear and see everyone in the meeting too



The chairperson or person running the meeting will explain the meeting to people



www.wirralevolutions.org

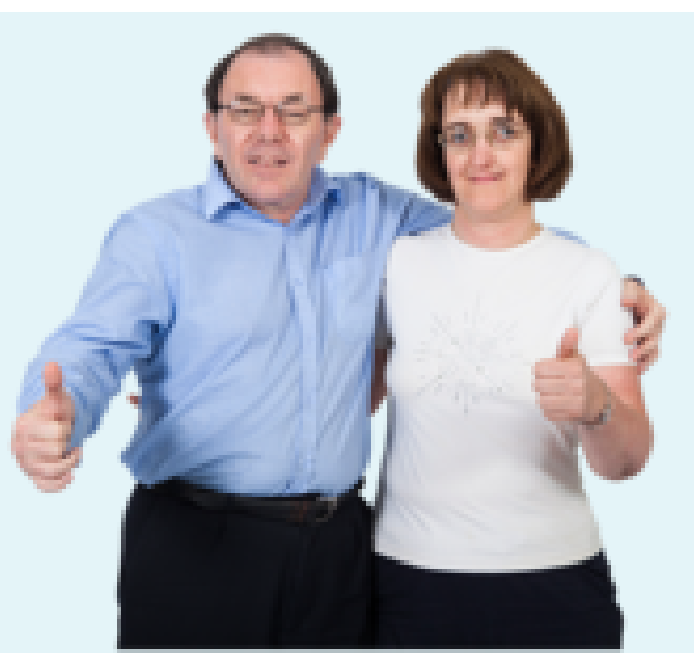
How to use Zoom



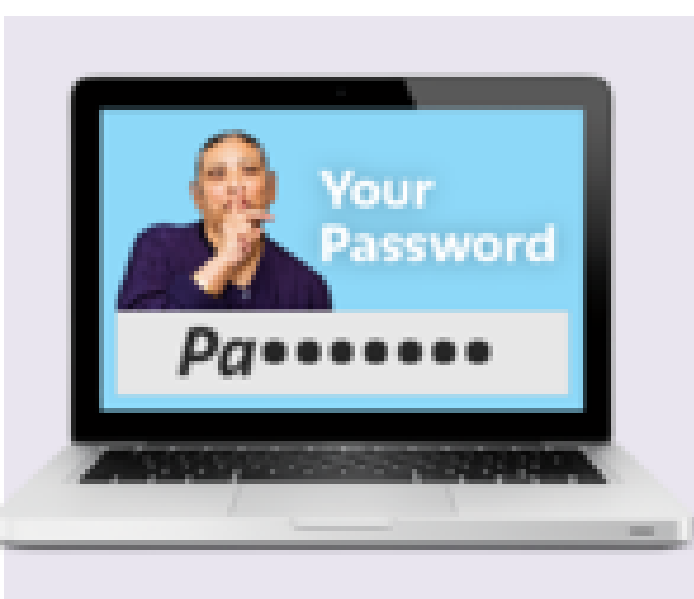
Enriching Lives of People with Disabilities & Maximising Potential
#OneLifeLetsLiveIt



Staying Safe On Zoom



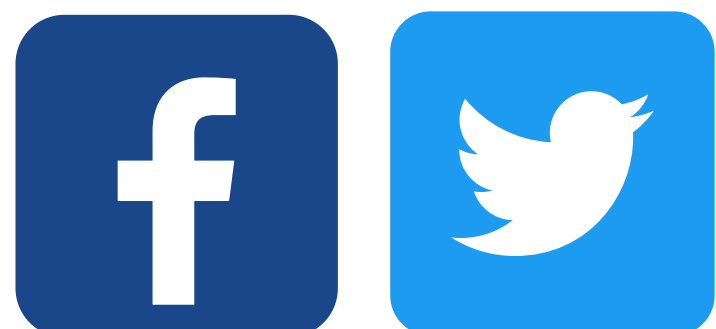
Only join a Zoom meeting if you were invited by someone or an organisation you know



Don't share passwords or personal information on a Zoom meeting



Sometimes you might not want people on the meeting to see or hear you

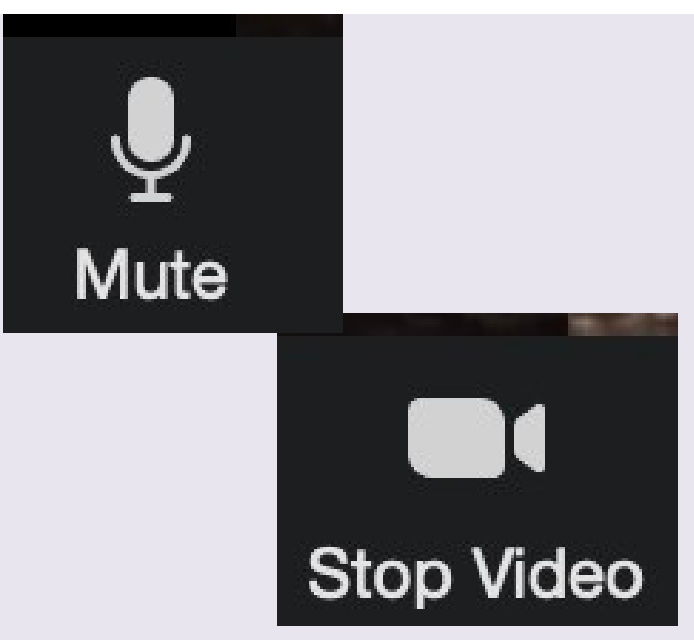


www.wirralevolutions.org

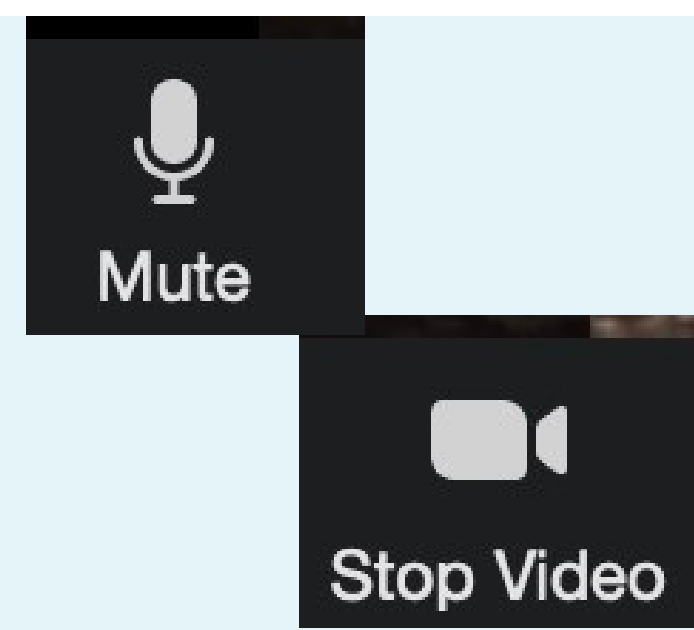
How to use Zoom



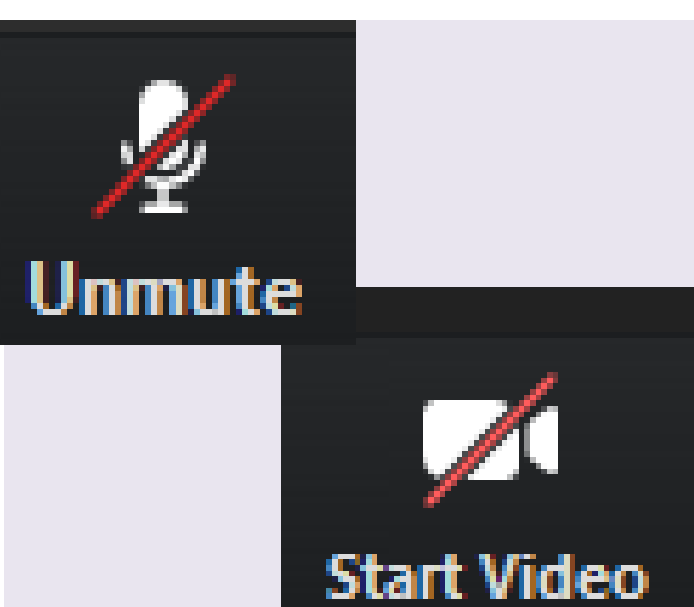
Enriching Lives of People with Disabilities & Maximising Potential
#OneLifeLetsLiveIt



When the video and sound are on for you the symbols will look like this



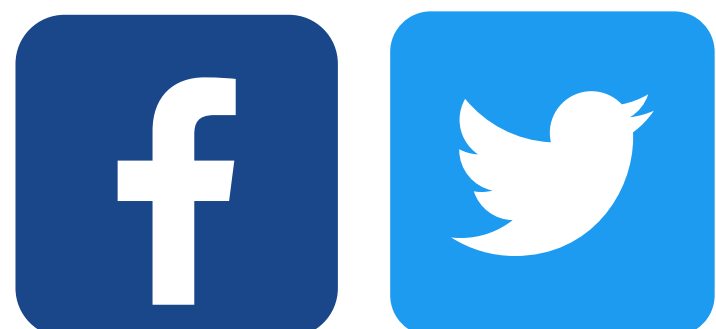
You can use these buttons to turn your sound or camera off



When they are off they will look like this



Only say or do things during a Zoom meeting that you would do in a normal meeting



www.wirralevolutions.org