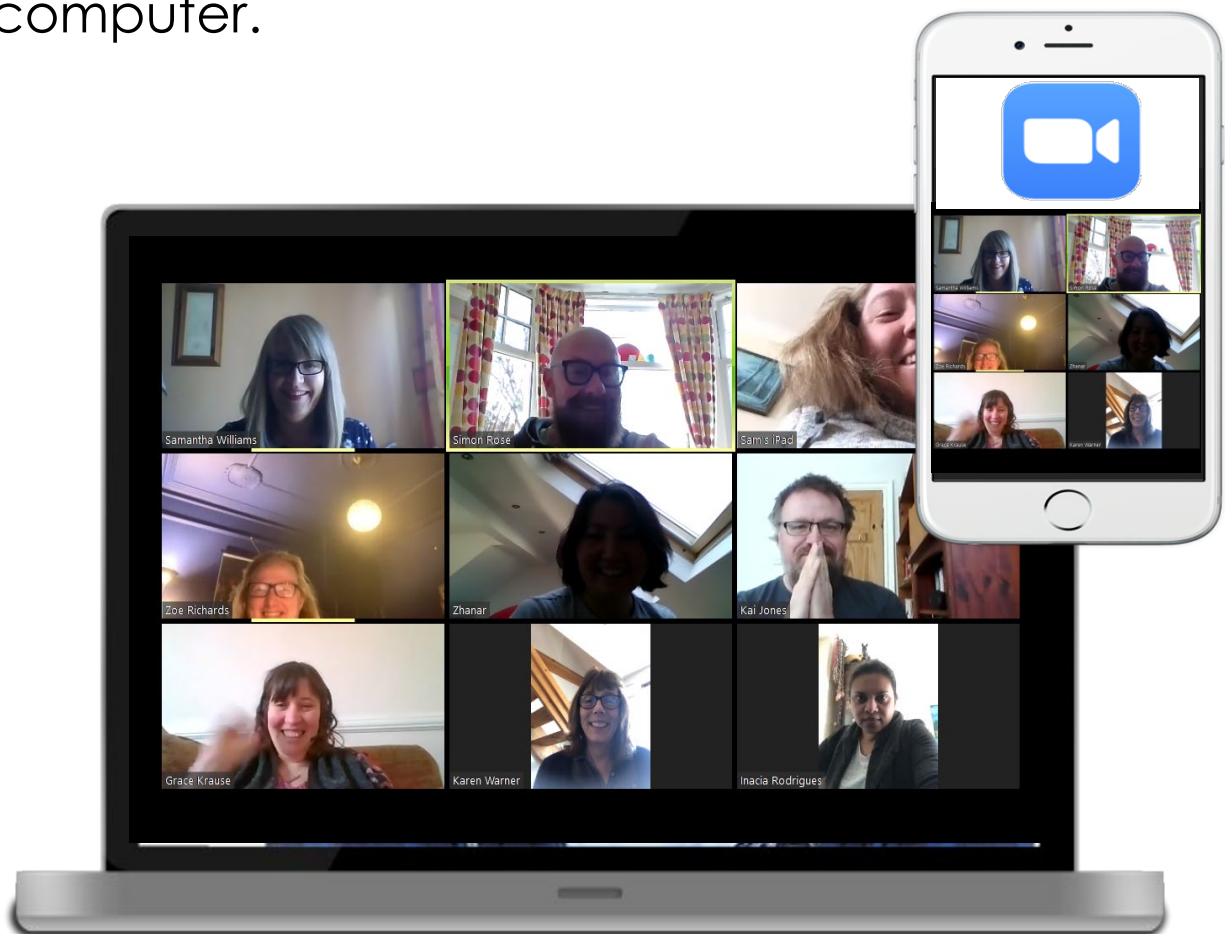


How to use Zoom

This tells you how to use Zoom to join a meeting on your smartphone, tablet or computer.



This document was written by **Learning Disability Wales**.

26 March 2020

How to use this document

This is an easy read document. The words and their meaning are easy to read and understand.

You may need support to read and understand this document. Ask someone you know to help you.

Words in **bold blue writing** may be hard to understand. They have been explained in a box below the word.

If the hard word is used again it is in **normal blue writing**.

Where the document says **we**, this means **Learning Disability Wales**. For more information contact:

Website: www.ldw.org.uk

E-mail: enquiries@ldw.org.uk

If you need any help using Zoom you can ring

Kai - 029 2028 9674 or

Kylie - 07707605314

This document was made into easy read by **Easy Read Wales** using **Photosymbols**.

What is Zoom?



Zoom is an App you can use to video chat with people.



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



You can use Zoom on a computer, smartphone or tablet.



We use Zoom to have meetings.



We call these meetings Zoom Meetings.

What I need so I can use Zoom



If you want to use Zoom you must have one of these.

- Computer with camera, microphone and speaker
- Smart phone
- Tablet – like an ipad or similar



You must have your smartphone, tablet or computer connected to the internet.



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



You will need to have a good internet connection so sit close to your internet **router**.

A **router** is a box that sends WIFI around your house or office. It lets you connect to the internet.



If you have a problem connecting to the internet you can contact Digital Communities Wales who can help.

Phone 0300 111 5050

Email digitalcommunities@wales.coop.



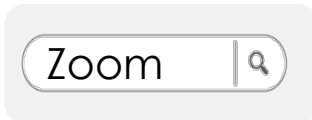
I want to use Zoom on my smartphone or tablet



To join a Zoom Meeting on your smartphone or tablet you need to download the Zoom App.



Go to the App Store or Google Play on your phone.



Search for Zoom



ZOOM Cloud Meetings 
Meet Happy
Zoom
#1 in Business
★★★★★ 4.8, 15.7K Ratings
Free

Download the App called Zoom Cloud Meetings.



There are two ways to join a Zoom Meeting ‘

You can join a Zoom Meeting with a special code called a Meeting ID

Or

You can join a Zoom Meeting with a with a link sent to you in an email or text message.



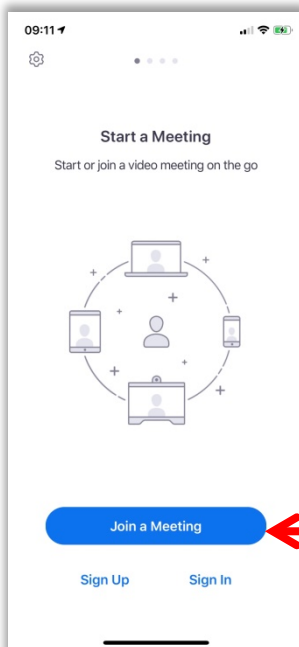
Joining a Zoom Meeting on your smartphone or tablet with a Meeting ID.

Join our meeting
with this code 834
833 035

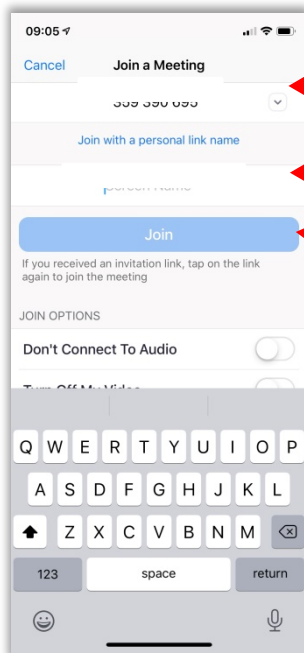
You will be sent Meeting ID in an email or text message.

The Meeting ID will look like this

843 833 035



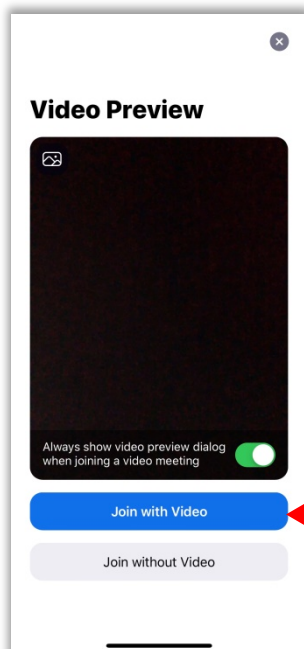
Open the Zoom App on your smartphone or tablet and click on **Join a Meeting**.



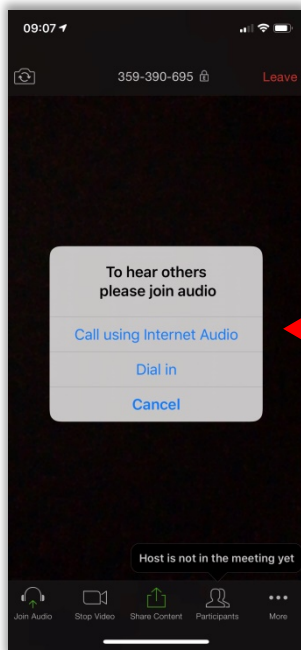
Type in the Meeting ID

Type in your name.

Click on **Join**



Click on **Join with Video**



Click on **Call using Internet Audio**



You will now be in the Zoom Meeting.

Hold your smartphone or tablet in front of your face.

Everyone in the meeting can now see your face and hear what you say.

You will be able to see other people in the meeting and hear what they say.

The person who is running the meeting can explain anything else you need to know.



Joining a Zoom Meeting with a **link** on your smartphone or tablet

A **link** is a special set of letters and numbers that is sent to you in an email or message on your smartphone or tablet.

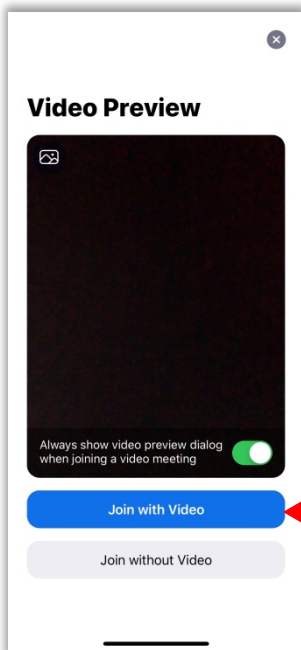
It will look something like this

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

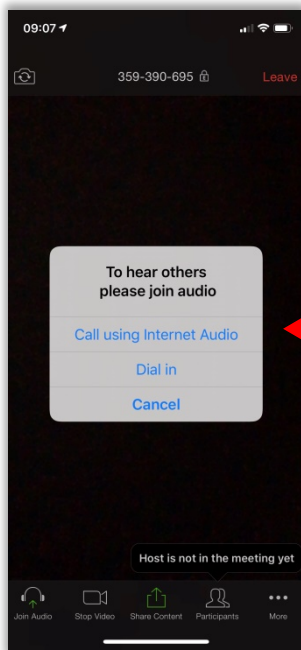
<https://zoom.us/j/3598695>



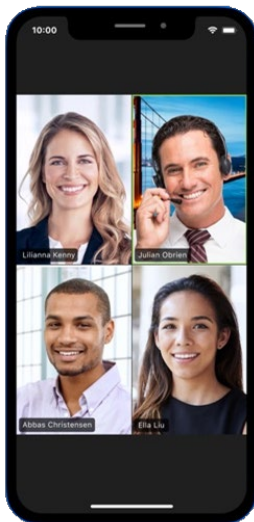
Tap on the link in the email or message



Click on **Join with Video**



Click on **Call using Internet Audio**



You will now be in the Zoom Meeting.

Hold your smartphone or tablet in front of your face.

Everyone in the meeting can now see your face and hear what you say.

You will be able to see other people in the meeting and hear what they say.

The person who is running the meeting can explain anything else you need to know.

I want to use Zoom on my computer

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



- A camera
- A microphone
- A speaker.



Most laptops have all of these things.

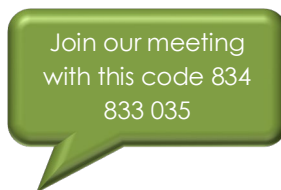


If you are using a desk top computer you may have to connect these things.

If you need help ask a friend, someone from our family or a support worker.



Joining a Zoom Meeting on your computer with a Meeting ID.



You will be sent Meeting ID in an email or text message.

The Meeting ID will look like this

843 833 035



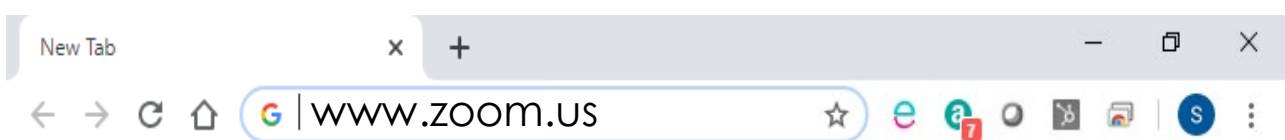
Open the **internet browser** you usually use the internet on.

An **internet browser** is a programme you use on your computer to use the internet.

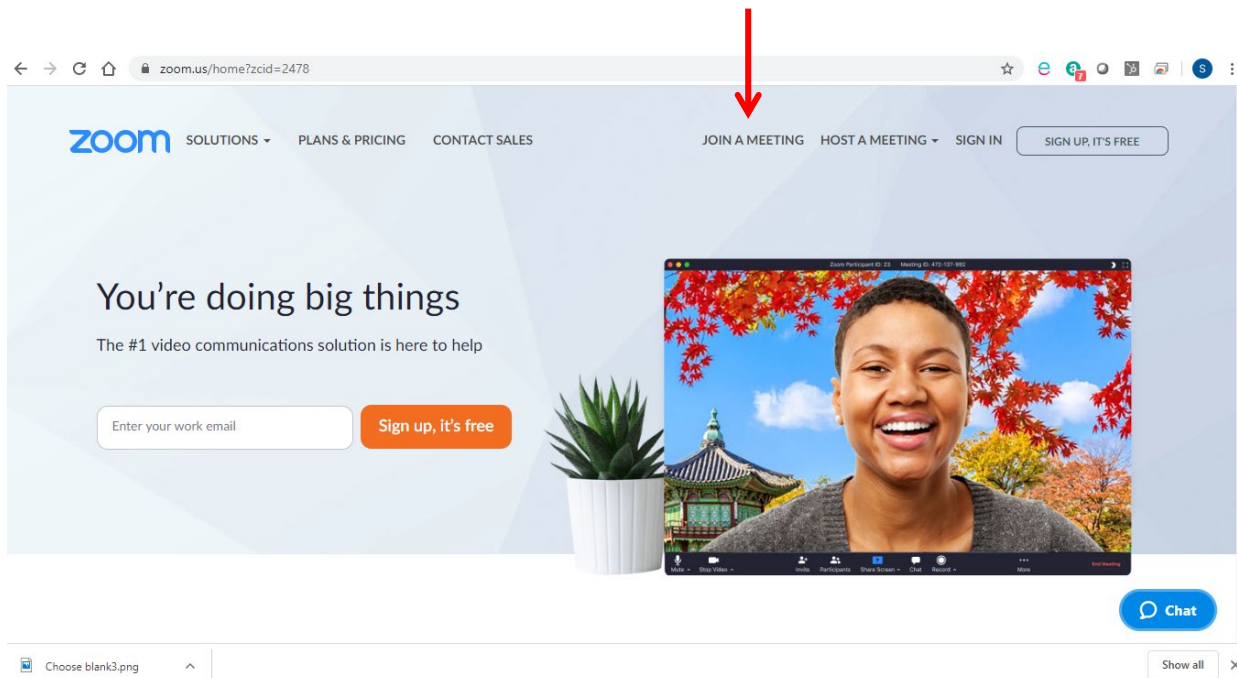
You may use

- Google Chrome
- Firefox
- Internet Explorer
- Safari

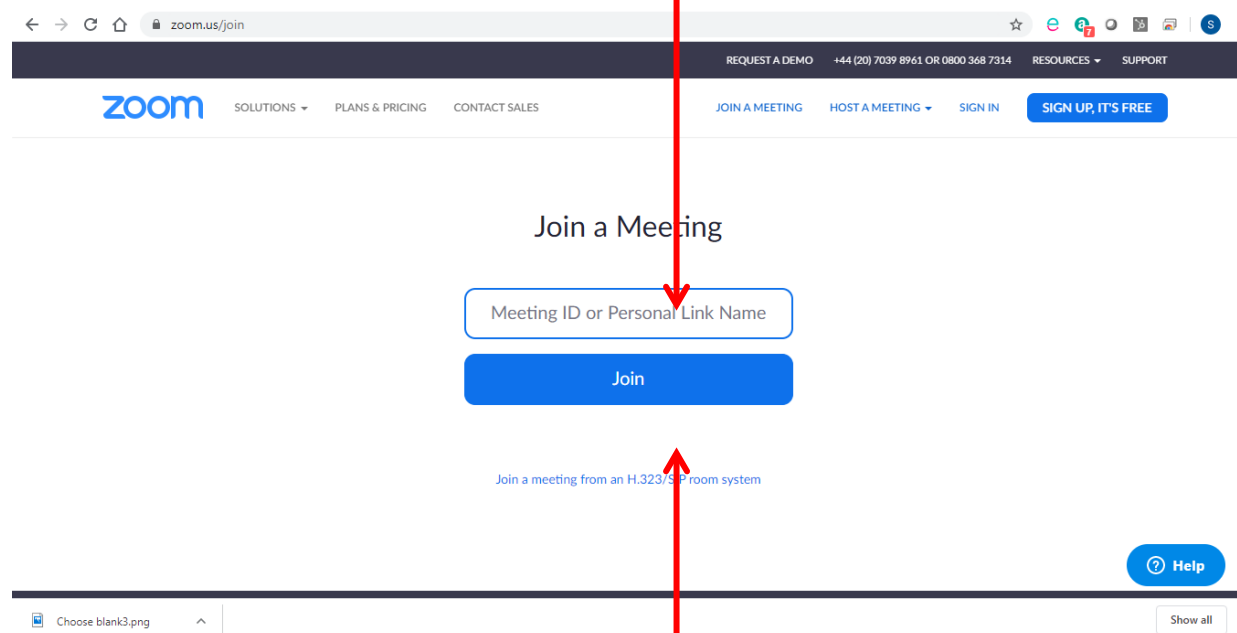
Type in the address for Zoom at the top of the internet browser you use.



Click on **Join a Meeting**

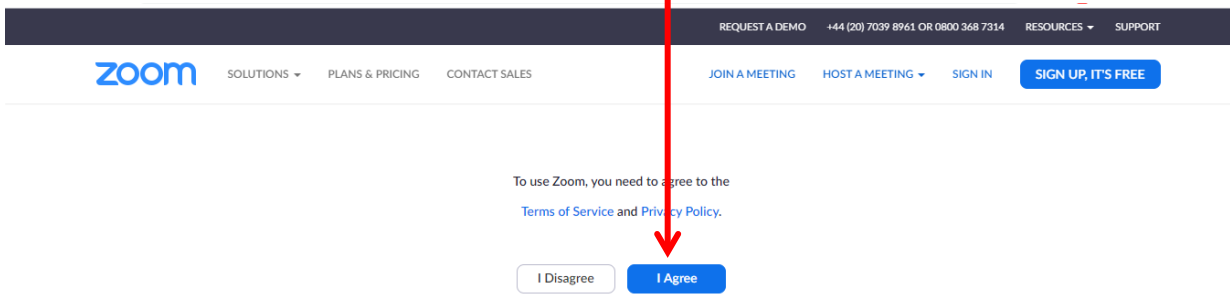


Enter the **Meeting ID** you got in an email or text message.

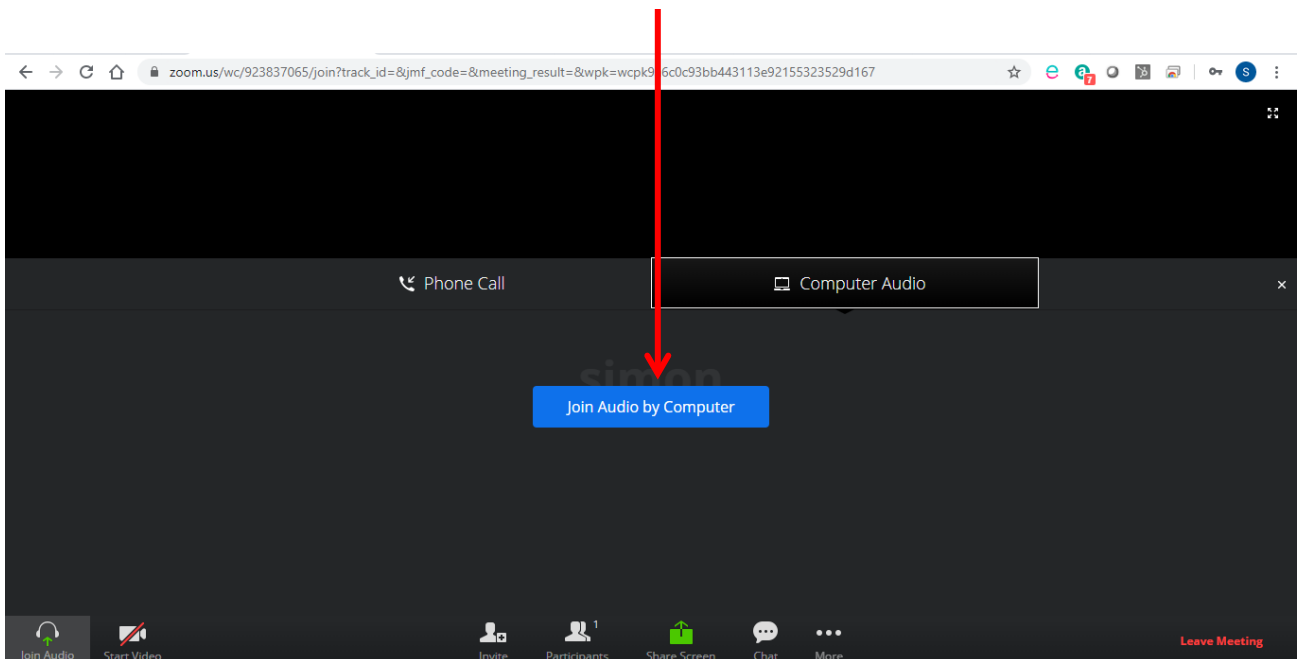


Then click on **Join**

Click on **Agree**

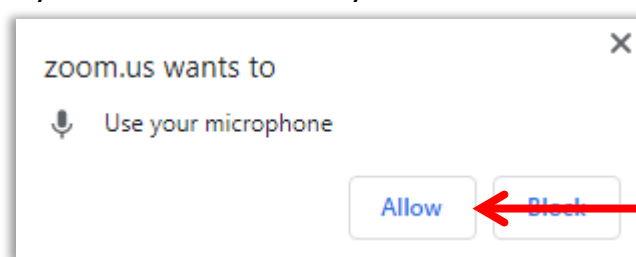


Click on **Join Audio by Computer**

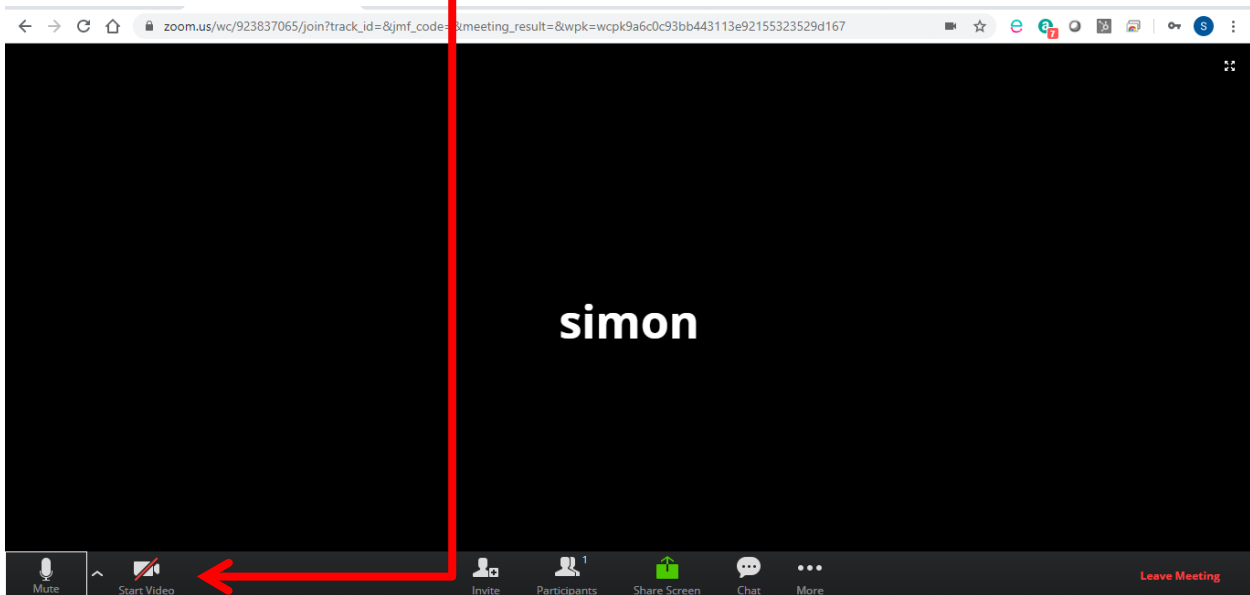


You may see this on your screen.

If you see this on your screen click **Allow**



Click Start Video



You will now be in the Zoom Meeting.

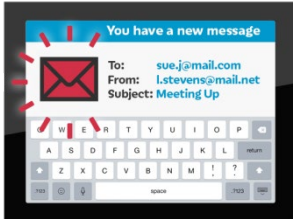
Everyone in the meeting can now see your face and hear what you say.

You will be able to see other people in the meeting and hear what they say.

The person who is running the meeting can explain anything else you need to know.



Joining a Zoom Meeting on your computer with a [link](#).



You will be sent [link](#) in an email or text message.

It will look something like this

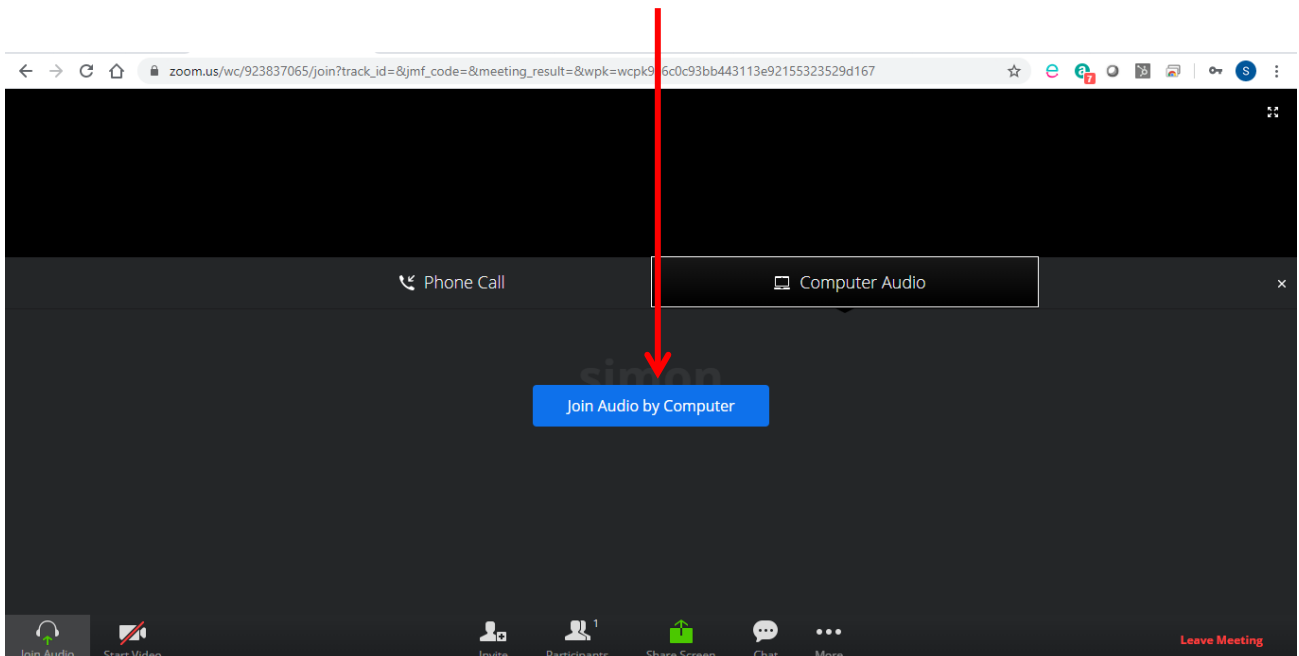
<https://zoom.us/j/3598695>

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



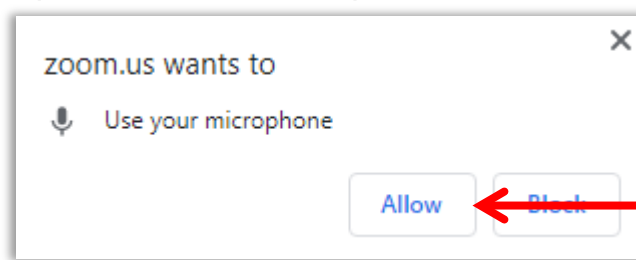
Click on the [link](#) in the email or text message.

Click on **Join Audio by Computer**

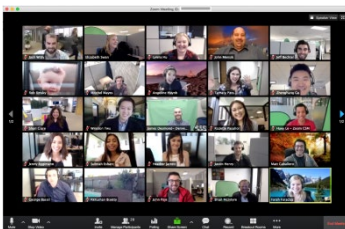
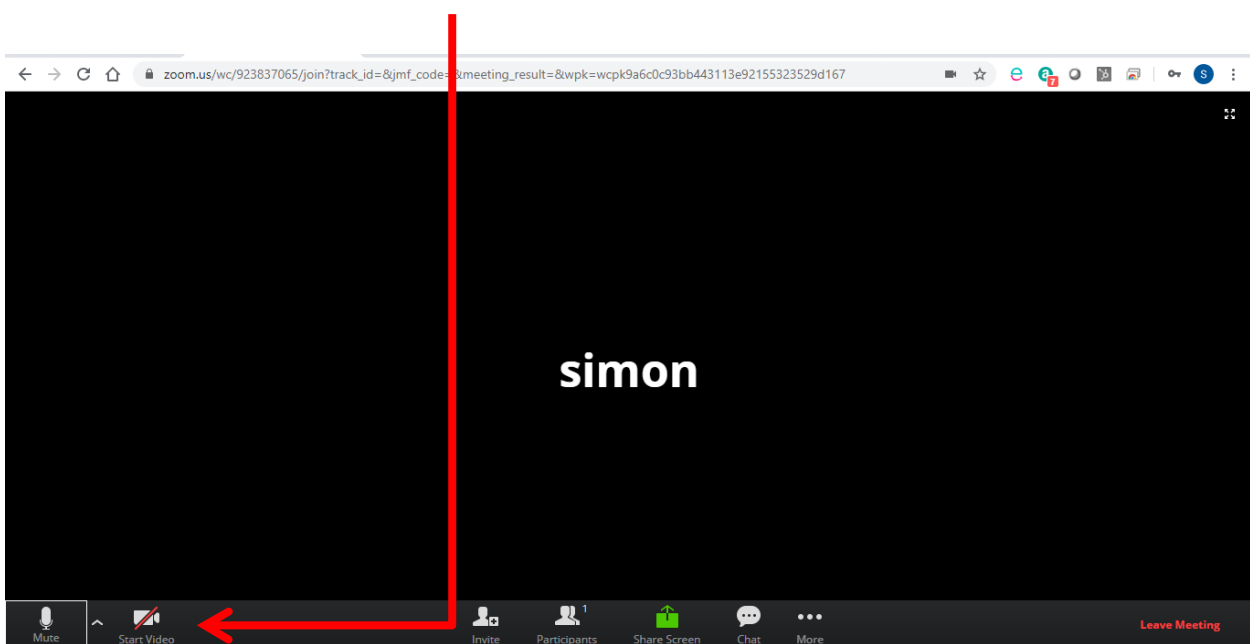


You may see this on your screen.

If you see this on your screen click Allow



Click Start Video



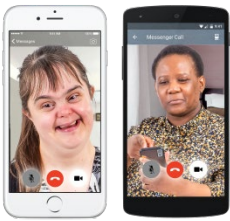
You will now be in the Zoom Meeting.

Everyone in the meeting can now see your face and hear what you say.

You will be able to see other people in the meeting and hear what they say.

The person who is running the meeting can explain anything else you need to know.

Staying safe online



Talking to people online with things like Zoom can be great fun.



It is important to stay safe when you are online.



Only join a Zoom Meeting if you were invited by someone you know.



Only say or do things in a Zoom Meeting you would do in a normal meeting.



Never share passwords with people in a Zoom Meeting.

Privacy in Zoom Meetings



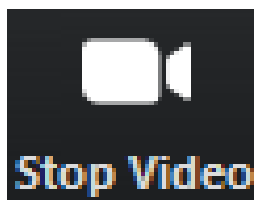
Zoom Meetings are great because you can see and hear everyone else in the meeting.

Everyone in a Zoom Meeting can see and hear you too.



Sometimes you may not want people to see or hear you in a Zoom Meeting.

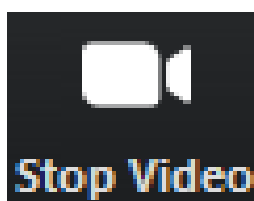
You can turn you camera off so people cannot see you.



To turn you camera off, tap or click on the camera button.

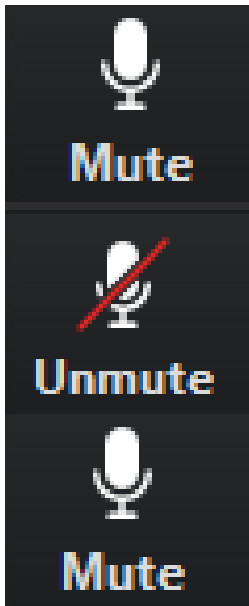


When your camera is turned off it will look like this.



You can turn your camera back on by clicking or tapping the button again until it looks like this.

You can turn your microphone off so people cannot hear you.



To turn your microphone off tap or click on the microphone button

When your microphone is turned off it will look like this.

You can turn your microphone back on by clicking or tapping the button again until it looks like this.