Joining a Zoom meeting on a laptop or PC.

For your very first zoom meeting you will almost certainly be invited to take part by email with a link to the zoom.us website.

The link will be something like this…

https://us04web.zoom.us/j/213456789

Each meeting has a unique 9, 10, or 11-digit number called a *meeting ID* which will be needed to join a Zoom meeting

If you are not confident clicking on the link you can go directly to the zoom website

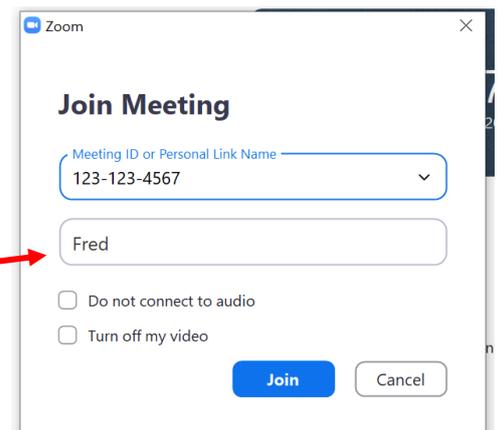Type **zoom.us/join** into the address bar of your browser

You do not need to set up a Zoom account if you are only joining meetings hosted by another person.

When you join a meeting for the first time Zoom will ask to download and install the Zoom app onto your computer. Allow this to proceed. You don't need to register! Zoom will install and bring you to the *Join Meeting* screen.
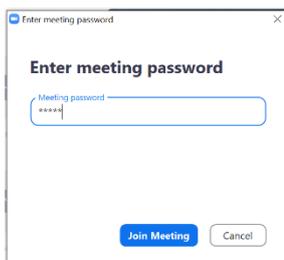
(If you already have the Zoom App, open it - you don't need to Sign up, Sign in or anything else – just click/tap join a meeting and type in your meeting code.)

It is important that you type in your name – your host should be using a waiting room and they won't let you join the meeting unless they know who you are.

Click *Join*

If a password has been set for your meeting you will be invited to type it in.

Wait for your host to *Admit* you to the meeting from the *waiting room*

It takes a few moments for your computer to connect – you will be offered a preview of what your camera can see – now is the time to check your hair is combed, the sink behind you is empty and you're not looking up your nose. Accept.

You also need to accept the use of computer audio. Sometimes your device doesn't have permission to use your microphone or camera – in these cases you need to make the change in settings. It's easiest to do this when prompted at the beginning of a call rather than later!

Can you see anyone? Say 'Hello' ☺

*For every following meeting you just need to open the app, click **Join a meeting** and type in the meeting ID and password that you've been sent.*

Romy Dunn 27/04/2020