

Hardware Requirements:

- Any of the following internet connected devices may be used:
 - Desktop Computer
 - Laptop Computer
 - Tablet/Ipad
 - Smartphone

Audio (Sound) Requirements:

- **Desktop Computer.** This will need to be connected to a speaker to hear the meeting. You will also need a microphone if you wish to speak to the meeting. Without one, you can still contribute using the Chat (text messaging) tab in Zoom.
- **Laptop/Tablet/Ipad or Smartphone.** No extra equipment is necessary as they all have built-in speakers and microphones, but alternative headphone, microphone etc, may be used.

Video Requirements:

- **Desktop Computer.** A webcam will be needed if you wish other participants to see you. Please remember to adjust its position to ensure that your face appears in the centre of the screen. However, this is not necessary as even without one, you will be able to see everything that is going on at the meeting.
- **Laptop.** Most modern laptops have a built-in camera. If yours does not, then a web cam will be needed if you wish others at the meeting to be able to see you. This is not necessary as, even without one, you will be able to see everything that is going on at the meeting. When using a laptop, please remember to adjust your screen position to ensure that your face appears in the centre of the screen.
- **Tablet/Ipad or Smartphone.** Nothing else is needed, as they all have built-in cameras.

Getting a Meeting Link:

- You will need a link, generated by the host, that will contain the Meeting ID and Password. Your meeting notice may either, include a direct link to the meeting, or an invitation to register for the meeting. The link will look something like this: <https://us02web.zoom.us/j/89259920233?pwd=NEt0ZzV3T0wwayszNGhjRC9lb0NsQT>. You may need to hold down the Ctrl button as you click to make it work.
- Links for scheduled meetings are posted on the 'Events' page of the website. They are included, incorporated into a button, in the 'Details' of each event.
- If you get an invitation to register, a similar link will take you to a page on the Zoom website where you will be asked to enter your name and email address. When you have done this, a meeting link will be sent to you by the host.

Preparing for a meeting:

- If you are likely to take part and be seen, please make sure that the lens of your camera is clean. If your laptop has been well used for some time, the camera near the edge of the screen may have accumulated dust and grime.
- Make sure that you are positioned in such a way that your face is well illuminated. Face any window, do not sit with a window behind you.
- Be sure to have your e-mail with the meeting link to hand.

Joining a meeting:

- Because Zoom works with a wide range of devices and operating systems, it is not practical to give detailed instructions for each one here. This paragraph will describe the general principles of the operation and leave it to the user to follow the precise instructions that will appear on their screen when the process it started.
- The joining process begins with the link described above. Clicking on it will take you to the Zoom website. The first time you try to join a meeting, you will be offered the opportunity to download an application (App), or to continue to use the browser.
- We recommend that you choose to download the App
 - If your browser is Microsoft Edge, you will see this file at the bottom left of the page with an option to “Open File” – click this and the installation of Zoom will commence.
 - If your browser is Firefox, you will see a small window appear with an option to “Save File” – click this then after a couple of seconds press the small download button which is in the group of several at the far top right of the page and is identified by a downward pointing arrow over an underline.
 - If your browser is Google Chrome, you will see the name of the Zoom_cm_....exe file appear at the bottom left of the page, click this and the installation of Zoom will commence.
 - Once the installation has completed you are returned to the Launch Meeting page. Usually, Zoom will attempt to start the meeting and you will get a prompt to enter the name you want to be known by within the meeting (the default is the name you log in to the computer with). If this doesn't happen within a minute, then you may have to press the “Launch Meeting button”.
 - Occasionally, you may find yourself in a ‘Waiting Room’, so there will be a slight delay while the Host is notified of your presence. The Host will click to admit you into the meeting, when you should see the video proof that you are in. At the bottom left of the meeting page, there are two buttons that you can use to control whether your video and audio are being broadcast.
- To join subsequent meetings, you should find that clicking the link will take you directly to the meeting.
- With different devices, particularly tablets and smartphones, you may find that some of these steps will not be necessary.
- For all devices, if you are asked to enter your name, please give both forename and surname to allow the host to identify you. Simply ‘John’ or ‘Mary’ is not sufficient, as there likely to be several of the same forename participating.
- You may need to turn on your audio and/or video. To do this click on the audio and video icons which will either be at the bottom left or top left of your screen (depending on your device). If either has a line through, then it is turned off. With a tablet, the controls may only appear when you click on your name in the display

During the meeting:

- During talks your audio may be switched off by the meeting host to avoid unwanted noises interrupting the speaker. The host can, if necessary, invite you to 'unmute'. This will let you to turn on your microphone.
- If you need to attract the attention of the host to ask a question, please use the 'Raise Hand' facility that you will find by clicking 'Reactions' button at the bottom of your screen (or at the top, on some devices). When the host sees the hand next to your name, she/he will invite you to 'unmute' Please be patient because it is not easy to for the host to scan a long list. When you contribution is complete. Don't forget to click the 'Lower Hand' that will have replaced the 'Raise Hand' after you have activated it.
- When you are speaking and your video is on, everyone else will be seeing you on their screen so they can see who is talking.
- After the talk you may turn your audio back on if you wish to join the general conversation. Please remember, that if your microphone is on, everyone can hear whatever you, or anyone near you, say!