

ZOOM GUIDANCE

Zoom is a cloud-based video conferencing service that you can use to virtually to meet with others, either by video or by audio, or both.

If you have not used Zoom before, please use these instructions as a guide.

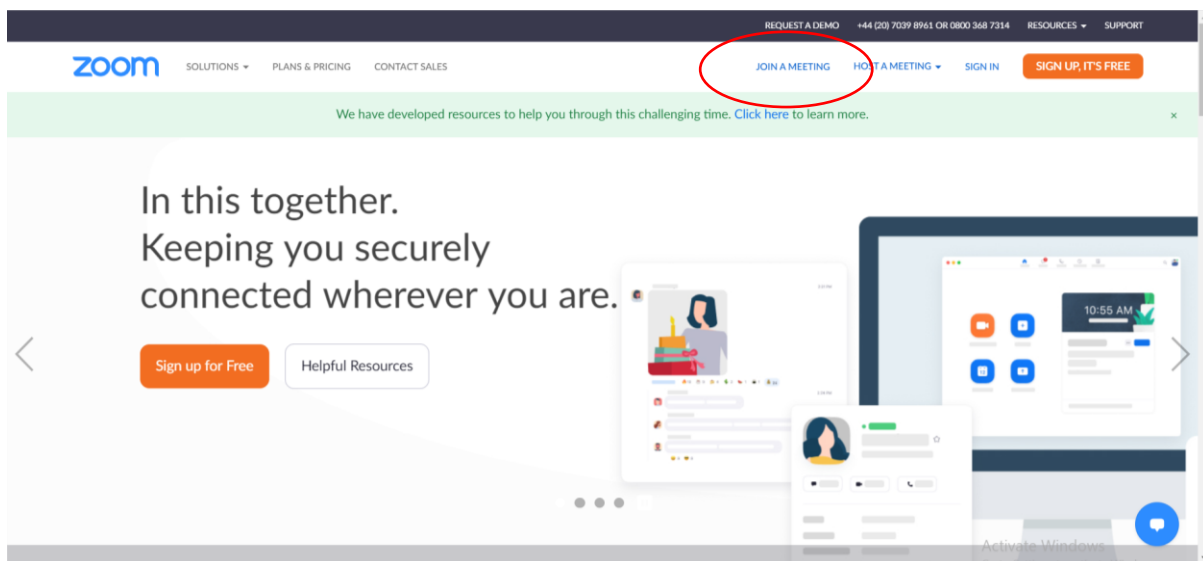
Please note: **We will be sharing our screen throughout the meeting, so, where possible, we would suggest using a tablet, laptop or desktop to ensure you can see the presentation fully.**

To use Zoom

Visit the site, <https://zoom.us/>, or download the app from your app store.

There is no need to sign up.

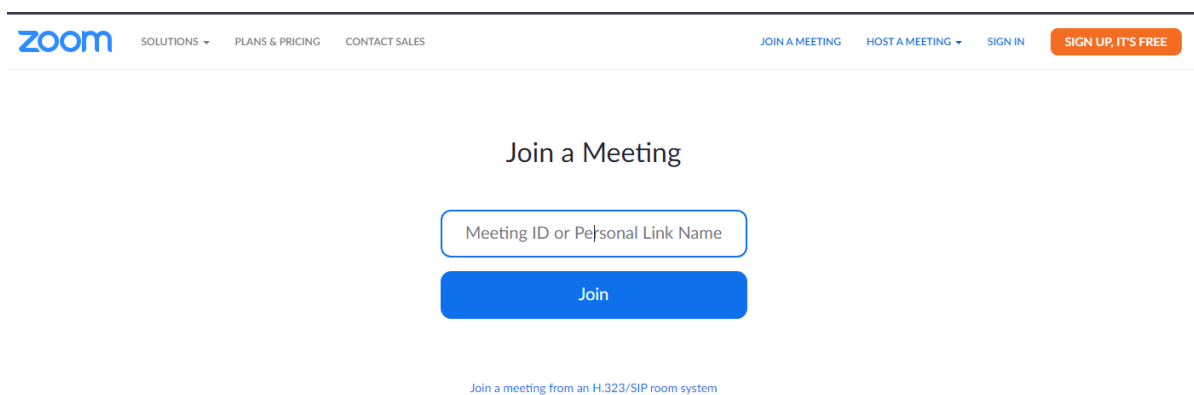
Simply click on 'Join a meeting' in the right hand corner.



This will then open a new page, where it will ask you to enter the meeting ID.

Please note that the Meeting ID and password is on the letter.

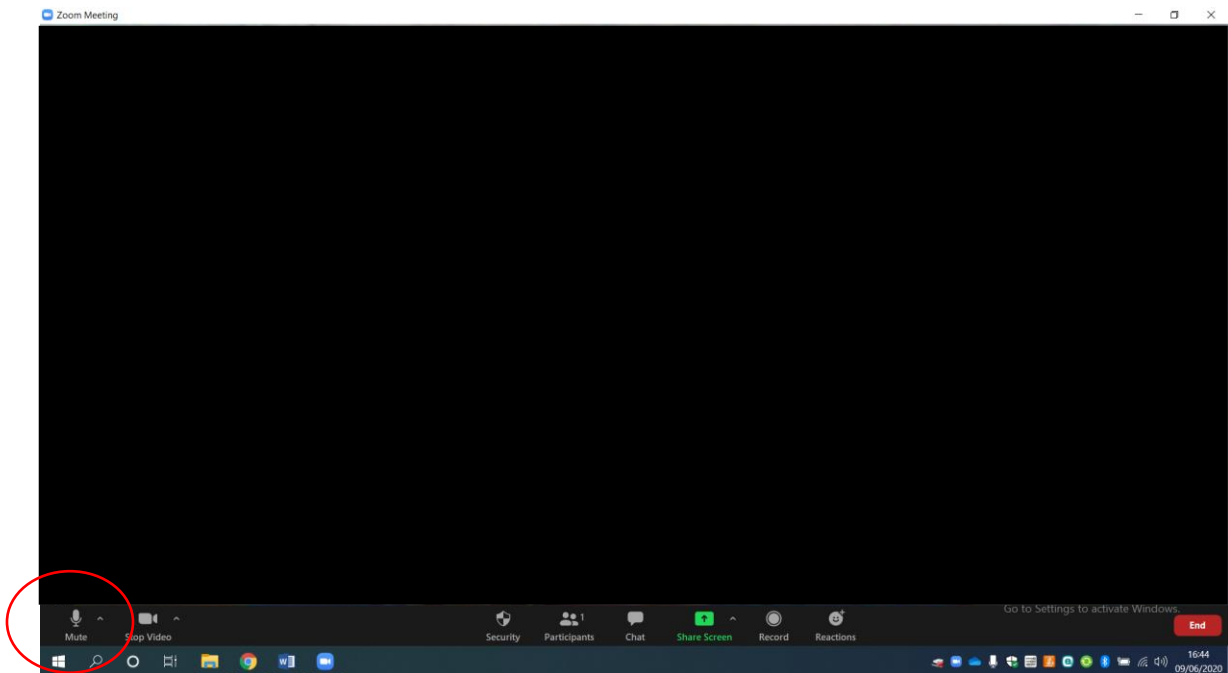
Please follow the instructions on the screen.



You will then be asked to enter the Meeting ID password.

You will be placed in the virtual waiting room and then admitted by the host of the meeting. As you enter, you will be asked if you would like to share your audio and turn your video on.

Please note that you can switch your microphone and camera on and off at any time, using the controls



During the meeting, whilst the staff are talking, we would suggest selecting:

1. Mute sound – this enables you to hear the speaker clearly, as any background noise is muted.
2. You may wish to use 'speaker view', which will ensure you can see the person that is speaking. By clicking on the Gallery view button in the right hand corner, you can then select the layout.

