



# How to use Zoom on a computer or Laptop

## What is Zoom?



Zoom is a video chat service that uses the internet.



Zoom is good for meeting lots of people at the same time.

A New Direction uses Zoom for meetings, workshops, and training. We call these Zoom meetings.



In a Zoom meeting you can speak with people and see them at the same time. They can see and hear you too.

# What do I need to use Zoom?



To use Zoom, you need one of these devices:

- Computer



- Tablet



- Smartphone



Your device needs to have:

- A microphone



- A web camera



- Internet connection



Most laptops have all of these things.



If you want to use a desktop computer, you may need to connect these things.



If you need help, ask a friend, family member, carer, or support worker.



You can get Zoom on your computer or laptop for free.



## How to get Zoom on your computer

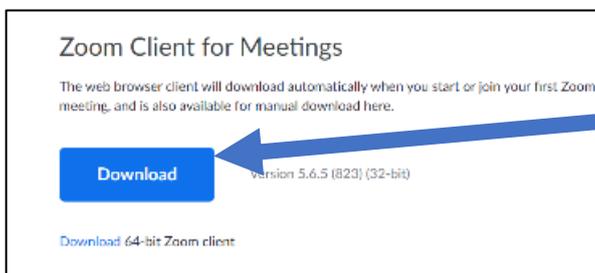
To get Zoom you need to download it from the internet.



Open your internet browser. An internet browser is a programme you use to see the internet.



Type **zoom.us/download** into the top of the browser.



Click on the blue button that says 'Download'.

The Zoom will download on to your computer.

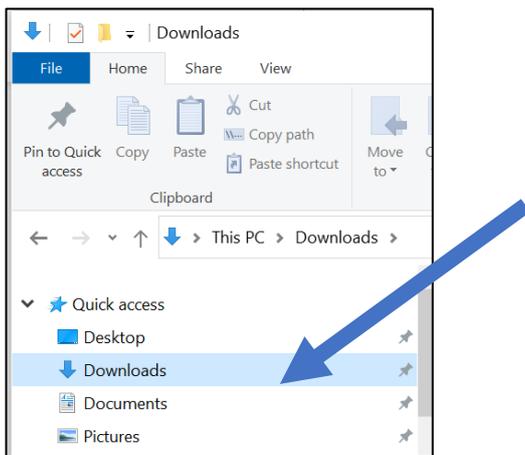




Find the file on your computer.  
It will be called 'ZoomInstaller.exe'.



Sometimes you can see it on the  
bottom left of your screen.



It might be in the folder on your  
computer called 'Downloads'.



Click the ZoomInstaller file to open it.



Zoom  
App

Zoom is now downloaded to your  
computer. This is called an app.  
The icon for the Zoom app looks like  
this.



## How to join a Zoom meeting



You will have been sent an invitation to join the Zoom meeting by email. Open the email on your computer.



The invitation will tell you the start time and date of the Zoom meeting.

A New Direction is inviting you to a Zoom meeting.

Topic: Meeting  
Time: Mar 30, 2021 11:00 AM London

Join Zoom Meeting  
<https://zoom.us/j/86464947715?iOXS2RYdz09>

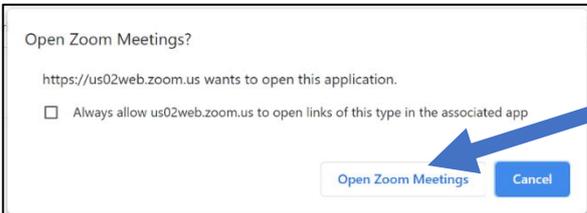
Meeting ID: 1234 5678 XXXX  
Passcode: XxAaBCD123!

The invitation will tell you 2 different ways you can join the Zoom meeting.

1. A link that is a mix of numbers and letters.
2. A meeting ID number and passcode.

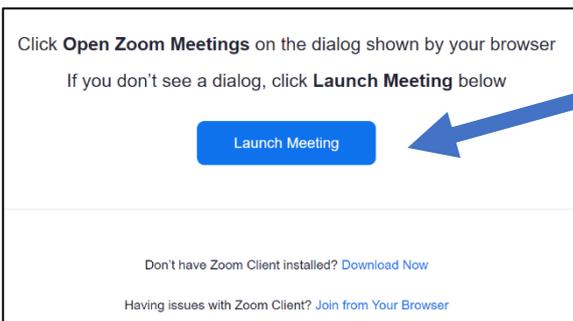


The easiest way to join the Zoom meeting is to click on the link.



You might see this box.

Click the button that says 'Open Zoom Meetings'.



You can also click the blue button that says 'Launch Meeting' on the webpage.

If you do not have the Zoom app then click 'Join from Your Browser'.

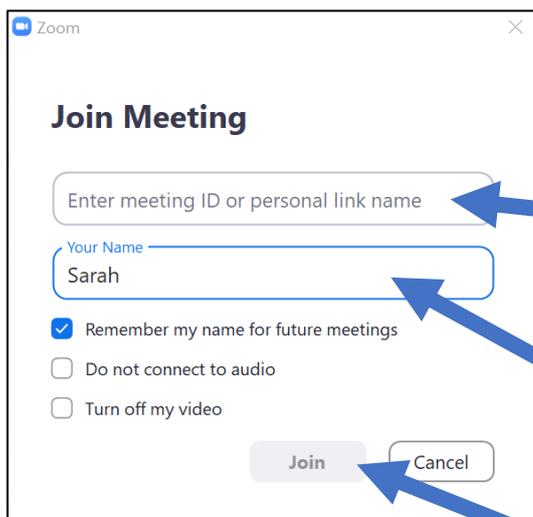




Another way to join a meeting is to open the Zoom app on your computer.



Click the blue button that says 'Join a Meeting'



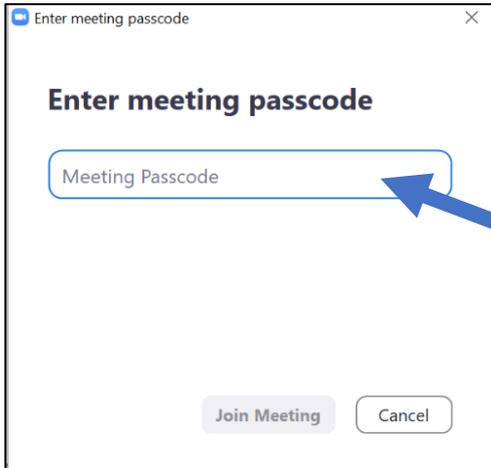
You will see this box.

Type the meeting ID number here.

Type your name here.

Click the button that says 'Join'.

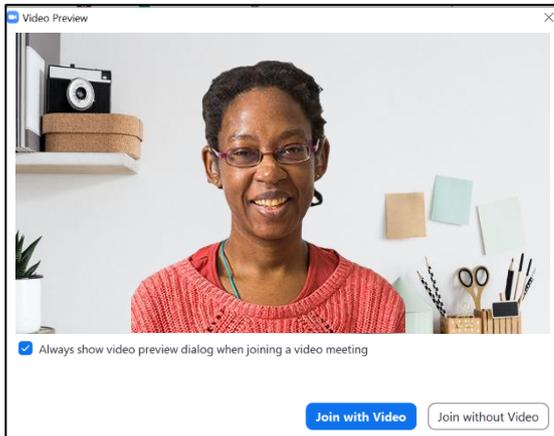




You will see this box.

Type the Meeting passcode here.

Click the button that says 'Join Meeting'.

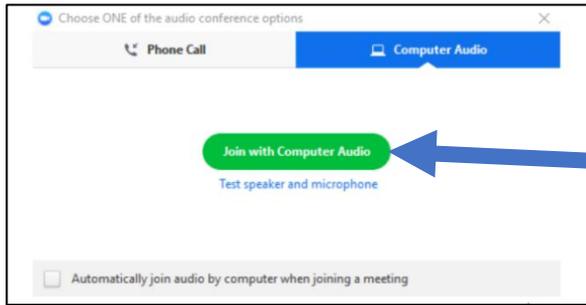


You might see this box.

It will show you what your video looks like to the other people in the meeting. You will see yourself on the screen.

Click the blue button that says 'Join with Video'.





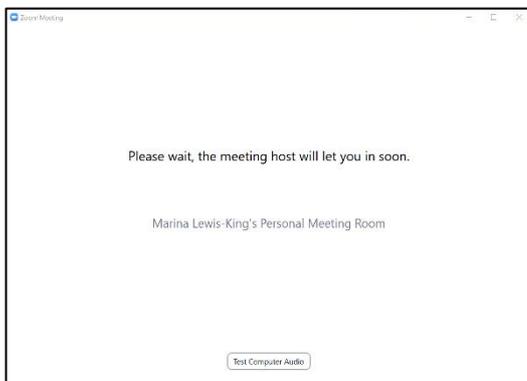
You might see this box.

Click the button that says 'Join with Computer Audio'.



Wait a moment.

It might take 1 or 2 minutes for you to be let in to the meeting.



You will see a box like this.



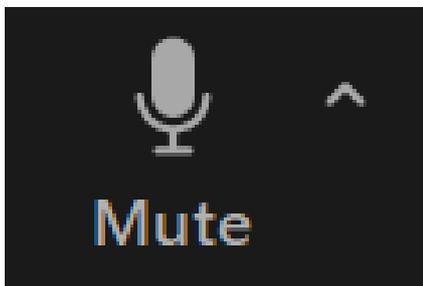
When you are in the meeting, you will be able to see and hear the other people.



## How to use Zoom in a meeting

When you are in a Zoom meeting you will see some icons at the bottom of your screen.

You can use these to switch your sound or camera off or on.

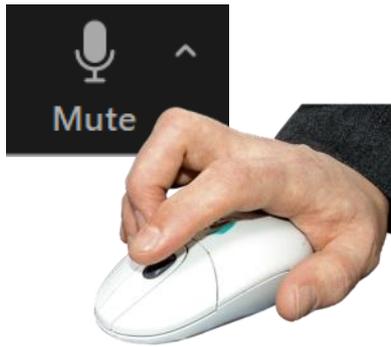


This is what the microphone icon looks like when it is turned on.



In the Zoom meeting you might be asked to "mute yourself" or "be on mute".

This means you should turn your microphone off so people cannot hear you.



Click on the icon to switch your microphone off.



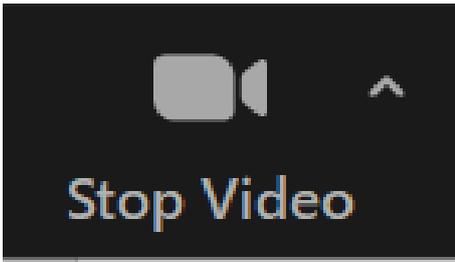
If there is a red line on the icon, your microphone is switched off.



You can click the icon again to turn it on.



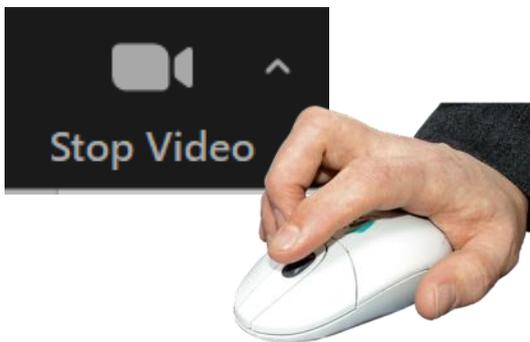
People in the meeting will now be able to hear you. This is called unmuting yourself.



This is the video icon. When it looks like this, your video is turned on.



When your video is turned on, people in the meeting can see you.



You can click on the icon to switch your video off.



If there is a red line on the icon, your video is switched off and people cannot see you.



You can click the video icon to turn your video on.



A New Direction uses closed captions in our Zoom meetings.

This means you can see what people are saying as words on the screen.

You can turn this on by clicking this icon.



Only join a Zoom meeting with someone you know or an event you have signed up to.



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



Never share your personal details with people in a Zoom meeting.

Personal details are things like:



- Passwords



- Home address



- Telephone number



We hope you found these instructions helpful.



You can contact A New Direction by emailing us:

[info@anewdirection.org.uk](mailto:info@anewdirection.org.uk)

