

# Zoom Instructions

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## 1 Zoom link, meeting ID and password

### **Zoom meeting link:**

**<https://zoom.us/j/460641996?pwd=UU1vU203MGVkb01ubkxyVGJmKzVGUT09>**

**Zoom meeting ID number:** 460 641 996

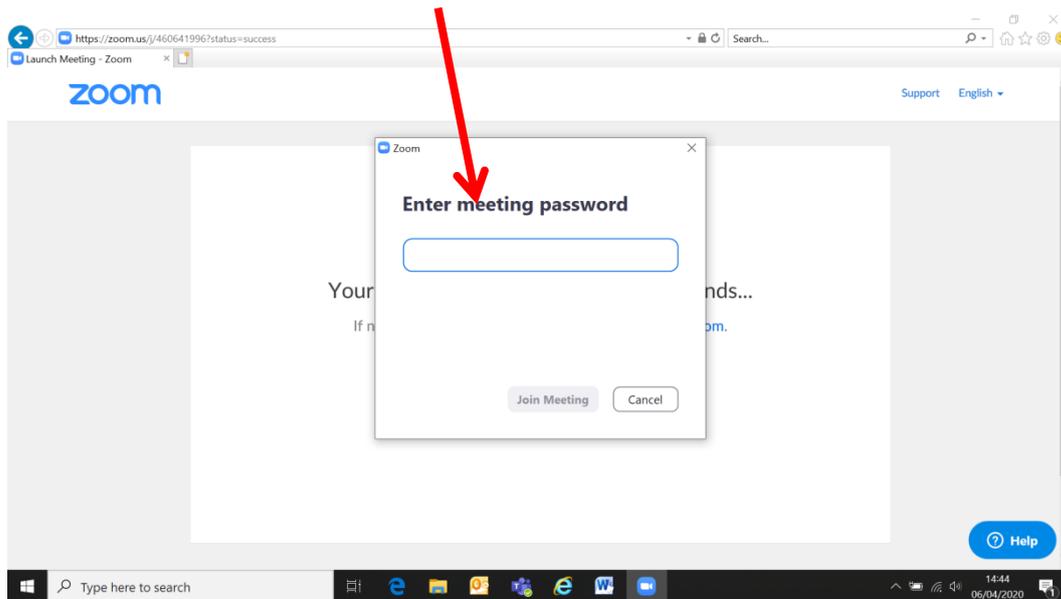
**Zoom meeting password:** 166214

## 2 Joining the zoom meeting from PC/laptop: Method 1

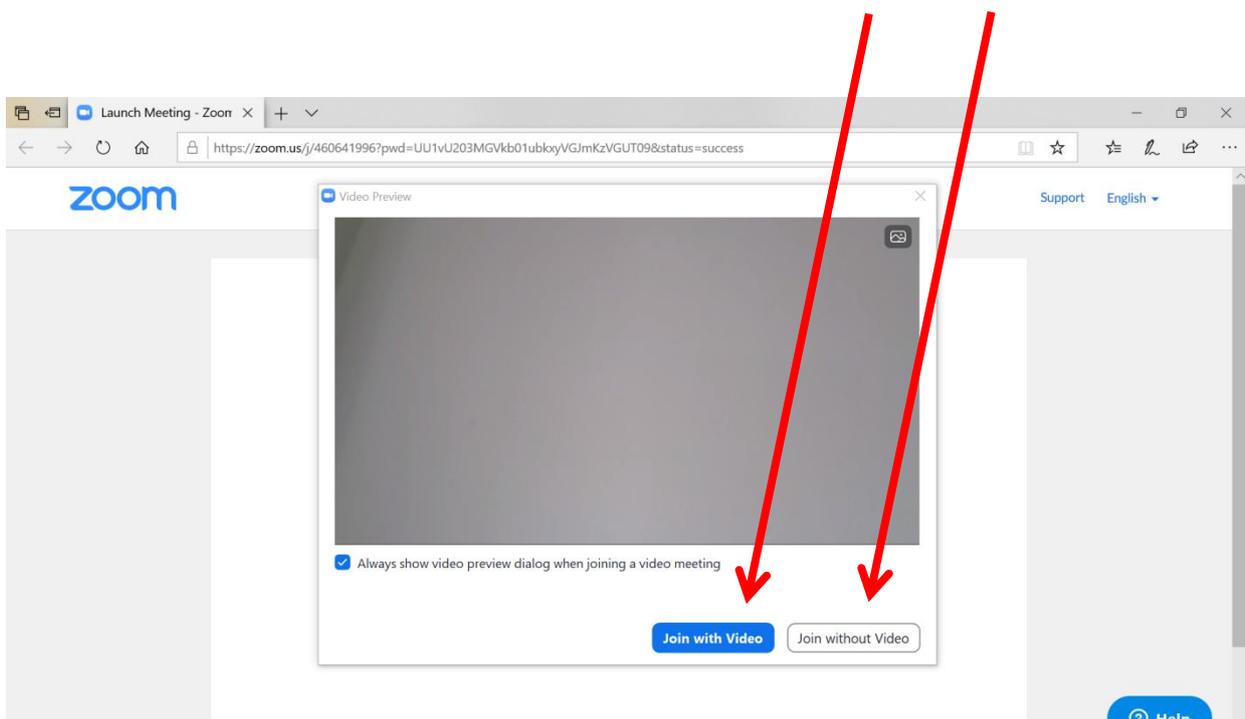
1) **Click on the unique Zoom meeting link:**

<https://zoom.us/j/460641996?pwd=UU1vU203MGVkb01ubkxyVGJmKzVGUT09>. This will take you to the appropriate Zoom meeting page.

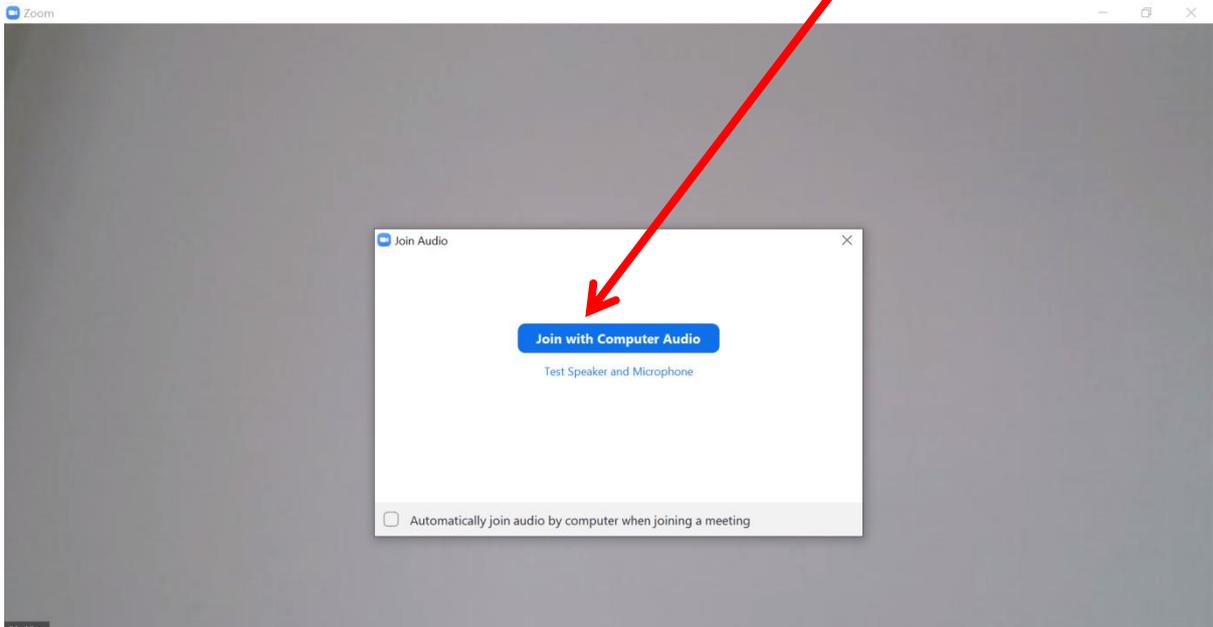
2) If requested, enter the **Zoom password: 166214**



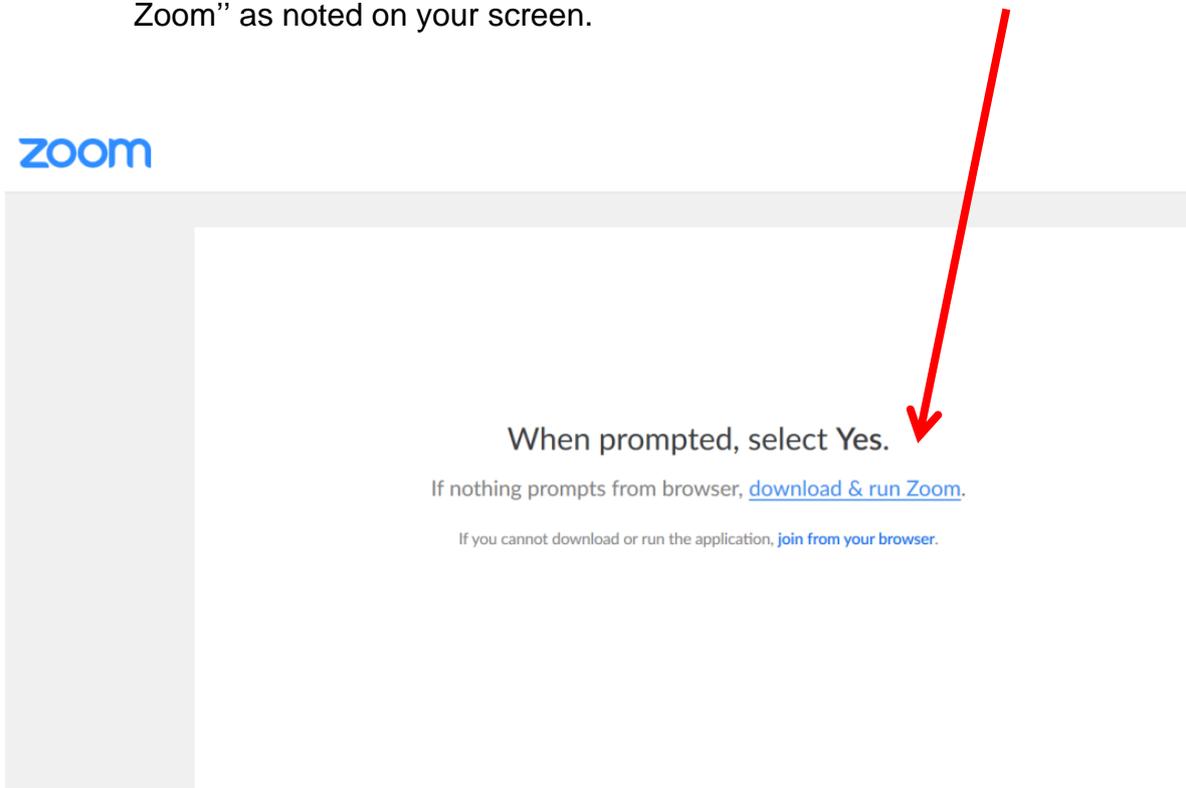
3) You will be asked whether you would like to join with or without video. Select as preferred (if nothing prompts, see step 5).



- 4) You will be asked to join with computed audio. **Select this option to hear others and be heard.**



- 5) Depending on your web browser, you may be prompted to open Zoom. When prompted, select 'Yes'. This should open up the meeting video call. If nothing prompts from your browser, you may have to “download and run Zoom” as noted on your screen.

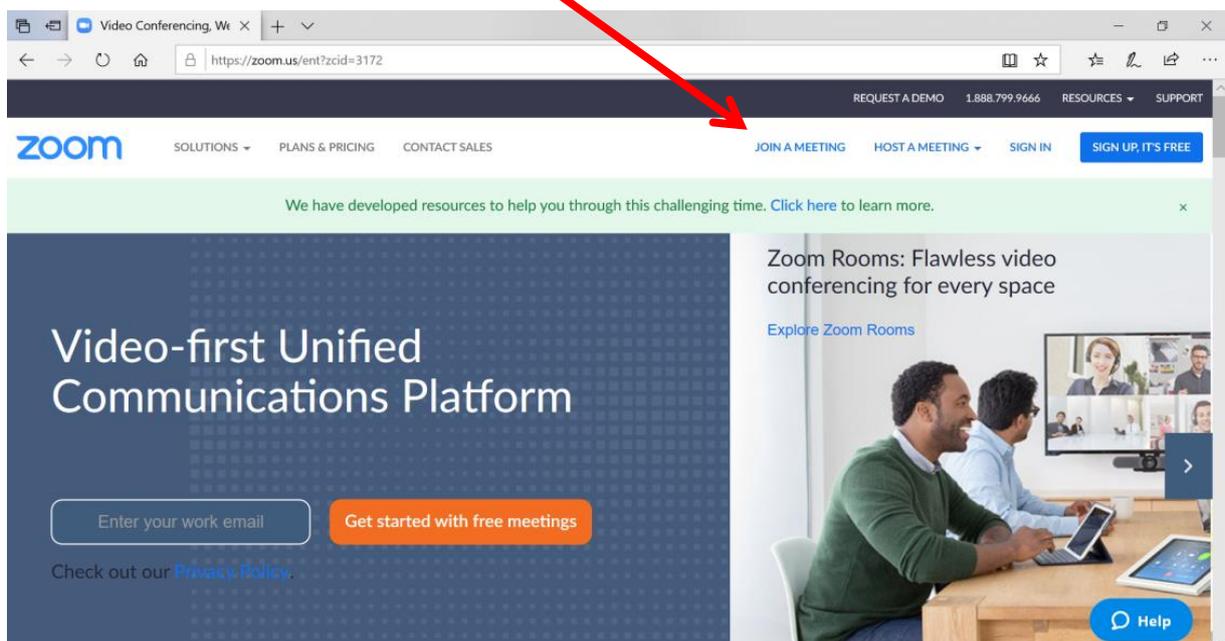


- 6) If you have clicked to download and run Zoom, you will need to click the option 'Run' on your pop up window. This should open the video call.

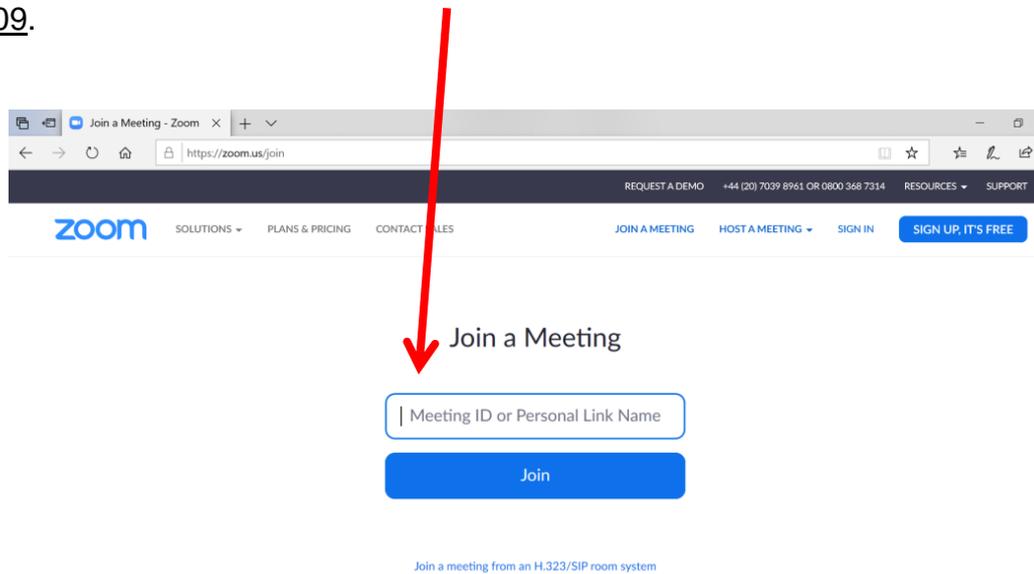


### 3 [Joining the zoom meeting from PC/laptop: Method 2](#)

- 1) You can visit Zoom's website via the following link: <https://zoom.us>
- 2) Click the 'Join a meeting' found in the top taskbar on the website.

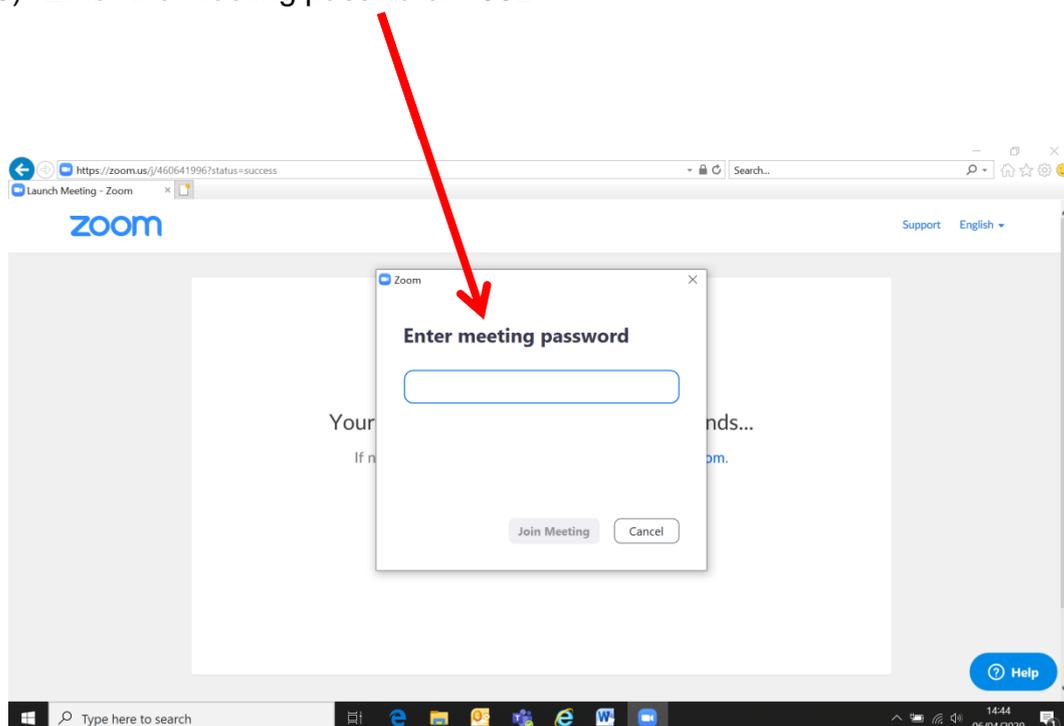


- 3) Here, you will be asked to either type in the **Zoom meeting ID: 460 641 996** or copy and paste the unique **Zoom meeting link: <https://zoom.us/j/460641996?pwd=UU1vU203MGVkb01ubkxyVGJmKzVGUT09>**.

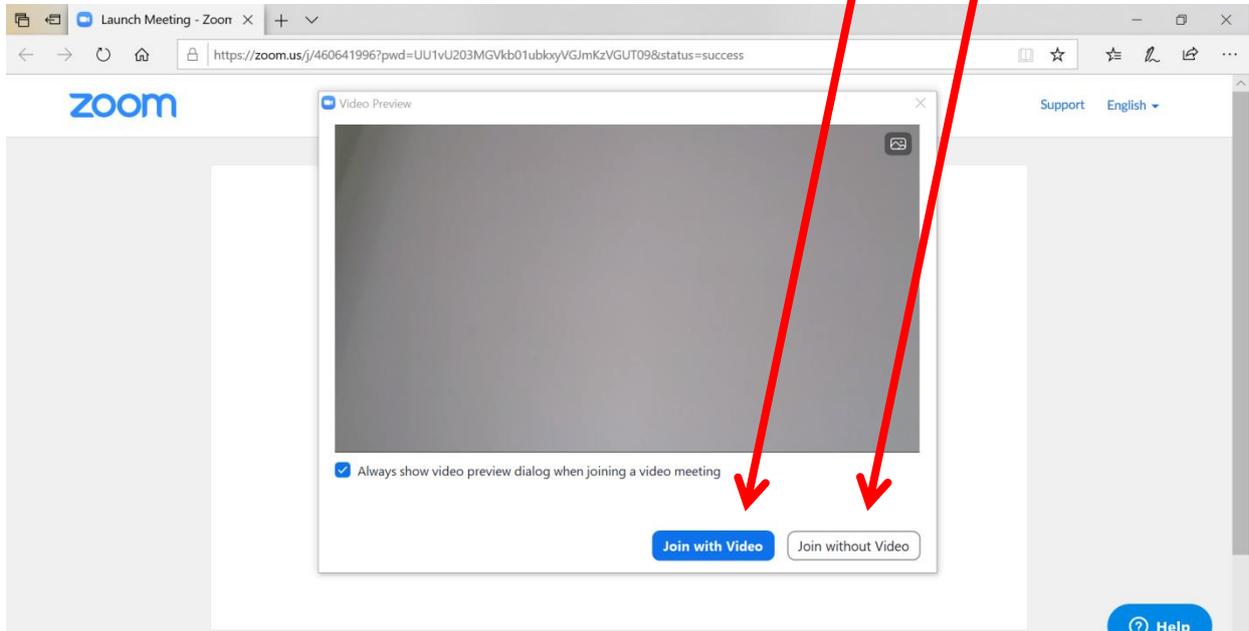


- 4) Click 'Join'.

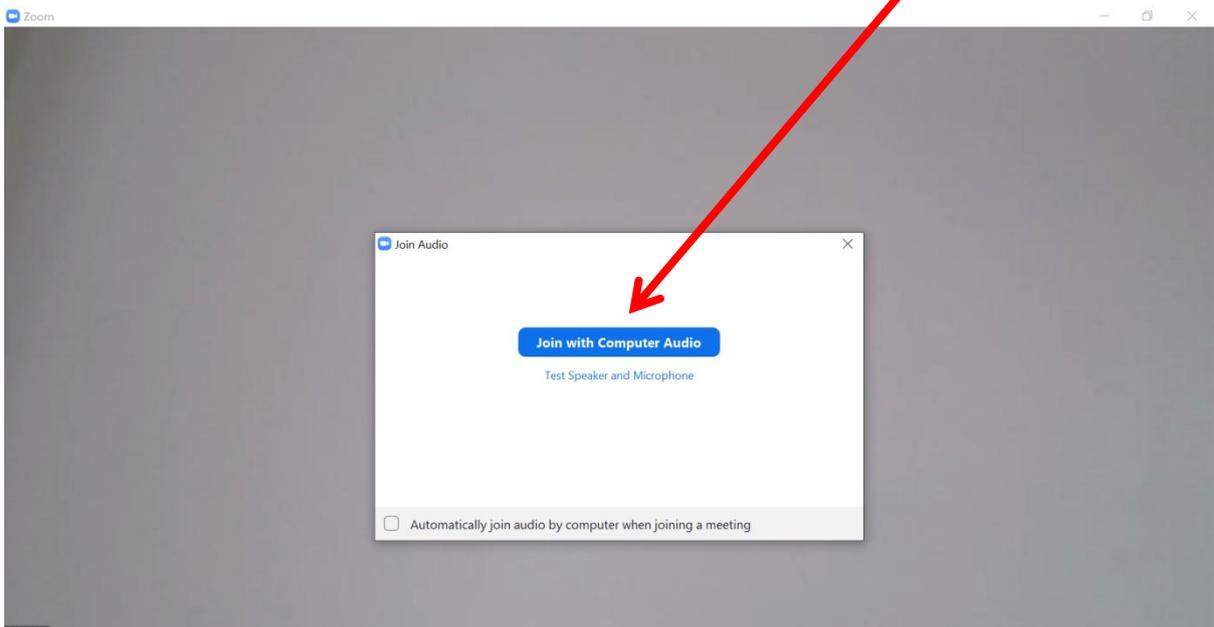
- 5) Enter the meeting password: 166214



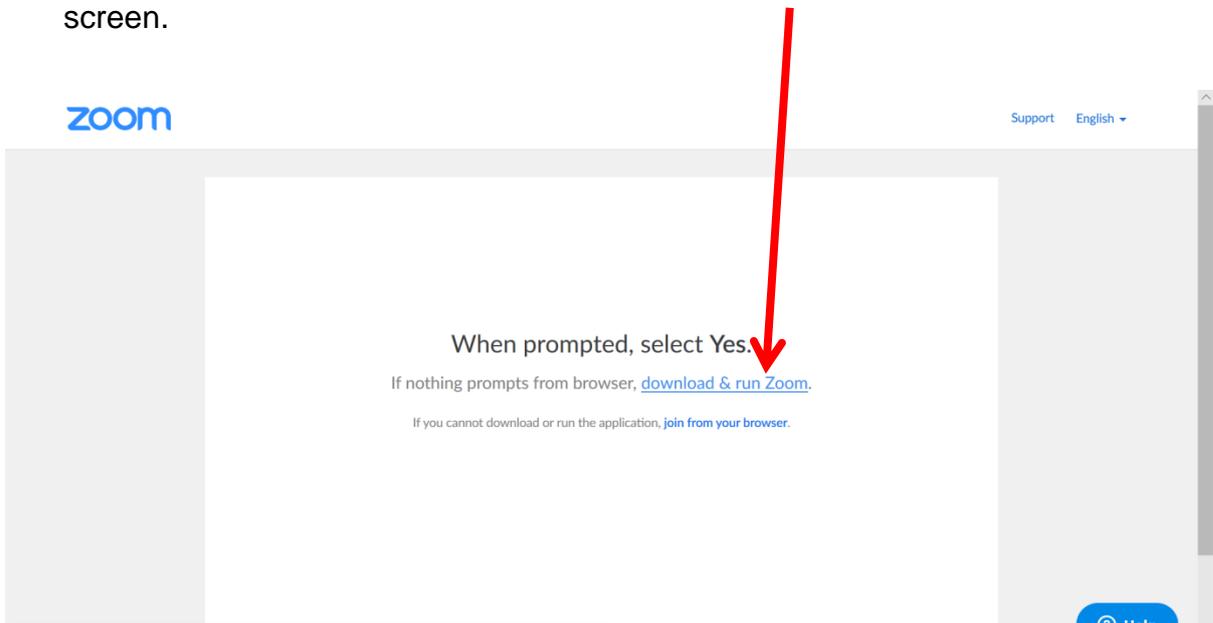
6) You will be asked whether you would like to join with or without video. Select as preferred (if nothing prompts, see step 5).



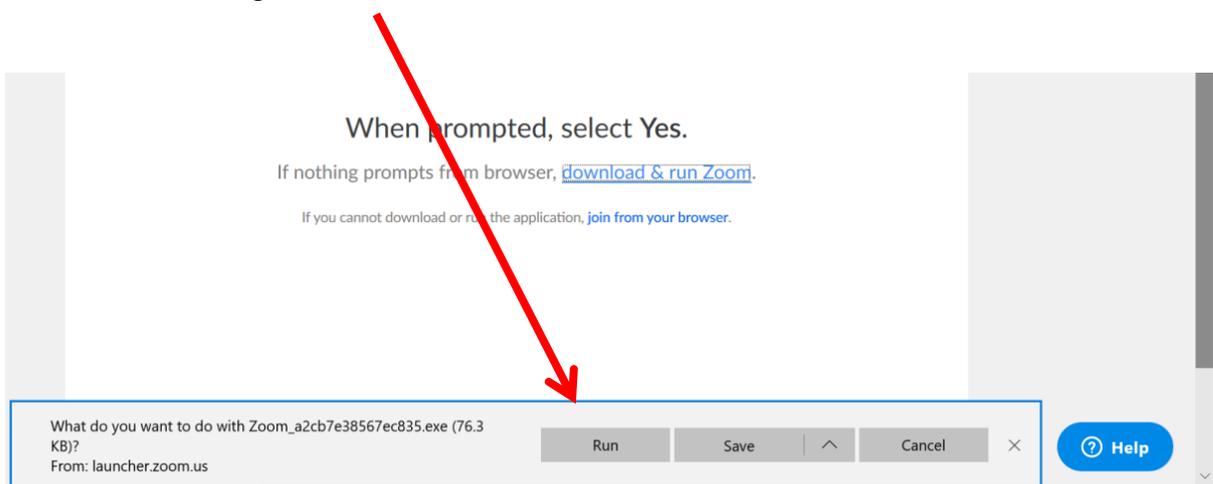
7) You will be asked to join with computed audio. **Select this option to hear others and be heard.**



- 8) Once this is done, you should be taken to the meeting. Depending on your web browser, you may be prompted to open Zoom. When prompted, select 'Yes'. This should open up the meeting video call. If nothing prompts from your browser, you may have to "download and run Zoom" as noted on your screen.

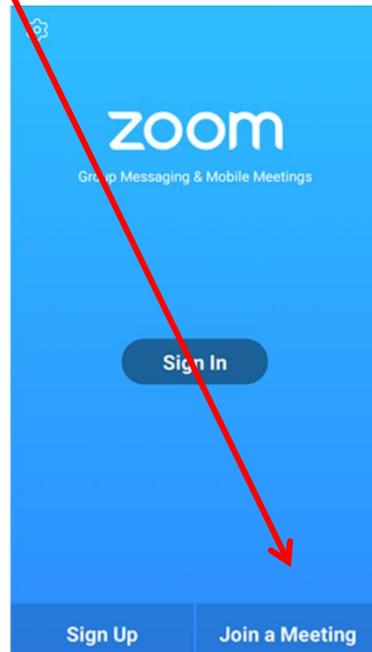


- 9) If you have clicked to download and run Zoom, you will need to click the option 'Run' on your pop up window. This should automatically then take you to the meeting video call.

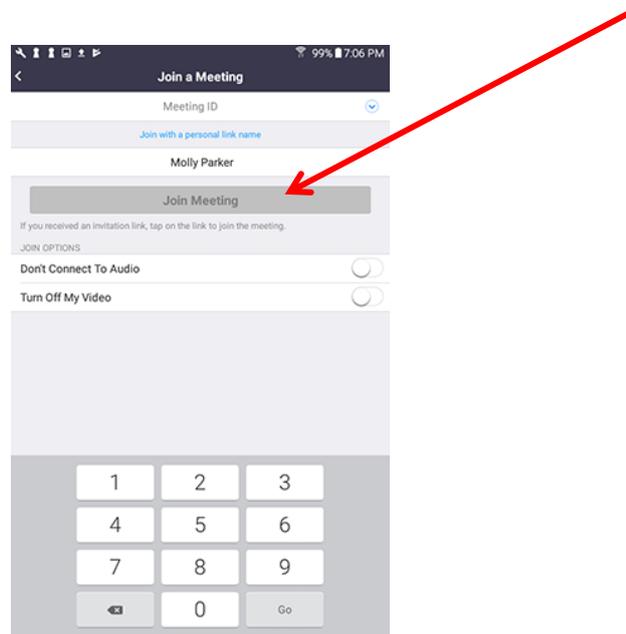


## 4 Joining the Zoom meeting from an Android Phone

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the Google Play Store.
2. Tap **Join a Meeting** if you want to join without signing in.

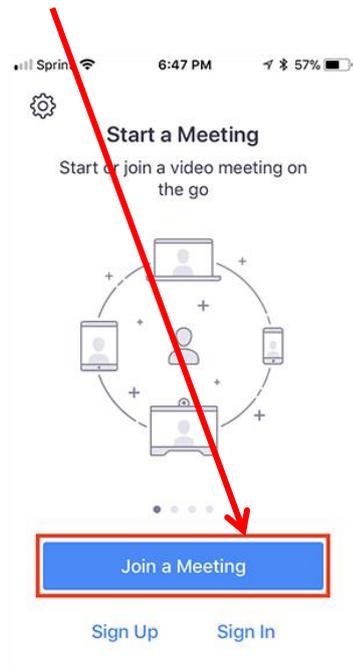


3. Enter the **Zoom meeting ID number**: 460 641 996 and a display name for yourself.
4. **If prompted, enter the Zoom meeting password**: 166214
5. Select if you would like to connect audio and/or video and select **Join**.

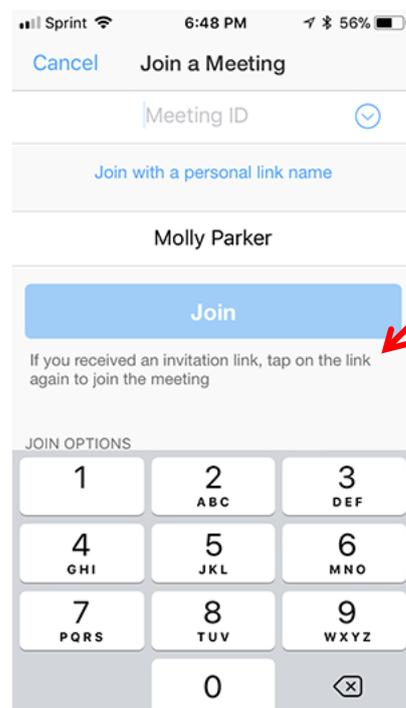


## 5 Joining a Zoom meeting from an iOS phone.

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the App Store.
2. Tap **Join a Meeting** if you want to join without signing in.



3. Enter the Zoom **meeting ID number**: 460 641 996 and a display name for yourself
4. If prompted, enter the **Zoom meeting password**: 16621
5. Select if you would like to connect audio and/or video and select **Join**.

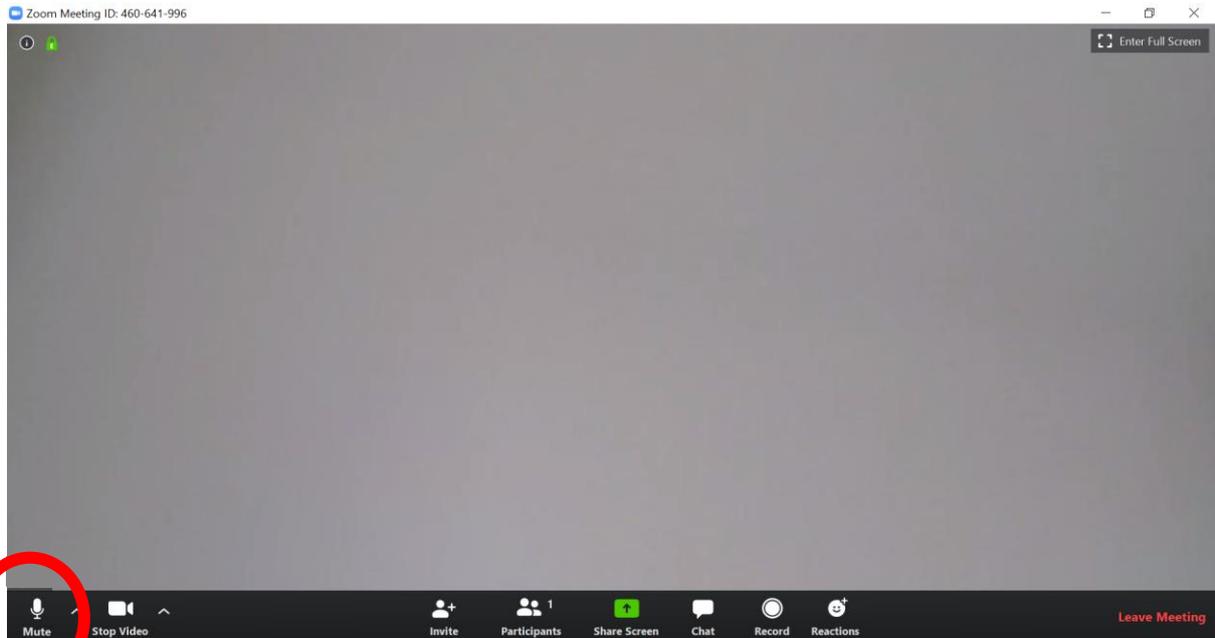


## 6 Zoom functions

### 6.1 Sound

Make sure your microphone is not on mute if you would like to be heard. Your microphone will display as below if you are NOT on mute.

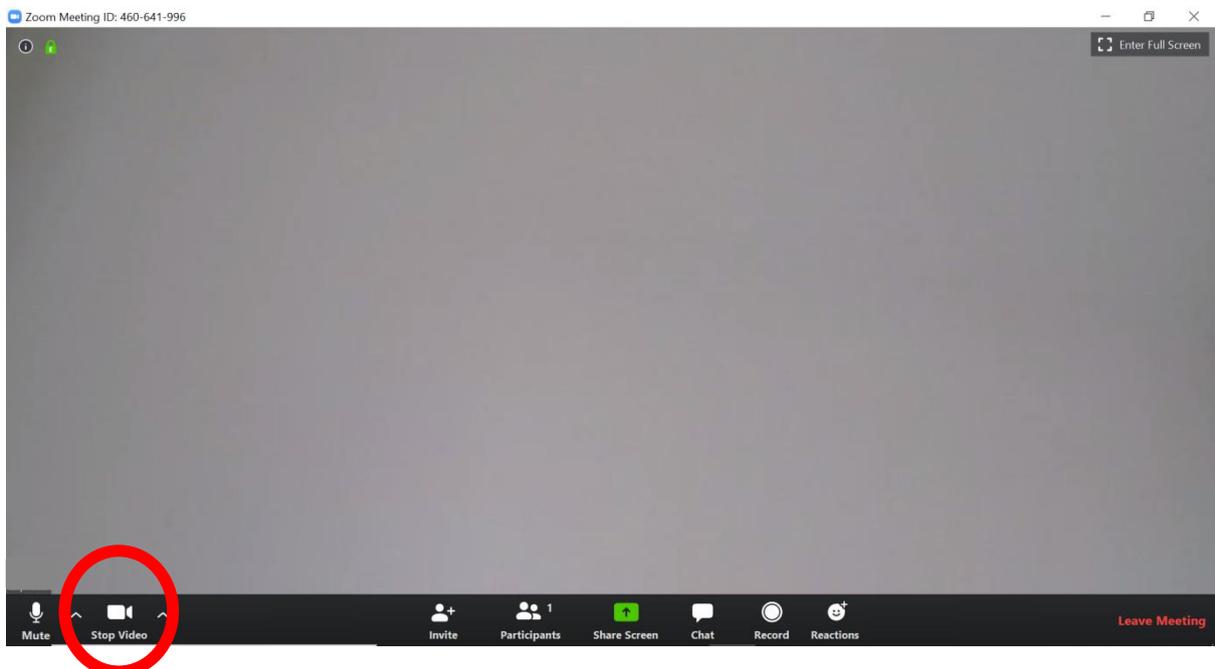
If you would like to mute yourself, press this microphone button. Keep in mind that others will not be able to hear you when you are on mute. To unmute yourself, click this button again.



### 6.2 Video

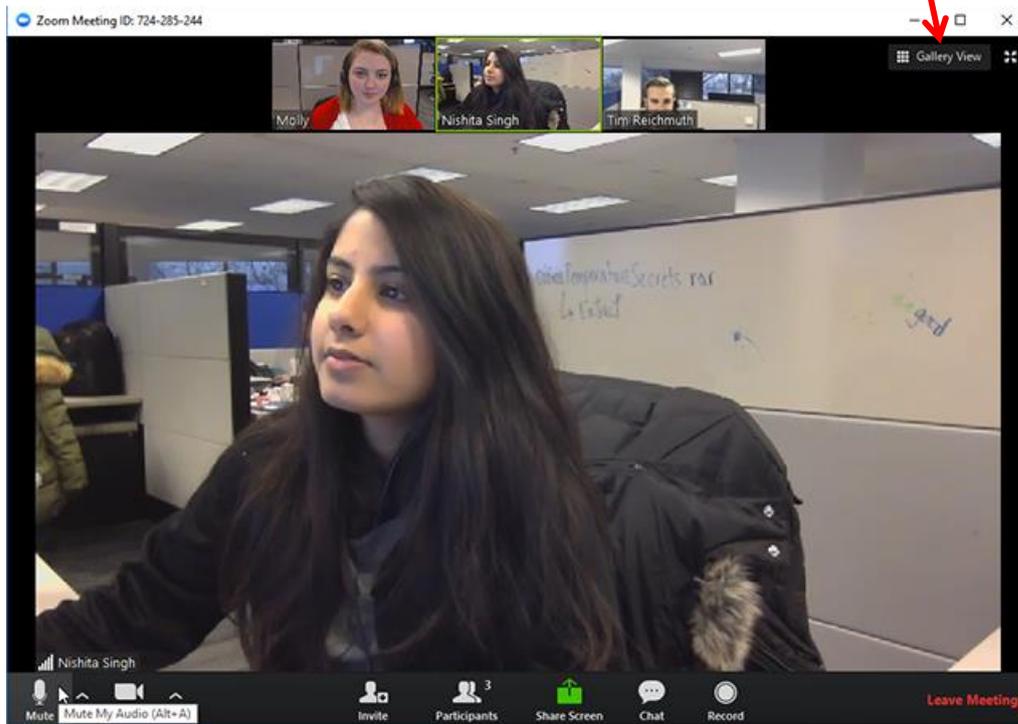
If your video is on, you will be able to see a live image yourself and the video icon will appear as it does in the image below.

If you would like to stop your video, you can click the video icon below and this will stop your image from displaying. To be visible again, click the video icon again.

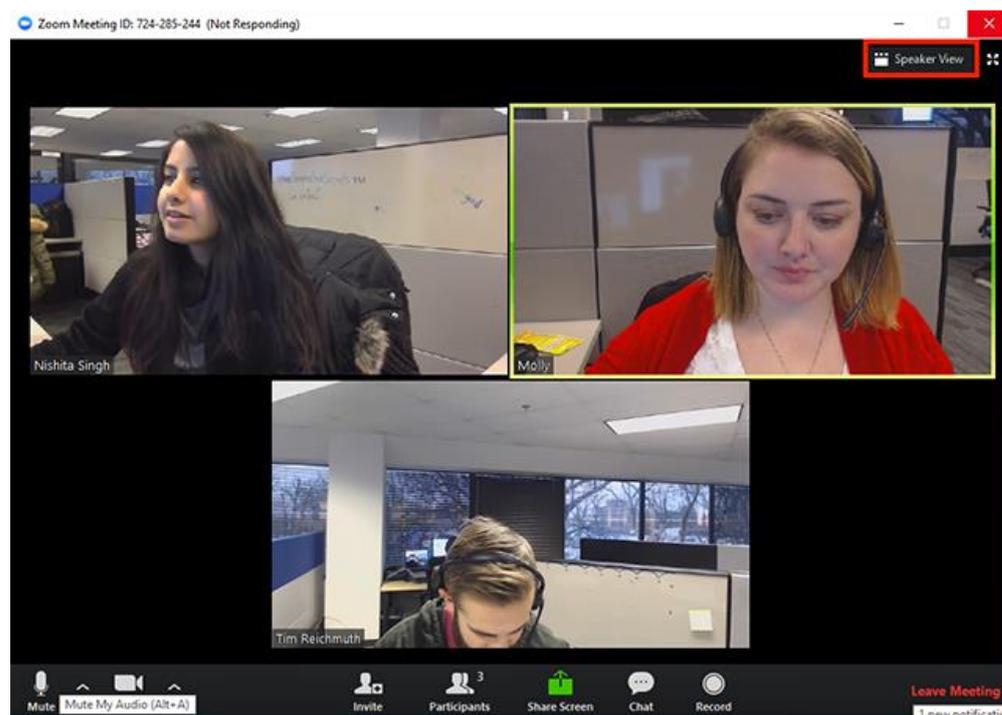


### 6.2.1 Video layout

When you are in a meeting, Active Speaker is the default video layout. Active Speaker will switch the large video window between who is speaking with 3 or more participants in the meeting. The video will appear as the image below. The green highlight symbolises the person talking. To change to gallery view, click on the Gallery View button on the top right hand corner of your screen.



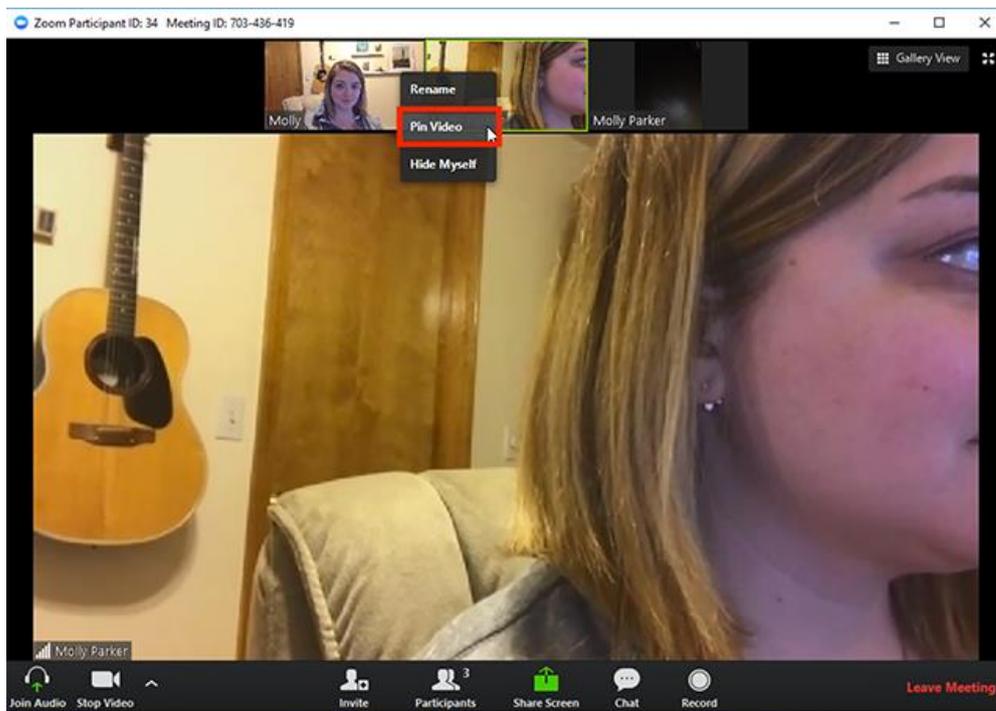
Gallery view will change your screen to look like the image displayed below. The green highlight symbolises the person talking in the video.



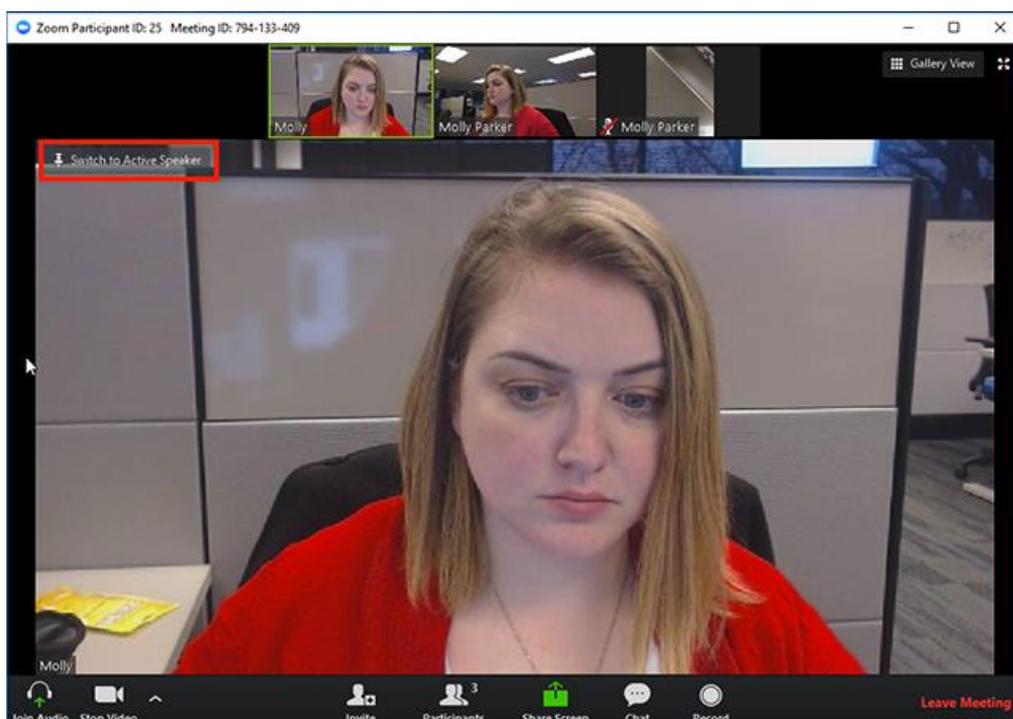
## 6.2.2 Pinning a video

Pin video allows you to disable active speaker view and only view a specific speaker. Pinning another user's video will only affect your computer and local recordings, not the view of other participants or cloud recordings.

If you want to pin a video, hover over the video of the person you want to pin and click '...'. From the menu, choose pin video (see image below).



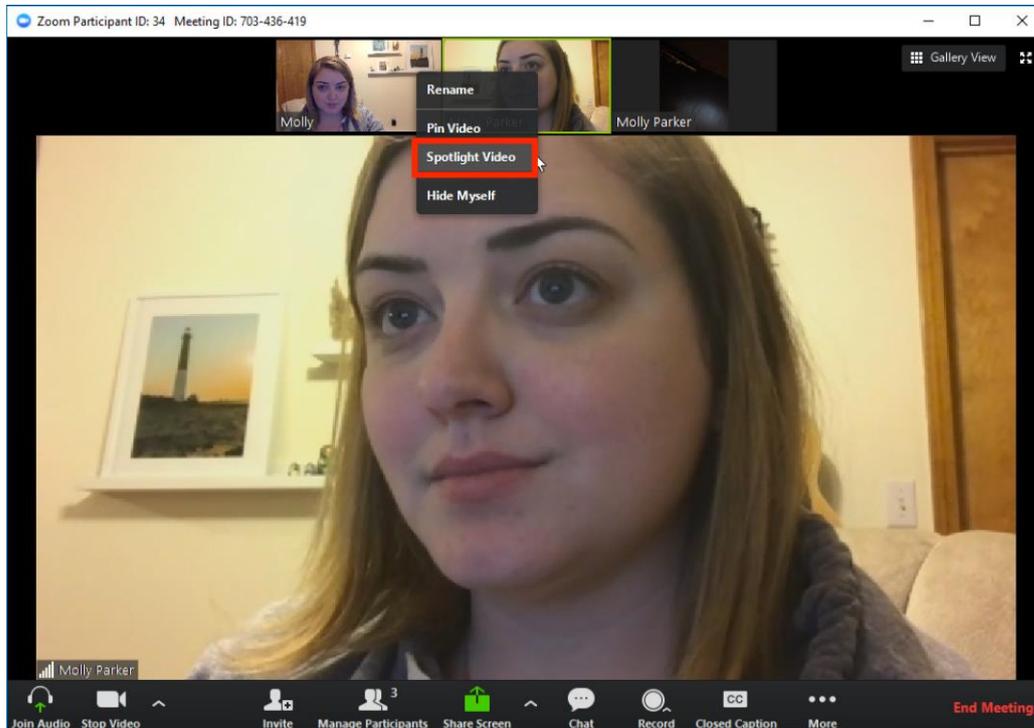
To **cancel a pin**, switch to active speaker in the upper left corner. See image below.



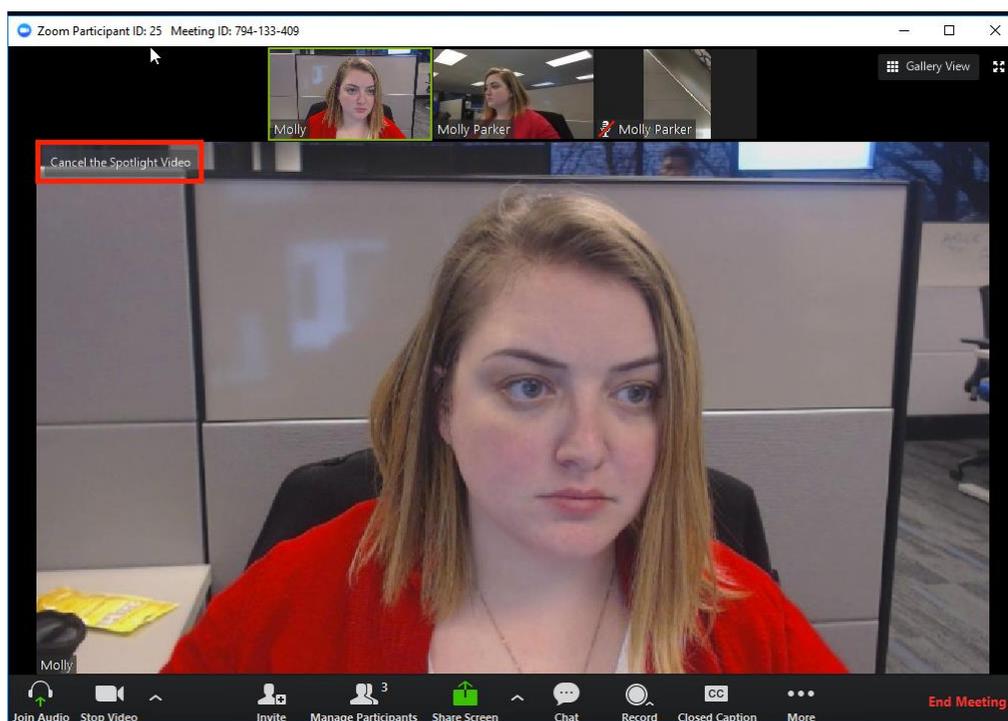
### 6.2.3 Spotlight Video (only for the host)

Spotlight video puts a user as the primary active speaker for all participants in the meeting. **This can only be done by the host.**

To spotlight a video, the host has to hover over the person that they wish to spotlight and click '...'. From the menu, choose Spotlight (see image below).



To cancel the Spotlight video, click 'Cancel the Spotlight video' button found in the upper left corner as seen in the image below.

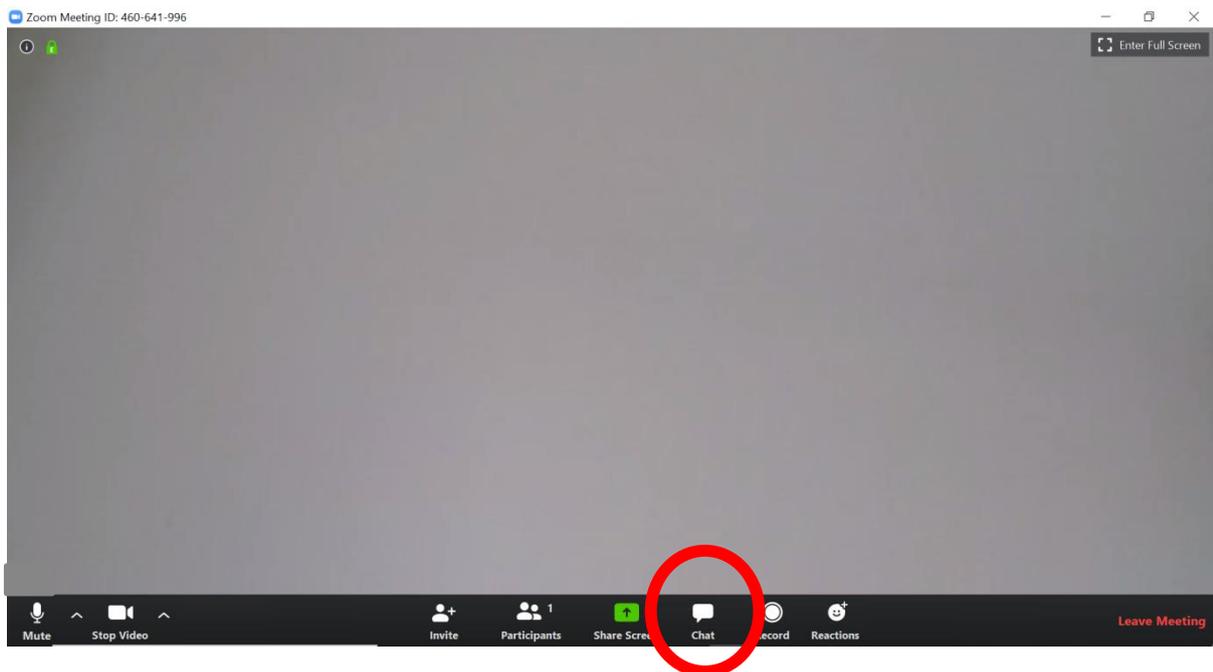


## 6.3 Chat

If you would like to send a message or see chat messages, click on the 'chat' icon displayed on the screen.

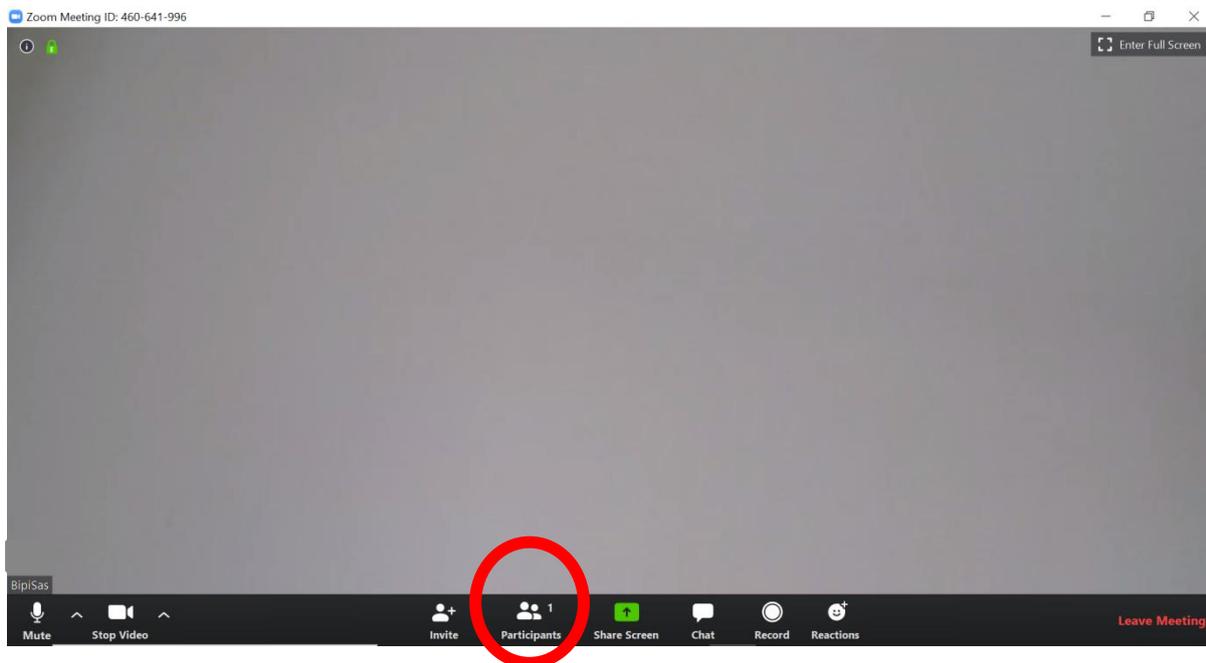
Clicking on this icon, will open a chat window on the right hand of your screen where you can type, send and see any messages.

When messages are sent to you or everyone, a preview of the chat will appear and this chat button will turn orange.

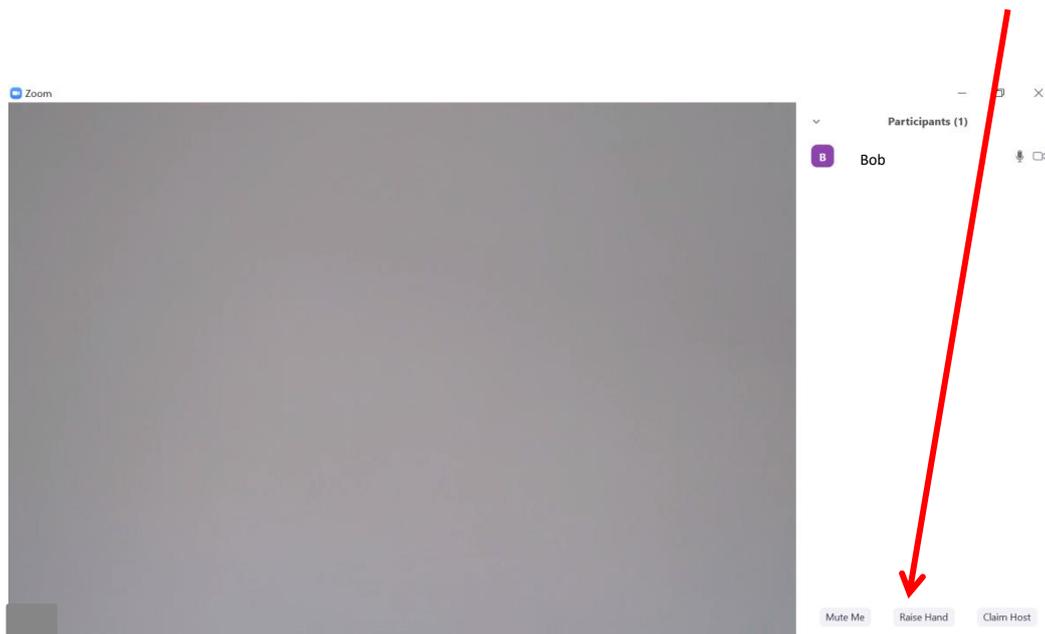


## 6.4 Raising hand

If you would like a turn to talk, you can use the 'raise hand' function by clicking on the participant's button displayed on the screen.



This will open up a list of participants on the right hand side. At the very bottom of this section, you can find a 'raise hand' button. This will bring up a blue hand icon next to your participant name, symbolising that you have something to say. This will allow people to take turns when talking.



## 7 Further Zoom support information

For further Zoom support information, please visit the Zoom [Join a Meeting](#) help page or the [Meetings and Webinars](#) help page.

Some instructions and images used in this document were taken from [Zoom](#).