INSTRUCTIONS:
Via the link provided (Computer/Laptop/Tablet/Smartphones)
1. Please follow the link provided in this email (hover your mouse over it, hold down the CTRL keyboard button and Click).
2. A box will appear with ‘Open Zoom Meetings?’. Click on ‘Open Zoom Meeting’.
   - IF THIS DOES NOT APPEAR, click ‘Download & run Zoom’. If both of these do not work, click ‘start from your browser’.
3. You may be asked to enter meeting ID and/or password (both provided in email). Remember to name yourself when asked!
4. To mute/unmute yourself:
   - On the very left of your control taskbar, click on the MICROPHONE symbol to mute and unmute.
   - The microphone will have a red dash through it when you are muted. This will also show on the bottom left-hand corner of your video box as a small red symbol.
   - When muted, you can also choose to hold down the spacebar to temporarily unmute yourself.
5. To turn your video on and off:
   - Click on the VIDEO CAMERA icon to the right of the microphone.
   - The host can pre-assign whether you join with or without your video on. This will depend on meeting size/purpose.
   - If during the meeting, connection is poor, you may be asked to turn your camera off.
6. To use the chat box function:
   - On a computer or laptop - click on the CHAT icon on the taskbar. In the chat box you can type comments/questions.
   - On a tablet or smartphone – click on the PARTICIPANTS icon.
7. Whilst on a call you can view attendees (gallery view) or just the speaker (speaker view). This may be selected for you.

Note: The control taskbar is located in a different position of the screen on different devices. See below for where this may be.

To make the controls stay on screen (specifically on a tablet or phone) – click the three dots to the right of the taskbar and click the ‘Always Show Meeting Controls’.

COMPUTER/LAPTOP:

Via the phone number provided:
1. Call the number provided. It will ask you for the meeting ID and may or may not ask for a password (provided in email).
2. To mute or unmute yourself whist on the phone, push *6.

To end/leave the meeting, click on LEAVE MEETING.