

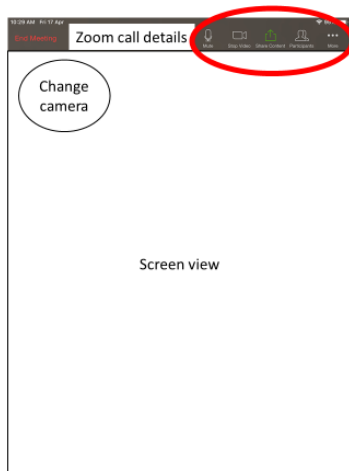
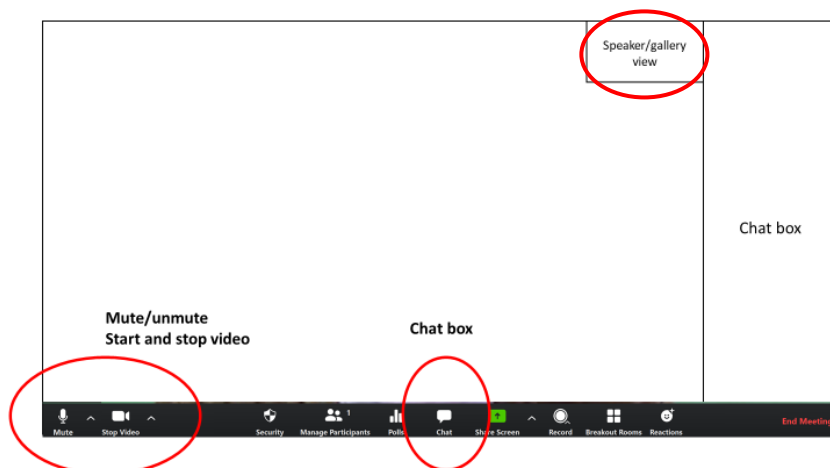
INSTRUCTIONS:

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.

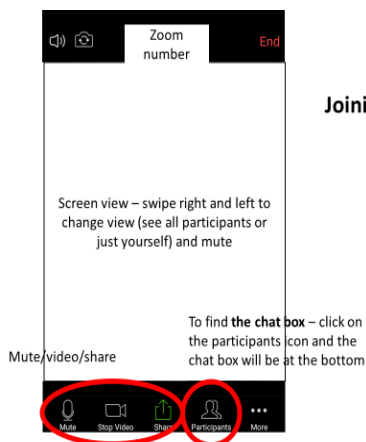
Note: The control taskbar is located in a different position of the screen on different devices. See below for where this may be. To make the controls stay on screen (specifically on a tablet or phone) – click the three dots to the right of the taskbar and click the 'Always Show Meeting Controls'.

COMPUTER/LAPTOP:



Mute/unmute
Video on/off
Share screen
To find the **chat box** – click on the participants icon and the chat box will be at the bottom

Joining zoom on your tablet Controls are at the top



Joining zoom on your phone

Screen view – swipe right and left to change view (see all participants or just yourself) and mute

To find the **chat box** – click on the participants icon and the chat box will be at the bottom

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 whilst on the phone, push *6.

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