

HOW TO USE ZOOM



Zoom is an app that you can use to speak with people online.

You can get Zoom on your phone, tablet or computer.

To use Zoom you first need to **sign up** here:

<https://zoom.us/signup>



You can **download Zoom** here:

<https://zoom.us/download>



Signing up and downloading Zoom is free.



You can chat to **one other person** for as long as you want to.



You can chat to a **group** of people for **40 minutes**.



If you want to chat to a group of people for more than 40 minutes, you can get a **'licensed account'** from Achieve together – ask your manager to help.



Once you have signed up for Zoom, you can start setting up meetings.

Login

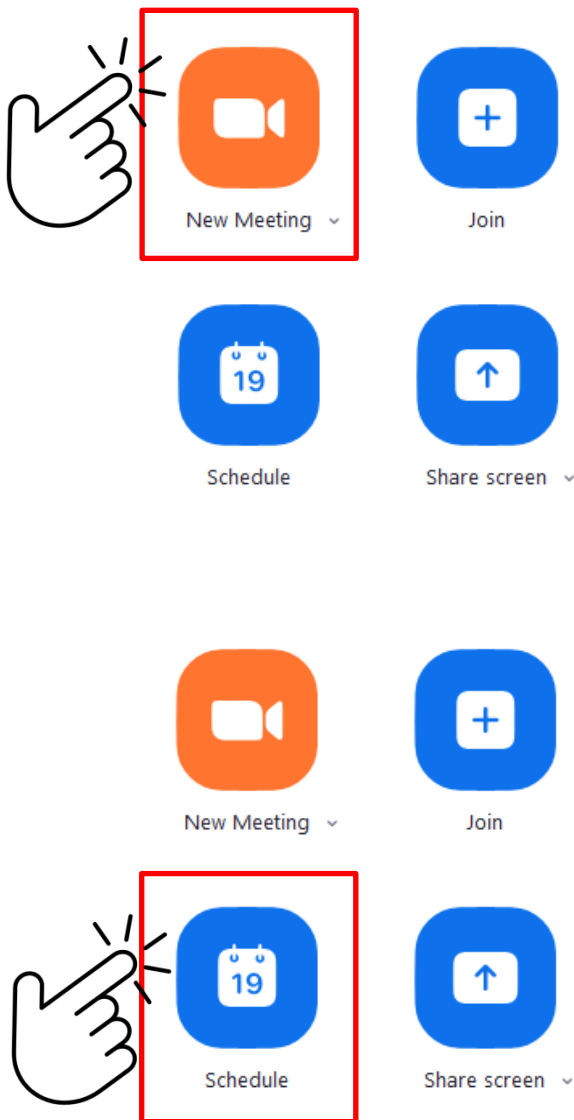
Please enter your email and password to log in

Email:

Password:

Remember Me [Forgot password?](#)

To set up a meeting, first open Zoom, click on **'Sign In'** and enter your login details.



If you want to start a meeting straight away, click **'New Meeting'**

If you want to set up a meeting for later, click on **'Schedule'** and put the date and time that you want.

The image shows a screenshot of the Zoom 'Join Meeting' dialog box. At the top left, it says 'Zoom' with a close button 'X'. The title is 'Join Meeting'. Below the title, there is a dropdown menu with the text 'Enter meeting ID or personal link name'. Underneath that is a text input field with the placeholder 'Enter your name'. There are two checkboxes: 'Do not connect to audio' and 'Turn off my video', both of which are currently unchecked. At the bottom, there are two buttons: 'Join' and 'Cancel'.

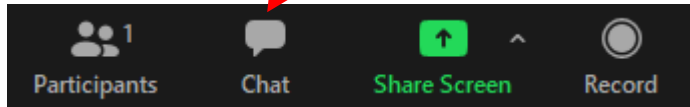
You must send a **Meeting ID** and **Password** to the people you want to speak to.



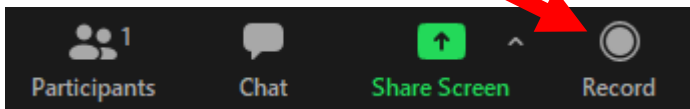
SOME TIPS:



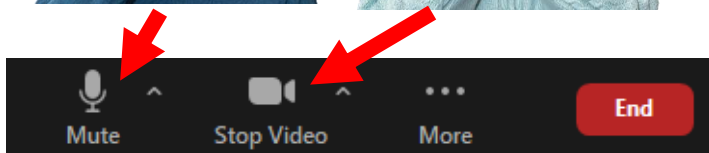
Speak **one at a time** to make sure that everyone can hear well.



You can talk in writing by clicking on **'Chat'** during a Zoom meeting.



You can record your meeting by clicking on **'Record'**.



You can **switch off** your microphone or camera by clicking on **'Mute'** or **'Stop Video'**.