



# Norfolk Federation of WIs

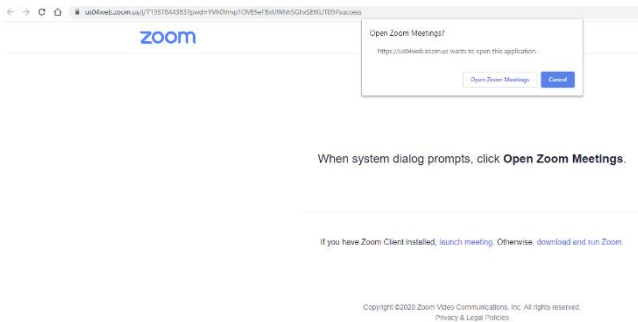
Charity Number: 227411



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## Using Zoom

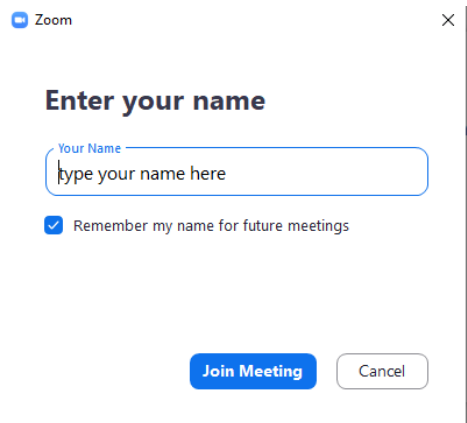
You can use Zoom for free for group meetings of up to 100 people. Each meeting is limited to 40 minutes. If you are just participating in meetings called by other people, you do not need to sign in to zoom. All you do is click on the link, usually blue, sent to you in an email. You can use any device, phone, tablet, laptop, PC if you get internet and emails on it. However, if your PC/laptop is old and/or running older software, you will need to download the Zoom software first. Also, if you are using an iPad or tablet then before you start please go to the Apps/ Google play store and install the Zoom app. (A blue square with a white camera). Do this before you click on the link in the email.



When you are ready to enter the meeting, go into the email and single left click on the blue link beginning <https://> which will bring up a screen like this. First time round only, you click on 'download and run Zoom' at the bottom of the page in blue.

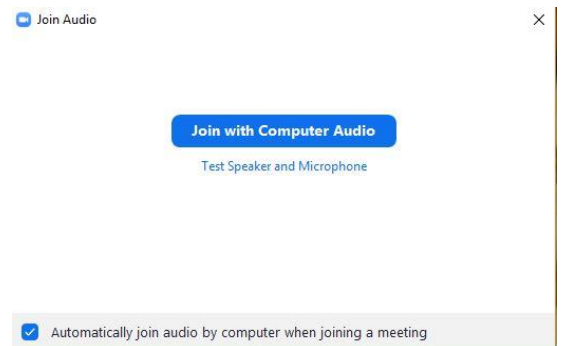
(To enter meetings after that, you click on the 'Open Zoom meetings' inside the Open Zoom Meetings box at the top.)

You might get a message first to say 'Please wait for the host to start this meeting' if you try to go in to the meeting before it has started as you will be in a virtual 'waiting room'.



You will need to type in your name when you join your first Zoom meeting. It will ask for your name. Enter it and tick the box to say remember my name for future meetings. If you do not type your name you may be called HP or Lenova, the name of your computer!

Click on **Join with audio** and tick the box to say automatically join for a meeting next time you Zoom. If you have an old computer with no camera or microphone, you can still join



the meeting, see and hear the other participants but they will not see or hear you as you will appear as a black square with your name on it.

Remember to have your microphone on and sound loud enough to hear. On laptops there is usually a speaker icon on the tool bar across the bottom of the screen, it may be a hidden icon, bottom right. Do remember all devices have different settings.

Once the meeting has started, there is a picture for each person in the meeting, with a black box for those on audio only. You can see a yellow line round the picture of the person who is speaking. If you hover the mouse at the top, you will see speaker view or gallery view button on the right. You can click on this to swap between them. If you join via phone or tablet you will be limited to how many people you can see, try swiping left or right to see more. There is a Zoom tool bar at the bottom of the screen with a mute button on the left if you need it. Next to it is a button to turn video on/off. There is a button on the right to leave the meeting. Click 'leave' then 'leave meeting' to do this. If the person hosting the meeting clicks on end meeting it is ended for all participants.

**Hint:** If you have problems downloading Zoom or entering a meeting, there is an option at the bottom which you can use that says 'Having issues with Zoom Client? Join from Your Browser'. You may need the Meeting ID and passcode from the email (under the <https://> line) if you use this method.

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