

# A Beginners Guide to Zoom Meetings

## **Step 1 - Downloading The App**

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Windows Users:

Follow this link:

<https://zoom.us/client/latest/ZoomInstaller.exe>

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Android Users:

Go to Google Playstore & search 'Zoom Cloud Meetings'

or

Follow this link:

<https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

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Apple Users:

Apple users go to apple store and search 'Zoom Cloud meetings'

Or

Follow this link:

<https://itunes.apple.com/us/app/id546505307>

## **Step 2 - Joining A Meeting**

Step 1 - Open the app on your device

Step 2 - Click 'Join A Meeting'

Step 3 - Enter the Meeting ID Number

Step 4 - Enter Your Name

Step 5 - Click 'Join With Video'



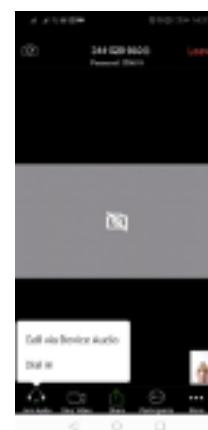
Step 2



Step 3



Step 4



Step 5

## **Step 3 - Adjusting Your Settings**

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### **Adjusting Your View**

Once you have joined the meeting you can adjust your view by:

- Swiping right or left on a phone or tablet
- Or
- Clicking in the top right corner on a computer.

#### **View Options:**

- 1 - Safe driving means that the screen is blank and you'll see nothing.
- 2 - Speaker means you will only see the person who is speaking.
- 3 - Gallery Mode means you can see everybody in the meeting.

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### **Adjusting your Audio & Camera**

You can find options to mute/unmute your microphone & start/stop your video by:

- Tapping the screen on a phone or tablet
- Or
- Clicking at the bottom of the screen on a computer.

You can adjust your volume as you normally would on your device.

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### **Recommendations:**

We recommend that you keep your microphone on mute unless you're speaking, this cuts out background noise.

We recommend that you start your video, so that we can see each other.

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### **Just Ask:**

Now you have this guide, there won't be any problems but if you're still struggling don't be embarrassed to ask someone for help.