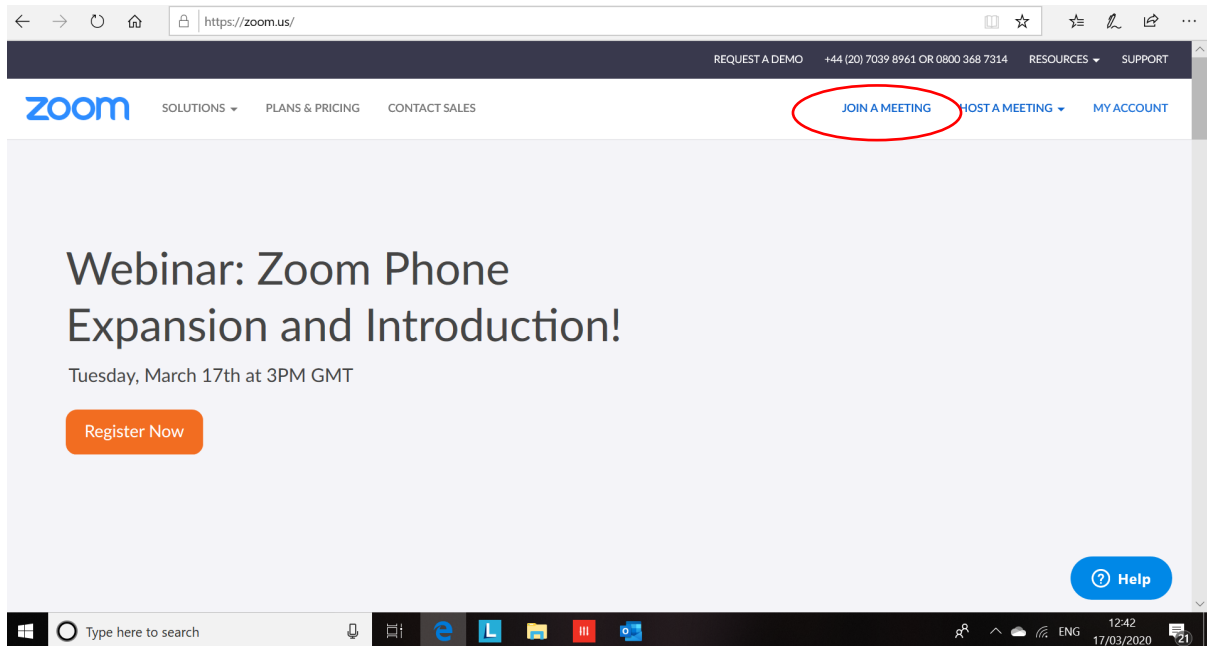


Zoom User Instructions

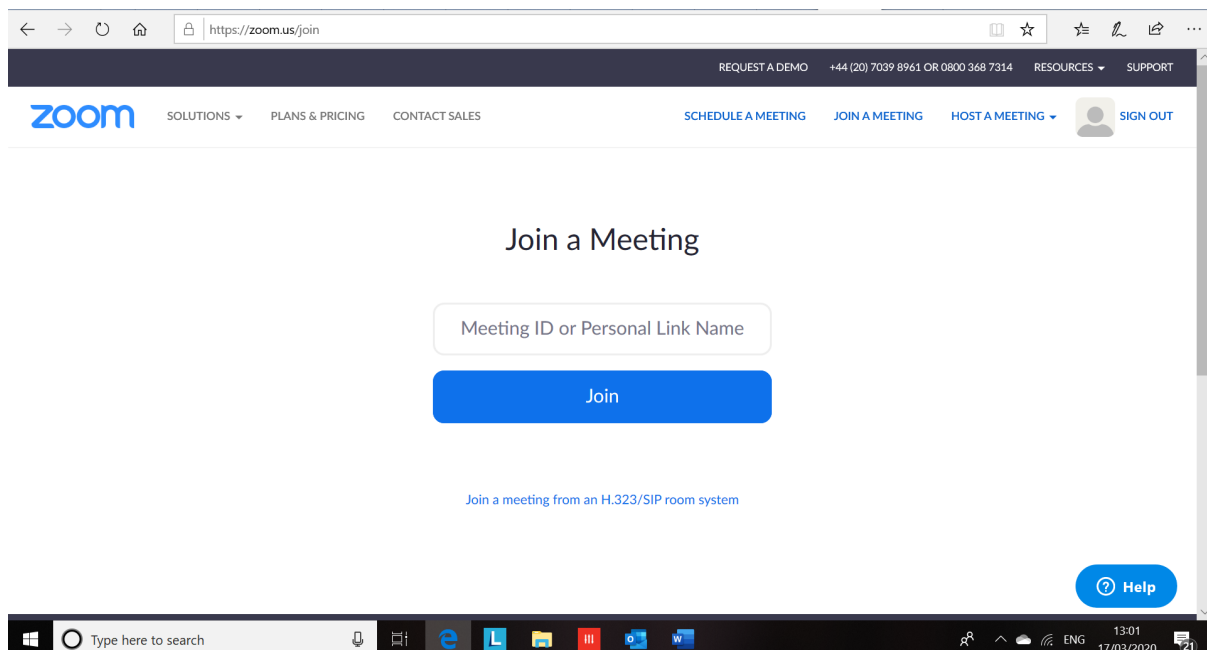
(1) Log into Zoom on your device: <https://zoom.us/> Or... Download the Zoom App from the App store:



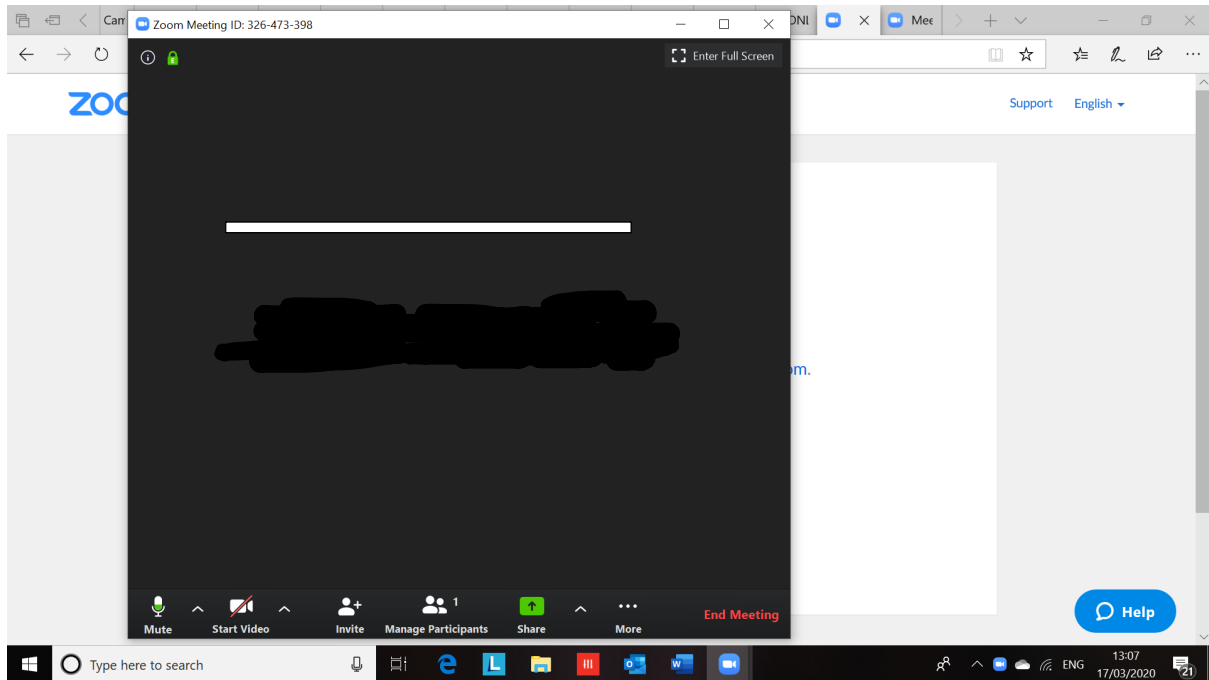
(2) Click on “Join a Meeting”



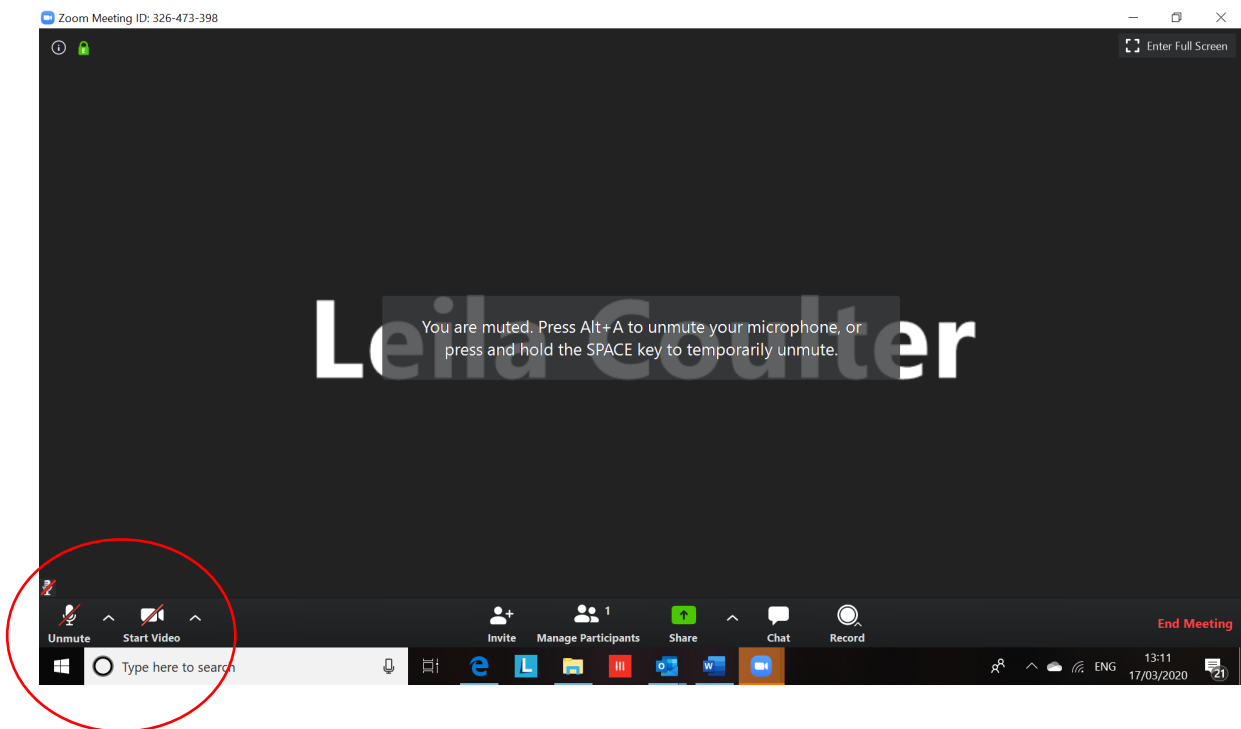
(3) Enter your meeting ID, which is a 9 digit code similar to this: 564-732-798



(4) You will then enter into the Zoom meeting room which is where you will eventually see us!



(5) At the bottom of your screen you will see two icons. One looks like a microphone and one like a video camera. These control the sound and visual of the conference. To ensure that no one can see you, click on the camera and it will put a red strike through the icon, meaning that no one can see you. The same applies to the microphone, click on it so the red strike appears and no one will be able to hear you.



If you want to talk to us, you will need to hold the space bar (on a computer) to talk, but everyone will hear you

(6) Then once the meeting organiser logs in, you will be able to see me and off we go!

www.jacqui-smith.net