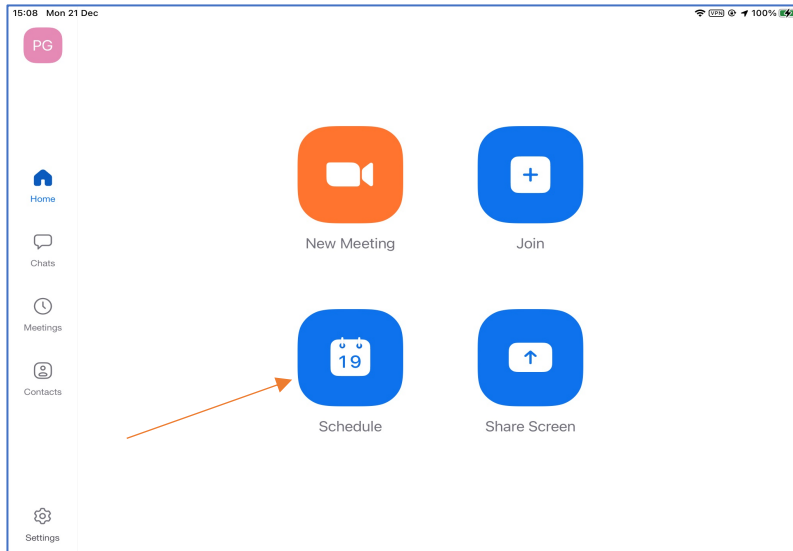


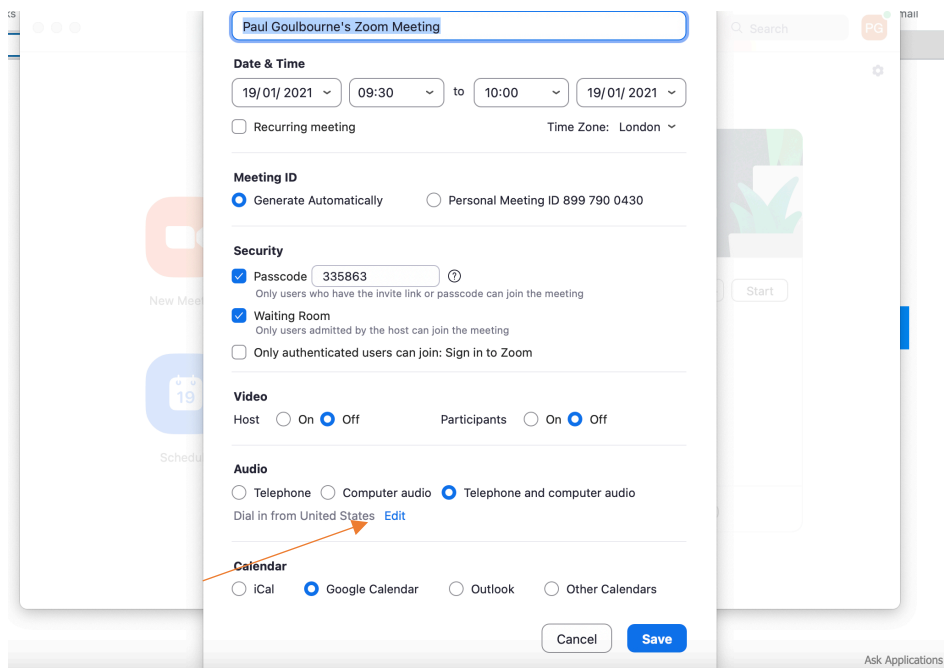
How to set up a zoom meeting

To set up a zoom meeting you will need the Zoom App to be downloaded onto your device, this is a free App and easily found on your App Store (Apple devices) or Google play store (Android devices).

Open the Zoom App – click on the Blue tab (Schedule) as shown below



This screen will now show – fill in the required boxes i.e. date, start time, then end. then under Audio near the bottom of the form is an option for participants to dial in by phone. However, this defaults to US phone numbers. To change this, click on the edit tab and scroll down the list to UK.



The menu ribbon is in a slightly different place on the device depending what device you are using –

On a Tablet (iPad or an Android) the menu ribbon is at the top of the screen.

If it is a laptop or desktop the menu ribbon is on the bottom of the screen.

If it is a Smart Phone the menu ribbon is the divided between the bottom & Top with the majority on the bottom of the screen.

The easiest way to find out how to use zoom is to practice on your own.

To do this click on the Orange tab (New meeting)

