

Beginners Zoom Guide for YIWW participants

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Welcome to the YIWW Zoom guide for beginners!

The guide below introduces you to the very basics of setting up Zoom and joining a Zoom meeting (event) via your computer or your phone.

The guide also includes some links to helpful YouTube videos with step-by-step instructions.

The steps below should help you to join the beginners Zoom skills workshop we have organised for participants. We will go through further details about Zoom at that workshop and discuss any other questions you have.

- **Zoom skills workshop**
- **5-6pm**
- **Thurs 25 February**
- **Email yorkwomensvoices@gmail.com or phone 01904 702060 to register to join; we will email you a link to join the online workshop nearer the date.**

If you are unable to join the workshop, or if you require any further assistance before or after the workshop, email yorkwomensvoices@gmail.com and we'll try to help you!

Sign up for a Zoom account

It is free to sign up for a Zoom account. Go to <https://zoom.us/> to register.

During registration, you may be prompted to download the Zoom application/programme onto your computer.

Simply follow the on-screen instructions that come up at each stage to download the Zoom application.

Here are some videos with step-by-step instructions for downloading Zoom:

[How to download Zoom onto a Windows computer](#)

[How to download Zoom onto a Mac computer](#)

How to join a Zoom meeting

Before any Zoom meeting, the organiser will send you a **link** or a **meeting ID** to join the event.

Here's an example of a Zoom meeting link: <https://us02web.zoom.us/j/85695424342>

- Here's an example of a Zoom meeting ID: 856 9542 4342

(some events will also provide you with a six-digit passcode to join the meeting, for example 174380. Take note of this passcode; you may be asked to enter it to join the meeting.)

Join a Zoom event via your computer

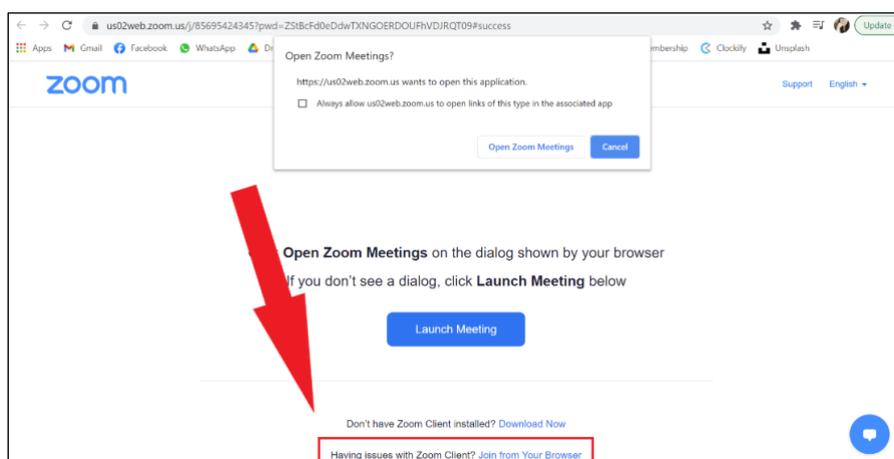
Note: You can use Chrome, Safari, Firefox, Microsoft Edge etc as your Internet browser. The process should work the same way for these browsers.

There are two ways to join a Zoom meeting on your computer:

1 – Join a Zoom meeting via your Internet browser (simple method)

Here is a video guide for [joining a Zoom meeting from your Internet browser](#)

When you click on the event link, a separate Internet browser window will open. Look for the link that says: “**Join from your browser**”.



When you click on this link, the Zoom meeting will start in a new window. You can now join the meeting!

2 – Join a meeting via your Zoom application/program

Here is a [video guide for how to join an event on the Zoom application](#).

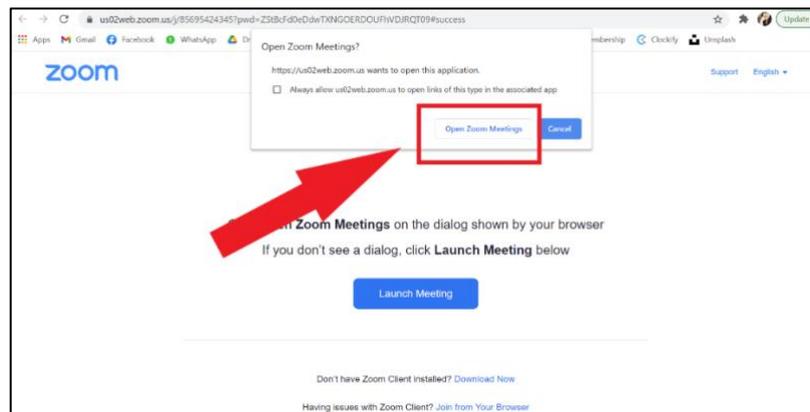
For this option, you will first need to download the Zoom application onto your computer.

Please see these guides for how to download Zoom:

[How to download Zoom onto your Windows computer](#)

[How to download Zoom onto your Mac computer](#)

When you click on the event link, a new Internet browser window will open. Look for the button that says: **“Open Zoom Meetings”**. Click on this button. See the diagram below:



When you click this button, your Zoom application will open.

A smaller window will pop up with the option to **“Join with Computer Audio”**.

Click on this button – this will turn on sound for the event.

Once you've clicked this button, you are now in the event!

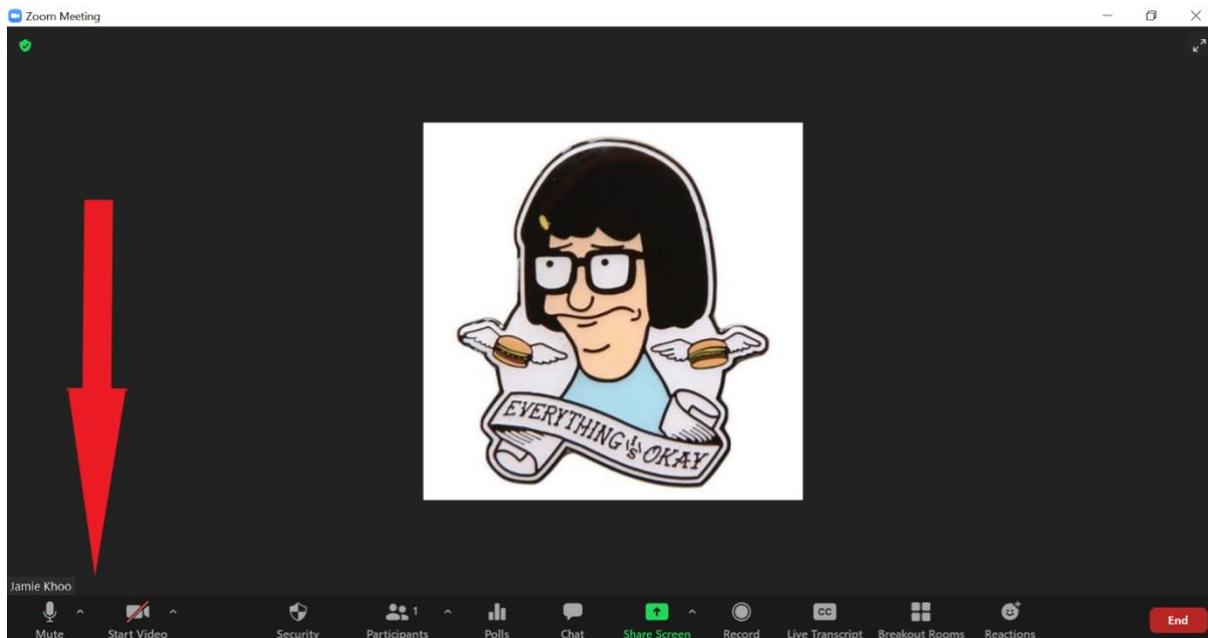


Adjusting camera and sound settings in Zoom

Once you have joined the Zoom meeting, you can adjust your audio and video settings on the toolbar at the bottom of the screen (i.e. turn your video camera and microphone on or off).

Look for the buttons with the symbol of the microphone (for audio settings) or camera (for the video settings)

See this diagram:



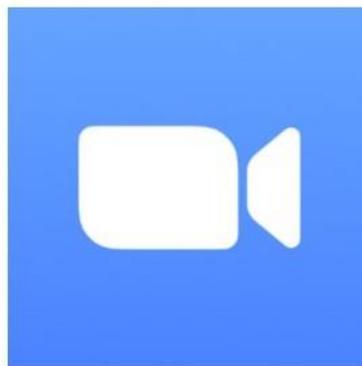
Join a Zoom meeting via your Phone

If you are new to using Zoom, logging on via a computer is likely be easier. However, you can also access Zoom meetings on your mobile phone or mobile device (e.g. iPad or tablet).

Here is a video for [how to join a Zoom meeting via your mobile device](#)

To start, you will need to download **Zoom Cloud Meetings** app onto your device, via the App Store (on iPhones or iPads) or the Google Play Store (on Android phones or devices).

This is what the app looks like:



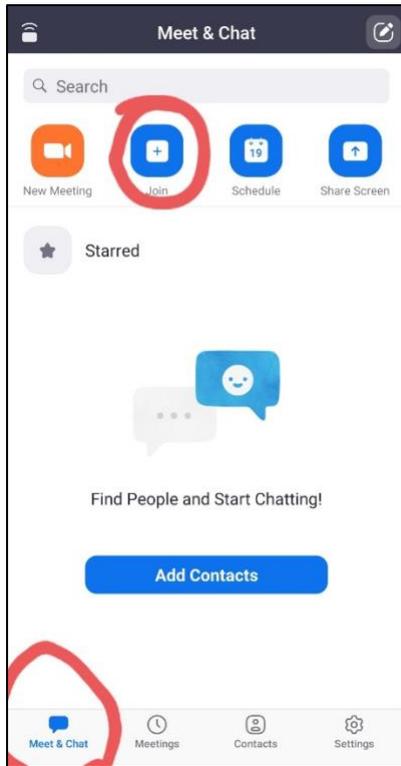
There are two ways to join a Zoom meeting via your phone:

1. Join a Zoom meeting on your phone - via an event link

Once you have downloaded the Zoom app onto your phone/device, the app will automatically open when you click on a Zoom meeting link.

You should receive an email for each event you have registered for, which includes a link to the event. Click on the link and the Zoom app will open and the meeting should start.

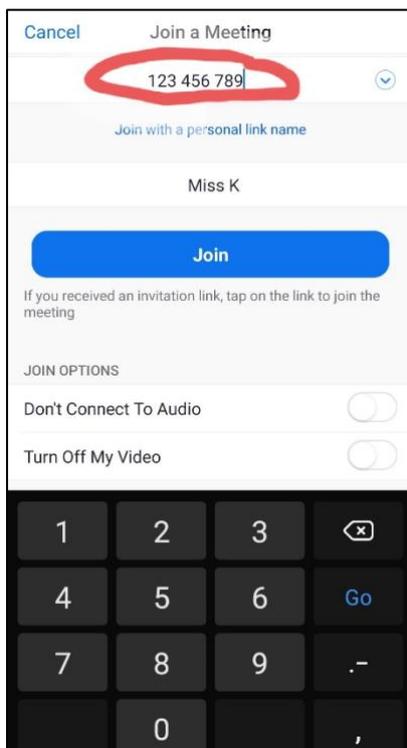
2. Join a Zoom event on your phone - via a Meeting ID



(i)

- Open the Zoom app on your phone
- Sign into your account when prompted
- Go to the **“Meet & Chat”** tab
- Then click the **“Join”** button
- See the sections circled in red in this diagram

(Note that the layout might be a little bit different from one device to another. But you should still be able to see these options)



(ii)

- A new window will pop up asking you to enter the Meeting ID
- Type in the 9-digit Meeting ID number (see the part circled in red in the diagram)
- (At this stage, you might also be required to enter a passcode, which would be given with the Meeting ID)
- Type in the name you would like to use for the meeting in the allocated section.
- Click JOIN.
- The meeting should start.