How to join a Zoom meeting   **Zoom**

You can join a Zoom session with a **computer**, a **tablet** or **smartphone** (download the Zoom free App IOS/Android) and by **phone**.

<u>Either</u>

1. Click on the Zoom invitation link you may have received (it looks something like this: https://meetoecd1.zoom.us/j/123456789)

<u>Or</u>

2. 2. Go to https://meetoecd1.zoom.us/join and enter the Meeting ID that you have received in the appropriate filed and click 'Join'(the Meeting ID will be a 9 or 10 digit number).
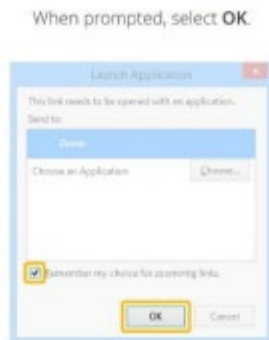
If joining from a mobile Device

If you are joining from a mobile device (Android smartphone/tablet, Apple iPhone/iPad) then it will simply prompt you to download the Zoom Cloud Meetings app from the App/Play Store.

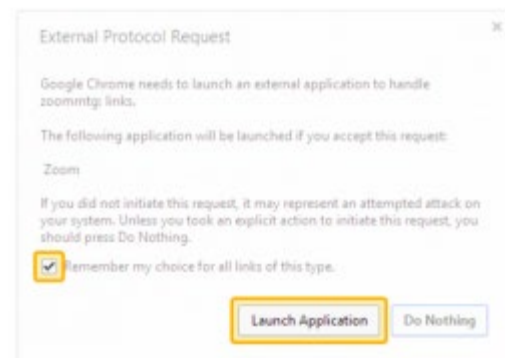See here for more details.

If joining from a computer

When entering a Zoom meeting for the first time from a computer you will need to download a small application file.

This process is easy to complete on all commonly used browsers.

If an 'Application Launcher' or 'External Protocol Request' box appears simply tick the '*Remember my choice…*' option box and then click 'OK'

TIP: If you cannot install it, please select "**Start from your browser**" which doesn't require any additional software.
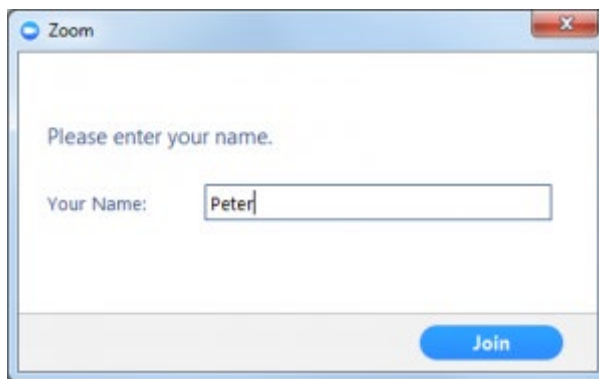
- Only with Chrome, Firefox,Edge or Safari (compatible HTML5/Web RTC)
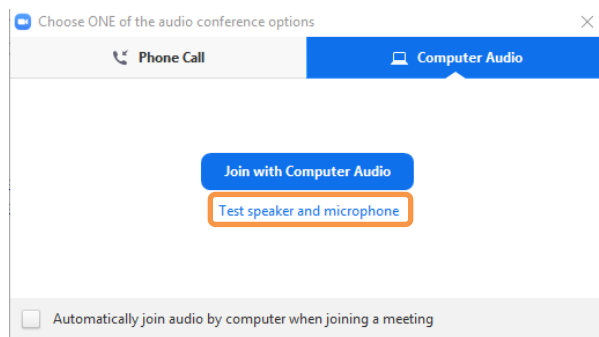- (You can also copy/paste the link available in your invitation in the browser URL field)

Just before entering the meeting you will be prompted to enter a display name. This name is simply to identify you in the meeting.

Join via Computer (tablet/smartphone) Audio

You will then be prompted how you wish to join your audio. If you wish to join audio via the telephone, follow the instructions further down, otherwise simply select "Join with Computer Audio".

TIP: Test your speaker and microphone before joining.
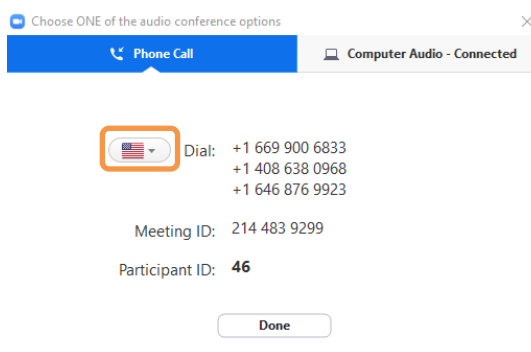

Join via Telephone

If you are unable to join from Zoom on a computer or mobile device, then you can join on the telephone instead.

If you would like to attend a Zoom meeting via telephone, please call your local dial-in number (check this link for up to date dial-in numbers https://zoom.us/zoomconference. *Please note calls will be charged at standard national rates.*). Then enter the Meeting ID and PIN (if required) when prompted.

Join via Computher & Audio via Telephone

It is possible to use a combination of computer for video and phone for audio.

If you use this option, then enter by computer first and select the **Join By Phone** tab when the audio pop-up window appears (see example below). Click on the flag icon to select your country, dial the phone number, enter the **Meeting ID** when requested and then press **#**.

Raising Your Hand

As the non-speaker if you wish to ask a question or make a point during a meeting it is good protocol to use the '**Raise Hand**' facility.
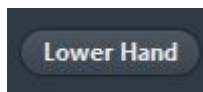
If the tool bar is not showing at the bottom of the Zoom window, place your cursor over the Zoom window so it appears and select the 'Participants' icon.

A window listing other participants will appear, there is also a 'Raise Hand' icon, click the icon to make it known to the Host that you would like to raise your hand.
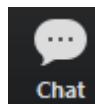

If you wish to lower your hand, click the 'Lower hand' icon that will have replaced the 'Raise hand' icon.
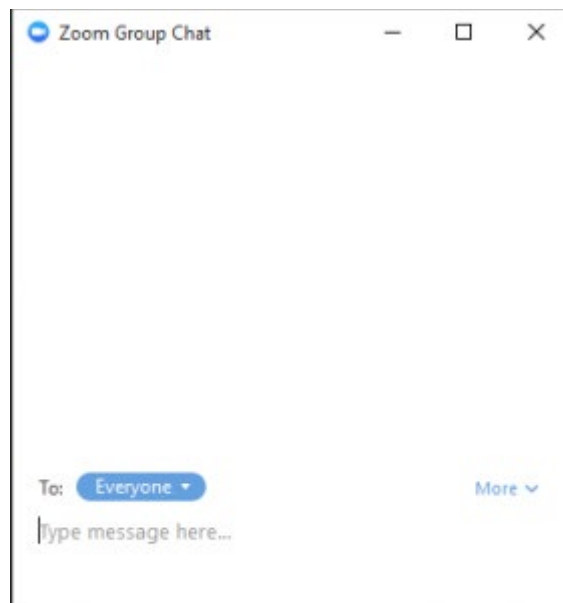

Using Chat

You can use the 'Chat' facility to send text chat to all participants or privately to specific participants.

Click on the 'Chat' icon in the tool bar, again hover your mouse over the Zoom window if you can't see the tool bar.

A chat window will then open. Select 'Everyone' or the name of the person you wish to send a chat message to.

Audio only

It is possible that during the conference participants will be ask to turn off their cameras and move to audio only, particularly if there are problems with the available bandwidth.

To do this simply click on the camera icon at the bottom of the Zoom window.