

## Zoom Quick Guide for Students

- You do not need to create a Zoom account to join a meeting but feel free to make one if you wish – Zoom is completely free to use!
- First of all you need to access the zoom website at: [www.zoom.us](http://www.zoom.us) or if you are using a smartphone/tablet you can download the app which is called 'ZOOM Cloud Meetings'
- You may be asked to download Zoom to your device when going through the website, it would be advisable to do this at least 30 minutes prior to the session starting
- When you visit the website/load the app, you will see an option at the top of the screen saying "Join Meeting"
- Once you click this option, it will prompt you for a Meeting ID which you should have received; it is always a 10 digit numerical code. You will be given an option to enter your name, this will be helpful so facilitators know who is online
- Once you enter the Meeting ID, it will then ask you for the password which you should have received, it will always be a 6 digit numerical code
- When you enter the meeting, it will ask you to 'Join Audio' – if you're using a smartphone/tablet it will give the option of 'Call via Device Audio' just click this option so that everyone can hear you! If you are using a laptop/computer it will give the option of 'Join with Computer Audio' if you click this then everyone will now be able to hear you!
- Once you have turned on your audio, it will then give you an option to start video – this means everyone will be able to see you. If you are using a smartphone/tablet it will give the option along the bottom of 'Start Video' by clicking this it will turn on your front camera and everyone will be able to see you. If you are using a laptop/computer it will also give you the same option along the bottom of the screen saying 'Start Video', you will need a webcam or a camera built into your laptop/computer to use this feature
- You are now ready to interact with us by following these steps! Always remember that you can turn off your audio and video at any time

