How to use Zoom
This tells you how to use Zoom to join a meeting on your smartphone, tablet, computer or dialling by phone.

This document was written by Learning Disability Wales. Additional sections written by Inclusion Scotland.

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How to use this document

This is an easy read document. The words and their meaning are easy to read and understand.

You may need support to read and understand this document. Ask someone you know to help you.

Words in bold blue writing may be hard to understand. They have been explained in a box below the word.

If the hard word is used again it is in normal blue writing.

This document was written by Learning Disability Wales using Photosymbols.
What is Zoom?

Zoom is an App you can use to video chat or have meetings with people.

You can talk to lots of people at the same time on Zoom.

You can use Zoom on a computer, smartphone, tablet or you dial in on your phone.

We use Zoom to have meetings.

We call these meetings Zoom Meetings.
What I need so I can use Zoom

If you want to use Zoom you must have one of these.

- Computer with camera, microphone and speaker
- Smart phone
- Tablet – like an ipad or similar
- Telephone or mobile phone

To use video, you must have your smartphone, tablet or computer connected to the internet.

If you need help with this ask a friend, someone in your family or a support worker.
You will need to have a good internet connection so sit close to your internet router.

A router is a box that sends WIFI around your house or office. It lets you connect to the internet.
I want to use Zoom on my computer

To be part of a Zoom Meeting on your computer you will need your computer to have

- A camera
- A microphone
- A speaker.

Most laptops have all of these things.

If you are using a desk top computer you may have to connect these things.

If you need help ask a friend, someone from our family or a support worker.
Joining a Zoom Meeting on your computer with a Meeting ID.

You will be sent Meeting ID in an email or text message.

The Meeting ID will look like this

843 833 035

Open the internet browser you usually use the internet on.

An internet browser is a programme you use on your computer to use the internet.

You may use

- Google Chrome
- Firefox
- Internet Explorer
- Safari

Type in the address for Zoom at the top of the internet browser you use.

www.zoom.us
Click on **Join a Meeting**

Enter the **Meeting ID** you got in an email or text message.

Then click on **Join**
Click on **Agree**

Click on **Join Audio by Computer**

You may see this on your screen.

If you see this on your screen click **Allow**.
You will now be in the Zoom Meeting.
Everyone in the meeting can now see your face and hear what you say.
You will be able to see other people in the meeting and hear what they say.
The person who is running the meeting can explain anything else you need to know.
Joining a Zoom Meeting on your computer with a link.

You will be sent link in an email or text message.

It will look something like this

https://zoom.us/j/3598695

Click on the link in the email or text message.

https://zoom.us/j/3598695

Click on **Join Audio by Computer**
You may see this on your screen.

If you see this on your screen click Allow

Click Start Video

You will now be in the Zoom Meeting.

Everyone in the meeting can now see your face and hear what you say.

You will be able to see other people in the meeting and hear what they say.

The person who is running the meeting can explain anything else you need to know.
You may see this on your screen.

If you see this on your screen click Allow

Click Start Video

You will now be in the Zoom Meeting.

Everyone in the meeting can now see your face and hear what you say.

You will be able to see other people in the meeting and hear what they say.

The person who is running the meeting can explain anything else you need to know.
I want to use Zoom on my smartphone or tablet

To join a Zoom Meeting on your smartphone or tablet you need to download the Zoom App.

Go to the App Store or Google Play on your phone.

Search for Zoom

Download the App called Zoom Cloud Meetings.
There are two ways to join a Zoom Meeting:

You can join a Zoom Meeting with a special code called a Meeting ID.

Or

You can join a Zoom Meeting with a link sent to you in an email or text message.
Joining a Zoom Meeting on your smartphone or tablet with a Meeting ID.

You will be sent Meeting ID in an email or text message.

The Meeting ID will look like this

843 833 035

Open the Zoom App on your smartphone or tablet and click on **Join a Meeting**.
Type in the Meeting ID

Type in your name.

Click on **Join**

Click on **Join with Video**
Click on **Call using Internet Audio**

You will now be in the Zoom Meeting.

Hold your smartphone or tablet in front of your face.

Everyone in the meeting can now see your face and hear what you say.

You will be able to see other people in the meeting and hear what they say.

The person who is running the meeting can explain anything else you need to know.
Joining a Zoom Meeting with a link on your smartphone or tablet

A link is a special set of letters and numbers that is sent to you in an email or message on your smartphone or tablet.

It will look something like this https://zoom.us/j/3598695

Tap on the link in the email or message

Click on Join with Video
Click on **Call using Internet Audio**

You will now be in the Zoom Meeting.

Hold your smartphone or tablet in front of your face.

Everyone in the meeting can now see your face and hear what you say.

You will be able to see other people in the meeting and hear what they say.

The person who is running the meeting can explain anything else you need to know.
How to join zoom by phone.

Open your invitation to the Zoom meeting in your e-mail.

In your e-mail, there will be phone numbers you can ring to join by phone.

These are highlighted in yellow.

Dial this number to join the meeting.
This is the menu bar in the Zoom meeting.

The Unmute button is farthest on the left. Click this button to unmute your microphone.

The Start video button is second from the left. Click this button to turn on your video. If you do not wish to visible to others, do not click this. Your screen will show a black background, with your name in white.

The Participants button is fourth from the left. Click this button show a list of the participants.

The Chat button is second from the right. Click this button to type comments to the chair or participants.

The Leave Meeting button is on the right. Click this button to leave the meeting.
The Chat menu

Click the chat button to type out responses to everyone. On computers or tablet this box will appear to the right of the video. On a smartphone you will have to scroll down.

The Participants Menu

By clicking the participant’s button, you will find a list of people in the meeting. You will find the raise hand button at the bottom of this menu.

Please use this button to alert the chair that you would like to speak.

Click the unmute button, to speak.

The participants menu has buttons for yes, no, go slower and go faster. Use these to tell the person speaking if they are speaking too fast or too slow.
Staying safe online

Talking to people online with things like Zoom can be great fun.

It is important to stay safe when you are online.

Only join a Zoom Meeting if you were invited by someone you know.

Only say or do things in a Zoom Meeting you would do in a normal meeting.

Never share passwords with people in a Zoom Meeting.
Privacy in Zoom Meetings

Zoom Meetings are great because you can see and hear everyone else in the meeting.

Everyone in a Zoom Meeting can see and hear you too.

Sometimes you may not want people to see or hear you in a Zoom Meeting.

You can turn your camera off so people cannot see you.

To turn your camera off, tap or click on the camera button.

When your camera is turned off it will look like this.

You can turn your camera back on by clicking or tapping the button again until it looks like this.
You can turn your microphone off so people cannot hear you.

To turn your microphone off tap or click on the microphone button.

When your microphone is turned off it will look like this.

You can turn your microphone back on by clicking or tapping the button again until it looks like this.