





HOW TO JOIN ZOOM LECTURES AND VIRTUAL TOURS

USING A TABLET - ZOOM WORKS REALLY WELL ON TABLETS (iPads etc.)

IPAD (IOS):

1. Click  Applications for iPad > In the search window, type in Zoom
2. Click **Zoom Cloud Meetings** and download the app – this icon will appear on your device's home screen 

ANDROID:

1. Click  Google Play Store for android devices
2. In the search window, type Zoom
3. click **Zoom Cloud Meetings** to download. The zoom icon will appear on your home screen. 

ONCE YOU HAVE DOWNLOADED THE ZOOM APP:

- Click on the link sent to you in an email. This will open the zoom app.

TO CHANGE THE VIEW (SPEAKER / PARTICIPANTS) YOU SEE ON THE SCREEN:



- **FOR ANDROID: Click the upper-left corner of the Zoom window**
- If you do not see the controls, tap your screen to get them to appear.
- Swipe left from the active speaker view to switch to Gallery View = swipe right to go back
 - Gallery view: lets you see thumbnail displays of all participants
 - Speaker view: USE THIS FOR LECTURES ETC.
- **FOR IPAD: Click the bottom left corner of the zoom window**

TO TURN OFF MICROPHONE AND/OR VIDEO

- Click 'Settings then click 'Meetings'
- Now you can turn off or turn on your sound and video

WAYS TO IMPROVE THE SOUND LEVEL

- Use headphones plugged into your device or connect using Bluetooth
- Use 'airpods' – with bluetooth connectivity
 - *Bluetooth is a wire-less way of connecting digital devices less than 10 metres (30 ft) apart*

IF YOUR SCREEN 'FREEZES':

If your screen 'freezes', you are likely to have an unstable (poor) internet connection.

- Turn off any other devices using your WiFi (ie smart phone)
- Turn off 'Video' (icon on bottom left of zoom window). You will still be able to see the online lecture.

TO LEAVE A MEETING:

- Click 'End' (bottom right of screen) and then 'Leave meeting'.

NOTE: Please remember whilst your video is on, you can be seen by all participants.

You can watch a video on YouTube which shows you how to join a meeting:
<https://www.youtube.com/watch?v=mbbYqiergeo>

HOW TO JOIN ZOOM LECTURES AND VIRTUAL TOURS

USING A COMPUTER TO JOIN ZOOM LECTURES ETC.

Zoom works best if you download the app

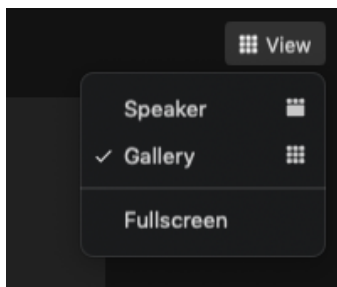
1. Go to www.zoom.us/download
2. Click: Zoom Client for Meetings > click Download.
3. Double click on the downloaded file
4. Click Continue or OK when the installer opens.
5. Click Continue or OK when asked where to download the file (the computer automatically knows where to do this).

Once you have installed the zoom app,

6. Click on the zoom link sent to you in an email. This will open the app.
7. Say 'Yes' to both computer sound and video

TO ALTER THE VIEW ON YOUR SCREEN:

- Click **View** in the top-right corner, and then select **Speaker** or **Gallery**


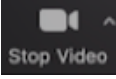


Speaker: use for lectures

Gallery: shows thumbnail images of all participants

PLEASE REMEMBER ALL PARTICIPANTS CAN SEE YOU IF YOUR VIDEO IS ON.

Zoom controls:

1. If you are asked to MUTE your sound: click the mute icon  (bottom left of screen)
2. If you are asked to STOP VIDEO, click the video icon.  (bottom left of screen)

To “ask” questions during a lecture:

1. CHAT function (bottom of screen): type in your question and everyone can see it and respond
2. Q&A function: (bottom of screen): type in your question and the speaker & host (the person doing the technical side of the zoom meeting) will answer.

To leave a meeting:

- Click 'End' on bottom right of screen
- Click 'Leave meeting'.

You can watch a video on YouTube which shows you how to join a meeting:

<https://www.youtube.com/watch?v=mbbYqiurgeo>