



## Meeting Online with **zoom**

The Zoom app can be downloaded onto Windows or Mac computers, or onto supported tablets (it works for iPads and Android). It works on phones too, but the screen size is small.

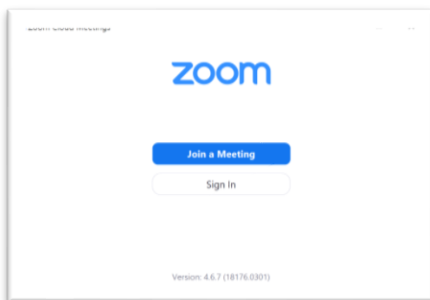
In the Apple Store / Google Play it is called, “ZOOM Cloud Meetings”. More info can be found at their website: <https://zoom.us>

You *do not need* to create an account or sign in (unless you want to use it to host your own meetings). You do not need to pay any fees, unless you want extra features.

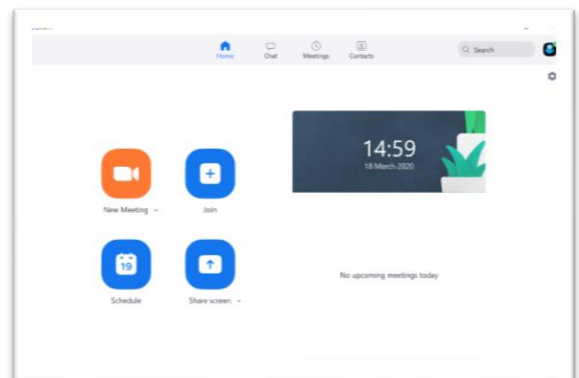
### Starting the app on a laptop / PC / Mac

Start the app from your computer.

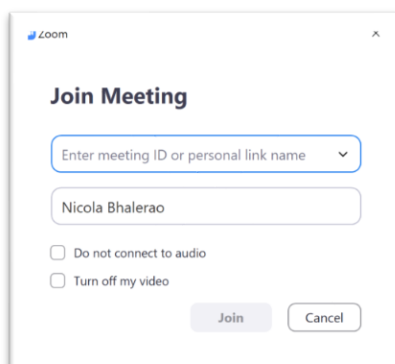
You will be presented with something like the screen on the left.



*IF* you have created an account and sign in you will then see the screen on the right.



Either way, at this point if you select “Join a Meeting” / “Join” you will then be able to connect with your lesson. *[Skip to the Meeting “ID” section of this document.]*



## Starting the app on a Tablet

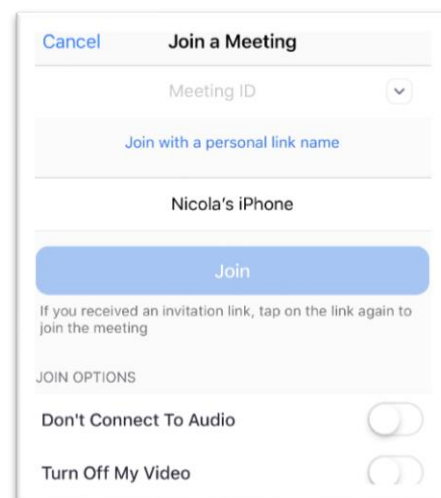
(These are screenshots from an Apple device, assumed to be similar on Android and other platforms.)

Start the app and on the screen shown on the left, select Join a Meeting



You will then have the “Join a Meeting” screen on the right.

Skip to the Meeting “ID” section.

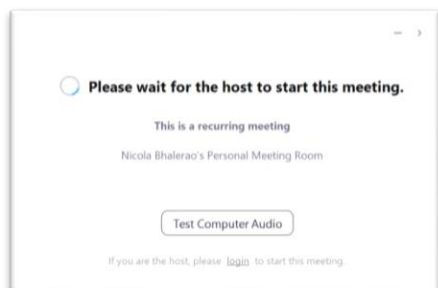


## How to join a Zoom meeting - Meeting “ID”

Any Zoom meeting you join, set up by someone else, has a unique ID of 10 digits. When you are sent details about a specific lesson each week you will be told the ID.

Enter the Zoom Meeting ID and adjust the name (where you see mine says Nicola Bhalerao / Nicola's iPhone) to something that identifies you or the student. Leave everything else as is and select Join.

You will then enter the “waiting room” and see something similar to this.



Once I have started the meeting, I will see your name in the “waiting room” (which is why it is important to put something I recognise in the name when joining). When the lesson is scheduled to start I will “admit” you and we should be connected. Sometimes you have to “unmute”, or give permission to share the camera.

## Tips for a successful online meeting / lesson

- ✓ Test your camera and sound – use the “Test Computer Audio” button while in the “waiting room”
- ✓ Set yourself (or the student) up with good light – on your face, not from behind
- ✓ Try to be in a quiet environment, without interruptions. If someone with you interrupts or you need to talk to them, you can mute your sound – just remember to turn it back on when you want to be heard. Sometimes I will mute you if there is too much background noise, but you can unmute yourself when you want to speak