

Renewal

This short guide is designed to take you step by step through how to use “ZOOM” to join small group meetings.

What is Zoom

Zoom is a cloud based service which offers video conferencing capability. Anyone can join a meeting using the Zoom mobile apps or desktop applications for Windows and Mac

You do not need a Zoom account to attend a Zoom meeting, but you still need to download the app if not accessing Zoom through your web browser.

The host is required to have an account to enable the scheduling of meetings.

Please note the free version of Zoom only allows 40 minutes per conference call

The steps shown below are for Apple based devices if you wish to use the Zoom app

How to Download & Install Zoom onto your device

1. Search for Zoom on your device’s app store (this is what the icon looks like)
2. Click “Get” and Install
3. “Open” Zoom on your device



How to “Join a meeting”

Once you receive an invitation from the host to “Join Meeting”, simply click on the link received and this should take you straight to the video call. If you have downloaded the Zoom app, it will load the app, or it will open your web browser (Just to note, you do not need to create an account to “Join meeting” on zoom). It may prompt you to connect to Internet Audio, if so, go ahead and connect.

If you are unsure how to setup Zoom for your device or computer please get in contact with the team who will assist you.