# ZOOM GUIDE

Join a meeting without an account

The host can send a code to you by email to your computer or WhatsApp or text message to your phone and then you can follow these steps:

1. Enter Zoom into google search bar or visit https://zoom.us
2. Click the **Join Meeting** group at the top of the page.
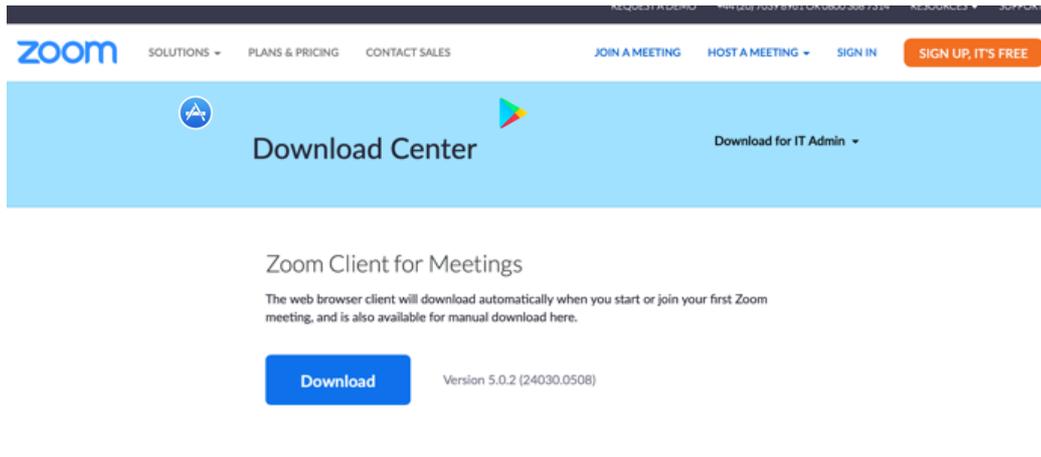3. Enter the **Meeting ID** that you have been given and you should be able to join the meeting.
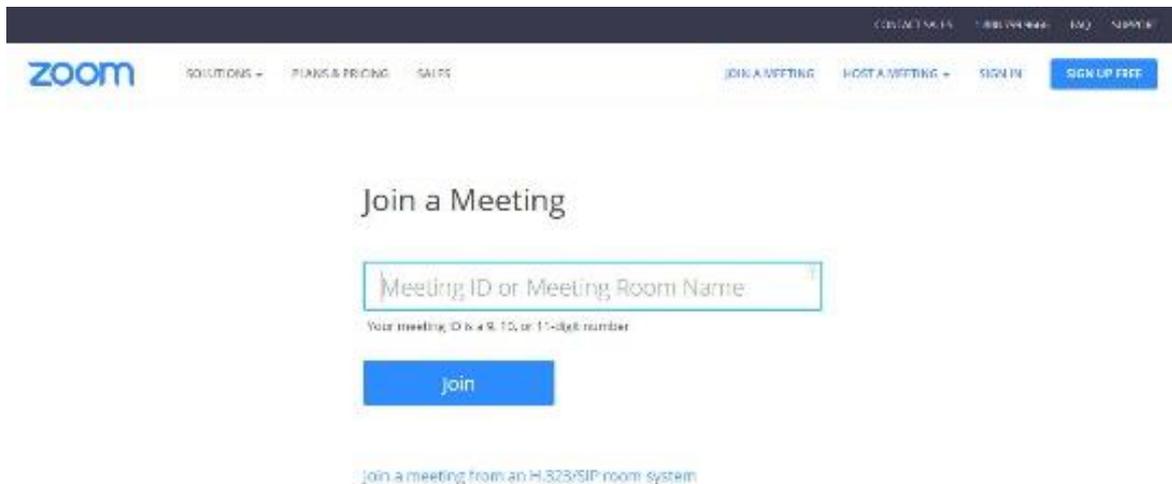
If you have to use your phone, then you would have to download the app from your App Store or Play Store and the follow the prompts on Zoom to set up an account.

To create an account

1. If using a computer enter Zoom into google search bar or visit
   https://zoom.us/download and click download and follow the prompts to set up an
   account.

2. If you have to use your phone, then you will have to download the app from your
   App Store or Play Store and then follow the prompts to set up an account.

Join a meeting with an account

1. Click the link in the meeting invitation that was sent to
   you and your app will automatically open on your
   phone or computer and click **Join Meeting**.

   Or

1. Open the app on your phone or computer and click
   Join.
2. Enter the **Meeting ID** that you have been given and you
   should be able to join the meeting.
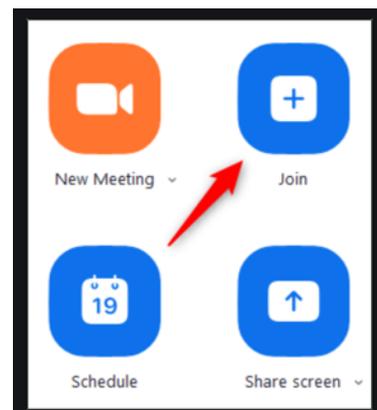
LUTON IRISH FORUM
WELFARE, SOCIAL & CULTURAL OPPORTUNITIES

Set up a meeting

1. Open the app on your phone or computer and click **Schedule.**
2. Follow the prompts to schedule a meeting.

Schedule a Meeting

Topic:

| Grant MacLaren's Zoom Meeting |

Start: Tue January 8, 2019 ▦▾ 11:00 AM ▲▼

Duration: 1 ▾ Hr 0 ▾ Min

Time Zone: (GMT-08:00) Pacific Time (US and Canada) ▾

◯ Recurring meeting

Video
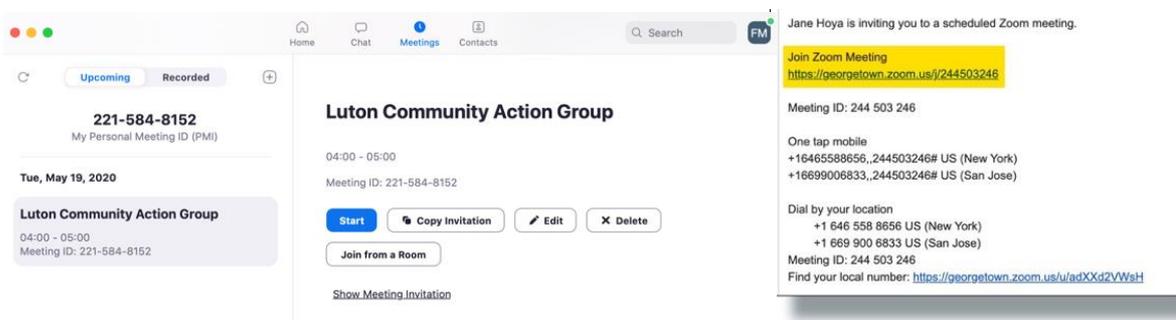Host: ● On ◯ Off   Participants: ● On ◯ Off

Audio
◯ Telephone   ◯ Computer Audio   ● Telephone and Computer Audio
Dial in from United States Edit

Options
◯ List on Public Calendar ⍰
◯ Require meeting password
Advanced Options ⌄

Calendar
◯ Outlook   ◯ Google Calendar   ● Other Calendars

[Schedule]   [Cancel]

3. In your app click **Meetings** at the top of the screen on a computer or bottom of the screen on your phone. Click **Copy** or **Send Invitation** to copy the invitation which you can then paste into WhatsApp or text messages or emails.
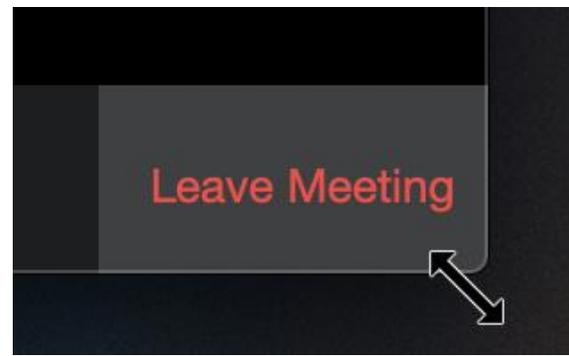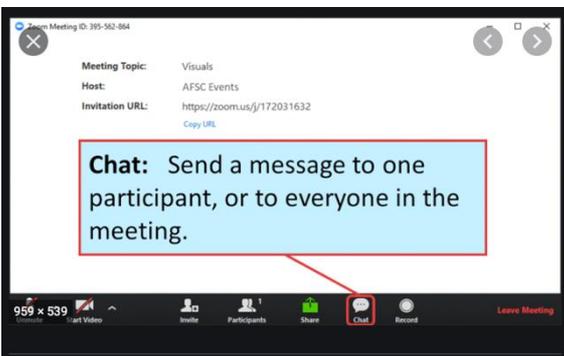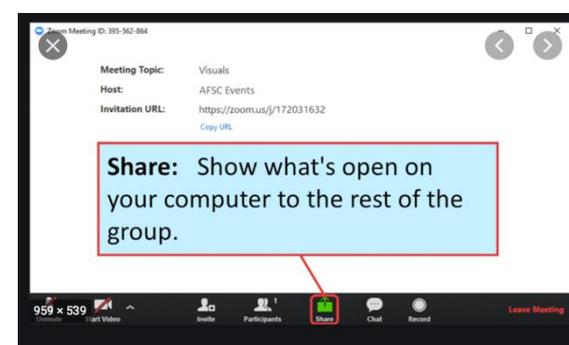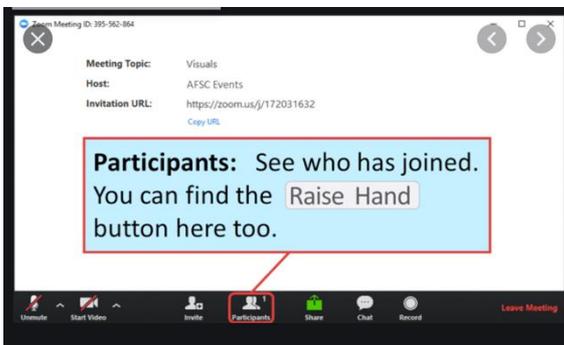
Functions

Audio: Mute and unmute here. Click this arrow ^ to adjust your settings.

Video: Start or stop sharing your video. Click this arrow ^ to adjust your settings.

Participants: See who has joined. You can find the Raise Hand button here too.

Share: Show what's open on your computer to the rest of the group.

Chat: Send a message to one participant, or to everyone in the meeting.

Leave Meeting

Meeting etiquette

1. To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking.
2. When your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers.
3. If you choose to use a web camera, be sure it is in a stable position and focused at eye level, if possible. Be aware of what people can see behind you especially if you at home.

**Please be advised that there are some uncertainties about the safety of using Zoom with 3rd parties using your information, but you will get this with everything you use online. Luton Irish Forum are not held responsible for the advice given in this fact sheet.