



how to zoom like a pro!



Zoom is a video meeting app that works on any device. To join in, you'll need something with a camera, screen and microphone and speaker.

We like it because it's used widely, we can share screens with you, and you can choose to see who else is in the meeting really easily.

1

get Zoom app

On a mobile? Click below to get the app.



App store



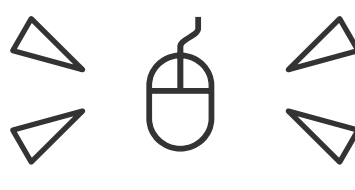
Google Play

If you are on a laptop you can just skip to the next step.

2

click the link

Your meeting invites will have a clickable link. All you have to do is click the link!



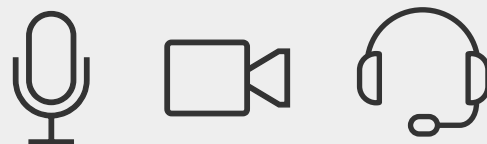
3

the techy bit

Try clicking the meeting link (well before the meeting time - don't worry, it won't notify anyone). Check your camera works by clicking '**start video**' button at the bottom. Check your mic works by clicking the '**audio**' button (right beside 'start video').

Say something - if you see the mic icon change, you know it's working!

If you can, use headphones - they give a better sound.



4

our top tips!

You can click the wee video and mute icons (typically bottom left of your screen) on or off. It's an idea to log into a meeting with the video off then switch on when you're in.

get comfy!

We recommend popping your laptop or device at eye level, so you're not looking down.

No-one likes looking up folk's nostrils.

gallery view

Great for if you'd like to see everyone at the same time.

You can switch this on/off from the top right. You can switch off 'self-view' - very handy for if you'd rather not get distracted by looking at yourself and wondering if your hair really DOES look like that, rather than listening to the speaker.

reactions

You can use wee emoji reactions that are engaging.

Useful, if you want to give people a thumbs up while they're speaking and you're all on mute.

chat feature

There's a cool 'chat' feature - you can send messages to 'everyone' while the meeting is going on, or select a participant in the drop-down menu, to send a private message. You can also download the whole 'chat' thread too.

Useful, if someone's popped in a link that's relevant to your meeting.

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see you soon!

When it's time to meet, just click the link and we'll see you there!



zoom

video guide

Want a video guide? Zoom have a video guide available at the following link:



youtu.be/hlkCmbvAHQQ