



HEADWAY PRESTON AND CHORLEY

How to Use Zoom



These instructions should assist you to join our meetings on Zoom using your smartphone, tablet or computer.

Zoom is an App (apps stands for Applications which are little, self-contained programs). Zoom is an App you can use to video chat with people. You can talk to lots of people at the same time on Zoom.

If you want to use Zoom you must have:

- A Smartphone
- A Tablet – like an iPad or similar
- A computer with camera, microphone and speaker.

Remember:


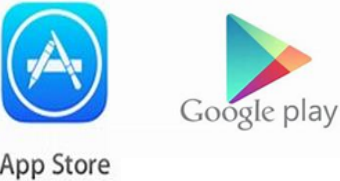
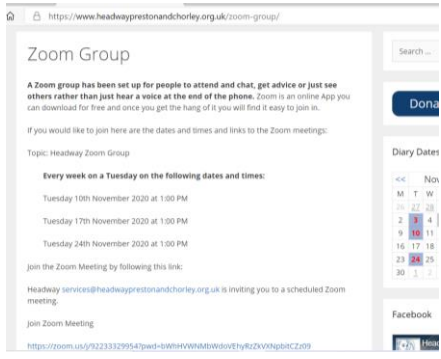
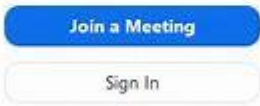
- All above must be connected to the internet.
- Download the App prior to the zoom meeting see next page.

If you need any help using Zoom please contact Laura:

Tel : 07583637197

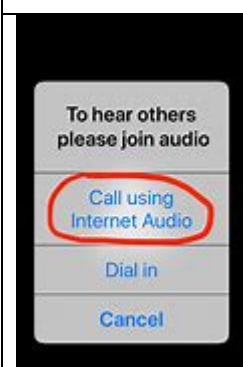
Email: laura@headwayprestonandchorley.org.uk

A. How do I download Zoom on a smartphone or a tablet

	<p>To be able to use Zoom on your smartphone or tablet you will need to download the Zoom App.</p>
	<p>Apps are found in the:</p> <ul style="list-style-type: none">• App Store• or Google Play <ul style="list-style-type: none">• Search for Zoom Cloud Meetings• Download the App, which is free.
	<p>Join a Zoom meeting using a link on your smartphone or tablet</p> <p>If you have been emailed the Headway Preston and Chorley Zoom Group link click on this now it will take you to our Zoom Group meeting.</p> <p>Or you can click on the link on our website: https://www.headwayprestonandchorley.org.uk/zoom-group/</p>
	<p>The link will take you to Zoom</p> <ul style="list-style-type: none">• Click on Join a Meeting



- Then click ***Join with Video*** so people can see you and you can see them.



- Then click ***Call using Internet Audio*** so you can hear others and they can hear you.



You will now be in the Zoom Meeting

You will be able to see other people in the meeting and hear what they say.

The person running the meeting (**the Host**) can explain anything else you need to know.

B. How do I join a Zoom Meeting using a computer

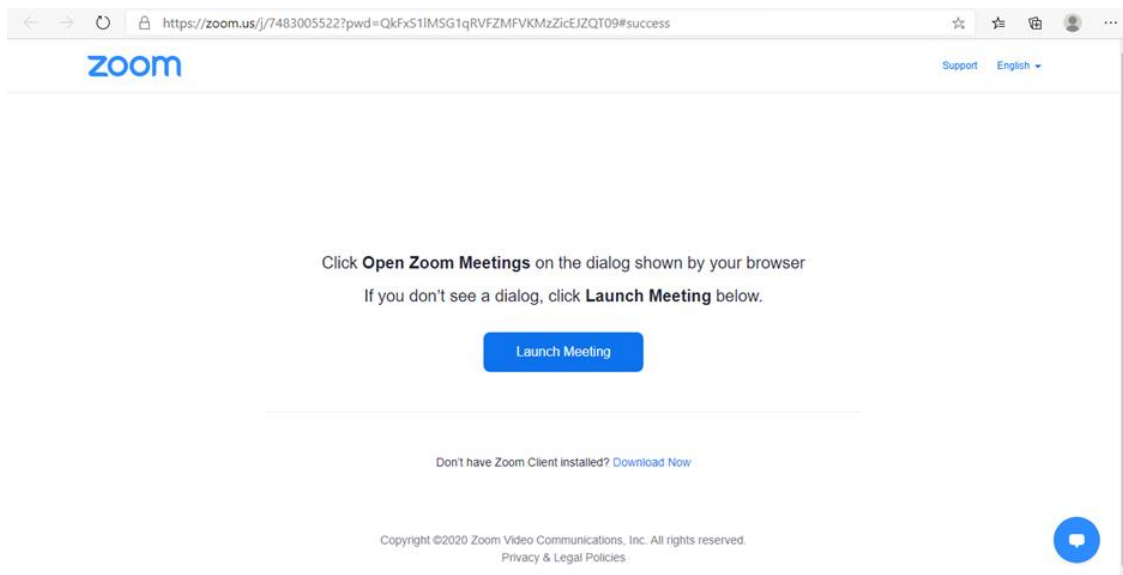




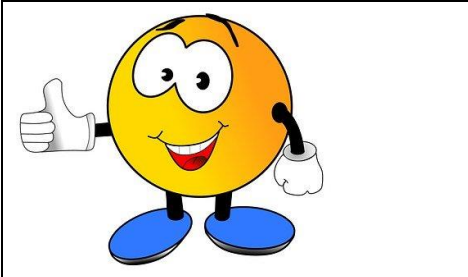
To use Zoom on your computer please ensure the camera, microphone and speaker are working.

If you are having problems with this please ask someone to help you or contact Laura.

The link to join the Zoom meeting is on Headway Preston and Chorley's website.
<https://www.headwayprestonandchorley.org.uk/zoom-group/>

Click **Launch Meeting**

A screenshot of a web browser displaying the Zoom meeting join page. The address bar shows the URL: https://zoom.us/j/7483005522?pwd=QkFxS1lMSG1qRVFZMFVKMzZicEJZQT09#success. The Zoom logo is visible in the top left. The main content area contains the text: "Click **Open Zoom Meetings** on the dialog shown by your browser. If you don't see a dialog, click **Launch Meeting** below." Below this text is a prominent blue button labeled "Launch Meeting". At the bottom, there is a link: "Don't have Zoom Client installed? [Download Now](#)". The footer includes copyright information: "Copyright ©2020 Zoom Video Communications, Inc. All rights reserved. Privacy & Legal Policies" and a blue chat icon in the bottom right corner.

 A screenshot of the Zoom audio options dialog box. At the top, it says "Choose ONE of the audio conference options". There are three tabs: "Phone Call", "Computer Audio" (which is selected), and "Call Me". Below the tabs, there is a blue button that says "Join With Computer Audio" and a link that says "Test Speaker and Microphone". At the bottom, there is a checkbox labeled "Automatically join audio by computer when joining a meeting" which is currently unchecked.	<p>Click on <i>Join Audio by Computer</i></p>
	<p>If you are asked if you want to use your microphone please click Allow</p>
 A screenshot of the Zoom meeting interface. The Zoom logo is in the top left corner. The main area shows a grid of video thumbnails for participants. There are five thumbnails visible: a large one at the top center showing two people, and four smaller ones below it showing individual participants. A smartphone is also visible in the bottom right corner of the grid.	<p>You will now be in a Zoom Meeting</p>
 A cartoon illustration of a smiling orange character with large eyes, wearing blue shoes and white gloves. The character is giving a thumbs-up with its right hand and holding a black microphone in its left hand.	<p>Good Luck</p>