

How to join a Zoom meeting

We want to make sure our meetings are as accessible as possible, which is why we've created this simple guide to using Zoom.

Before joining a Zoom meeting on a mobile device or computer, you need to download the Zoom app from <https://zoom.us/download>. If you do not already have the app, you will be prompted to download and install Zoom when you click a 'Join meeting' link.

Attending meetings via Zoom is free of charge. You do not need to create an account unless you intend to host meetings. If you like, you can [join a test meeting \(https://zoom.us/test\)](https://zoom.us/test) beforehand to familiarise yourself with Zoom.

Your host will provide you with the meeting invitation link and/or a number called a [meeting ID](#), plus a passcode.

Go to the meeting invitation in your email inbox. Click on the link that was included. This will trigger the Zoom app to open.

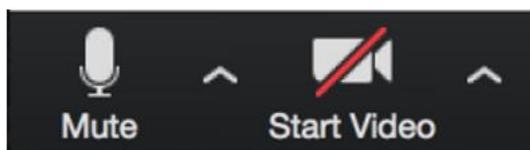
Alternatively, go to <https://zoom.us> and click **Join a Meeting**.

A query may pop up asking: **Do you want to allow this page to open "zoom.us"?**

Click **Allow**.

You may be shown a Video preview and two options: Join without Video, and Join with Video.

Alternatively, a rectangle may pop up asking you to select your audio and/or video setting.

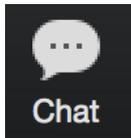


You can choose whether your audio and video are turned on or not. An icon showing a microphone and another showing a video camera icon will let you know whether you can be seen and heard.

The icon will be crossed through if you cannot. It's a good idea to keep your microphone setting on mute (crossed through) whenever you're not actively speaking in a meeting.

You may be asked to provide your **meeting ID** and **passcode**.

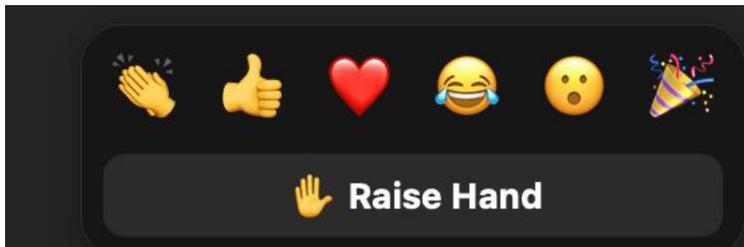
When in the meeting you can click on the microphone and video camera icons whenever you wish to change whether you are heard and seen.



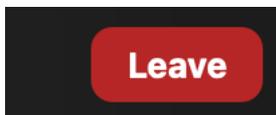
There is also a 'Chat' button, which you can click on to type comments and questions to your host or other participants.

Beside this, you should see the 'Reactions' button.

'Reactions' allow you to add a heart, applause, thumbs up and other emojis to your video. You can also raise a hand here to get the host's attention.



When the meeting finishes, the host will end it, which will automatically disconnect you from the meeting screen.



If you want to leave the meeting yourself, click on the red 'Leave' button, and then confirm by click 'Leave Meeting'.

If you need any extra support, please get in touch.

Email: engage.cav@wales.nhs.uk