



## Joining a Zoom Meeting

[Zoom](#) is a cloud-based meeting platform that provides video, audio, and screen sharing options across multiple platforms, including mobile. This factsheet covers the basic details of how to join a Zoom meeting.

### Your Zoom invitation

To join a zoom meeting you will receive an invitation similar to the one pictured which provides all the detail you need to join zoom.

It is important that you do not share the link publically (including via social media) without permission. This is to prevent unauthorised people joining the meeting and disrupting the meeting or session ('Zoom bombing').

This invitation contains the information that you need to join a zoom meeting via your desktop, mobile or tablet or to dial into a meeting.

### Using a computer

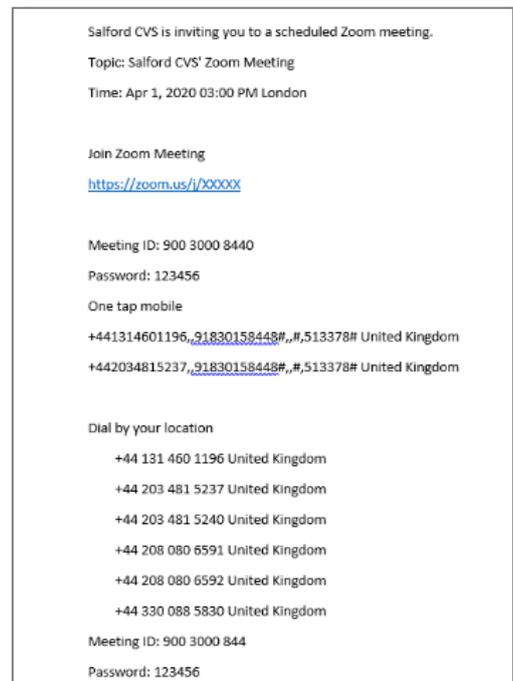
The simplest way of joining a call is to use the web link in the invitation. Clicking on that will open up the Zoom webpage and take you to the meeting. If you have never been on Zoom before you will be asked to download the Zoom software. Once that has been done you won't be asked again.

Once Zoom has launched, a screen should pop up asking for your name. This will identify you during the meeting.

You should now be part of the meeting. Click the green button that says "Join Audio by Computer" so that you can hear and speak.

### Using a smartphone or tablet

If you plan to attend the Zoom meeting by smartphone or tablet, first go to your App store and download the Zoom Cloud Meetings app. It is free.



You should then be able to join the meeting as you would on a computer above.

Alternatively, head back to the main menu in your app and select “join”. You’ll then be asked to enter your Meeting ID and password that was provided to you and then tap ‘Join’ again.

## Join by Telephone

You can also join using your phone by simply dialling the phone number provided in your Zoom invitation. When prompted, dial the meeting ID number and password that is also provided.

Your phone will be automatically muted once the meeting starts. If you want to speak, press \*6 to unmute.

## Top Tip

Despite best laid plans sometimes you can have technical difficulties – please allow extra time to get online! If you’re early you will just be on hold outside of the room until the host joins and lets you in.

## Further Help

The Zoom website has a very comprehensive Help Centre. For help with getting set up to use Zoom and with any issues you may encounter, please [visit their Help Centre](#).

