**How to get onto a Zoom meeting.**

Zoom is a video conferencing application that allows groups of two or more people to form a meeting. Once in the meeting, the participantrs will be able to see the other members, hear them and speak to the group.

There are a number of ways to join a Zoom meeting and it is these that I will try and explain below.

First though, you need to understand a few basics. Think of the zoom conference as a meeting being held in a room and all the participants have to gain access to the room. There are a number of ways this can be done. Whichever way you choose you will always need to have a key to the meeting room door – a Zoom ID number – and a name tag, - a Zoom password.

These two pieces of information will be issued to you in advance of the meeting. For our purposes, the Zoom ID number and the password will be sent to you by email.

Without the ID and password, you aren’t going to be able to join the meeting.

OK, so you have your invitation and you have a note of the ID and password, how do you get to the meeting?

Again, think of the meeting room being inside a building and you first have to get into the building…in real terms, you need to make contact with Zoom’s computer servers. There are a number of different ways to do this.

Let me help you with getting into our meeting with a step by step approach. There are different ways to do this depending on the computer you are using. Follow the instructiuons below for your device – a Windows computer, and Android Phone or Tablet or an Apple Mac/Ipad or Iphone.

**WINDOWS COMPUTER**

Open your browser (Explorer, Chrome, Firefox, Edge etc)

Go to the website [www.zoom.com](http://www.zoom.com)

Select the option to join a meeting

Enter the meeting ID and your password

You will need to agree to your video and audio being switched on

You will enter the meeting room and be able to see and speak to the others present.

**ANDROID ACCESS (phone or tablet)**

To access the meeting room on your phone or tablet you need to download the Zoom app (application) from play store and install it on your device.

Once installed open the app

Click on join a meeting

Enter the meeting ID and your password

You will need to agree to your video and audio being switched on

You will enter the meeting room and be able to see and speak to the others present.

**APPLE ACESS (Ipad or Iphone)**

To access the meeting room on your phone or tablet you need to download the Zoom app (application) from apple app store and install it on your device.

Once installed open the app

Click on join a meeting

Enter the meeting ID and your password

You will need to agree to your video and audio being switched on

You will enter the meeting room and be able to see and speak to the others present.