

the poetry business

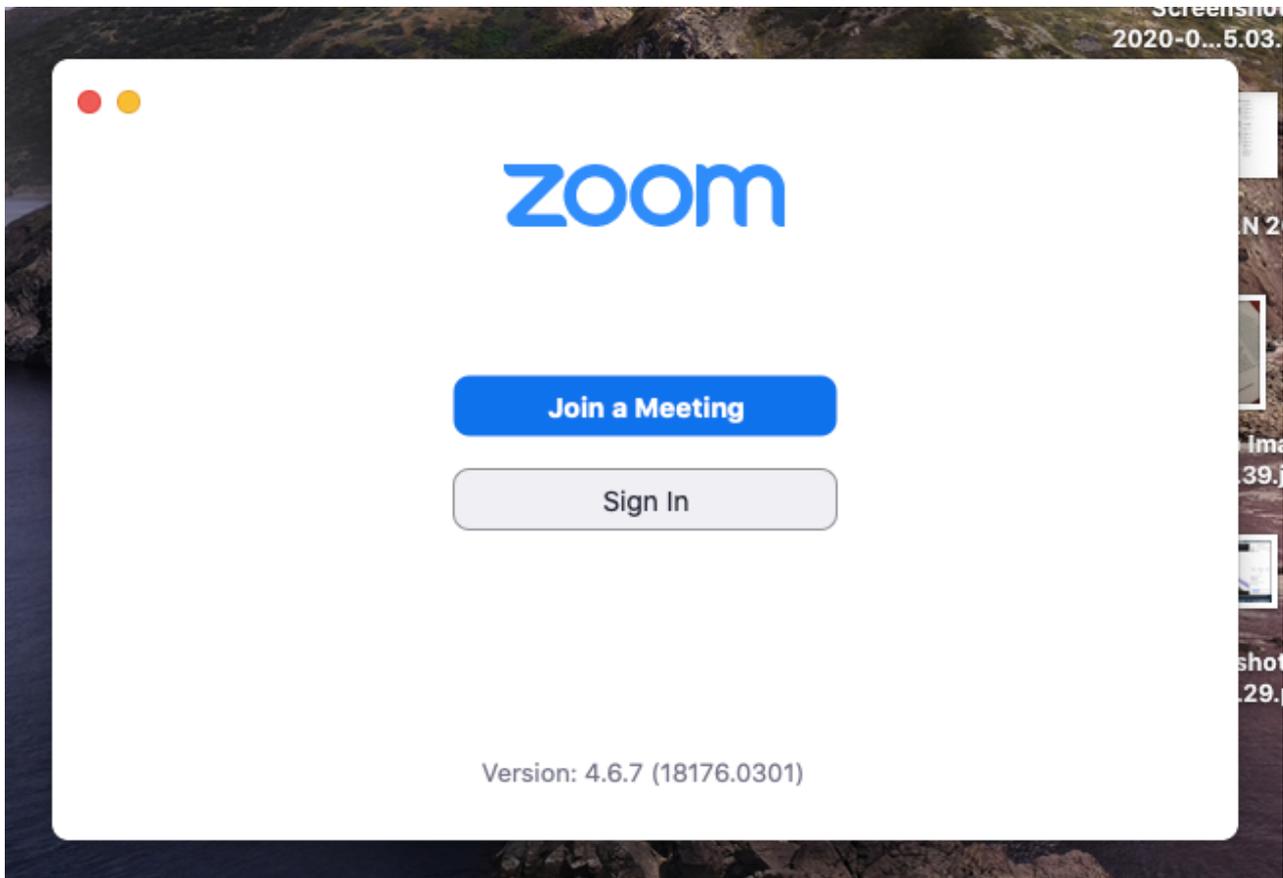
How To zoom

Step 1: Download Zoom

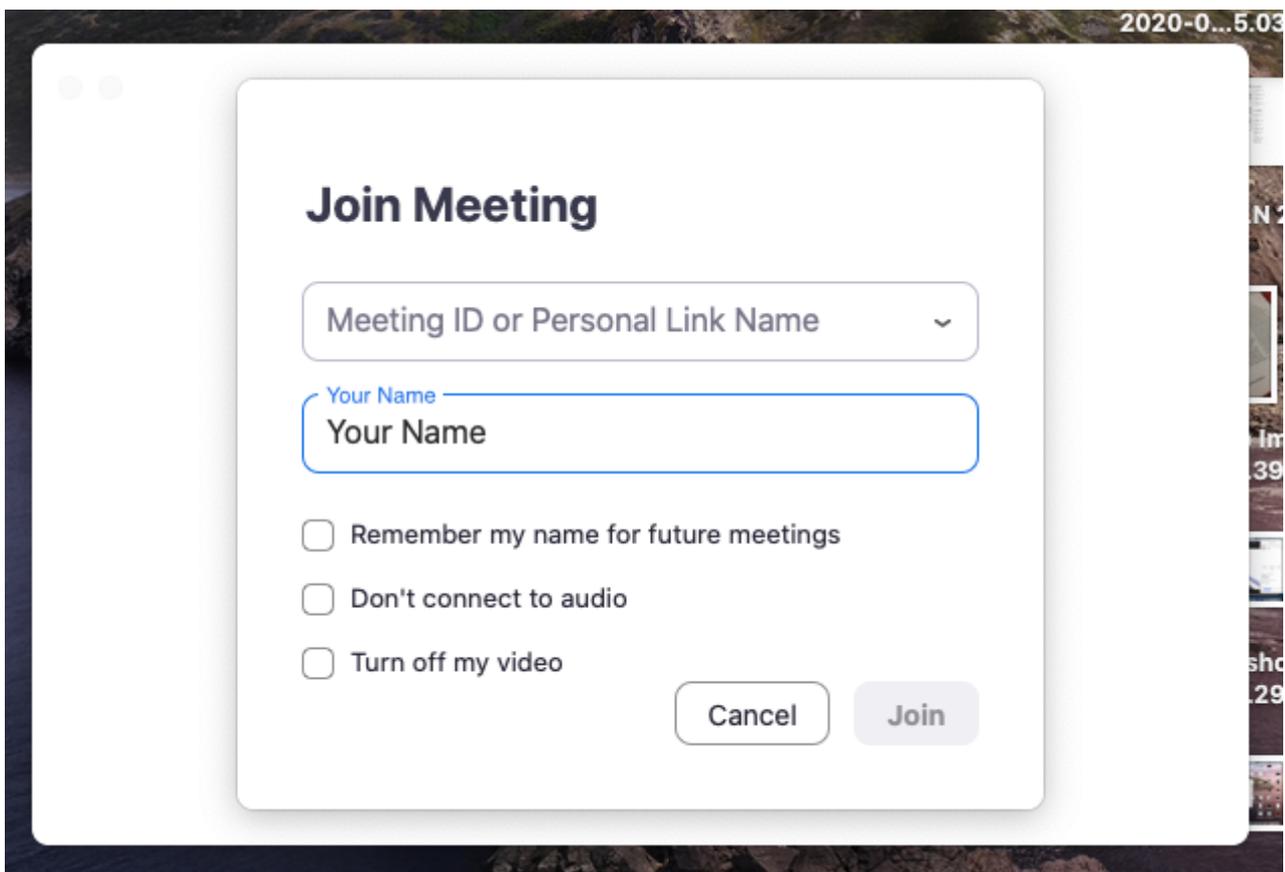
- Open your favourite internet browser, and go to: <https://zoom.us/download>
- Scroll down to 'Zoom client for Meetings' and click on the blue download button
- Zoom will automatically download to your computer. You can may to follow additional download instructions.

Step 2: Join a Meeting

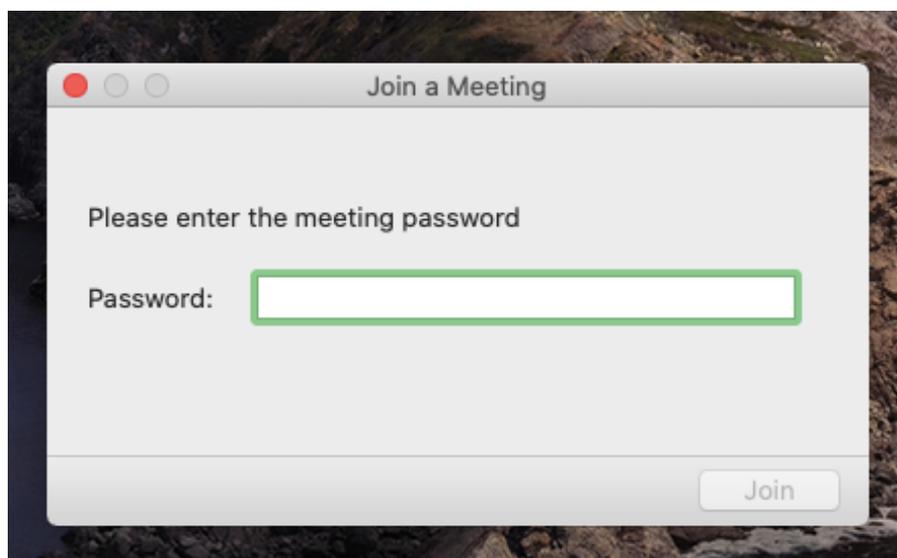
- Open the Zoom application on your computer. You should see the following screen:



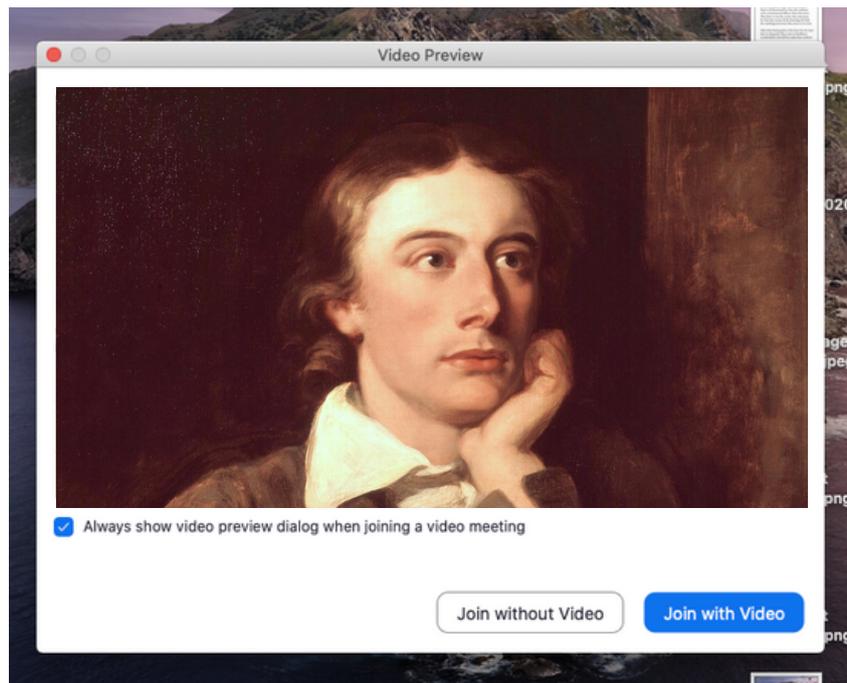
- You are not required to sign in to join a meeting. Instead, click 'Join a Meeting'.
- You will be prompted to enter the meeting ID. You can find this in the meeting invitation sent to you via email e.g. Meeting ID: 768 544 142
- Please also enter your full name. This will appear in the corner of your picture and will enable other meeting members to identify you.
- Make sure that the three boxes below are unticked and click 'Join'.



- You may then be prompted to enter a meeting password. This can also be found in the meeting invitation sent to you via email e.g. Password: 050037

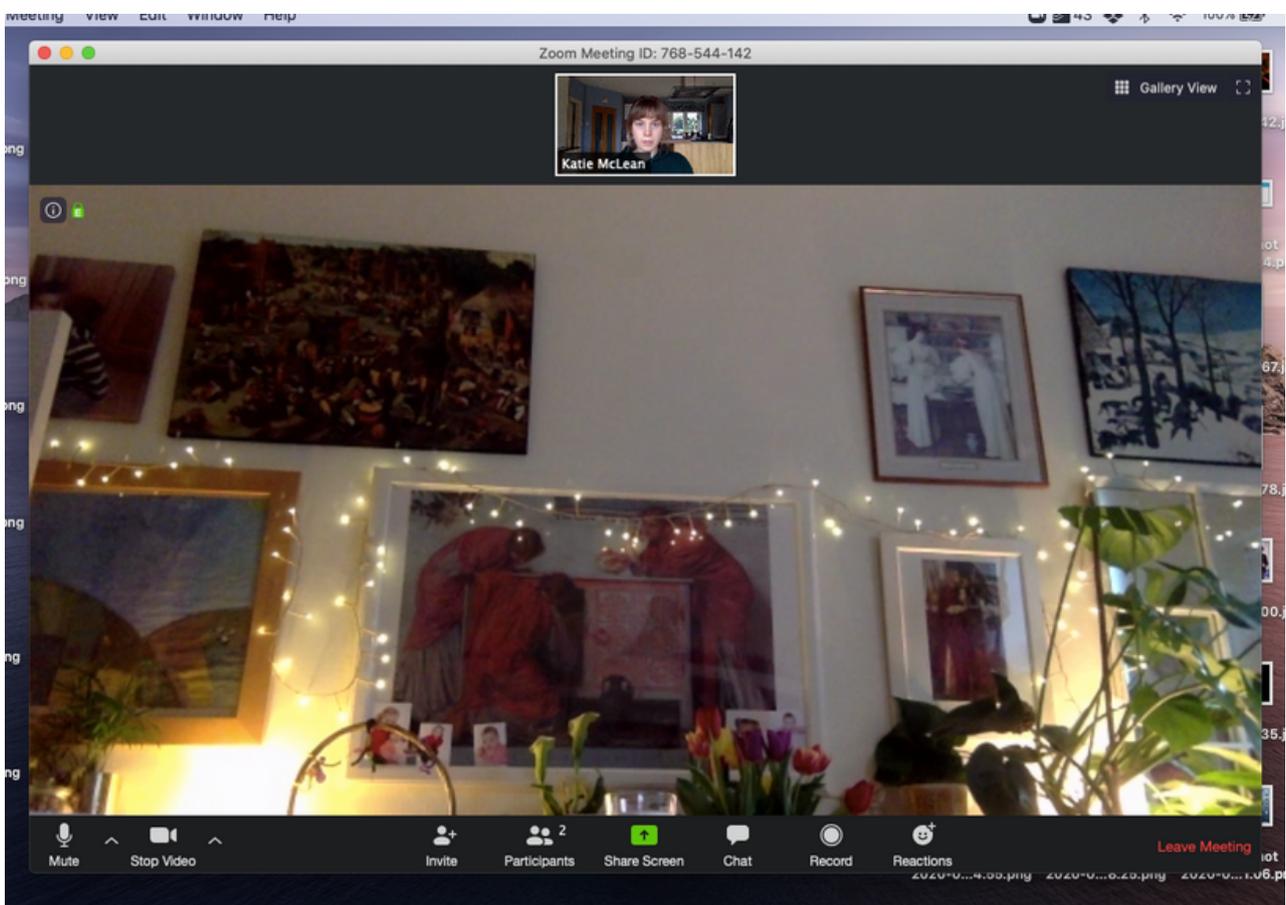


- You will be shown a preview of your video picture. Click 'Join with Video'.

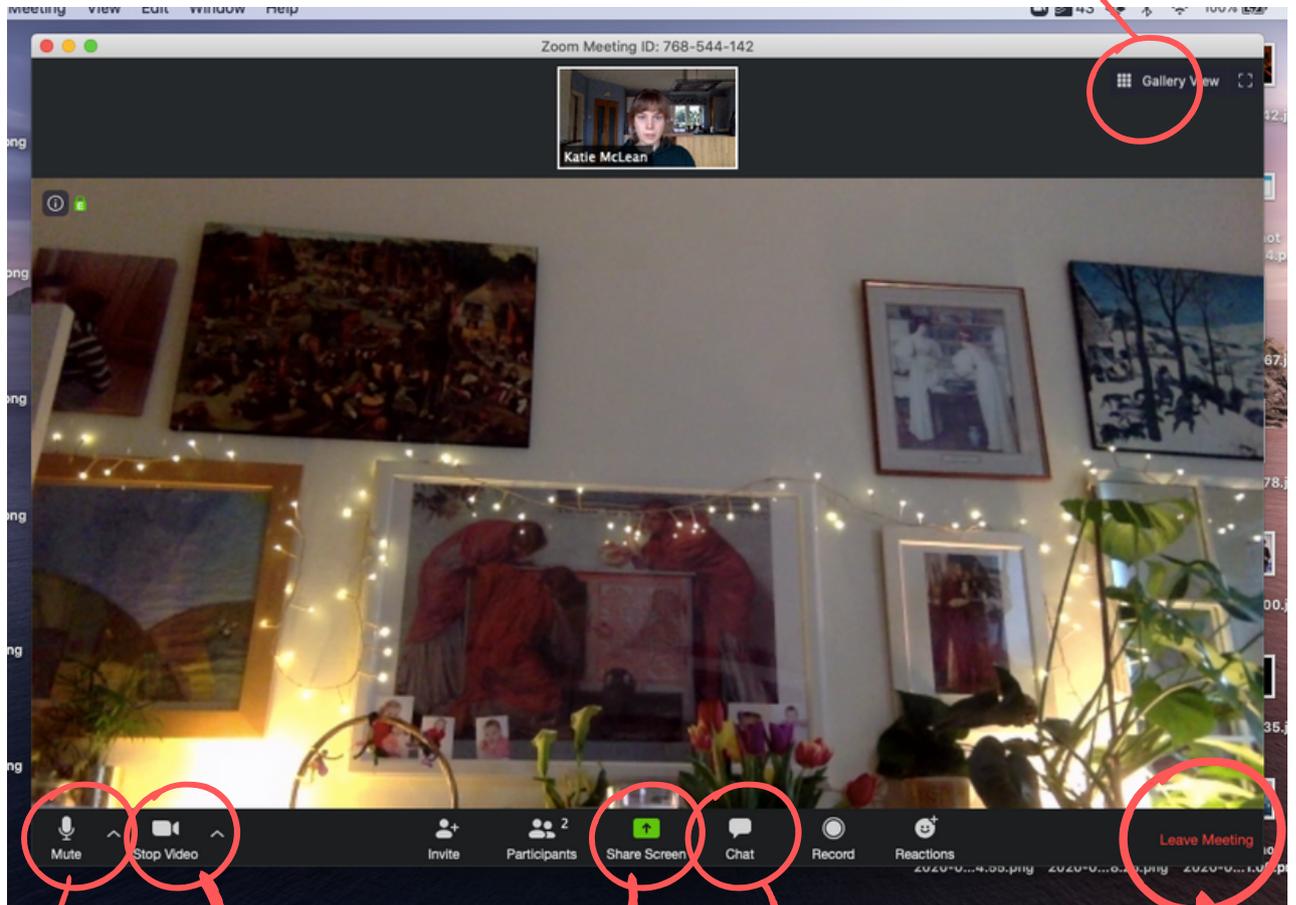


Step 3: Navigating the Meeting

- Your screen should look something like this: with a thumbnail of you and any other meeting participants.



- Use the Gallery/Grid View settings to change how participants are arranged on your screen.



- The microphone symbol and arrow to the right help you control your microphone and speaker. Click on the arrow to swap between microphones, test your microphone, and configure your settings. Click on the symbol to mute/unmute yourself.

- The camera symbol and arrow to the right help you control your camera and video. Click on the arrow to configure your settings. Click on the symbol to turn your video on and off. **N.B. If your internet isn't strong, try turning off your video and just joining the meeting via audio instead.**

- The green button with a black arrow enables screen sharing. This allows you to: show other people your computer screen, share a 'whiteboard' with others on which you can draw, and show others other windows open on your computer.

- The speech bubble enables chat. This opens a sidebar in which you can type messages to other group members and share files.

- You can leave the meeting at any time. The meeting will continue without you, and as long as the meeting continues you can rejoin by following Steps 1 & 2.