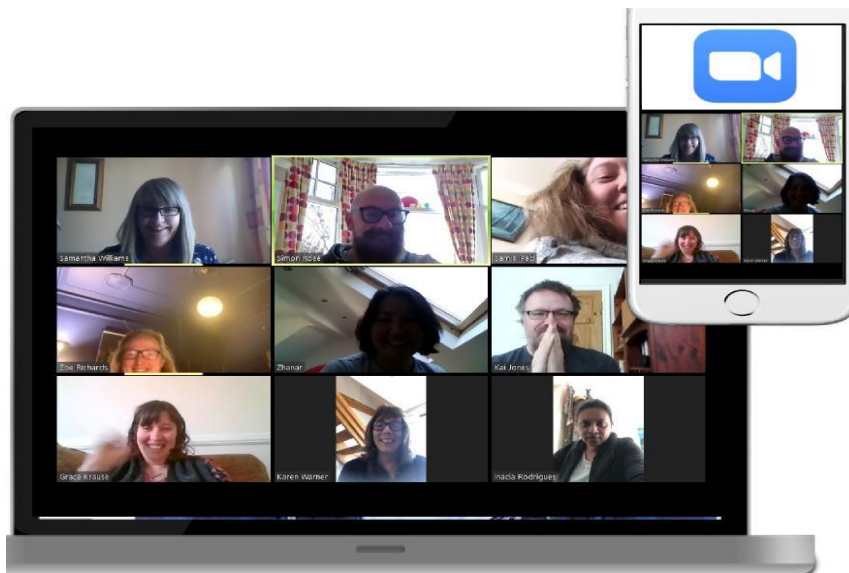


# Avista

## E-Hub - How to Start Using Zoom



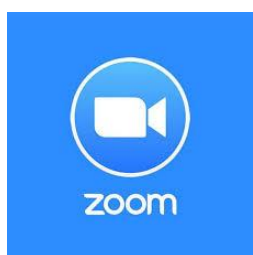
This guide tells you how to use Zoom to join a meeting on your smartphone, tablet or computer.

This is an easy read document.

The words and their meaning are easy to read and understand.

You may need support to read and understand this guide so ask someone you know to help you.

## What is Zoom?



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.








You can use Zoom on a computer, smartphone or tablet.



We use ZOOM to have meetings.

We call these meetings ZOOM Meetings.

## What I need so I can use Zoom

  	<p>If you want to use Zoom you must have one of these. Computer with camera, microphone and speaker</p> <p>or</p> <p>Smart phone</p> <p>or</p> <p>Tablet - like an ipad or similar</p>
	<p>You must have your smartphone, tablet or computer connected to the internet.</p>
	<p>If you need help with this ask a friend, someone in your family or a support worker.</p>




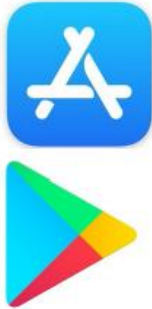
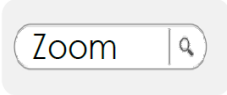


You will need to have a good internet connection so sit close to your internet **router**.



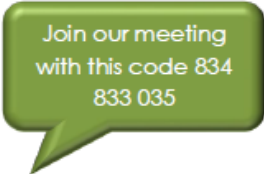
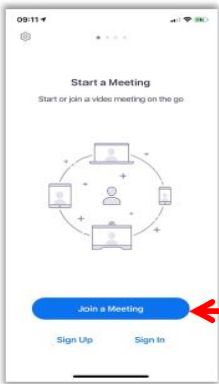
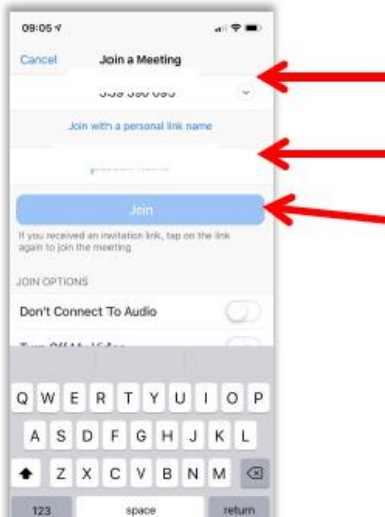
A **router** is a box that sends WIFI around your house or office.

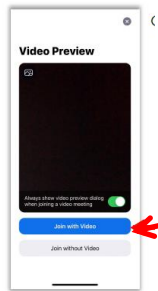
It lets you connect to the internet

## I want to use Zoom on my smartphone or tablet

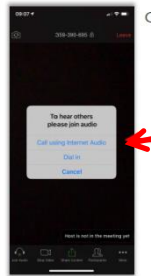
	<p>To join a Zoom Meeting on your smartphone or tablet you need to download the Zoom App.</p>
	<p>Go to the App Store or Google Play on your phone.</p>
 Search for Zoom	<p>Search for the App ZOOM</p>
	<p>Download the App called Zoom Cloud Meetings</p>
<p>843 833 035</p> <p><a href="https://zoom.us/j/3598695">https://zoom.us/j/3598695</a></p> 	<p>There are two ways to join a Zoom Meeting</p> <p>You can join a Zoom Meeting with a special code called a Meeting ID</p> <p>Or</p> <p>You can join a Zoom Meeting with a with a link sent to you in an email or text message.</p>

# Joining a Zoom Meeting on your smartphone or tablet with a Meeting ID.

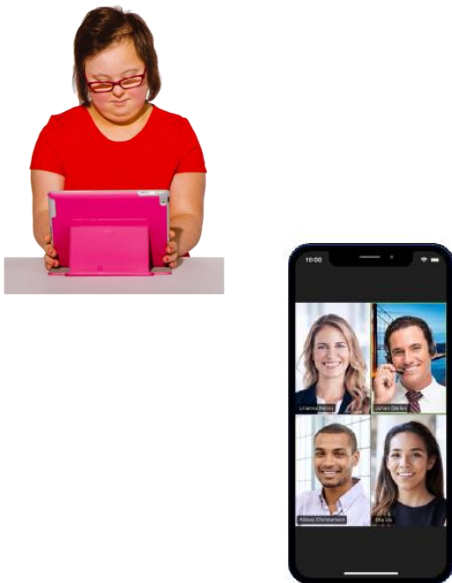
	<p>You will be sent Meeting ID in an email or text message.</p>
<p>843 833 035</p>	<p>The Meeting ID will look a little like this.</p>
	<p>Open the Zoom App on your smartphone or tablet</p> <p>click on <b>Join a Meeting</b>.</p>
	<p>Type in the Meeting ID.</p> <p>Type in your name.</p> <p>Click on <b>Join</b>.</p>



Click on **Join with Video**



Click on **Call using Internet Audio**



You will now be in the Zoom Meeting.

Hold your smartphone or tablet in front of your face.


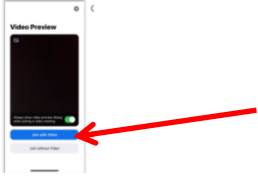
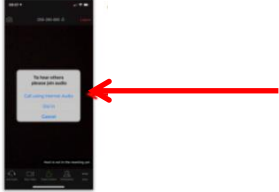


Everyone in the meeting can now see your face and hear what you say.

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





The person who is running the meeting can explain anything else you need to know.

## Joining a Zoom Meeting with a link on your tablet or smartphone

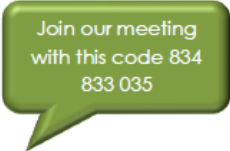


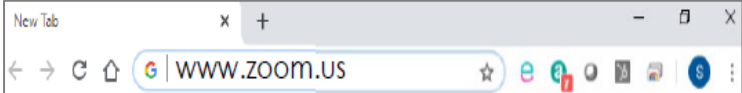
<p><a href="https://zoom.us/j/3598695">https://zoom.us/j/3598695</a></p>	<p>A link is a special set of letters and numbers that is sent to you in an email or message on your smartphone or tablet. It will look something like this</p>
<p><a href="https://zoom.us/j/3598695">https://zoom.us/j/3598695</a></p> 	<p>Tap on the link in the email or message</p>
	<p>Click on Join with Video</p>
	<p>Click on Call using Internet Audio</p>
	<p>You will now be in the Zoom Meeting. Hold your smartphone or tablet in front of your face. Everyone in the meeting can now see your face and hear what you say. You will be able to see other people in the meeting and hear what they say.</p>
	<p>The person who is running the meeting can explain anything else you need to know.</p>

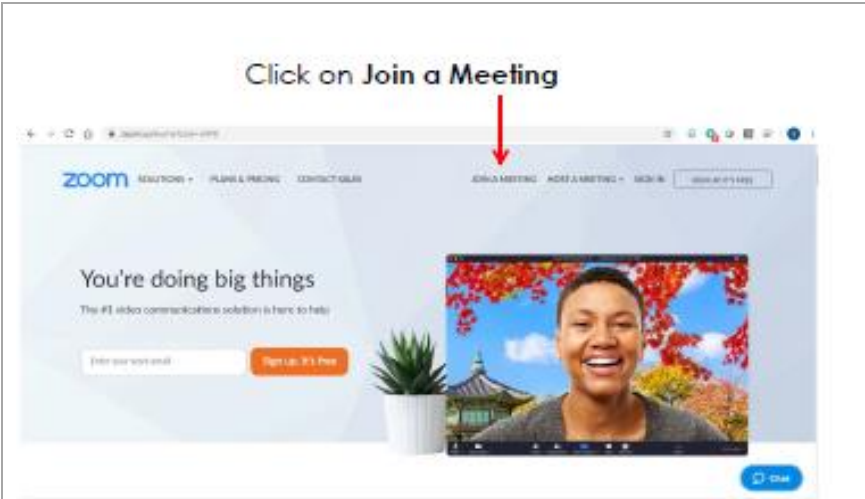


## I want to use Zoom on my computer

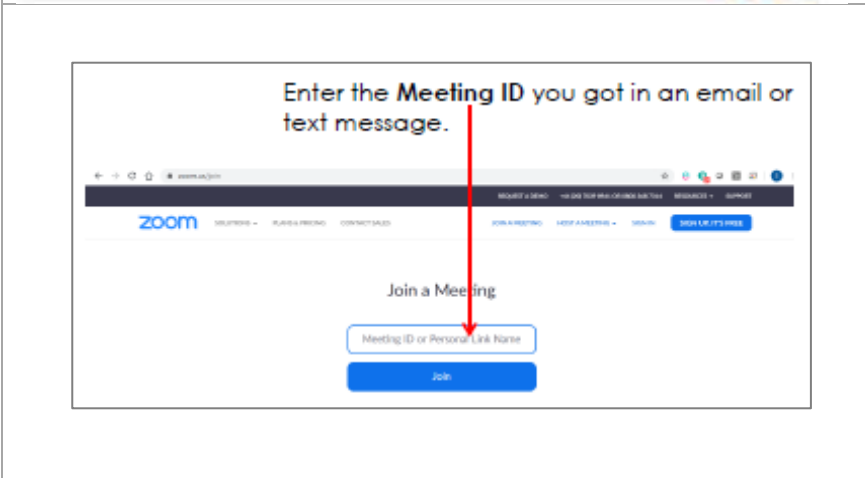
	<p>To be part of a Zoom Meeting on your computer you will need your computer to have</p> <ul style="list-style-type: none"><li>• A camera</li><li>• A microphone</li><li>• A speaker.</li></ul>
	<p>Most laptops will have all of these things.</p>
	<p>If you are using a desk top computer you may have to connect these things.</p>
	<p>If you need help ask a friend, someone from your family or a support worker.</p>

## Joining a Zoom Meeting on your computer with a Meeting ID

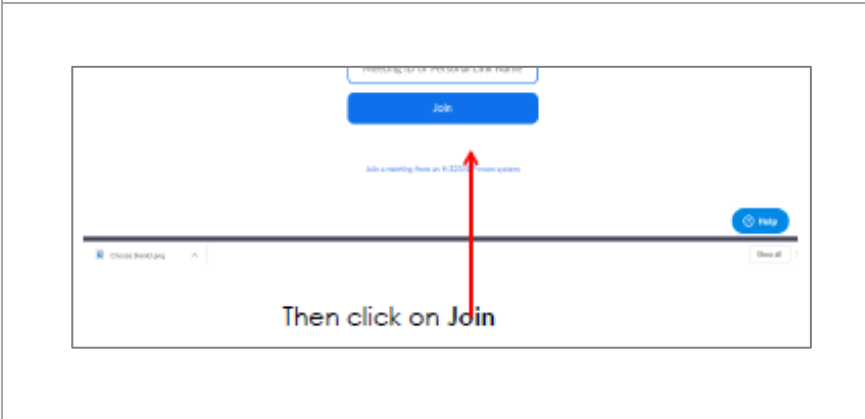
	<p>You will be sent a Meeting ID in an email or text message.</p>
<p><b>843 833 035</b></p>	<p>The Meeting ID will look something like this.</p>
	<p>Open the Internet browser you usually use. An internet browser is a programme you use on your computer to use the internet.</p>
	<p>You may use</p> <ul style="list-style-type: none"><li>Google Chrome</li><li>Firefox</li><li>Internet Explorer</li><li>Safari</li></ul>
	<p>Type in the address for Zoom at the top of the internet browser you use.</p>



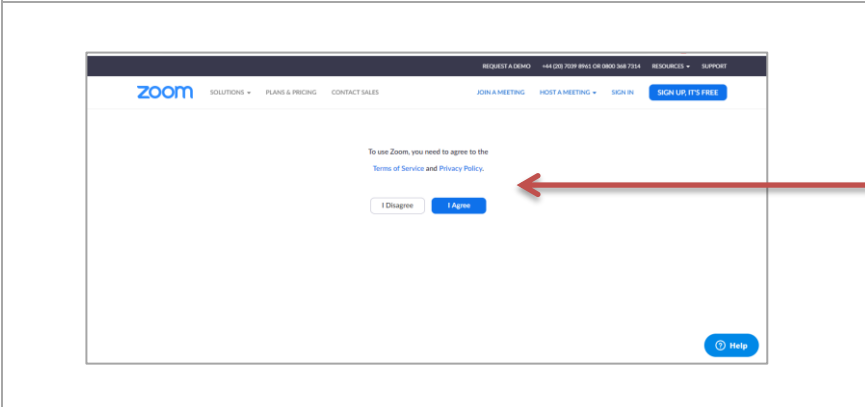
Click on **Join a meeting**



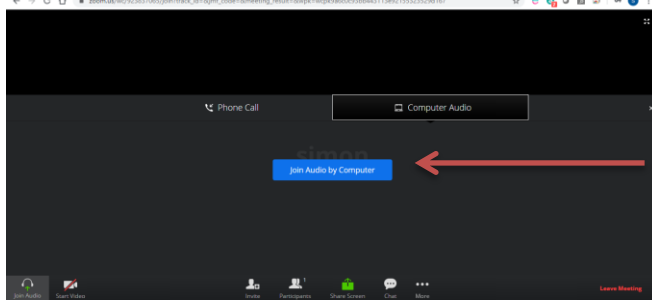
Enter the **Meeting ID** you got in an email or text message.



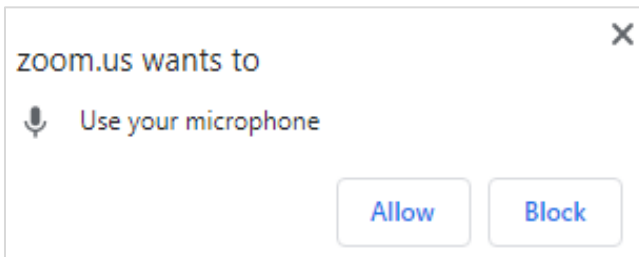
Then Click on **Join**



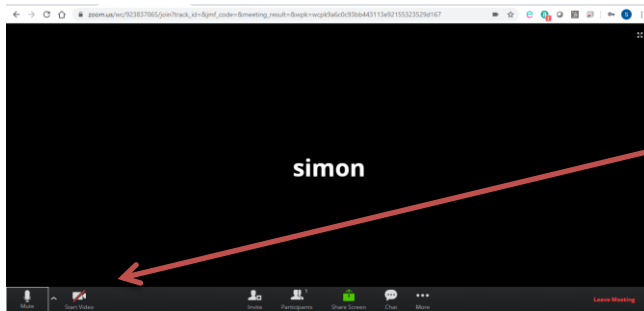
Click on **Agree**



Click on **Join by computer Audio**



You may see this on your screen.  
If you see this on your screen click **Allow**


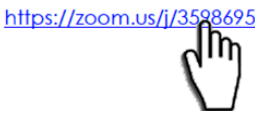
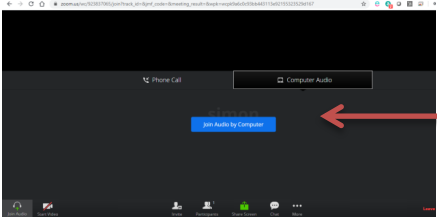
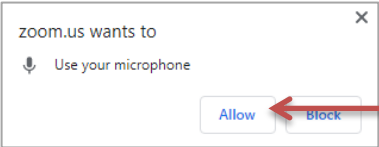




Click on **Start Video**








You will now be in the Zoom Meeting.  
Everyone in the meeting can now see your face and hear what you say.  
You will be able to see other people in the meeting and hear what they say.  
The person who is running the meeting can explain anything else you need to know.

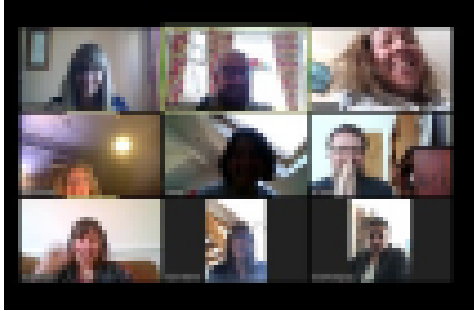
## Joining a Zoom Meeting on your computer with a link.

	<p>You will be sent link in an email or text message.</p> <p>It will look something like this</p> <p><a href="https://zoom.us/j/3598695">https://zoom.us/j/3598695</a></p>
	<p>Click on the link in the email or text message.</p>
	<p>Click on <b>Join Audio by Computer</b></p>
	<p>You may see this on your screen.</p> <p>If you see this on your screen click <b>Allow</b></p>
	<p>Click <b>Start Video</b></p>
	<p>You will now be in the Zoom Meeting.</p> <p>Everyone in the meeting can now see your face and hear what you say.</p> <p>You will be able to see other people in the meeting and hear what they say.</p> <p>The person who is running the meeting can explain anything else you need to know.</p>

## Staying Safe Online

	<p>Talking to people online with things like Zoom can be great fun.</p>
	<p>It is important to stay safe when you are online.</p>
	<p>Only join a Zoom Meeting if you were invited by someone you know.</p>
	<p>Only say or do things in a Zoom Meeting you would do in a normal meeting.</p>
	<p>Never share passwords with people in a Zoom Meeting.</p>

## Privacy in Zoom Meetings



Zoom Meetings are great because you can see and hear everyone else in the meeting.

Everyone in a Zoom Meeting can see and hear you too.



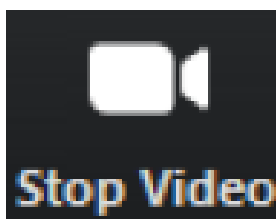
Sometimes you may not want people to see or hear you in a Zoom Meeting.



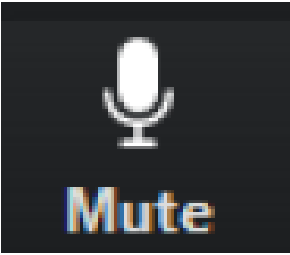
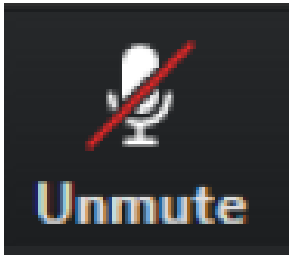
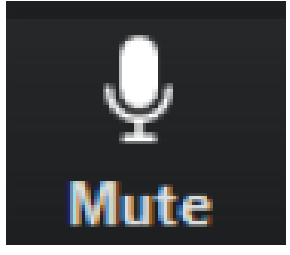
You can turn you camera off so people cannot see you.  
To turn you camera off, tap or click on the camera button.



When your camera is turned off it will look like this.



You can turn your camera back on by clicking or tapping the button again until it looks like this.

	<p>You can turn your microphone off so people cannot hear you.</p> <p>To turn your microphone off tap or click on the microphone button</p>
	<p>When your microphone is turned off it will look like this.</p>
	<p>You can turn your microphone back on by clicking or tapping the button again until it looks like this.</p>

If you need help or information contact Stephanie Lynch

E-mail: [stephanie.lynch@docservice.ie](mailto:stephanie.lynch@docservice.ie)

This guide was made using **Photosymbols**.

The content is based on the "How To Use ZOOM" document made by Learning Disability Wales.