ZOOM Meeting instructions

First time users do not have to create a Zoom account.  They will be asked to verify / download the Zoom software to their computer (or device) when they select join the meeting.

When you enter the meeting, you will first be put into a waiting room and the host will let you in to the meeting.

Your video (camera) and microphone will be turned off when you enter the meeting.  You will then be able to turn these on.

Participants have 3 options:

1. Download the Zoom app to a smart phone and utilise both the camera and audio from the smart phone; or

2. Download the Zoom software to a computer and use the computer audio and built-in camera (or webcam); or

3. If their computer does not have audio capability but they want to see the images on a large screen, download the Zoom software to the computer and join using the computer built-in camera (or webcam) and simultaneously dial in to the meeting from a phone to give audio capability.

NOTE: DIAL IN AUDIO MAY NOT BE AVAILABLE IF USING THE FREE VERSION OF ZOOM