

Setting up a Zoom meeting

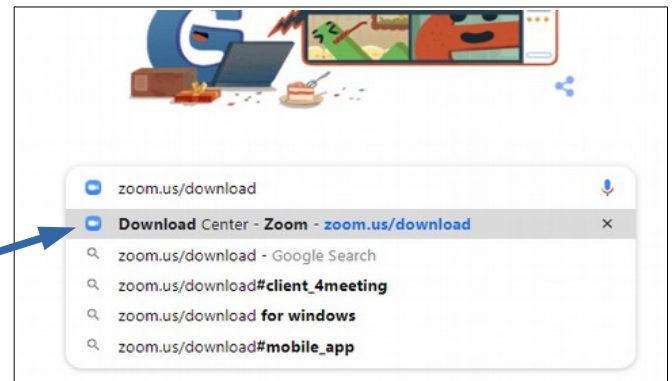
Setting up a ZOOM meeting as an attendee is quite straight forward, whereas setting up as an organiser requires creating an account with extra details enabling the setup and management of a meeting. These instructions are just for attendees.

Here is the details of these 3 steps

1. Go to your internet browser (Google or Edge)

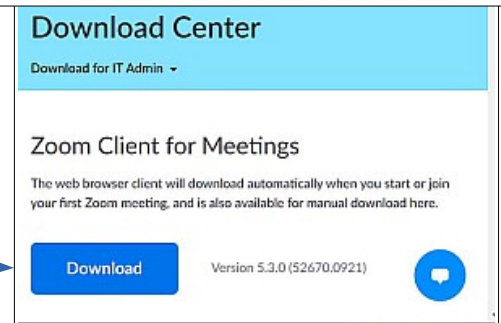
In the search box type **zoom.us/download**
left click on this entry

Note: You may have to scroll down to find this **exact site** (advertising entries can take precedence in the listing).



2. That link will go to the **Zoom Download Center**

Left click on **Download**



4. The Zoom App will download, at the **very bottom of the screen – far left** --

wait until it finishes – (“seconds left” will show until it finishes)



5. Left click on **Zoominstaller.exe**
Zoom will install

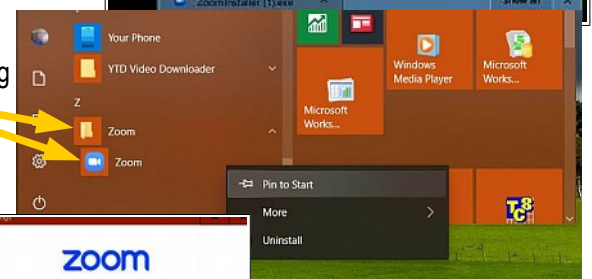


6. It will invite you to **Join a Meeting** (do not sign in)

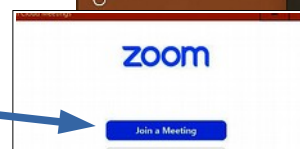
7. Now it is ready to go you can **close** it now until time for the meeting.

8 At the meeting time:-

On your desktop Press the **Windows key** and scroll right down the Apps listing to **Zoom heading**, left click on it to show **Zoom APP**. Click on that to open it.



7. Now you will be invited to Join a meeting-click on **Join a Meeting**



8. Type in the **Meeting number**, **your name**, and **Passcode**.



8. Click **Join** and your are all setup.