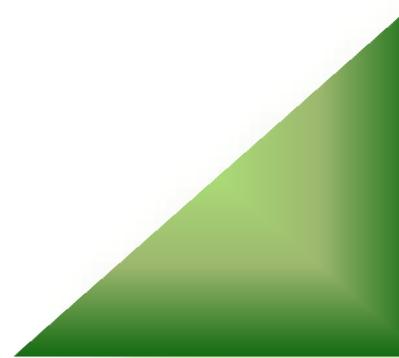




Midlothian

Digital Services

Guide to Using Zoom Web & Video Conferencing for Meeting Guests



Introduction

Zoom is a free service which allows you to join web and video conferences with. It can be used on any Windows, Apple, Chromebook or Android device. You can also join the meeting by phone if the meeting organiser has a paid Zoom account

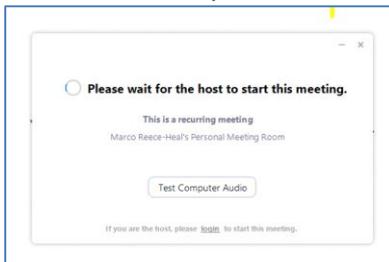
Guide for Windows Users

Before You Start

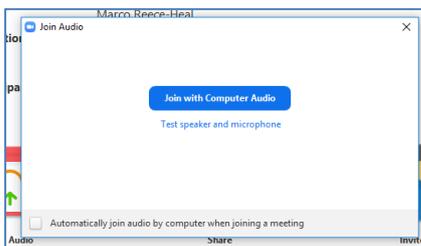
- Make sure that your camera and microphone are turned on
- Ensure that your laptop is open if you are using a laptop camera
- Avoid sitting in front of a window as you will appear in silhouette
- Testing has found that some video / sound issues can be resolved by leaving and re-joining the call

Joining Your Zoom Meeting

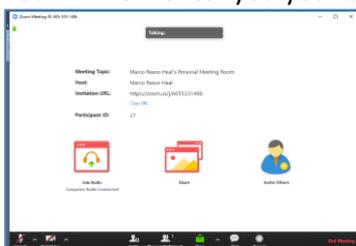
1. Click on the link provided by your meeting host. (Alternatively you can join by phone)
2. If you join before your host you will see the screen below. You will automatically be placed into conference once your host arrives.



3. On the next screen click 'Join with Computer Audio'



4. You will now enter you your conference

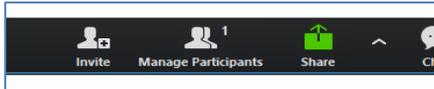


5. By default you Video and Microphone will be turned off. Click on the icons on the bottom left to enable them



6. You can share either individual applications / documents or your whole desktop with participants by clicking on the green **Share** icon and selecting the application that you would like to share.

NB Always consider who else is in you Zoom session before you share your screen and any information on it!



7. To end your conference click on **Leave Meeting** in the bottom right corner