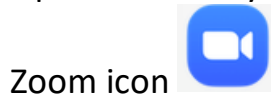


A method for joining a Zoom meeting

1. Open Zoom on your laptop/tablet or phone. To open Zoom, click on the



2. Look in your emails for the **email** invitation at about the time agreed.

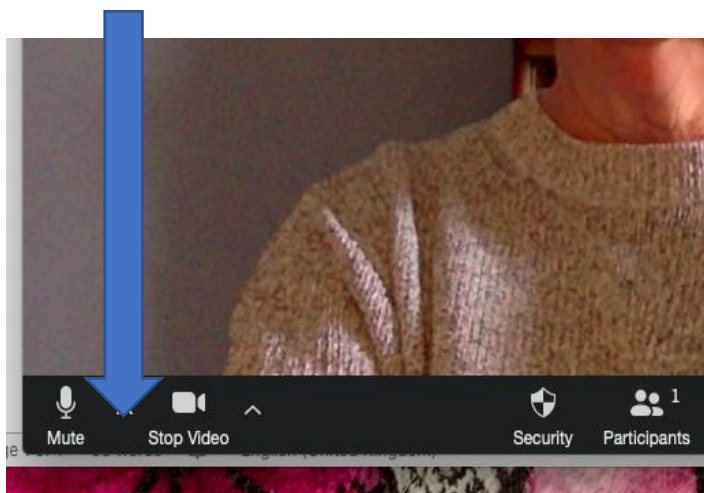


3. Click on the link on the email and you should see the Zoom screen with faces on it.

4. If you hadn't already opened Zoom, you would get a reminder here.

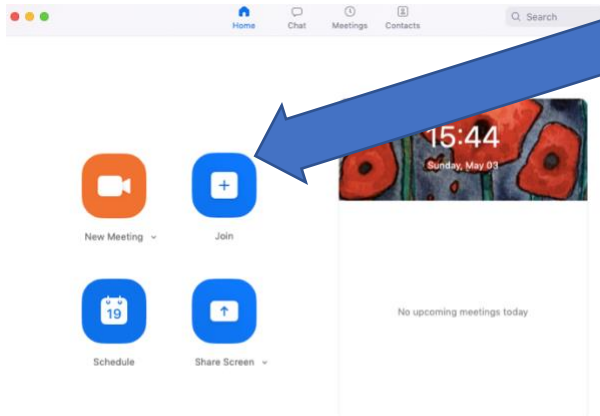
5. If you can't see anything, click the little video camera icon.

6. If you can't hear the conversation, you may have to un-mute.



7. (You will have to move your cursor to the bottom of the screen to find the grey bar).

8. Some people have not been able to use the email link as their hardware has restrictions. **If the email link does not work**, note down the i.d. and password on the email, open Zoom and you will get this page (it won't have the poppies as that's my design)

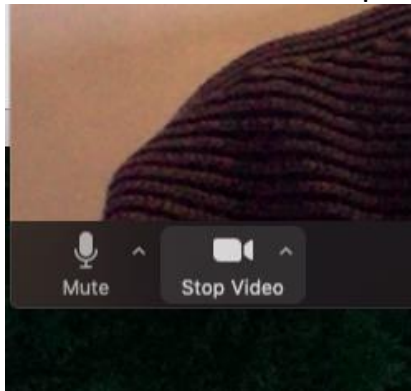


9. Click 'join'

10. Enter the i.d. and the password and that should get you to the screen with our faces on.

11. One of the best views is on Gallery. Take your cursor to the top right of the screen and click on the word Gallery. All participants are then seen equal size.

12. For big meetings with lots of screens you need to mute yourself unless called on to speak. Click 'mute' at the bottom of the screen. Click it again to un-mute and speak.



An alternative is to hover your cursor at the top of your own little screen and mute will appear there too.