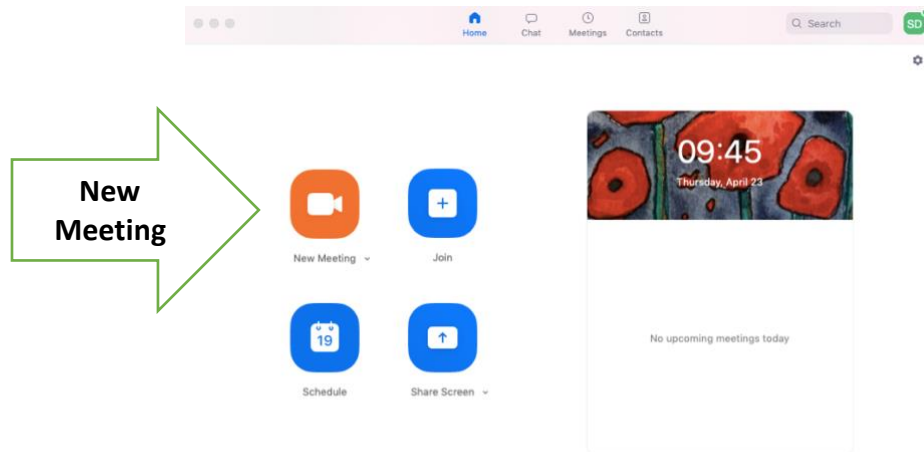


1. **Open Zoom.**



2. The screen should look like this, except for the poppies which are my own.

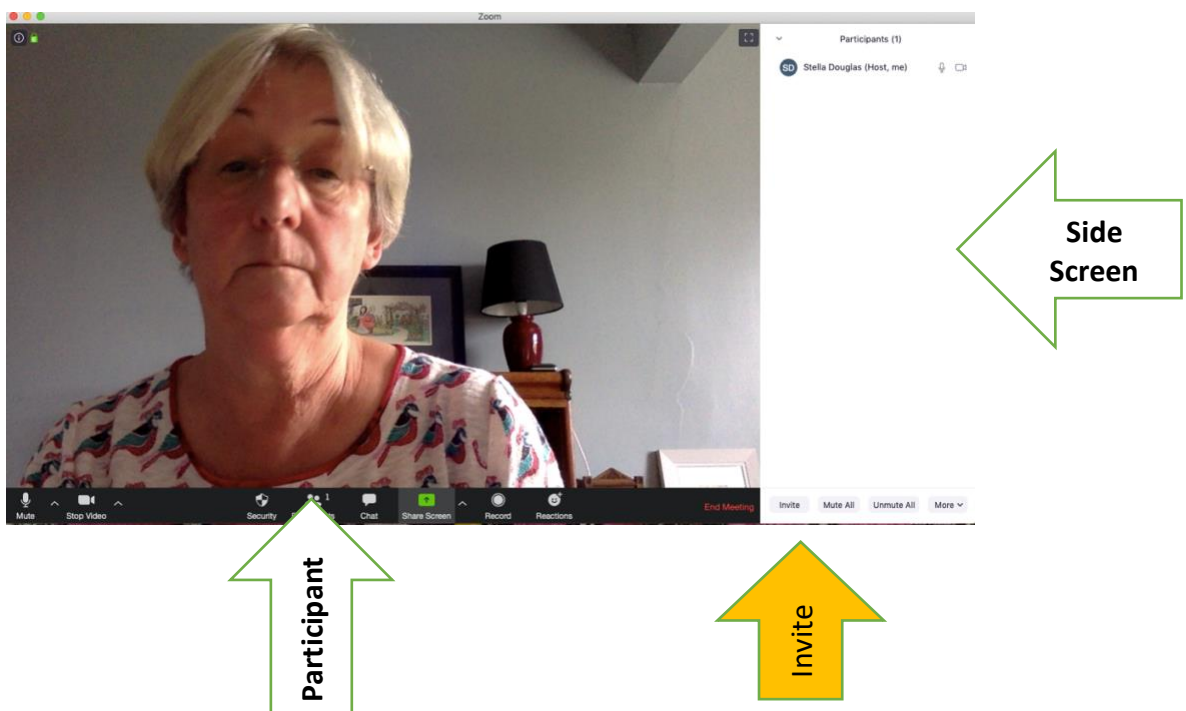


3. Click **New Meeting**

4. That should get a screen showing yourself.

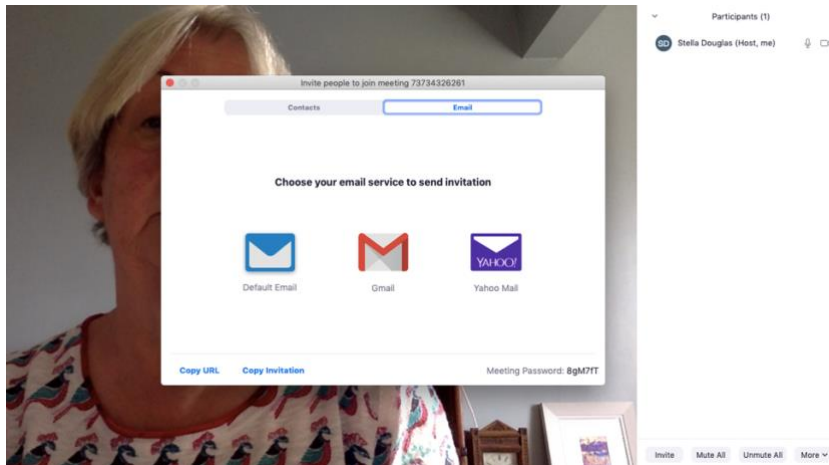
5. Move the cursor to the bottom of the page and you will see a grey line which includes **'Participants'**

6. Click that and you get a **side screen**

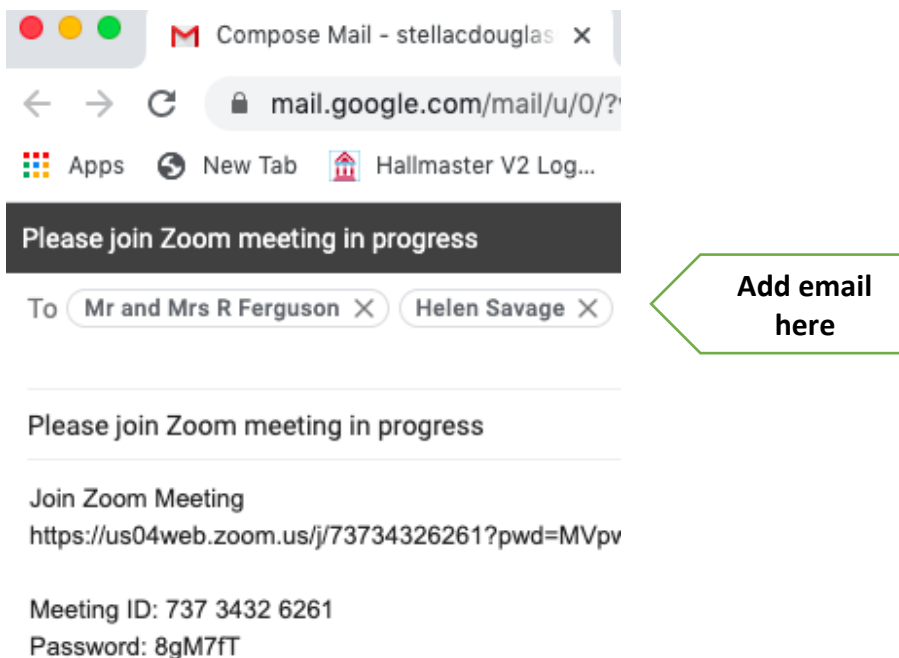


7. Click **Invite**

8. You will get a screen like the one below, click on the type of email you use.



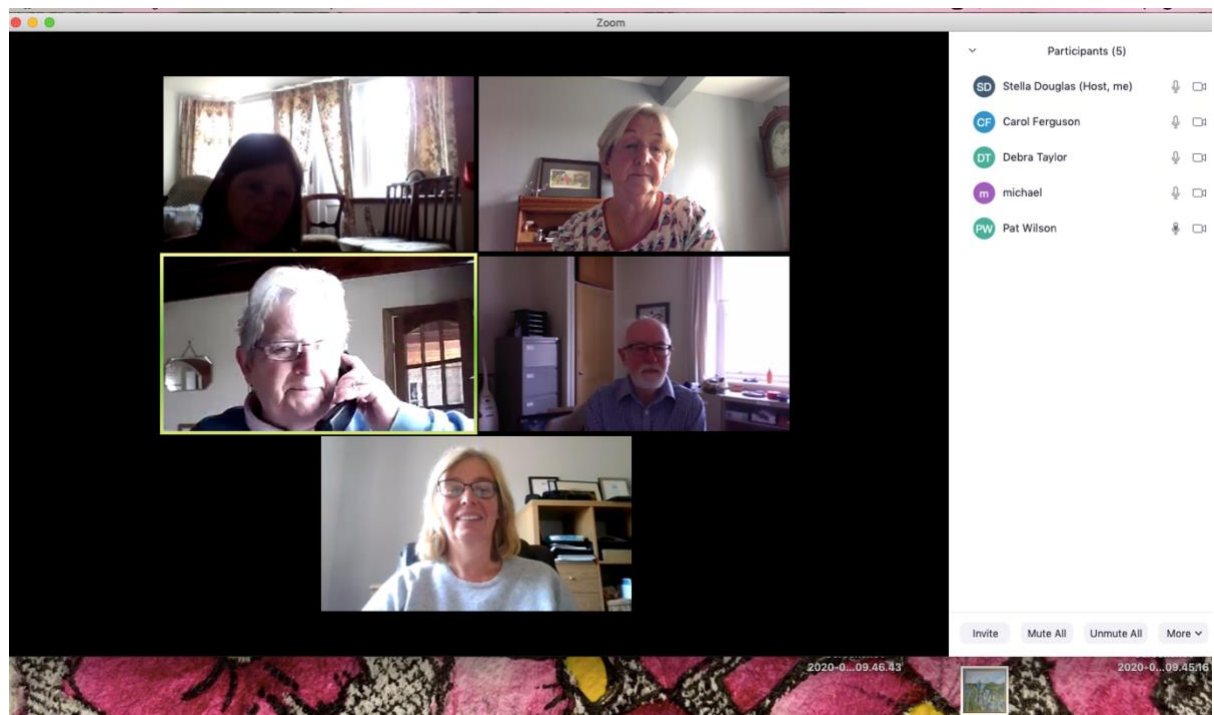
9. It then asks you to put the **email address** in the invitation.



10. Click send

11.If the person or the group knows it's the right time, they look for the invitation, get the email and click on the link, or add the ID and Password.

12.In the participants area of your Zoom screen, you will see the name come up and the word 'Admit'. If you click 'Admit', the person comes onto your screen.



One problem is people not enabling their microphone or camera which is why its useful to have the phone on at the same time for first attempts!

The other problem is people thinking it's like FaceTime – they need to know it's a meeting app: they need to be aware of the date and time of the meeting so they can respond to the email invitation.