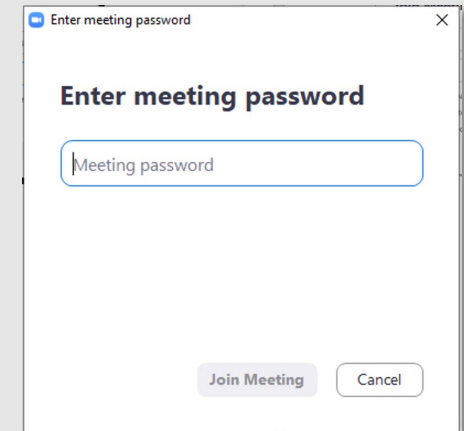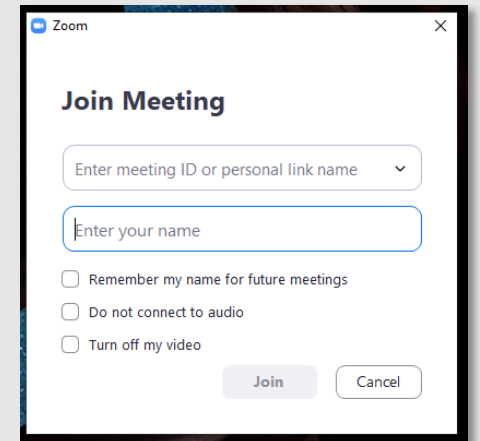# How to use Zoom...

- Open the Zoom app and you will see this screen
- If you have a meeting invitation, click 'Join a Meeting'

- Paste the link or type in the meeting number
- Enter your name. If you would prefer not to share sound and/or video when you join, you can check the relevant boxes
- Click the 'Join' button

- You'll then be asked to enter the password.

- Once you enter the password, the 'Join Meeting' button will turn blue. Click it

- If the meeting host has not yet started the meeting, you'll see this message

- You can simply wait, or leave and log back in when it is time for the meeting to start.
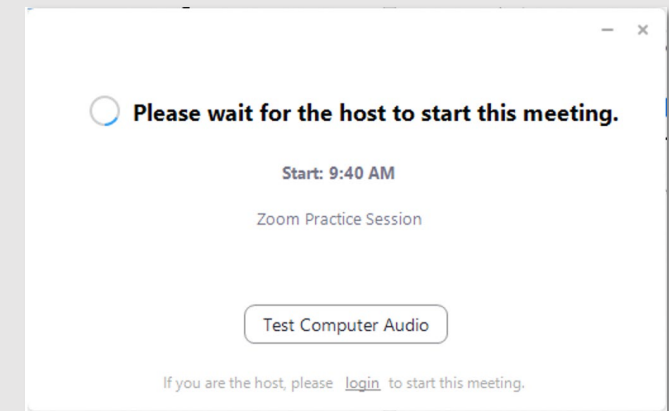
- Once the host starts the meeting you will be invited to join. Click 'Join with Computer Audio'
- Your Zoom call will begin
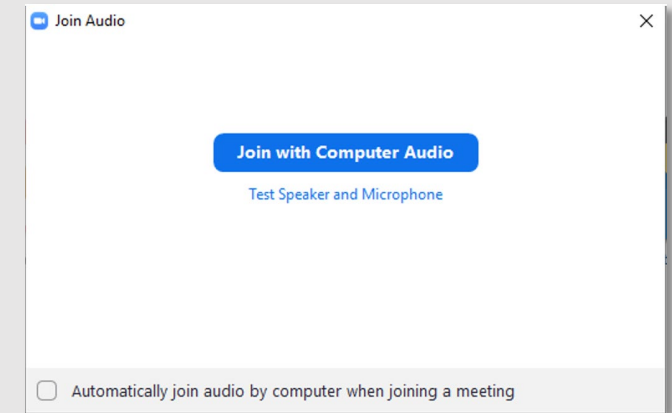
- The menu bar below will appear at the top or bottom of your Zoom window once the call begins. The 'Mute' and 'Start Video' buttons on the left of the menu bar allow you to toggle off your sound and your video. The red line that appears through the 'Start Video' button in this example means that video is turned off.
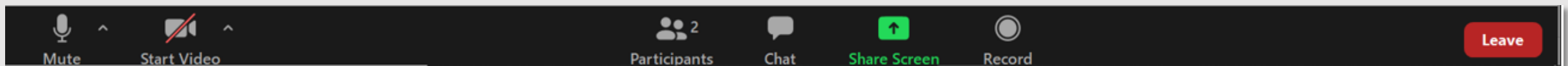
Why would I toggle my video or audio on and off?

- In some meetings, the host will ask you to mute or turn off your video when you are not speaking. This is to reduce background noise, screechy feedback sounds and visual distractions and can also help when people's connections are a bit wobbly.

  - The 'Chat' button in the middle of the menu bar allows you to message others in the group, or the whole group. You might use this if you want to agree with a point, or to ask for a turn to speak without interrupting. The 'Leave' button means you leave the meeting, but unless you are the host, the meeting can continue even if you leave. You can come back in to the meeting afterwards using the same meeting number and password.