



## HOW TO: JOIN A ZOOM MEETING

### BEFORE YOU START

- You can use a computer, laptop, tablet or smartphone; but a computer or laptop are best
- Please use a device with a camera on, so you are best able to contribute to the meeting
- If using a computer, please ensure it has a microphone and speaker or use a set of headphones with a microphone.
- If you are using Zoom for the first time you will need to download the app to join the meeting - this download is allowed on most computer systems. If you are joining the meeting from a tablet or smartphone you will need to download the Zoom app from the App Store or Play Store beforehand.
- Find a quiet space, where you'll likely be undisturbed, so you can join in the discussions.
- Be ready to join the meeting at least 5 minutes before, so that we can get started on time.

### JOINING THE MEETING

- Click on the URL in the invitation email
- Check if your meeting has a password.
- Follow the instructions to download/open Zoom and join the meeting, using your device's audio and video
- Please set your name on Zoom as “[your name], [your organisation]” so we can check you off our attendee list. If your name is not showing properly you will need to rename yourself. You can do this by clicking on the name displayed and then clicking on ‘Rename’ and entering your actual name.
- You will be held initially in a ‘Waiting Room’ while we check your name; then you will be let into the meeting
- It is important that you ‘allow’ access to your device audio and video when prompted.

### AS A PARTICIPANT

- When you join the meeting you will see a control bar at the bottom. If using a computer, you may need to hover your mouse near the bottom of the screen for this to appear
- Please ensure your camera is turned on by clicking on ‘Start Video’ (second from left on the control bar) - it is helpful for the meeting host to be able to see all participants.
- You can switch between Speaker View or Gallery View by clicking the respective buttons in the top right of the window. During the presentations we recommend Speaker View.
- **When you join the meeting you will automatically be on mute - please keep yourself on mute when you are not speaking yourself. The mute button is to the left on the control bar.**
- If you wish to make a contribution/ask a question, click on ‘Participants’ in the middle on the control bar - this will open a panel to the right of the screen. At the bottom of the panel click ‘Raise hand’.
- **When the host asks you speak, click ‘Unmute’ (at left on your control bar) before beginning to speak, and please remember to immediately mute yourself again when you have finished speaking.**
- Alternatively, you can click the ‘Chat’ button in the middle of your control bar.
- In order to vote during the meeting, you will be invited to indicate your vote by using a thumbs up or down.
- Once the meeting is finished the host will end the call. If you need to leave the meeting at any time you can do so by clicking the ‘Leave’ button on the bottom right of the screen.
- The meeting will be recorded, but the recording will be used for internal CPRE Lancashire purposes only and will not be shared externally.

If you require any technical assistance before or during the meeting, please contact us via email: [info@cprecheshire.org.uk](mailto:info@cprecheshire.org.uk).

