

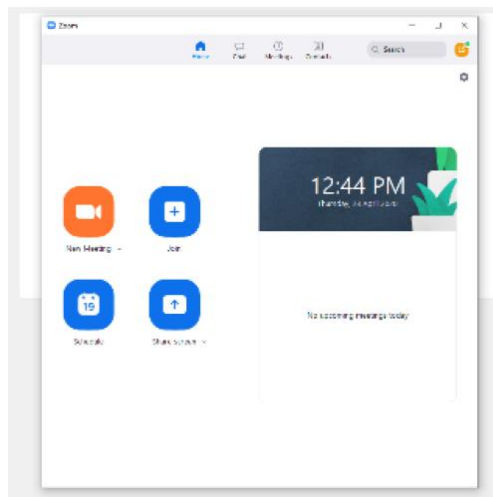



## **Zoom Meeting Guide**

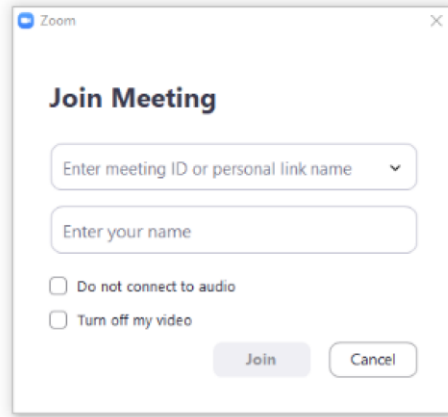
To assist you in the use of Zoom for our Annual General Meeting and also for subsequent FOBG Talks, we have put together a guide that will give you step-by-step help to join a meeting.

### **For INTERNET ACCESS**

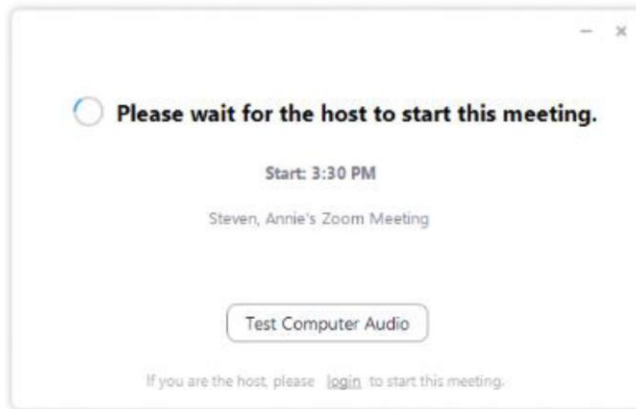
1. For first time user: please download Zoom via your internet browser. Click [www.zoom.us/download](http://www.zoom.us/download) and then click 'Download & Run Zoom' for Zoom Client Meetings. This will download the program to your 'Downloads' folder. Click 'Open file' or double click the file from your 'Downloads' folder to install the software. Zoom is free to install and you don't need to create an account. You're now ready to participate in a Zoom meeting.
2. The Host of each Zoom meeting will send you an email invitation to join that particular Zoom meeting via a link. Click this link and you'll be directed to the front page of your downloaded software.



3. If you already have Zoom installed on your computer, you'll be prompted to open the program.
4. If you do not have Zoom installed, your browser will prompt you to download the free software to run it. Please do so (see 1. Above)
5. Click on Join icon  

6. You will then be asked to Join Meeting by entering ID meeting number provided in the email. Enter password as prompted.



7. Next, click 'Join with Computer Audio'

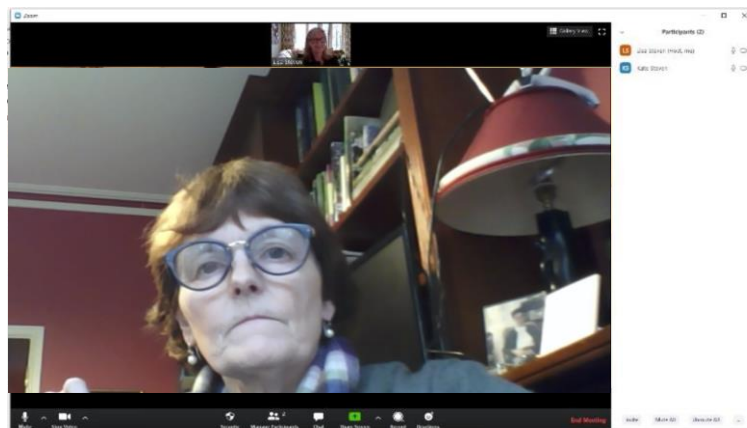


8. Await meeting to start

9. Once the meeting has started, you will see all participants on your screen. Hover your cursor over the video to bring up the black tool bars and buttons:

- Click **Speaker View** to allow single view of the presenter/host of the meeting (as shown in picture below)
- Click **Gallery View** to allow all participants to be viewed in a grid (Brady bunch style!) on the screen
- Click **Mute/unmute** to allow you to enable/disable your personal microphone
- Click **Start/stop video** to allow you to enable/disable your personal video

↓ Speaker/Gallery view



Mute/Unmute ↑ ↑ Start/stop video

## **For SMART PHONE/TABLET ACCESS**

1. For first-time users on phone/tablet devices, you will need to download the Zoom app from your app provider (Google Play Store, Apple App Store or Samsung Galaxy Store)
2. Once you have clicked the emailed link to join the meeting, you will be directed to the Zoom website
3. Click 'Join Meeting'
4. Next click 'Join the Computer Audio'
5. Await meeting