

A GUIDE TO ACCESSING ZOOM

Before you can join zoom meetings, you will need to download Zoom. You can do this at any time but it takes a bit of time so I would do this well in advance of the scheduled meeting time.

Go to your tablet or I-Pad's App store and download the App OR just put Zoom into Google- search and then click Download to learn more. You only need to do this once and it can be well in advance. You should then be given options.

If you are using a desk top or lap top computer, choose Zoom Client for Meetings and then download.

If you are using a tablet or Ipad, just scroll down to choose the one for you. (Zoom mobile Apps and download).

Then follow instructions as they come up on your screen.

HOW TO ACTUALLY JOIN THE ZOOM MEETING

When you receive an invitation to join a meeting, just follow the link in the email that you have been sent inviting you. Then follow instructions. You will probably have to put in the password or meeting ID which is also on the email you received.

Open Zoom, join meeting with video and audio. Give yourself plenty of time to access the meeting. If you wish you can click the screen to test your audio or video. You will then have to wait until the host admits you to the meeting.

If you are unsure of what to do, please click on the link below. This simply shows you how to join the zoom meeting and takes just over one minute. You will need audio ON.

<https://youtu.be/hlkCmbvAHQQ>

YOU CAN ALSO JOIN THE ZOOM SERVICE BY PHONE

If you are joining us by phone, you will be able to listen to the service and also speak when the host has not muted everyone.

To do this you need to call **0131 460 1196**. You will need to put in the Meeting ID number which you can get from Evelyn Wallace. You may be asked for your name too.