

## How to setup Zoom lessons for students.



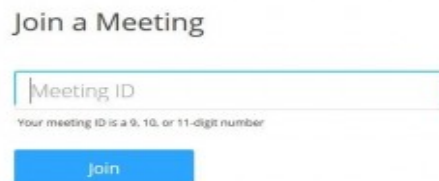
### **How to Join a Zoom meeting**

1. Go to your nominated Email mailbox provided to BFSM when signing up, your teacher will have sent you a meeting invitation.

If you can't find the email please check your junk mail.

2. click on the Zoom link you may have been provided with, it will look something like this;  
<https://zoom.us/j/123456789>.

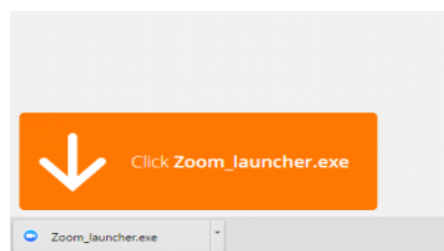
If this doesn't work go to; [zoom.us/join](https://zoom.us/join), then, copy the 9 or 10 digit code into the dialogue.



3. Download and install the app.

- If you are joining from a **mobile device** (Android smartphone/tablet, Apple iPhone/iPad) then it will simply prompt you to download the Zoom Cloud Meetings app from the App/Play Store. Jump to step 4.
- If you are working from a **PC or Mac** you will need to download and install the app.

This process is easy to complete on all commonly used browsers. The examples below are shown using Google Chrome.

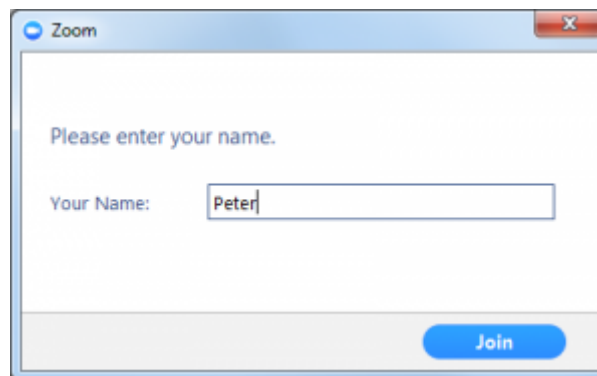


Google Chrome should automatically download the file and point to it as shown above. Clicking on the "Zoom\_launcher.exe" file will install Zoom, there will be a short pause before a blue progress bar appears indicating the installation.

If an 'Application Launcher' or 'External Protocol Request' box appears simply tick the 'Remember my choice...' option box and then click 'OK'.

Follow the prompts.

4. Just before entering the meeting you will be prompted to enter a display name. This name is simply to identify you in the meeting



5. Join Audio Via Computer, You will be prompted how you wish to join your audio. simply select "Join Computer by Audio".
6. At this point you will have joined the meeting, here are some things you can use to help make your experience more enjoyable.

### **Raising Your Hand**

As the non-speaker if you wish to ask a question or make a point during a meeting it is good protocol to use the 'Raise Hand' facility.

If the tool bar is not showing at the bottom of the Zoom window, place your cursor over the Zoom window so it appears and select the 'Participants' icon.

### **Using Chat**

You can use the 'Chat' facility to send text chat to all participants or privately to specific participants.

Click on the 'Chat' icon in the tool bar, again hover your mouse over the Zoom window if you can't see the tool bar.

A chat window will then open. Select 'Everyone' or the name of the person you wish to send a chat message to.