



Joining a Zoom meeting.

So you have received your invite.



Let the fun begin...

Simply click on the <https://us05web...> link and follow the on-screen instructions.

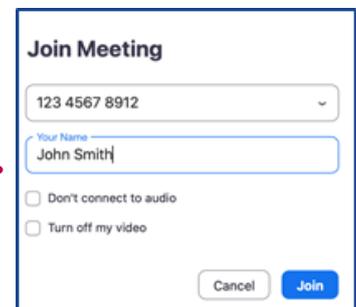
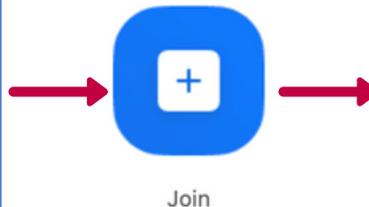
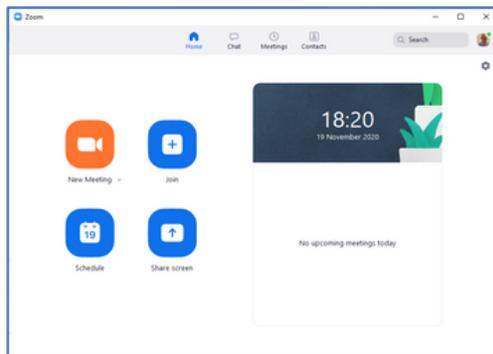
Hearing Ambassadors Meeting
Join Zoom Meeting
<https://us05web.zoom.us/j/123xxxxxxxxxx>
Meeting ID: 123 4567 8910
Passcode: 2dgXXX



If you haven't already, you will need to sign up for a free Zoom account.

Or use the Zoom shortcut.

Click on the Zoom shortcut on your desktop...



Select  and enter the meeting ID, your name and the meeting passcode if requested, and join

With Computer Audio/Video



Congratulations you are now Zooming...



Check that you can see your head and shoulders and your face is well lit.



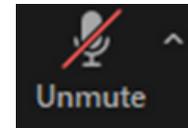
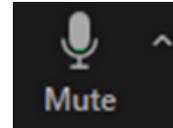


Some useful tips to Zoom like a pro.



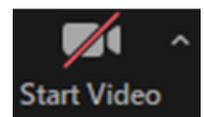
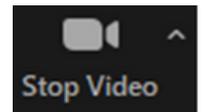
So you want to be heard...

Put yourself on **Mute**, then when you want to speak **Unmute**.



So you want to be seen, or need a quick break...

Use the **Stop Video / Start Video** buttons.



It's always best to keep your camera on, so others can see you, and stay on mute to keep the background noise down.



So you want to see who is speaking...

Using  select:

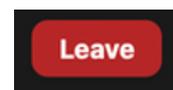


Speaker - Maximises the speaker's camera

Gallery - Minimises all participants so you can see everyone



When you want to leave press..



**Congratulations, you're
Zooming like a pro**



For more information visit the Zoom Help Centre <https://support.zoom.us/hc/en-us>