INSTRUCTIONS ON How to Join a Zoom Meeting Before a call

1. You will need a computer, tablet, or smartphone with a speaker or headphones. You will need a set of earphones or a computer headset connected to your computer for this option. You can also choose to join by phone.

2. When you use Zoom for the very first time, you will be prompted to install the Zoom app. Zoom will provide you with instructions on how to download and install their app.

(See image one below).

Your computer may ask you for permission to install the Zoom app. Please allow the app to be installed. Once the Zoom app is installed, you should see this window pop up. Click on Zoom Meetings and then on the "open" button.

3) You can now put in the Meeting ID that has been sent to you via email previously.

4) You will now be asked to enter the Password

5) It may take a few seconds to launch. You will be asked to agree to terms and conditions.

6) You may be placed in the waiting Room while I am allowing access, or I may be a little slow.

7) I have set this meeting that when you join, you will be muted with no audio. This is simply to prevent interference during the yoga session. Before we begin, I will ask that everyone can see and hear us ok before we start.

8) There is a chat section to the right that you can right comments in or questions and I will be looking at that and keeping on top of that while Jane is doing the yoga.

Step by Step Instructions Either:

1. Click on the Zoom link you may have been provided with (it will look something like this: https://otago.zoom.us/j/123456789)

2. 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.

3. If joining from a computer When entering a Zoom meeting for the first time from a computer, you will need to download a small application file.

4. Join Audio via Computer You will then be prompted how you wish to join your audio. If you want to join audio via the telephone, follow the instructions further down, otherwise simply select Join Computer by Audio (TIP: by ticking

the "Automatically join audio by computer…" option box first, will mean you won "t get prompted again in the future)

 5. If the toolbar 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.

If you are having any difficulty on the night please do not hesitate to contact me, Sadhbh on 087 149 9798