

A GUIDE
TO USING

ZOOM



THE
RIPPLE
POND

YOUR
FORCES
FAMILY
NETWORK

You can use Zoom either on a laptop or computer, or on your phone or tablet/iPad.

One of the easiest ways of accessing the platform is by opening your computer's internet browser and visiting the Zoom website:

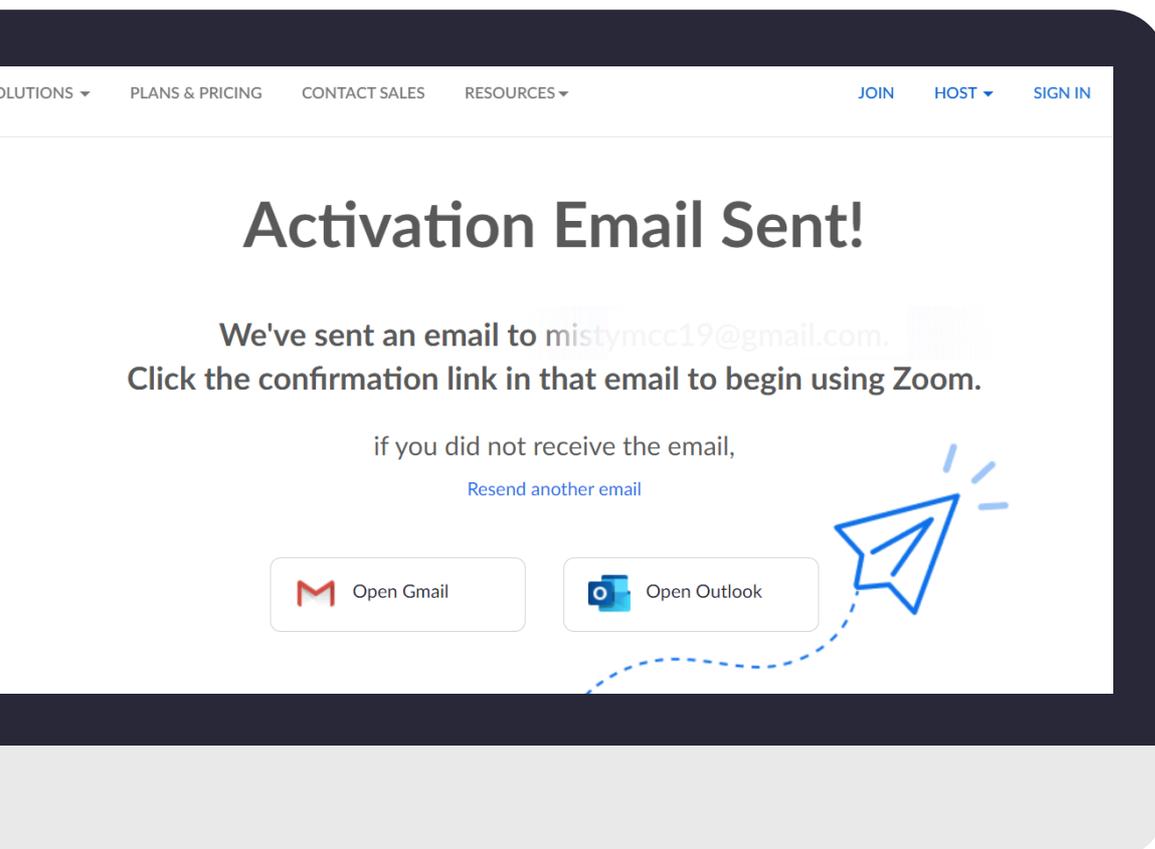


<https://zoom.us>



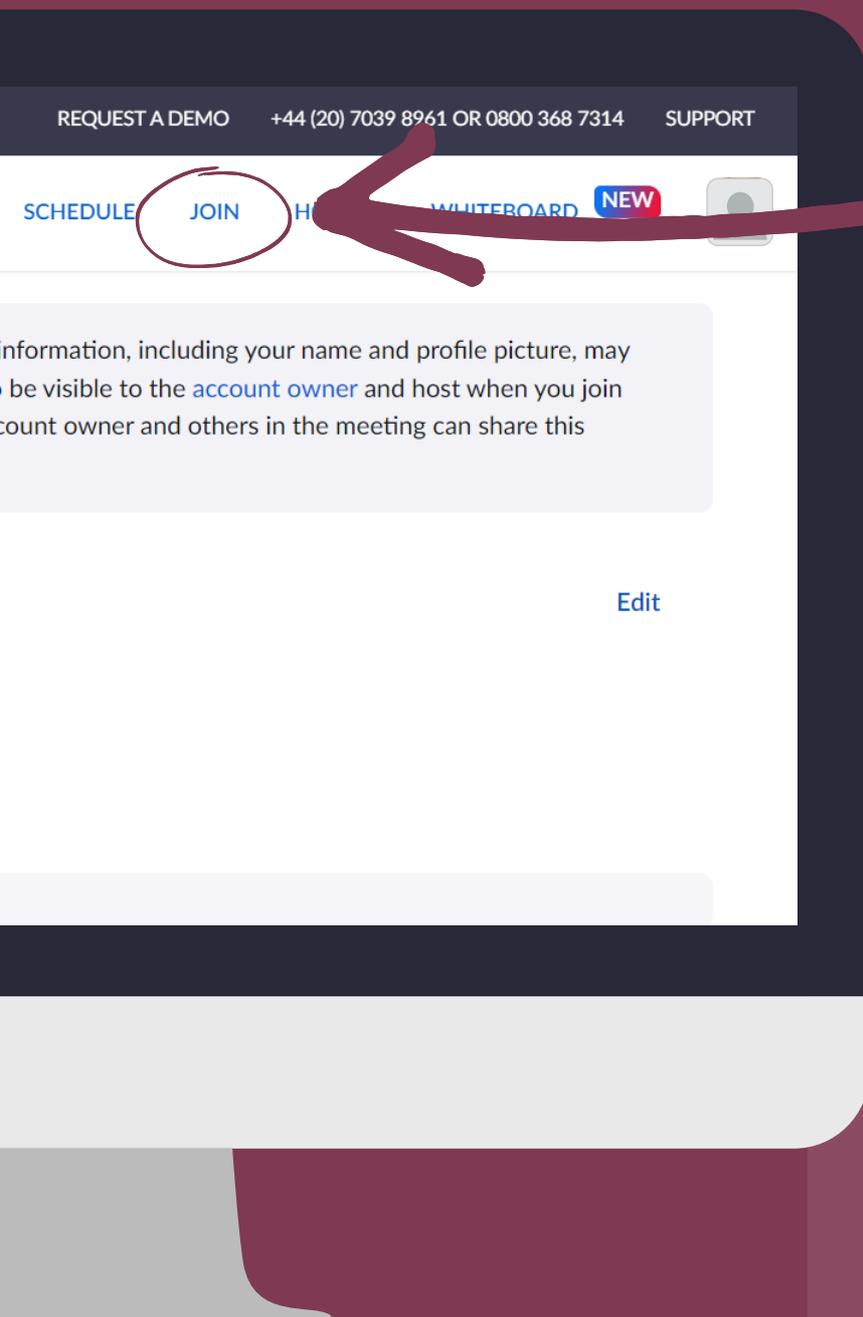
If this is your first time using Zoom, click the orange button to register

SIGN UP, IT'S FREE



Once you've clicked the activation link in the email, you will be sent back to the Zoom website.

Enter your name and your chosen password, and that's it - you now have a Zoom account!



Join a call by clicking **JOIN** at the top of the screen.

A screenshot of the 'Join Meeting' dialog box. It has a title 'Join Meeting'. Below the title, it says 'Meeting ID or Personal Link Name'. There is a text input field with the placeholder text 'Enter Meeting ID or Personal Link Name'. Below the input field is a 'Join' button.

Enter the Meeting ID given to you by Team TRP, and click the **Join** button.

Zoom may automatically download its desktop client to your computer, and you'll see the file downloading at the bottom of your screen. When the download has completed, click on the file to install the download.

Choose how you would like your name to appear on the call

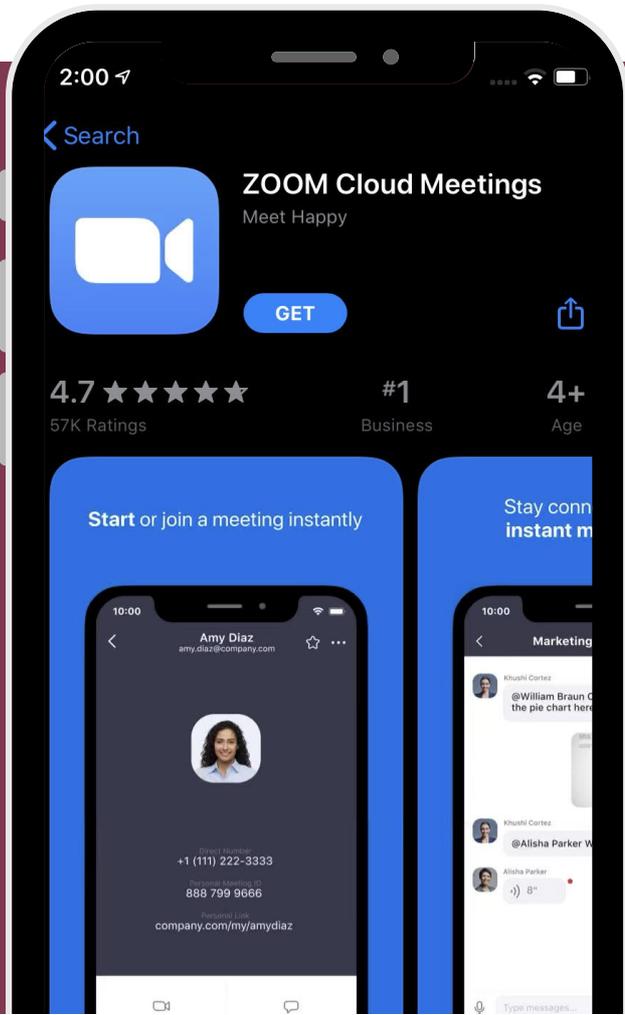
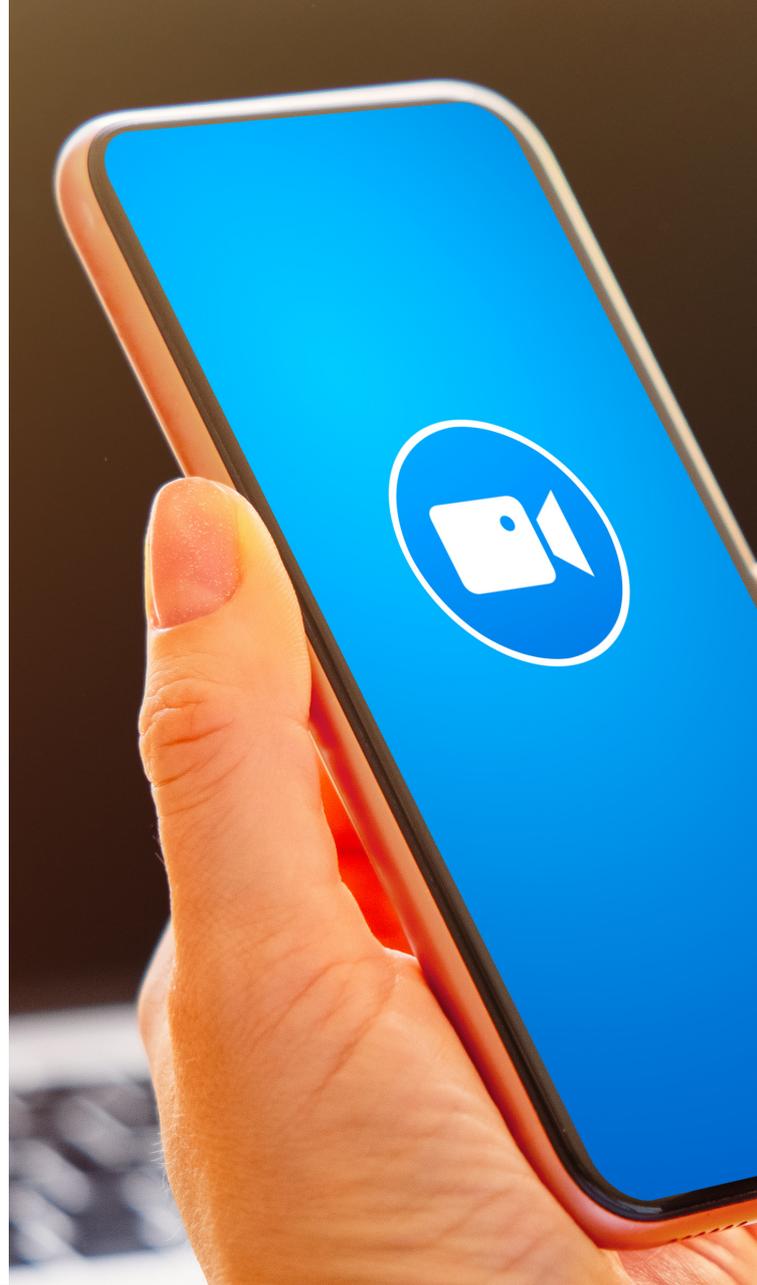
A screenshot of the Zoom 'Enter your name and the meeting passcode' dialog box. The title is 'Enter your name and the meeting passcode'. There are two text input fields: the first contains 'Misty McCreedy' and the second is labeled 'Meeting Passcode'. Below the input fields, there is a checked checkbox labeled 'Remember my name for future meetings'. Below the checkbox, there is a line of text: 'By clicking "Join", you agree to our [Terms of Service](#) and [Privacy Statement](#)'. At the bottom, there are two buttons: 'Join Meeting' and 'Cancel'.

Enter the Meeting Passcode given to you by the team, and click 'Join Meeting'

YOU'RE IN!

MOBILE USERS

If you would rather use Zoom on your phone or tablet, the app is available for both Apple and Android devices.



Open the Zoom mobile app:

Tap Join a Meeting if you would like to join without signing in.

Enter the meeting ID number and your display name.

Select if you would like to connect audio and/or video and tap Join Meeting.