

# GUIDE: USING ZOOM

## Introduction

As the coronavirus outbreak spread worldwide, we become reliant on our household internet connections and video meeting application to able to work from home. Additionally, in diabetes care we have had to embrace these new systems as it has been necessary for you to stay at home rather than come to a hospital clinic or local GP surgery. We hope this guide will help you in accessing the support you need for your diabetes care via the video platform Zoom.

## Accessing Zoom

Getting access to Zoom is easy, you can access from your own computer browser or download the app to your smartphone or tablet.

### ➤ VIA COMPUTER

- Open the Google Chrome browser (or download [here](#))
- Go to [www.zoom.us](http://www.zoom.us) or type it in the address bar



### ➤ VIA SMARTPHONE

- Go to the App Store if on an Apple device or the Google Play Store if on Android
- Search for Zoom and download the app. The icon is displayed here:



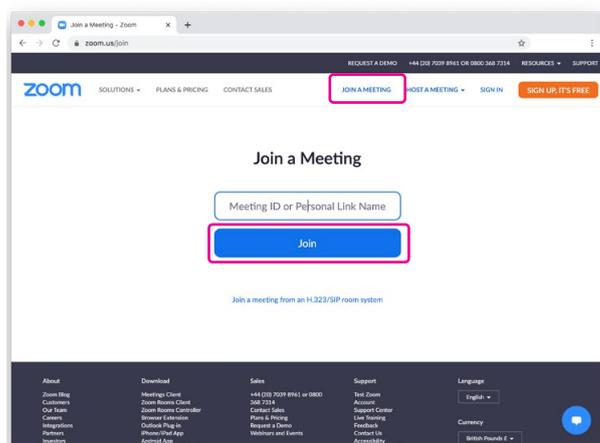
## How to join your first Zoom meeting

You'll usually receive a link in an email or calendar invite from the meeting host. It will look like this:

<https://zoom.us/j/30974350yew09jc98w409u> or <https://us04web.zoom.us/j/30974350yew09jc98w409u>

If you click on the link either your browser will open or if you are on a smartphone then the app will open. Sometimes for whatever reason, the link won't work. In this case, you may need to manually add in the meeting details.

### ➤ VIA COMPUTER



1. On the Zoom home screen and click **Join meeting**
2. Type in the meeting ID and click **Join**. The meeting ID is 10 characters, all numbers. It looks like 123-456-7890.
3. You will now be prompted to download the Zoom app on your computer but let us ignore this as we will be keeping things simple. Click on **Join from your browser**.

When system dialog prompts, click **Open zoom.us**.

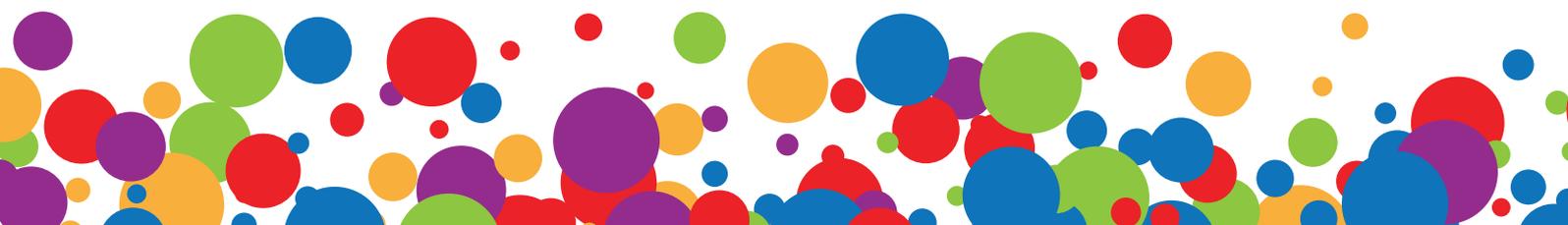
If you have Zoom Client installed, launch meeting. Otherwise, download and run Zoom.

If you cannot download or run the application, [join from your browser](#).

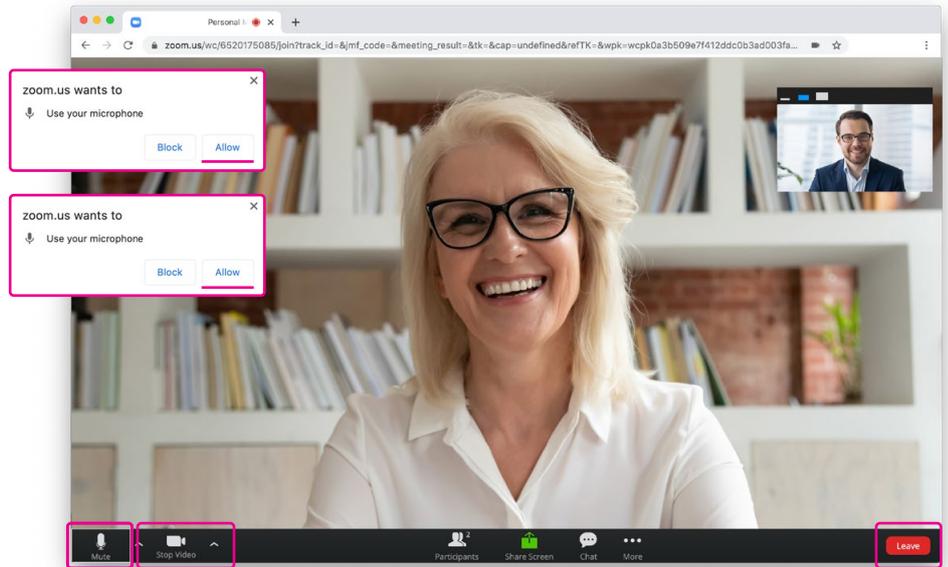
[info@trend-uk.org](mailto:info@trend-uk.org)

[www.trend-uk.org](http://www.trend-uk.org)

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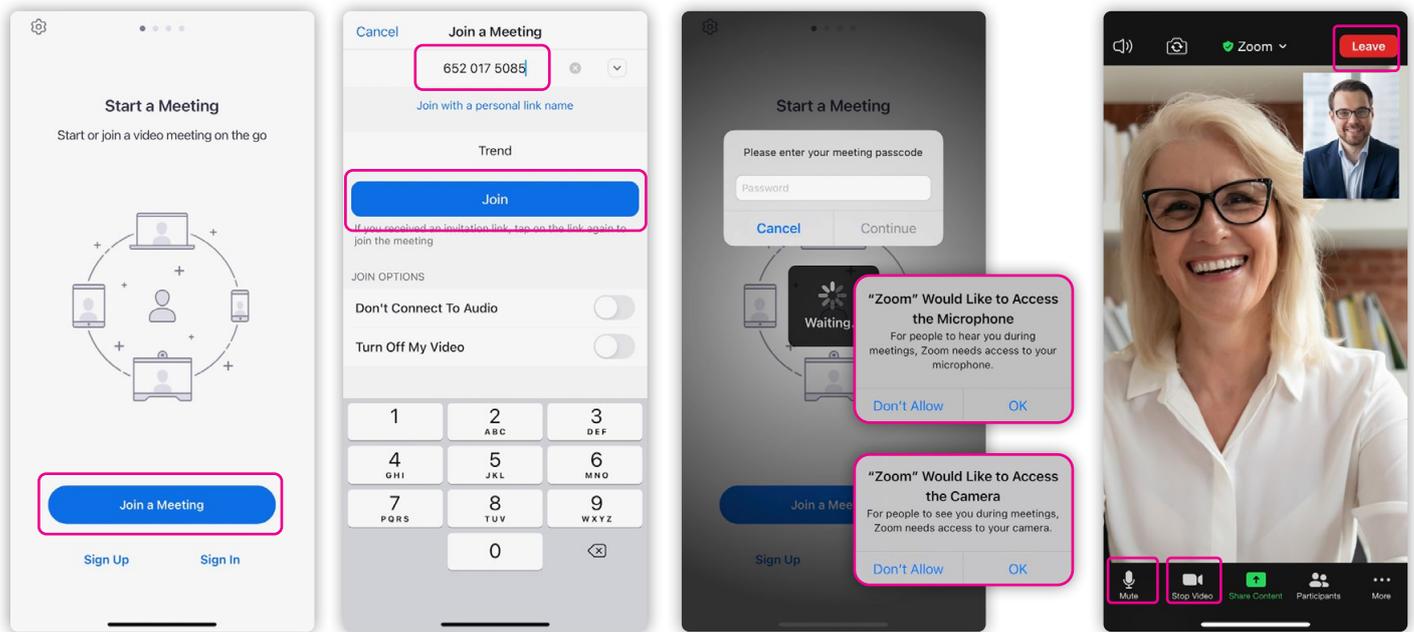


4. Enter the passcode (if provided) to access the meeting, the passcode is 6 characters and all numbers.
5. You are now in the meeting room. The browser will ask for permission to use your microphone and camera. Click **Allow** to both.
6. Once in the meeting room the host will allow you access. You will see them in the main screen and your own camera in the top right.
7. If the host is unable to see or hear you check that your camera and microphone are un-muted and playing by **clicking at the bottom left of the screen**
8. Once the meeting is over click **Leave** at the bottom right of the screen



## ➤ VIA SMARTPHONE

Once you've downloaded the app and clicked on the link the instructions for using the app are similar to above



1. On the Zoom home screen and click **Join meeting**
2. Enter the meeting code and click **Join**
3. If prompted enter meeting passcode and **allow** access to camera and microphone
4. You will now see the meeting host. Check camera and microphone are un-muted and playing by **clicking at the bottom left of the screen**

