# **How to use Zoom**



## Why?

### Why do you need Zoom?

So you can talk to your Trainer and / or classmates.

## What?

### What do you need?

A device like a computer, laptop, tablet or mobile phone.

## How?

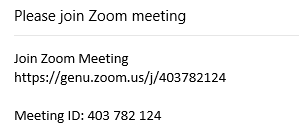
### How does it work?

You can have a 40 minute conversation with someone on your device. You can see and hear each other on your device screens.

## How to join a Zoom meeting

### On a computer

1. Open your email
2. Open your Zoom invitation
3. Click on the Zoom link
4. The link will look like this: <https://genu.zoom.us/j/403782124>



### On a Mobile device

Download the Zoom app on your phone or tablet

### Instructions for an IOS device

(Apple iPhone or iPad)

1. Go to “Apple Store” on your device
2. Type in Zoom
3. Select “get”
4. Select “open”

#### Instructions for an Android device

(Android smartphone or tablet)

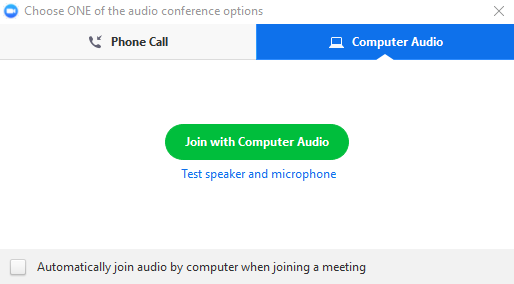
1. Go to “Google Play” on your device
2. Type in Zoom
3. Select “install”
4. Select “open”

## Sound (audio)

1. Select “Join Audio” to hear sound

Screen shot of "Join Audio" with drop down arrow beside it.

1. Select “Automatically join audio by computer when joining a meeting”



1. Select “Join Audio” again to mute the sound

Image of Unmute with a red line across it showing the sound is muted. Mute and unmute will be announced for screen reader users when activated.

**If there is a red line, the sound is off.**

## Screen (video)

1. Select “Start Video” so others can see you.

This will only work if you have a camera.

Image of Start video with a red line across it showing the video is off. Start and stop video will be announced for screen reader users when activated.

**If there is a red line, the camera is off.**

1. Select “Stop Video” to stop others from seeing you.

Image of Stop video. This indicates the video is currently on and others can see you if you have a camera. Stop and start video is announced for screen reader users when activated.

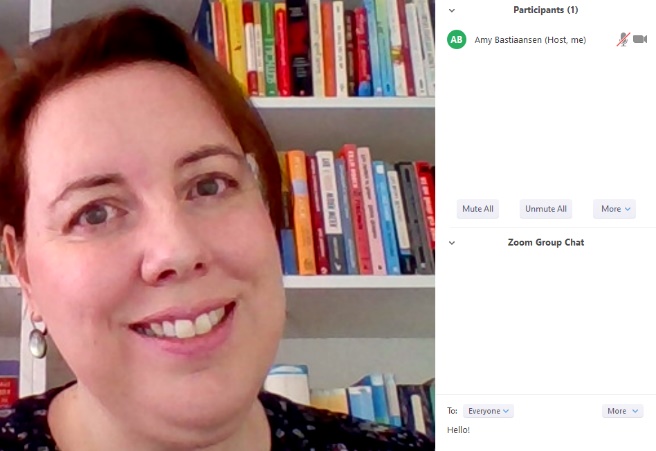
## Chat

1. Select “Chat”

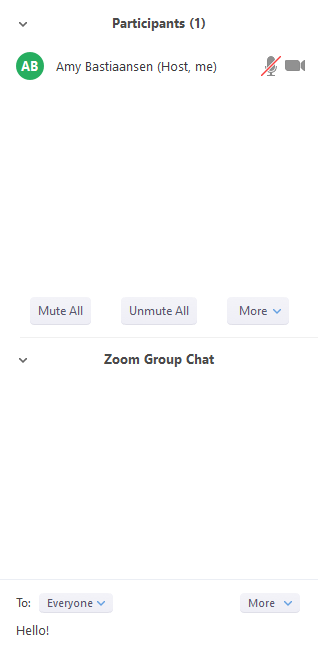
Image of chat icon.

1. Type your message in the “To” section

**Screenshot example**



**Enlarged screenshot of Chat box**



## Summary

You can join Zoom via a link in your email invitation.

**If there is a red line across:**

**For screen reader users audio and video will be announced as off on commencement of the zoom.**

The audio and the video are off.

**If there is no red line:**

**When mute is off or video is started these will be announced.**

The audio and the video are on.