How to use Zoom
This tells you how to use Zoom to join a meeting on your smartphone, tablet or computer.

This document was written by Learning Disability Wales.

26 March 2020
How to use this document

This is an easy read document. The words and their meaning are easy to read and understand.

You may need support to read and understand this document. Ask someone you know to help you.

Words in bold blue writing may be hard to understand. They have been explained in a box below the word.

If the hard word is used again it is in normal blue writing.

Where the document says we, this means Learning Disability Wales. For more information contact:

Website: www.ldw.org.uk

E-mail: enquiries@ldw.org.uk

If you need any help using Zoom you can ring
Kai - 029 2028 9674 or
Kylie - 07707605314

This document was made into easy read by Easy Read Wales using Photosymbols.
What is Zoom?

Zoom is an App you can use to video chat with people.

You can talk to lots of people at the same time on Zoom.

You can use Zoom on a computer, smartphone or tablet.

We use Zoom to have meetings.

We call these meetings Zoom Meetings.
What I need so I can use Zoom

If you want to use Zoom you must have one of these.

- Computer with camera, microphone and speaker
- Smart phone
- Tablet – like an ipad or similar

You must have your smartphone, tablet or computer connected to the internet.

If you need help with this ask a friend, someone in your family or a support worker.
You will need to have a good internet connection so sit close to your internet router.

A router is a box that sends WiFi around your house or office. It lets you connect to the internet.

If you have a problem connecting to the internet you can contact Digital Communities Wales who can help.

Phone 0300 111 5050
Email digitalcommunities@wales.coop.
I want to use Zoom on my smartphone or tablet

To join a Zoom Meeting on your smartphone or tablet you need to download the Zoom App.

Go to the App Store or Google Play on your phone.

Search for Zoom

Download the App called Zoom Cloud Meetings.
There are two ways to join a Zoom Meeting:

You can join a Zoom Meeting with a special code called a Meeting ID:

Or

You can join a Zoom Meeting with a link sent to you in an email or text message.
Joining a Zoom Meeting on your smartphone or tablet with a Meeting ID.

You will be sent Meeting ID in an email or text message.

The Meeting ID will look like this

843 833 035

Open the Zoom App on your smartphone or tablet and click on Join a Meeting.
Type in the Meeting ID
Type in your name.
Click on Join

Click on Join with Video
Click on **Call using Internet Audio**

You will now be in the Zoom Meeting.

Hold your smartphone or tablet in front of your face.

Everyone in the meeting can now see your face and hear what you say.

You will be able to see other people in the meeting and hear what they say.

The person who is running the meeting can explain anything else you need to know.
Joining a Zoom Meeting with a link on your smartphone or tablet

A link is a special set of letters and numbers that is sent to you in an email or message on your smartphone or tablet.

It will look something like this
https://zoom.us/j/3598695

https://zoom.us/j/3598695
Tap on the link in the email or message

Click on Join with Video
Click on **Call using Internet Audio**

You will now be in the Zoom Meeting.

Hold your smartphone or tablet in front of your face.

Everyone in the meeting can now see your face and hear what you say.

You will be able to see other people in the meeting and hear what they say.

The person who is running the meeting can explain anything else you need to know.
I want to use Zoom on my computer

To be part of a Zoom Meeting on your computer you will need your computer to have

- A camera
- A microphone
- A speaker.

Most laptops have all of these things.

If you are using a desk top computer you may have to connect these things.

If you need help ask a friend, someone from our family or a support worker.
Joining a Zoom Meeting on your computer with a Meeting ID.

You will be sent Meeting ID in an email or text message.

The Meeting ID will look like this

843 833 035

Open the internet browser you usually use the internet on.

An internet browser is a programme you use on your computer to use the internet.

You may use

- Google Chrome
- Firefox
- Internet Explorer
- Safari

Type in the address for Zoom at the top of the internet browser you use.

www.zoom.us
Click on **Join a Meeting**

Enter the **Meeting ID** you got in an email or text message.

Then click on **Join**
Click on **Agree**

You may see this on your screen.

If you see this on your screen click **Allow**
Click Start Video

You will now be in the Zoom Meeting.
Everyone in the meeting can now see your face and hear what you say.
You will be able to see other people in the meeting and hear what they say.
The person who is running the meeting can explain anything else you need to know.
Joining a Zoom Meeting on your computer with a link.

You will be sent link in an email or text message.

It will look something like this

https://zoom.us/j/3598695

https://zoom.us/j/3598695

Click on the link in the email or text message.

Click on Join Audio by Computer
You may see this on your screen.

If you see this on your screen click Allow

[Image of a pop-up asking to allow Zoom to use your microphone]

Click Start Video

[Image of a video call interface with the name Simon displayed]

You will now be in the Zoom Meeting.

Everyone in the meeting can now see your face and hear what you say.

You will be able to see other people in the meeting and hear what they say.

The person who is running the meeting can explain anything else you need to know.
Staying safe online

Talking to people online with things like Zoom can be great fun.

It is important to stay safe when you are online.

Only join a Zoom Meeting if you were invited by someone you know.

Only say or do things in a Zoom Meeting you would do in a normal meeting.

Never share passwords with people in a Zoom Meeting.
Privacy in Zoom Meetings

Zoom Meetings are great because you can see and hear everyone else in the meeting.

Everyone in a Zoom Meeting can see and hear you too.

Sometimes you may not want people to see or hear you in a Zoom Meeting.

You can turn your camera off so people cannot see you.

To turn your camera off, tap or click on the camera button.

When your camera is turned off it will look like this.

You can turn your camera back on by clicking or tapping the button again until it looks like this.
You can turn you microphone off so people cannot hear you.

To turn your microphone off tap or click on the microphone button

When your microphone is turned off it will look like this.

You can turn your microphone back on by clicking or tapping the button again until it looks like this.