3 STEP GUIDE TO ZOOM MEETINGS

1. **I will send you an invite to our meeting** **which will be sent from my usual email address.**

**The invite will come in this format:**

If you already have a Zoom account, you can click on the link here.

**You have been invited to the following event.**

**Progress Meeting**

If not, click here to join. You will be asked to enter a unique password which will be shown here.

|  |  |
| --- | --- |
| When | Tue 7 April 2020 11:00—11:30 United Kingdom Time |
| Where | https://zoom.us/j/91054071655?pwd=NzhJcjBweDdJcnc2MXMwOWFQMGNQZz09 (map) |
| Calendar | clientemail@email.com |
| Who | · adviseremail@email.com - organiser· clientemail@email.com |

**more details >>**

Adviser Name is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/91054071655?pwd=NzhJcjBweDdJcnc2MXMwOWFQMGNQZz09>

Meeting ID: 123 456 789

Password: 123456

1. **The following prompt will then appear on the screen. Press “Join with computer audio” to go straight to the meeting**.

After which, you will be held in a virtual waiting room until I authorise entry to the meeting. This is a security measure to ensure unauthorised participants cannot gain access.



You will appear on the screen if your video is switched on.

I will also be on the screen here.

You will have controls here (see below).

1. **Check your settings.**

If the audio and video icons have a cross through them click on the icon to switch them on.

The ‘more’ button will display more options. However, for our meeting it is unlikely that we will need these.

