**How to join a meeting using Zoom conferencing**

Joining a meeting using Zoom is free.

**Step 1; In advance of the meeting (you could do this now)**

Install the zoom application on whatever device you would like to use (for example, a smart phone, a tablet or your desktop computer or laptop)

1. Follow this link (or type it in to the browser)- <https://zoom.us/download>
2. Click the big blue button to Download (called “Zoom client for meetings)
3. When it has downloaded it will ask you if you want to open it- open it and put in your details (it will ask for your email address and ask for you to set a password).

**Step 2; On the day of the meeting**

1.You will have received an email invitation to the meeting which will include a link (usually this comes up in blue font).

2. 5-minutes before the meeting, click on the link and this will bring you into the meeting.

3. To leave the meeting, just click close (this will happen automatically at the end of the meeting).

**Please let us know if you would like any help downloading the zoom app or learning how to use it. The best way to feel a bit more comfortable with it would be to try it out so do download the app now and have a look at it!**