

Zoom Video Calling – Step-by-Step Guide

Step 1: Install or Open Zoom

- On a computer: go to <https://zoom.us/download> and install 'Zoom desktop client'.
- On a smartphone/tablet: open the App Store (iPhone/iPad) or Google Play (Android) and search 'Zoom'.
- Already installed? Just open the Zoom app.

Step 2: Join the Meeting

- Click the meeting link in your email/message OR open Zoom and tap 'Join'.
- Enter the Meeting ID and your display name. When asked for a passcode, type it in.

Step 3: Allow Camera & Microphone

- When prompted, allow Zoom to use your microphone and camera.
- Use the Mute and Stop Video buttons (bottom left) to control your sound and picture.

Step 4: Audio Tips

- Use headphones for clearer sound and fewer echoes.
- If nobody can hear you, check Mute is off and select the right microphone via the arrow next to the mic icon.

Step 5: Video Tips

- Sit facing a window or light so your face is bright and clear.
- Place your device at eye level and look at the camera when speaking.