



Arthritis ACTION

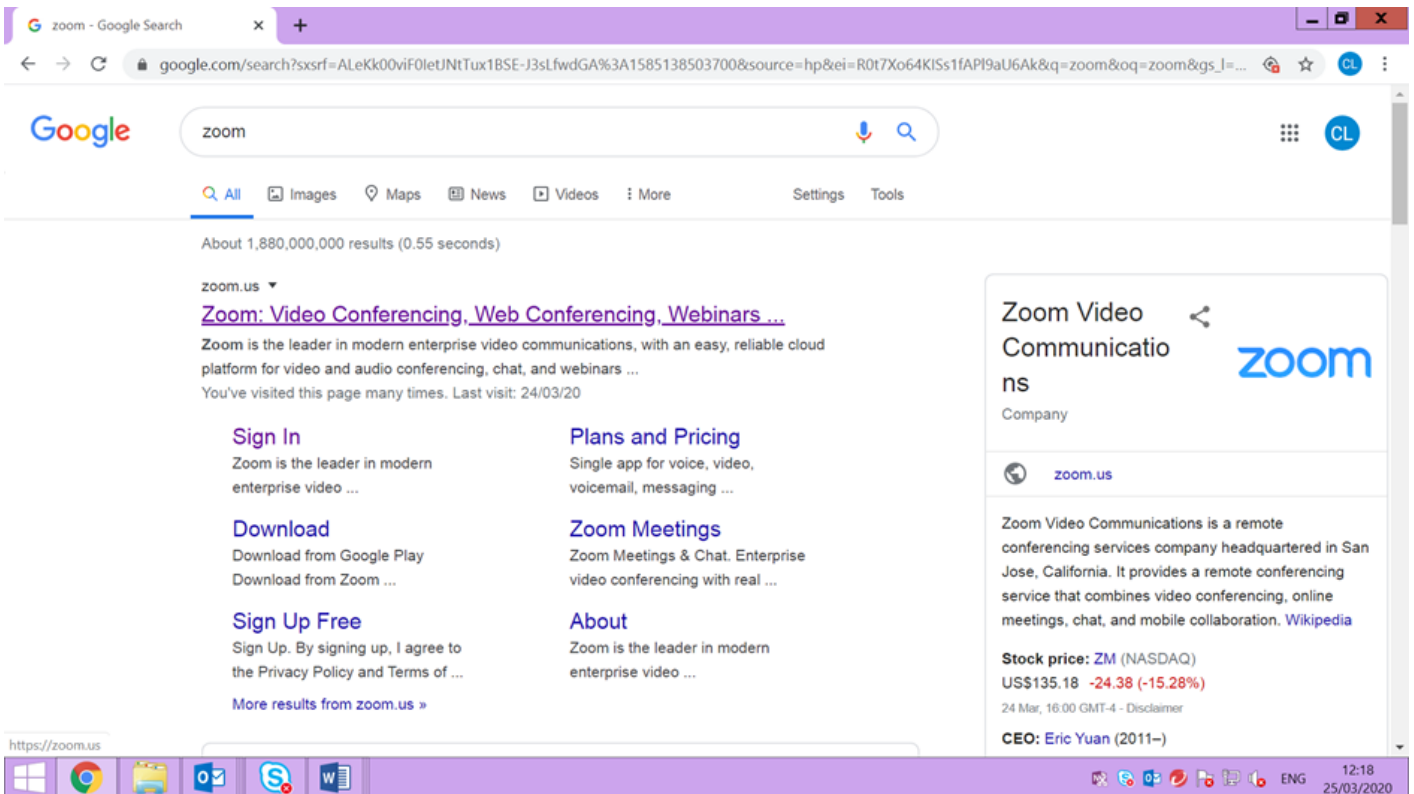
Zoom Meetings

How to Guide:

Laptop or PC

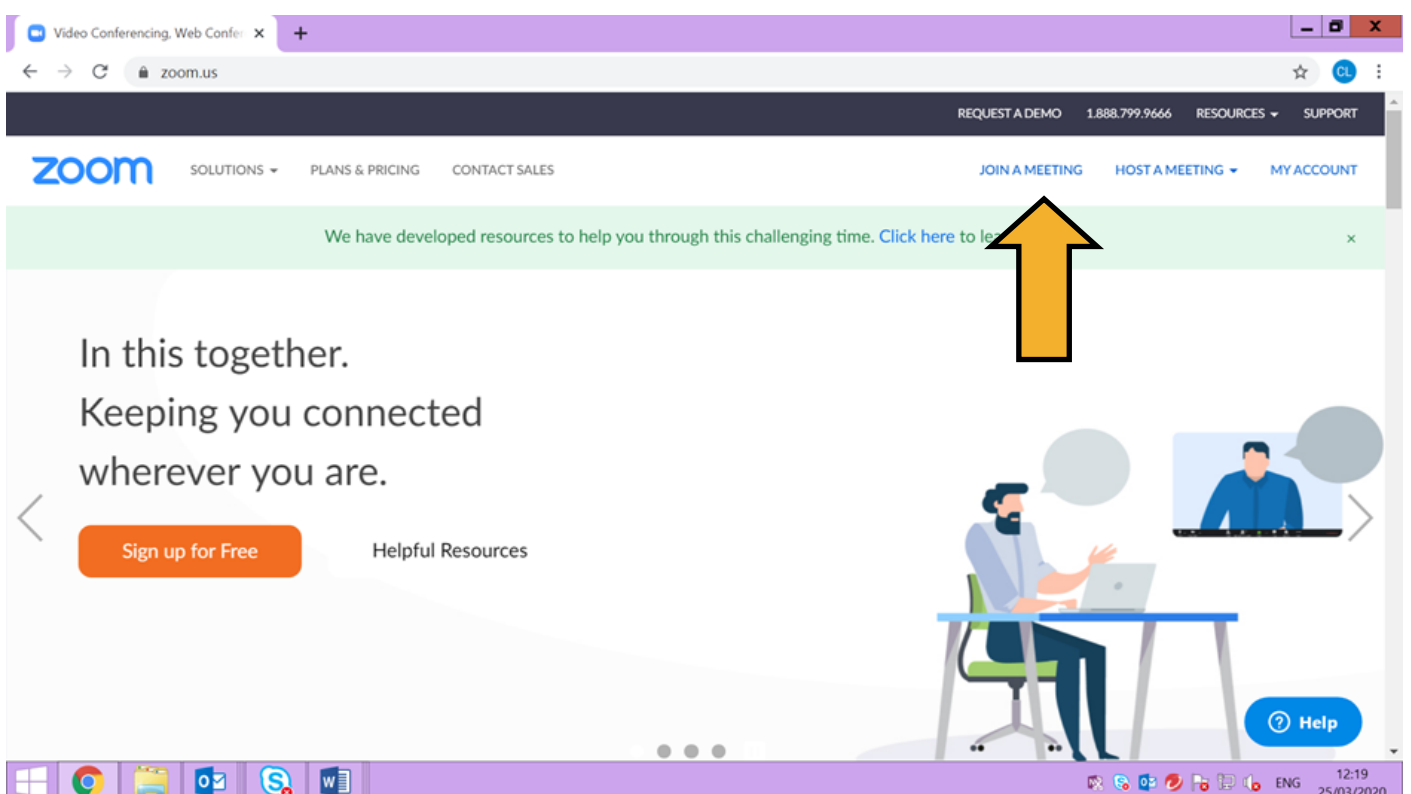
1

Open an internet browser (Chrome, internet explorer etc) type Zoom into your search engine and select zoom.us.
Or type the address **www.zoom.us** in to your address bar.



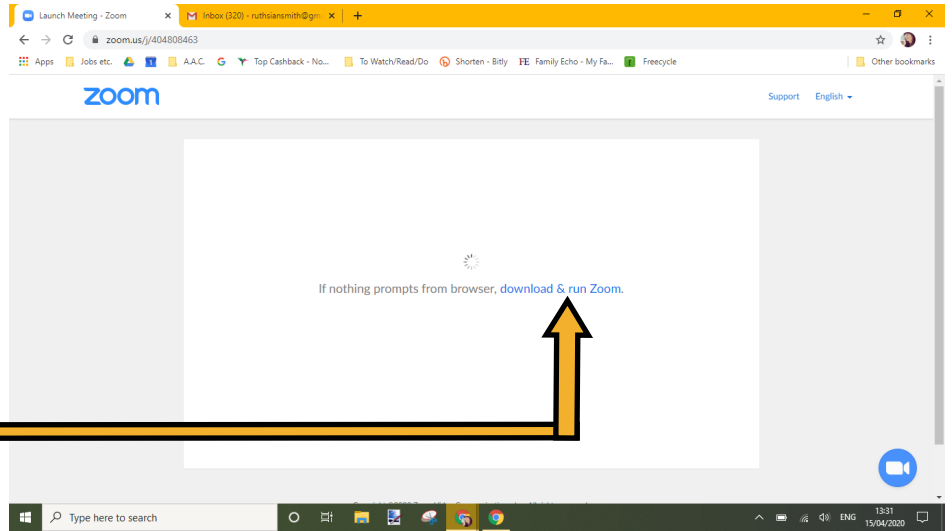
2

You will arrive at the Zoom home page.
To join the meeting, click 'Join a Meeting' in the top right hand corner.



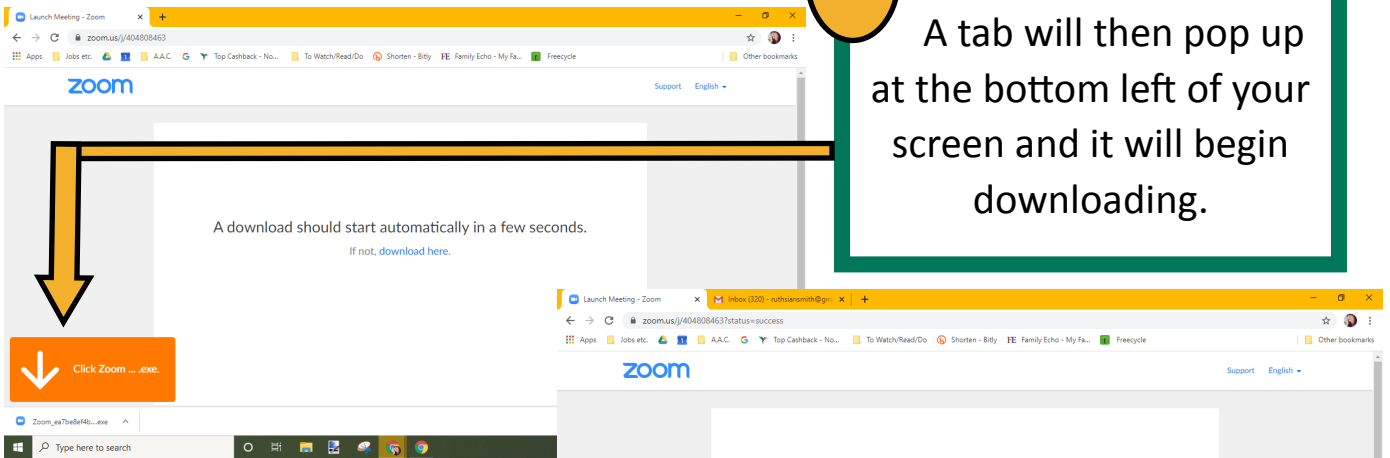
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If you haven't used Zoom on your computer before you will need to download it. It should download automatically, but if not click the link labelled 'Download & run Zoom'



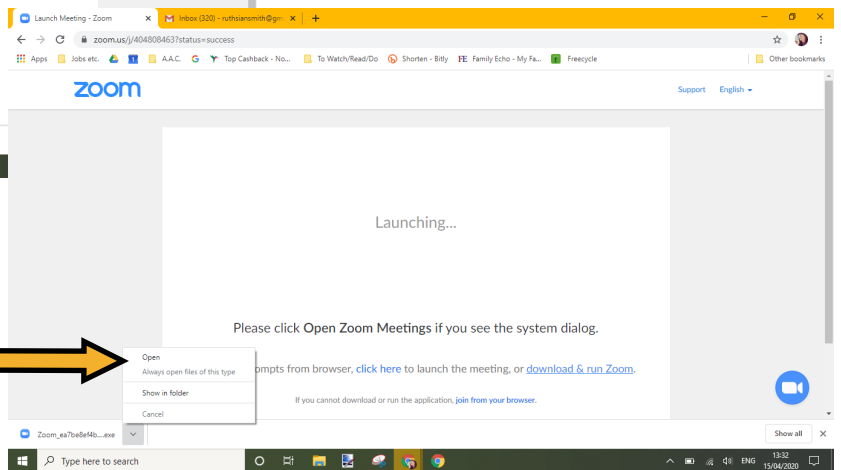
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A tab will then pop up at the bottom left of your screen and it will begin downloading.



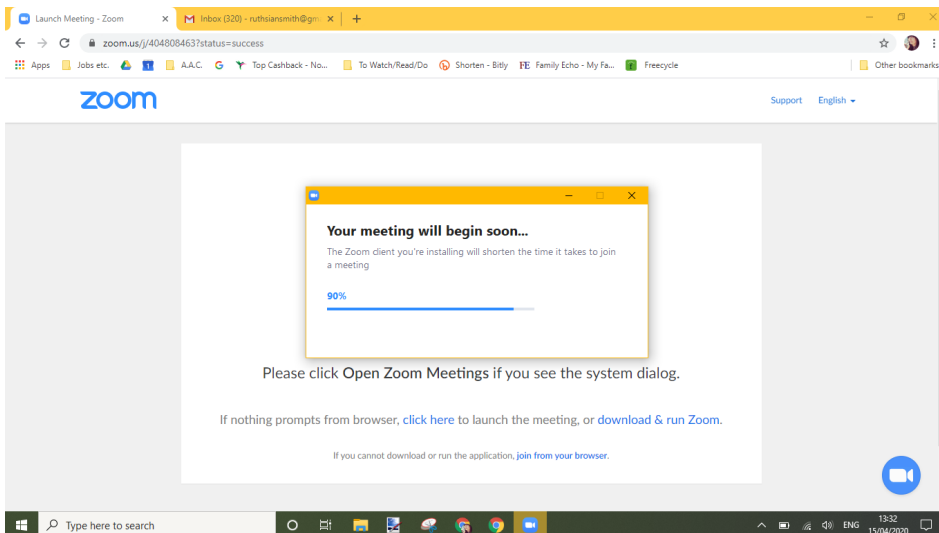
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When complete you can click tab and select 'Open'.



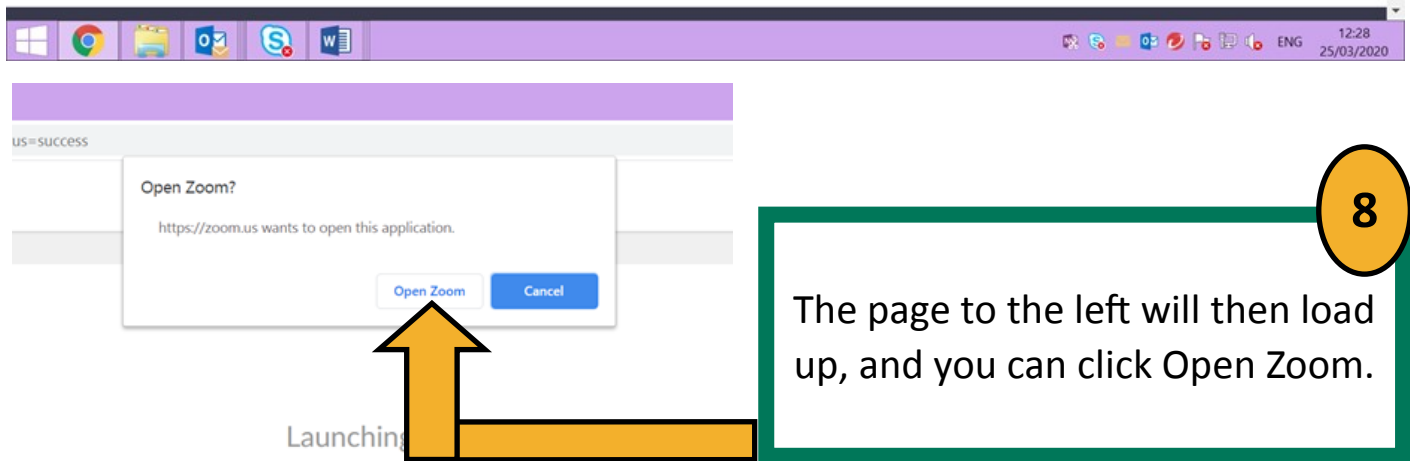
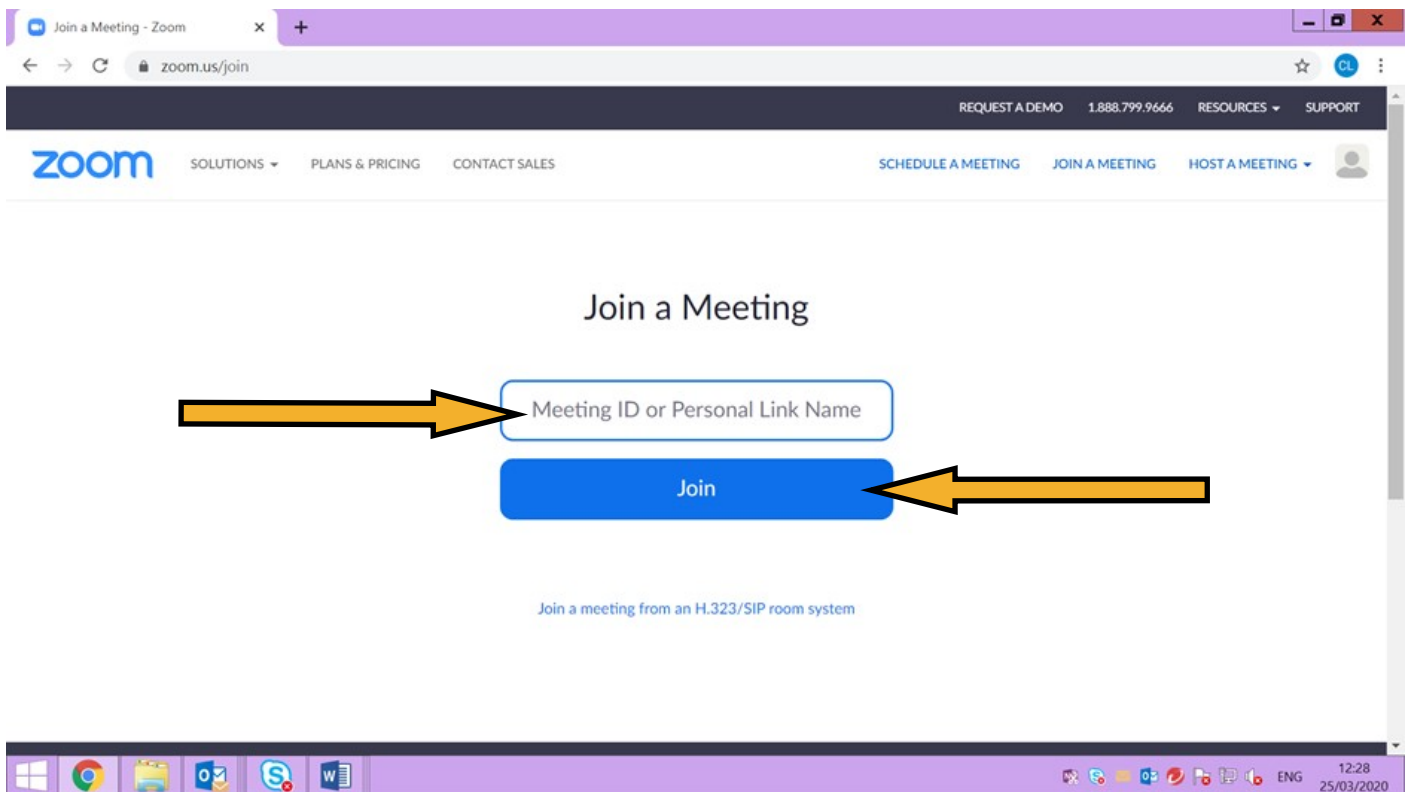
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It will then finish installing and take you to the meeting's log in page.



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Now enter the meeting ID we sent you and then click Join.



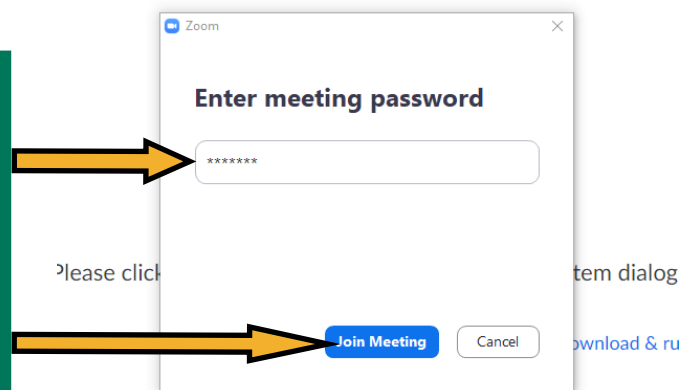
8

The page to the left will then load up, and you can click Open Zoom.

Please click Open Zoom Meetings if you see the system dialog.

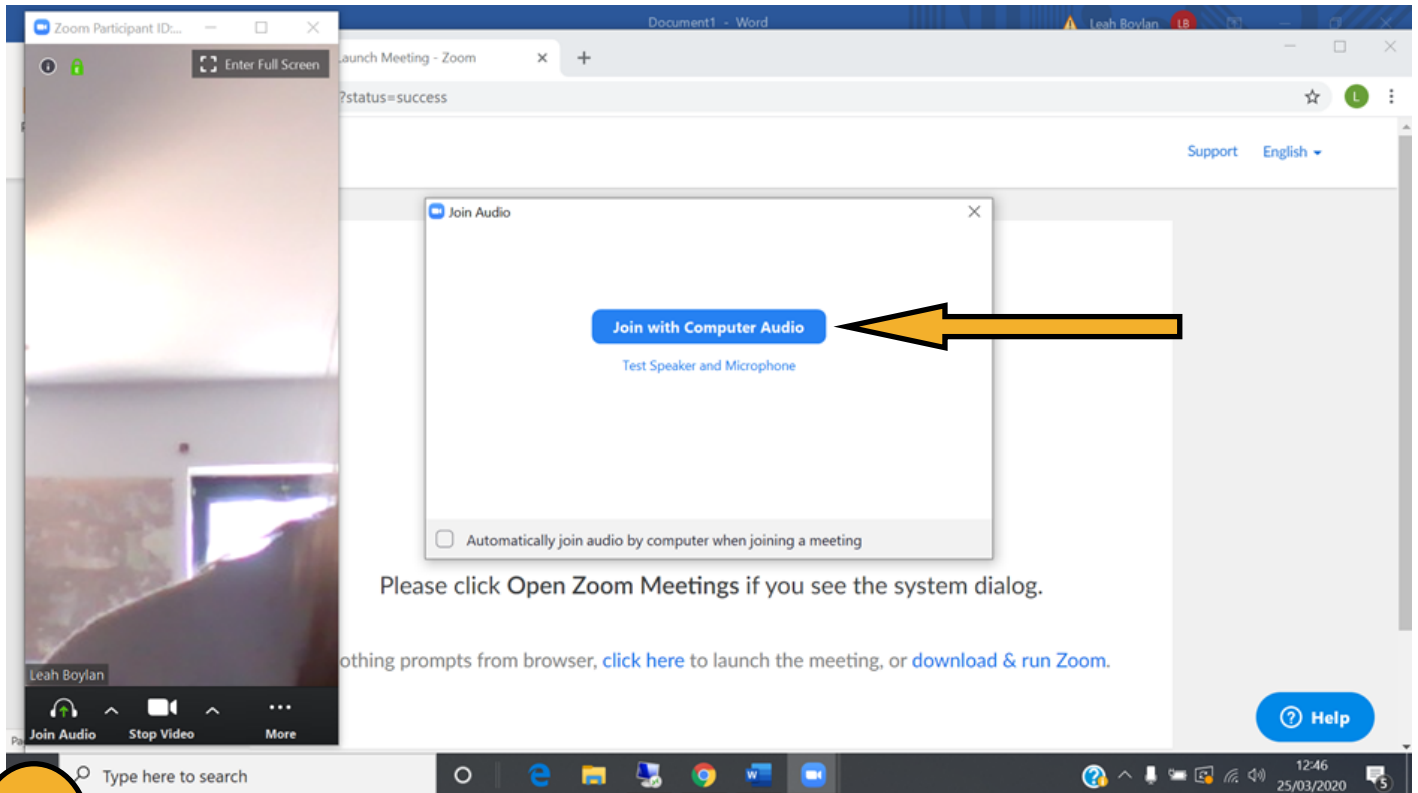
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You may be asked to also enter a password, so please enter the password that we have sent you prior to the meeting and click 'Join Meeting'.



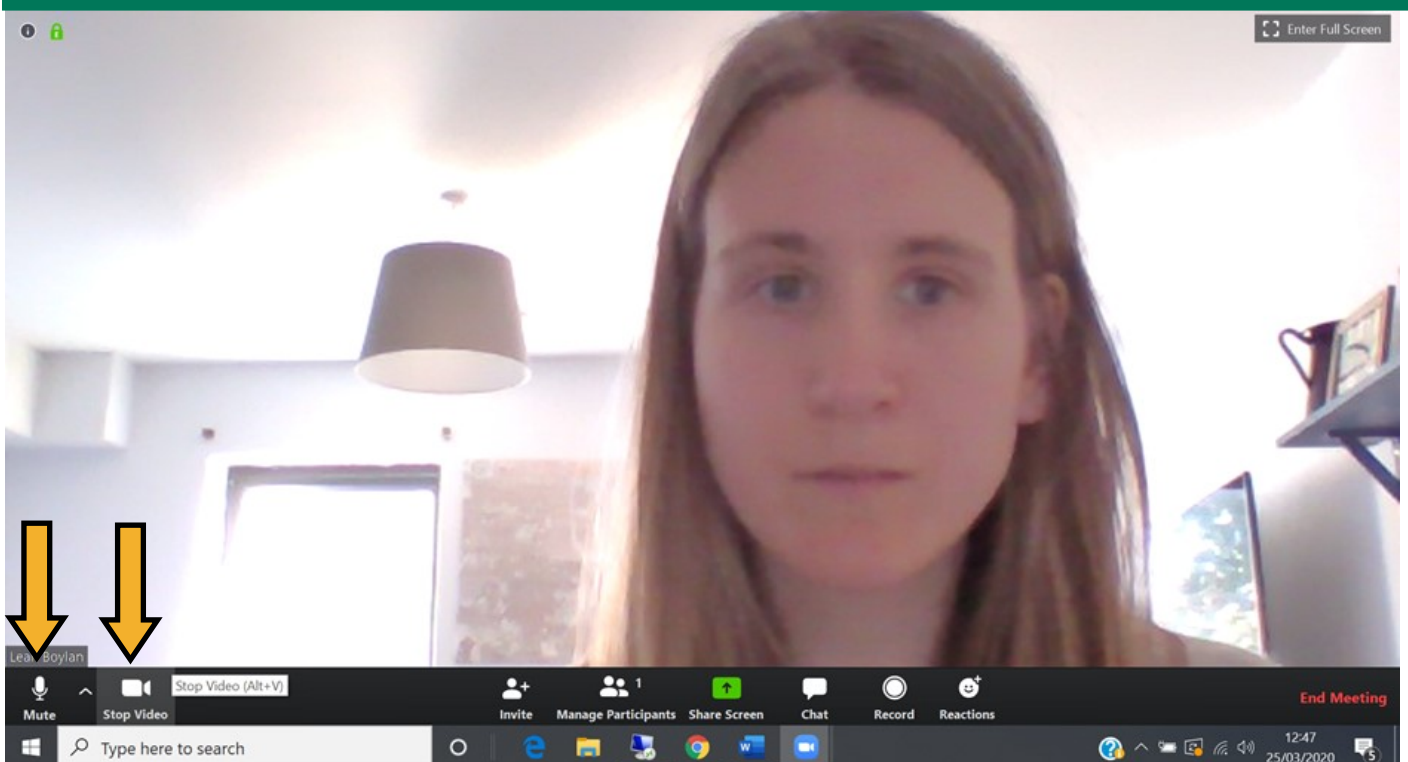
10

Click on 'Join with Computer Audio'.



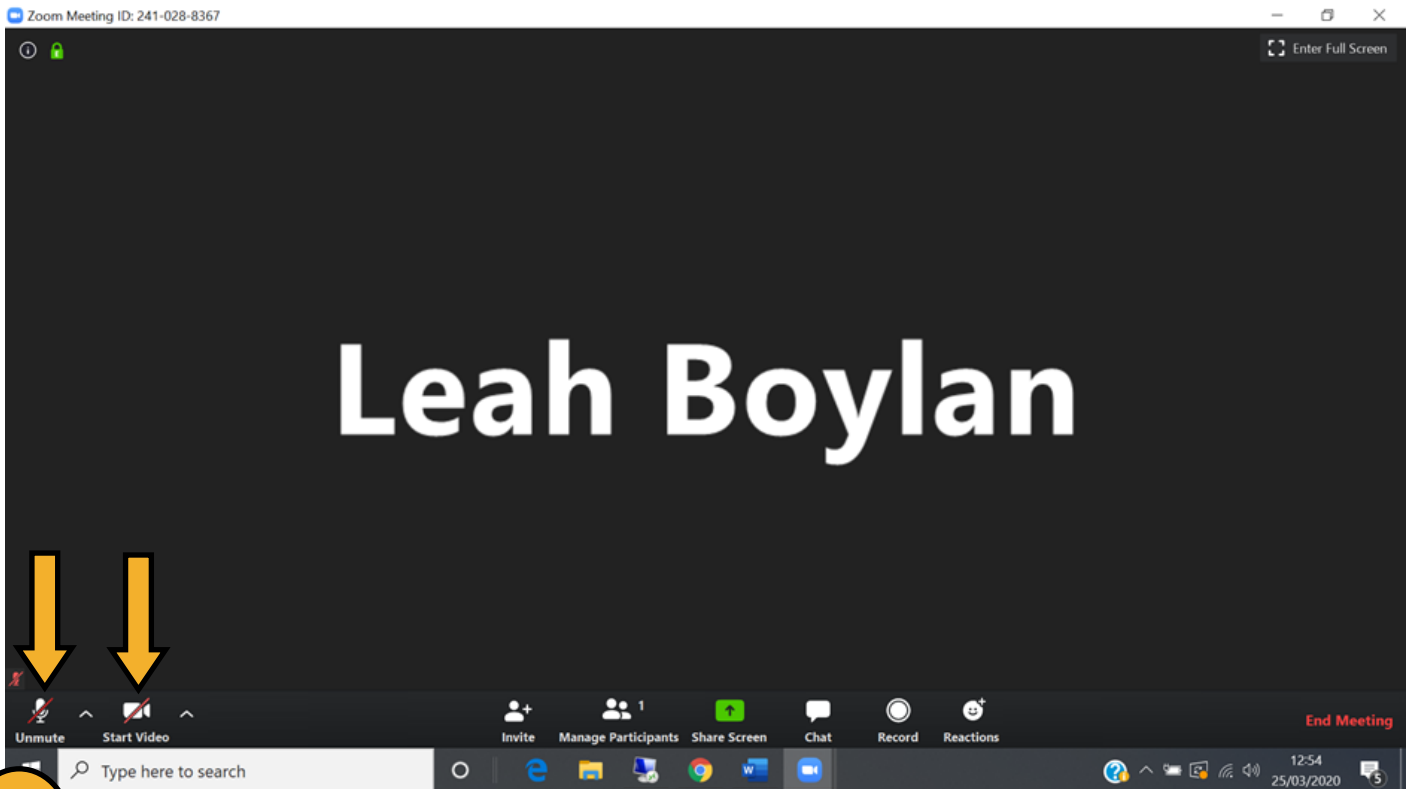
11

You will now enter the meeting will be able to see yourself and the others. Your camera may not automatically turn on, but you can click the video button at the bottom left of the screen to start (or turn off) the camera. The same goes for the audio, if at any point you would like to mute yourself you can click the mute button in the bottom left corner.



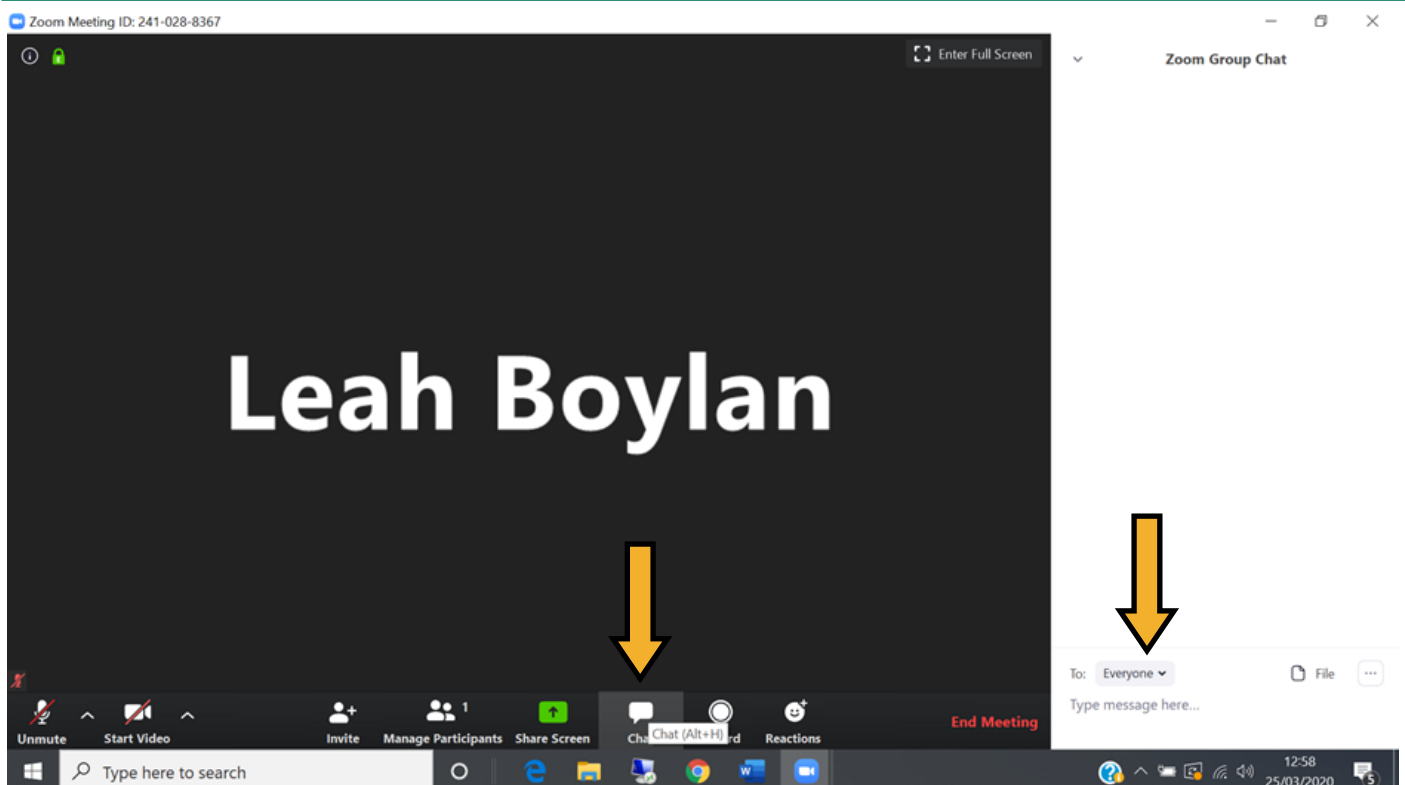
12

If you turn your camera off, your name will be displayed on the screen instead. You can turn it back on or unmute your mic by clicking the icons at the bottom left of the screen.



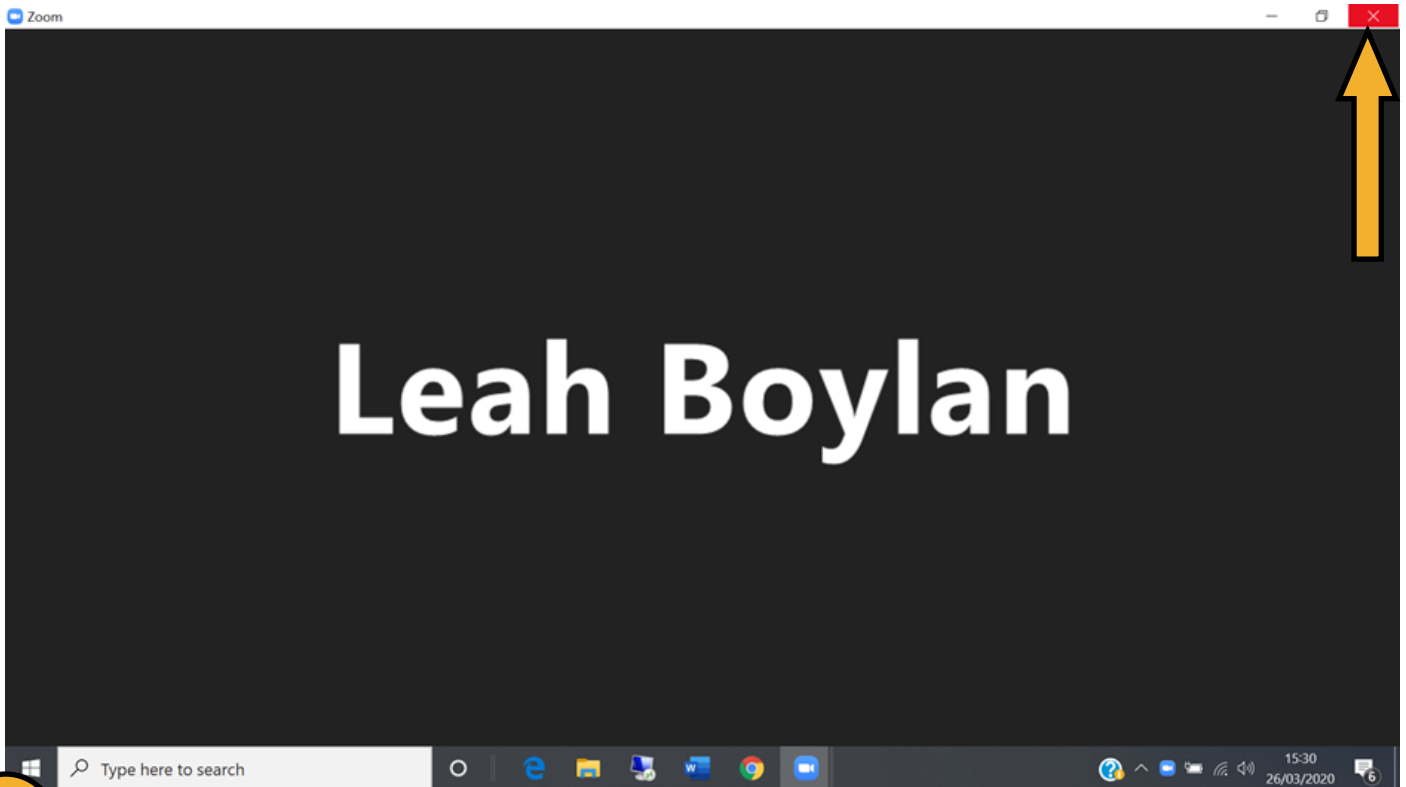
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There is also a chat function in Zoom that can be opened by clicking the icon labelled chat. You can then choose to send a message to everyone, or to the host by selecting them in the chat window at the bottom.



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If you want to leave the meeting at any point you can click the X at the top right of the window.



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A box will then pop up on your screen and you can confirm that you would like to leave the meeting by clicking 'Leave Meeting'.

