

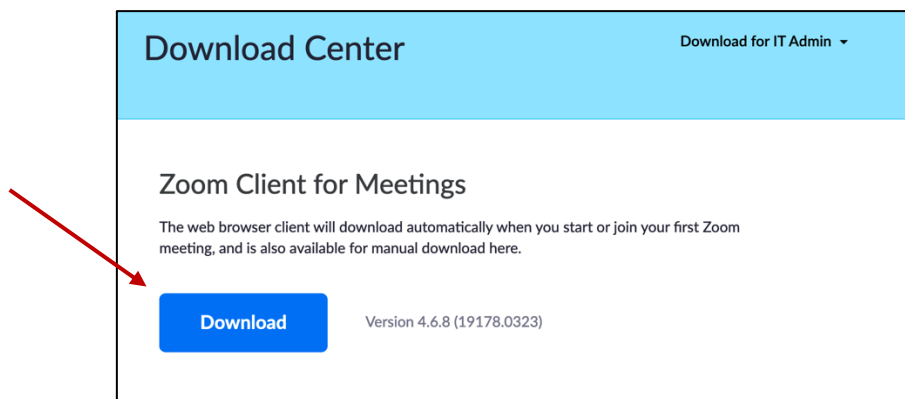
Instructions for Downloading and Using Zoom

Downloading Zoom:

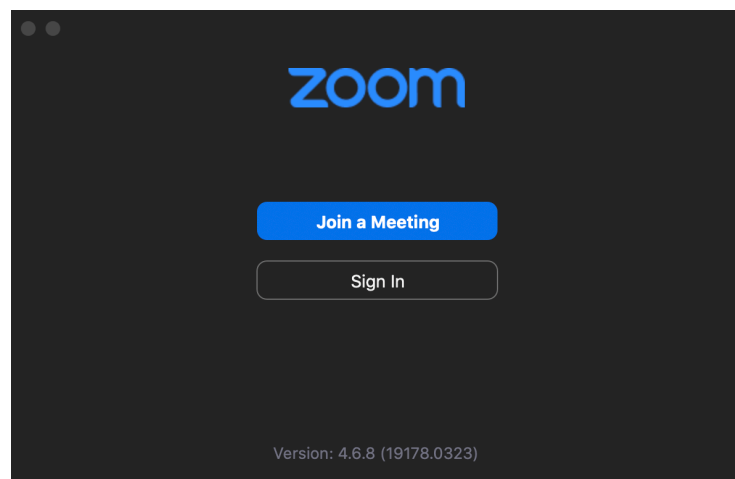
1. On your preferred device (we recommend using a computer or tablet), open the following URL link, or copy and paste it into the search bar of your web browser:

<https://zoom.us/download>

2. This will open the Zoom Download Center. Click on the 'Download' button beneath the heading 'Zoom Client for Meetings'. This will download the Zoom Installer onto your device.

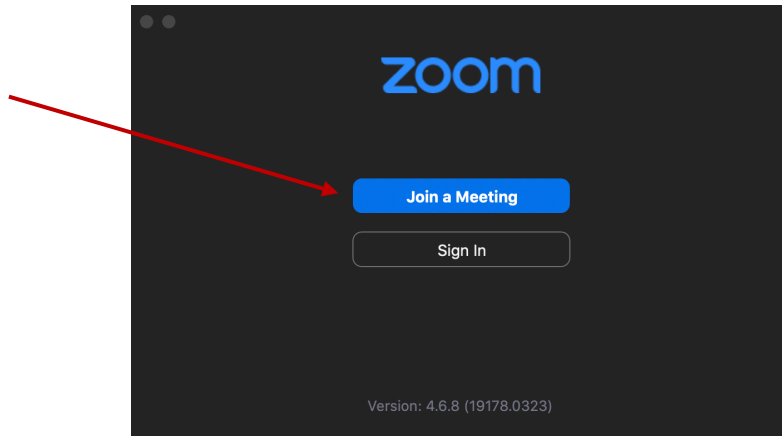


3. Once downloaded, please open and run the Zoom Installer. Depending on the age and operating system of your device, you may be required to give the app permission to run.
4. Once you have opened the Zoom Installer, the Zoom app will begin downloading onto your device. Depending on the age and operating system of your device, you may be instructed to take additional steps before beginning the download, such as choosing a destination for the app and accepting terms and conditions. Please read and follow these instructions to begin downloading Zoom.
5. Open the Zoom app after the download has completed to check that the installation was successful. A window should open similar to the one displayed below.

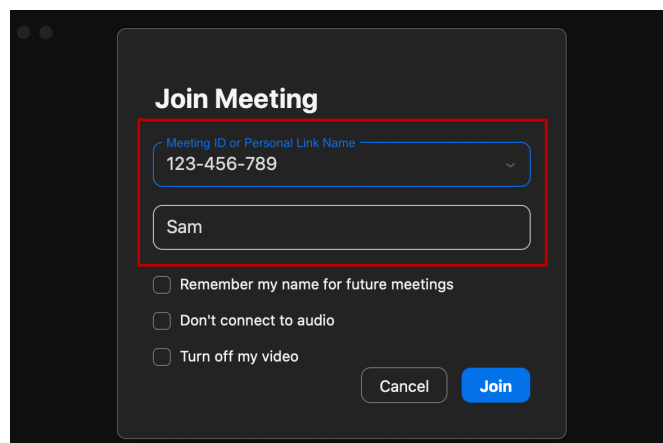


Using Zoom for a Meeting:

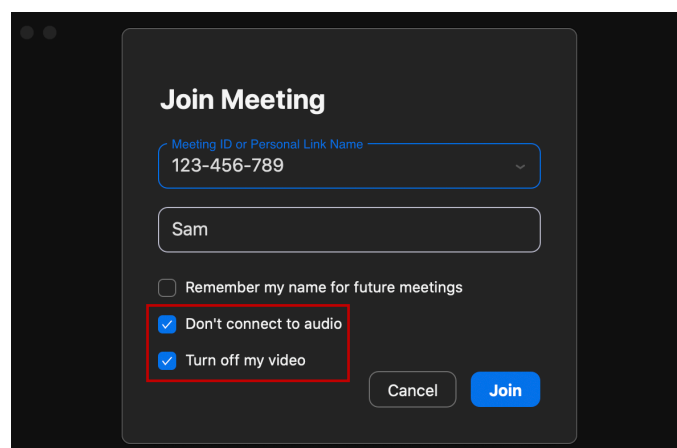
1. Open the Zoom app on your device before your meeting is scheduled to begin.
2. Click on 'Join a Meeting'. Please note that it is not necessary to create and sign into a Zoom account to participate in a meeting.



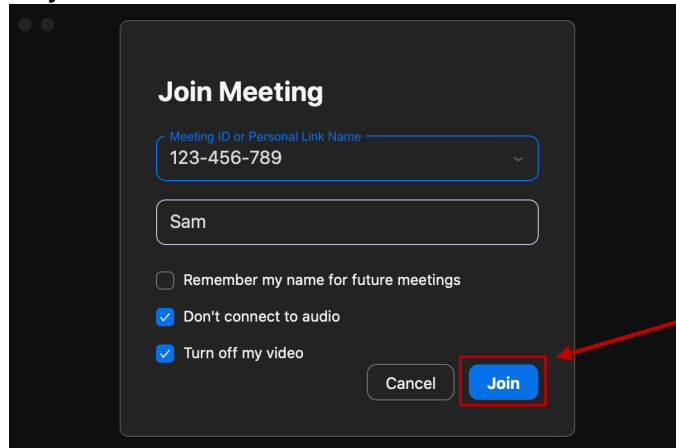
3. The following window will open. Sayers will have issued you a 9-digit meeting ID in advance. Please type this ID into the first box, and your name into the second box, as is shown below.



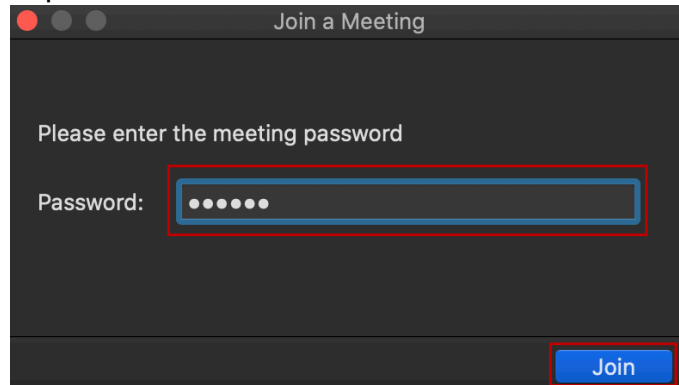
4. Next, tick the last two boxes labelled 'Don't connect to audio' and 'Turn off my video'. This is so you can join the meeting without your audio and video turned on.



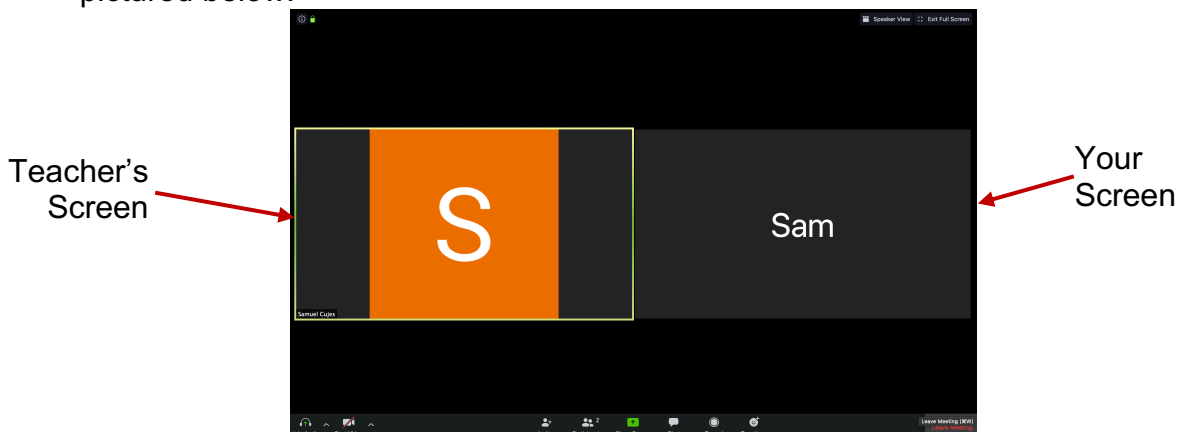
5. You are now ready to click on the 'Join' button.



6. You will then be required to enter a password that Sayers will have issued you. Please enter this password into the box and click the 'Join' button again.

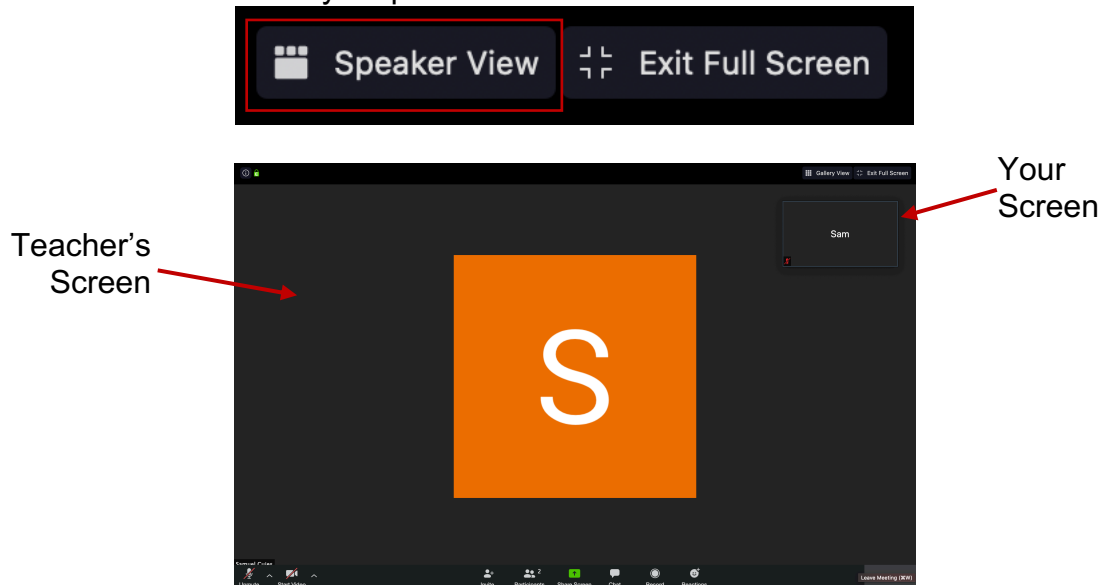


7. You will now enter the meeting, where you will see a similar setup to the one pictured below.

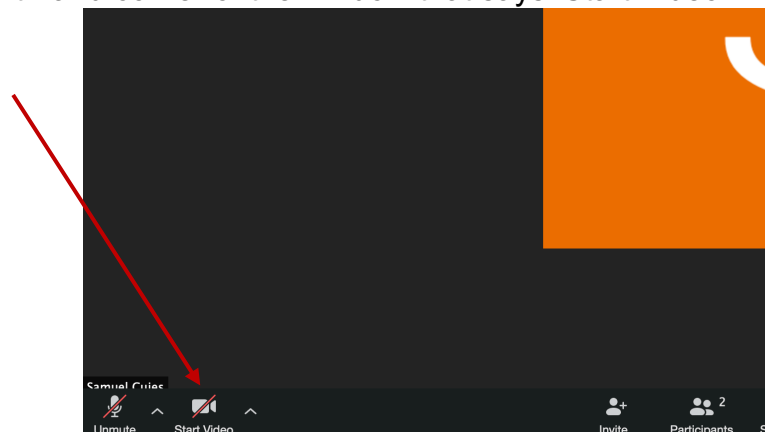


Extra Settings:

1. To view the teacher's screen in full, click on the button in the top right-hand corner of the window that says 'Speaker View'.



2. If you are asked by the teacher to turn on your video, click on the button in the bottom left-hand corner of the window that says 'Start Video'.



3. To ask a question or to type a comment, click on the button in the bottom middle of the screen that says 'Chat'. This will open up a panel into which you can type a question or comment.

