

How to get Zoom started if you have never done it before

You need a computer or laptop or tablet with a microphone and a speaker. It is also preferable if your machine has a camera, if not we won't be able to see you. Please check if your camera needs to be switched on or the lens opened.

There are 2 ways to access Zoom. Both are outlined below and you can practise beforehand so that when the time of your Zoom meeting arrives you are ready.

1. If you rarely expect to use Zoom, use this option. Nothing will be left on your computer but you will have to go through the same process every time you want to access a Zoom meeting.
2. This option will download the Zoom programme to your computer/laptop/tablet, you will only have to go through the process once and it will be easy to access your next Zoom meeting.

For both options, make a paper note of the meeting id and passcode on your invitation as you might need them later. Then click on the link to the meeting. If nothing happens you need to copy and paste the link into the search field on your browser.

This page will appear

The screenshot shows the Zoom website interface. At the top, there is a navigation bar with the Zoom logo, a search bar, and links for 'Support' and 'English'. Below the navigation bar, the main content area contains the following text:

Click **Allow** on the dialog shown by your browser
If you don't see a dialog, click **Launch Meeting** below

By clicking "Launch Meeting", you agree to our [Terms of Service](#) and [Privacy Statement](#)

There is a blue button labeled "Launch Meeting".

Below the "Launch Meeting" button, there are two links:

- [Don't have Zoom Client installed? Download Now](#)
- [Having issues with Zoom Client? Join from Your Browser](#)

Handwritten red annotations are present:

- "option 2" with an arrow pointing to the "Download Now" link.
- "option 1" with an arrow pointing to the "Join from Your Browser" link.
- "X won't work yet" with an arrow pointing to the "Launch Meeting" button.

At the bottom of the page, there is a footer with the following text:

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Privacy & Legal Policies | Do Not Sell My Personal Information | Cookie Preferences

In the bottom right corner, there is a blue speech bubble icon.

“Launch meeting” won’t work if you don’t have the Zoom programme downloaded already.

Option 1:

- Click on “Join from your browser”
- Click on “Allow” to let Zoom use your camera
- Check that you can see yourself in the screen, if not you will need to turn on your camera
- Add your name , make sure it is the name you booked in
- Click on “Join”
- “Agree to the T&C and the Privacy Policy

This should open the waiting room for your meeting and the host will then admit you.

Occasionally you may be asked for the meeting id and passcode that you wrote down.

You can practise this beforehand and you will get a message that the meeting hasn’t started yet. You will need to click on the meeting link from your invitation and follow all these instructions again when you want to join the meeting for real.

Option 2:

- Click on “Don’t have Zoom Client installed - download now”. Install as you would any new programme, the installer is called zoom.pkg and you will probably need your computer password to allow it to run. When the programme has installed a page will pop up
- Add the meeting id and add your name , make sure it is the name you booked in, then click to move on
- Enter the meeting passcode and click to move on.

This should open the waiting room for your meeting and the host will then admit you.

You can go through these steps beforehand and you will get a message that the meeting hasn’t started yet. When you are ready to join the actual meeting, you only need to click on the meeting link from your invitation and then either an “Allow” Zoom to access will come up or you can click on “Launch meeting” and you will be straight into the meeting room.