**d+da**
Diversity and Disability Alliance

Practical Guide to:
- Download and set up Zoom on your computer
- Join your Zoom meeting

To participate in a Zoom meeting, you will need:
- A computer, smart phone, or iPad with a webcam and speaker.
- An app called 'Zoom'.

Zoom does not cost anything if it is being used for a meeting between only two participants.

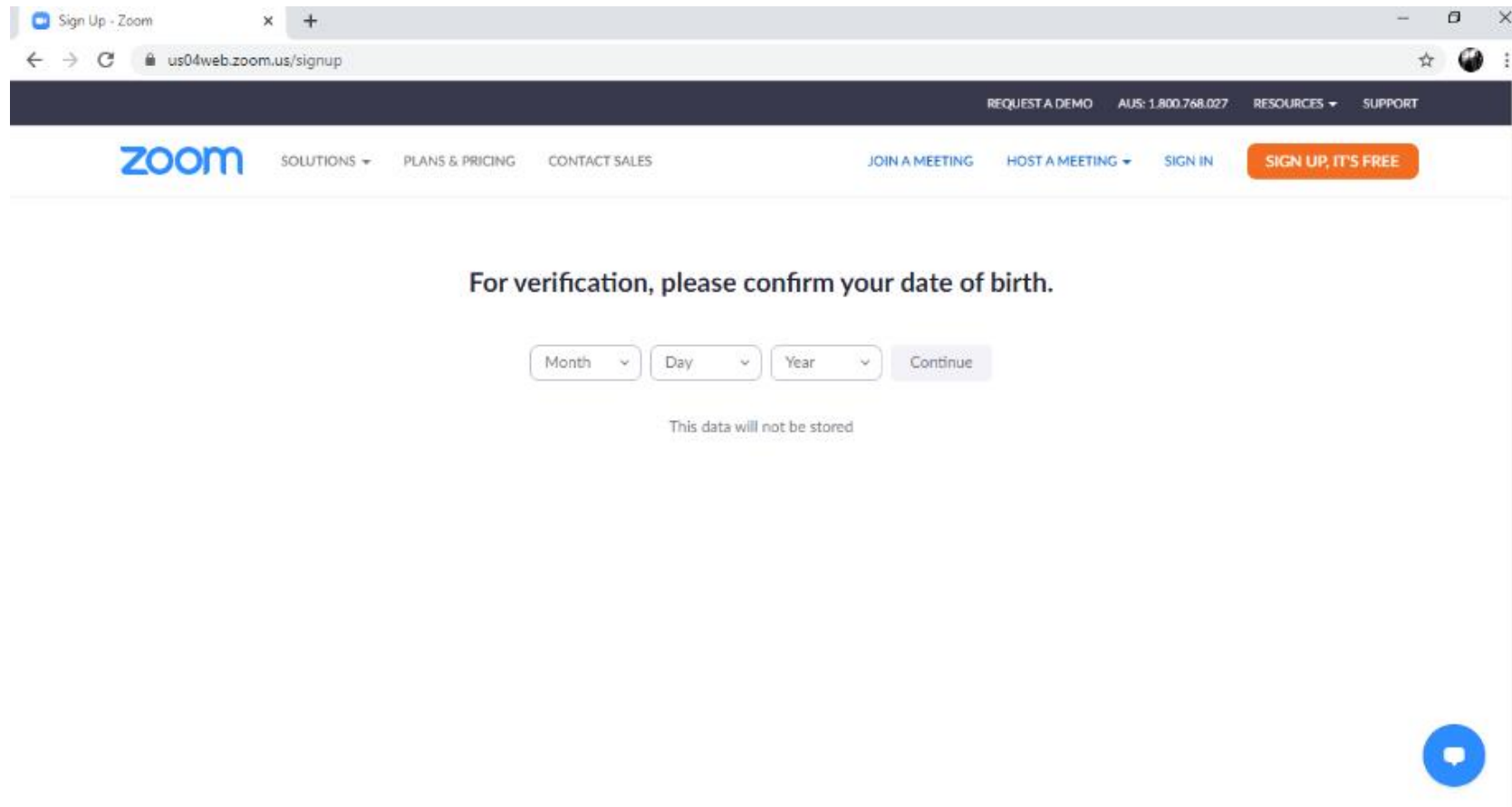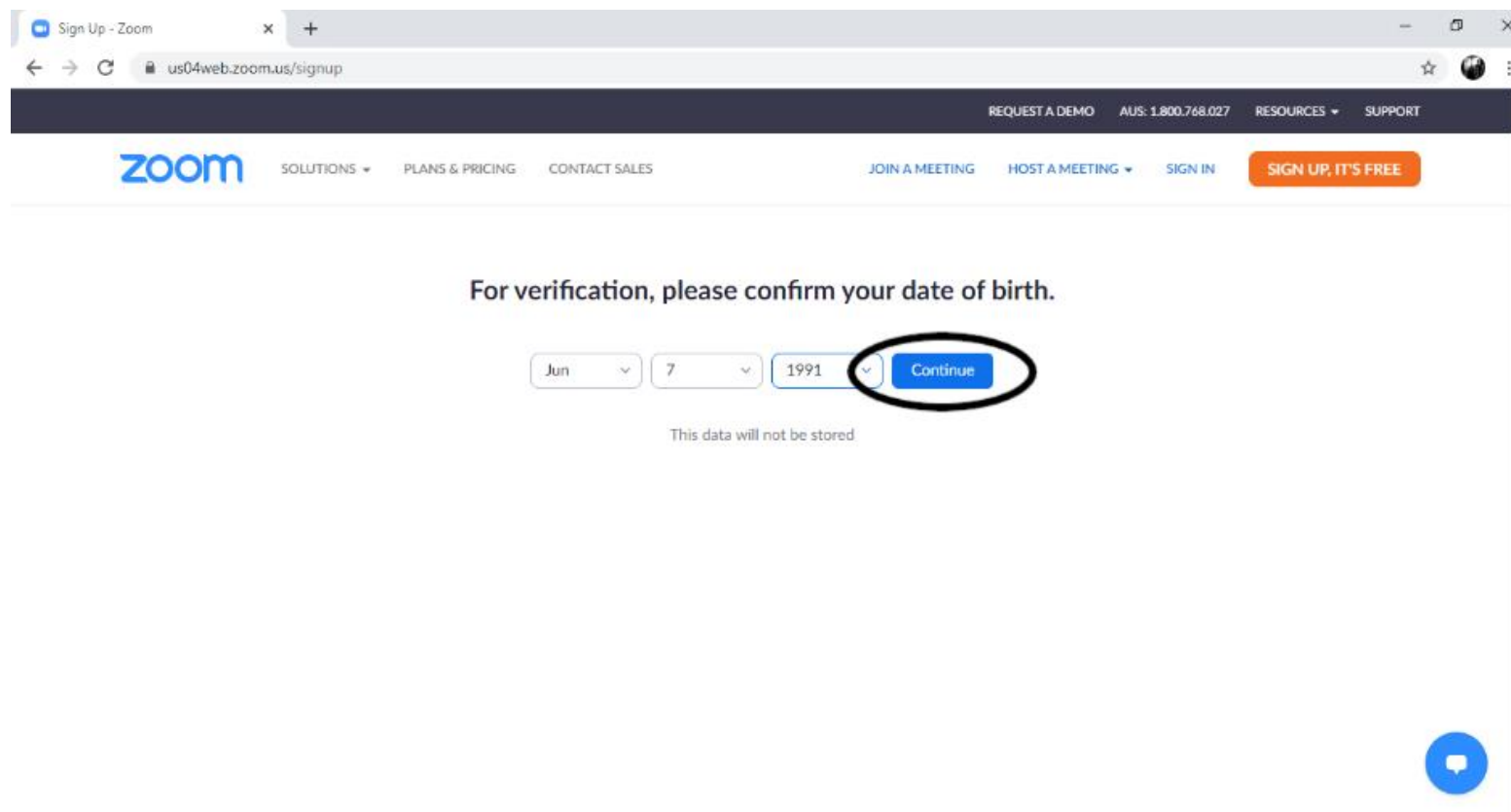# How do I download Zoom on my computer?

**Step 1:** Go to: https://zoom.us/signup



Image Description: Example of what your screen will look like during this step
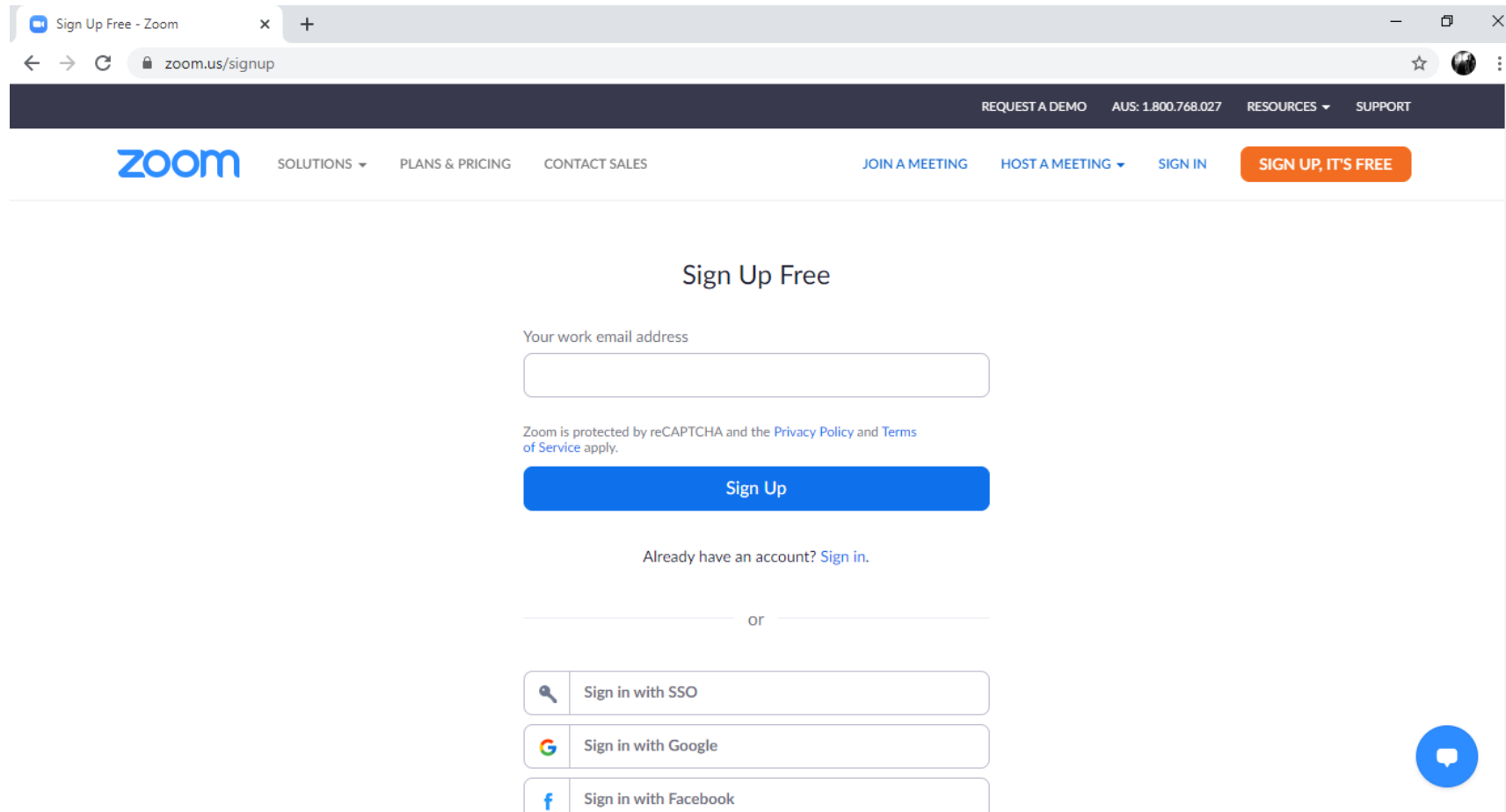
**Step 2:** Enter your date of birth and select/click "Continue"



Image Description: Example of what your screen will look like during this step (with example date of birth has been entered)

**Step 3:** Enter your email address and select "sign up"



Image Description: Example of what your screen will look like during this step

**Step 4:** You will be emailed a link, asking you to activate your new account. Select 'Activate Account'
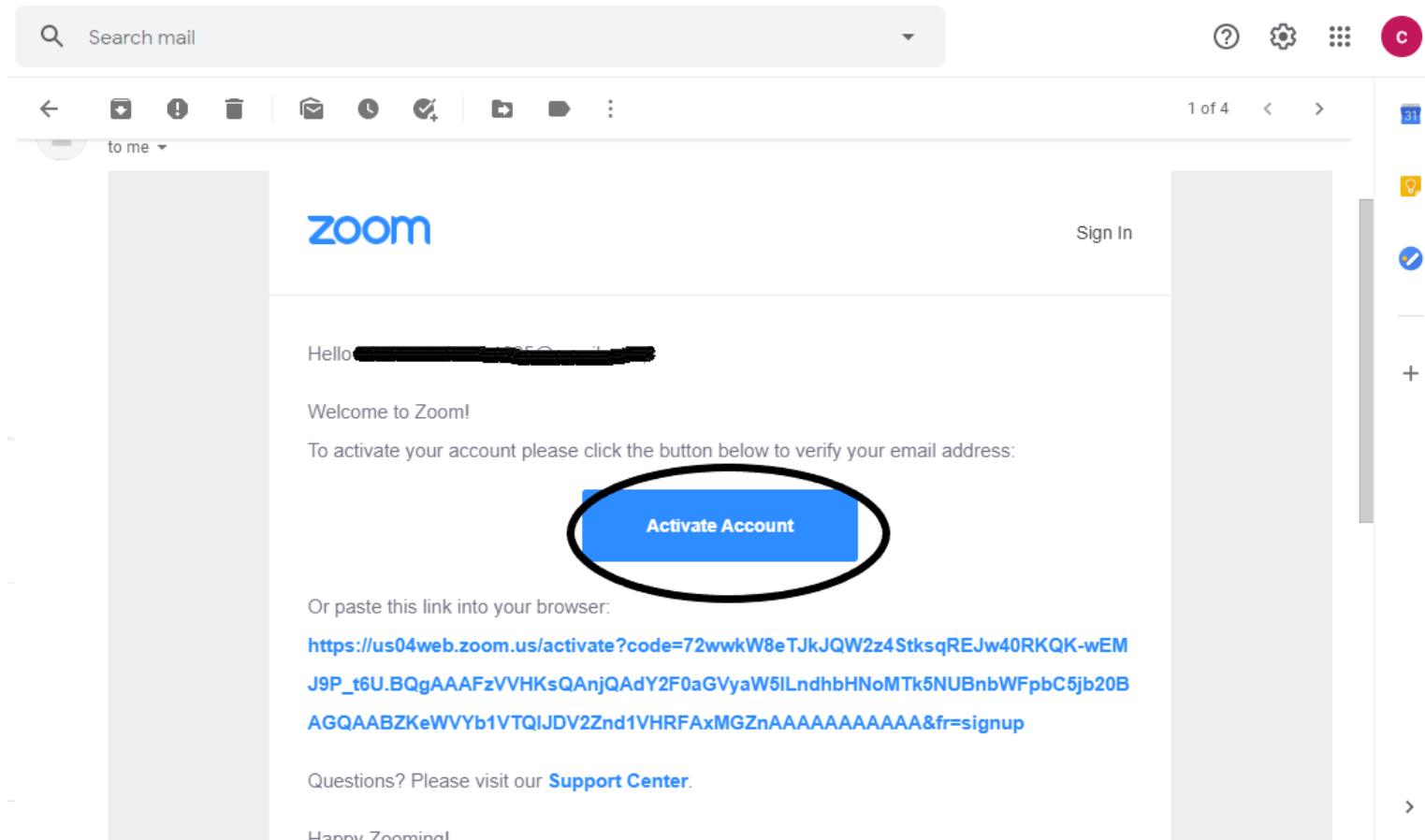


Image Description: Example of what your screen will look like during this step

**Step 5:** You will be asked if you 'are signing up on behalf of a school?' Select 'No' and then select 'Continue'
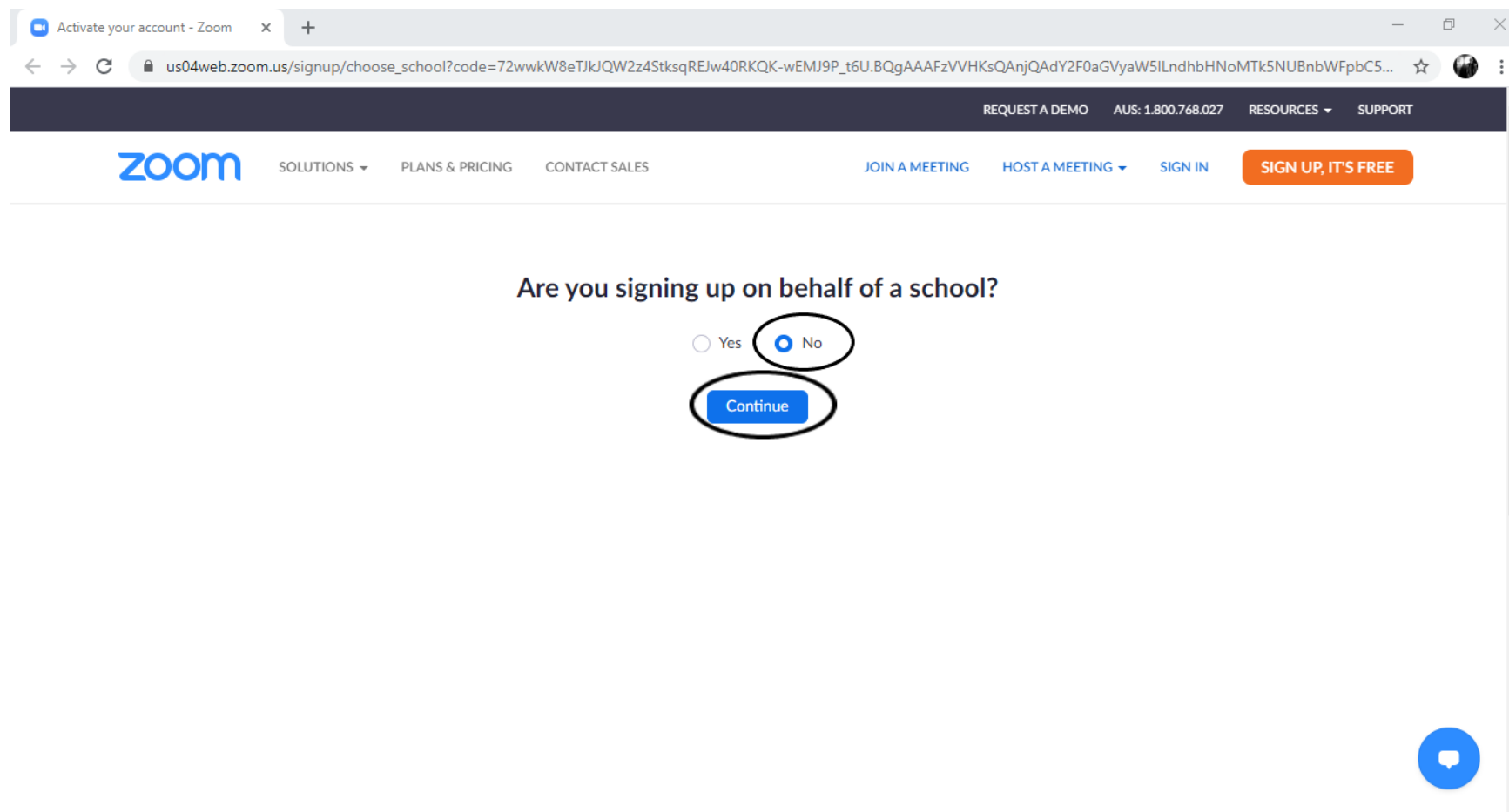


Image Description: Example of what your screen will look like during this step

**Step 6:** Enter your first and last name and create a password. Then select 'Continue' Note: Passwords must

- Have at least 8 characters
- Have at least 1 letter
- Have at least 1 number
- Include both uppercase and lowercase characters



Image Description: Example of what your screen will look like during this step (with example name and password has been entered)

**Step 7:** You may be prompted to invite a friend, select 'skip this step'.



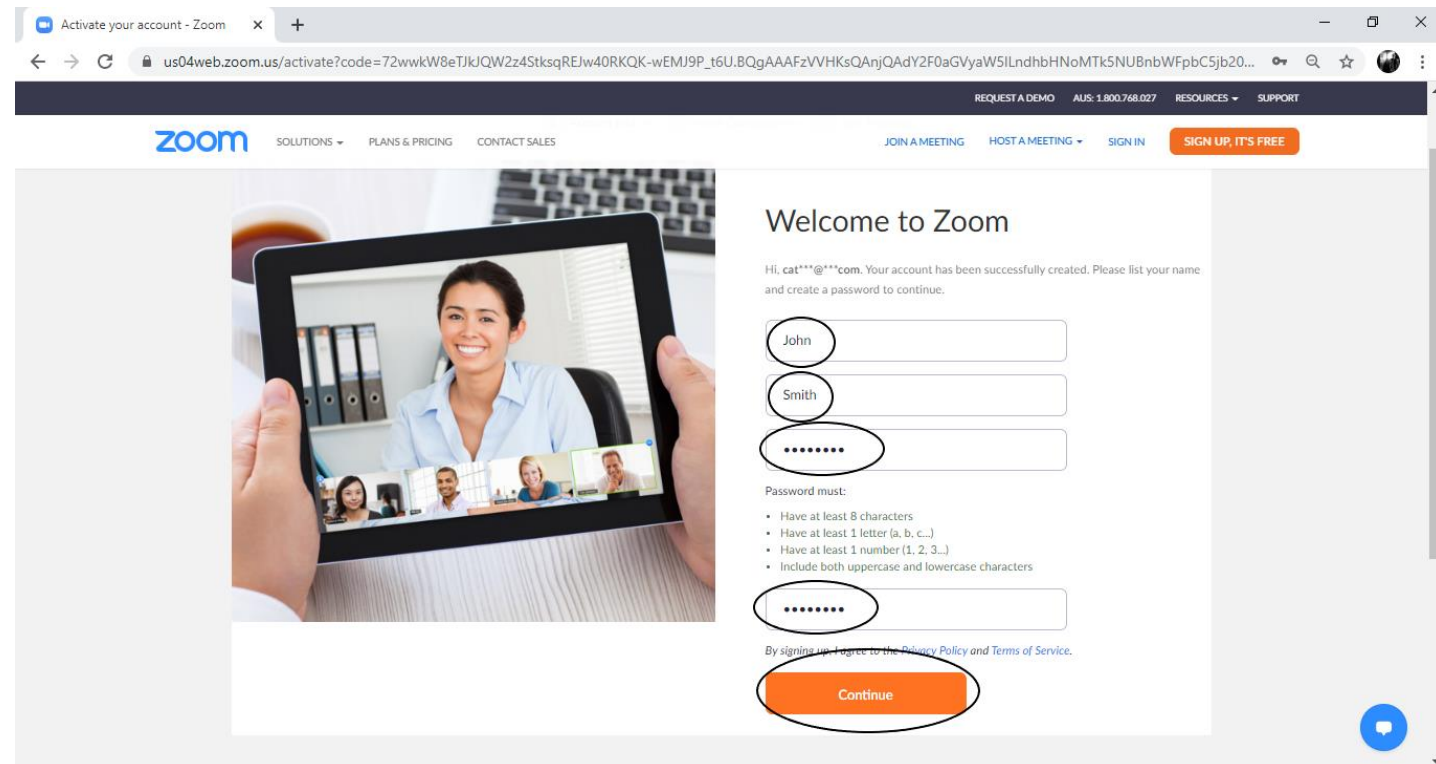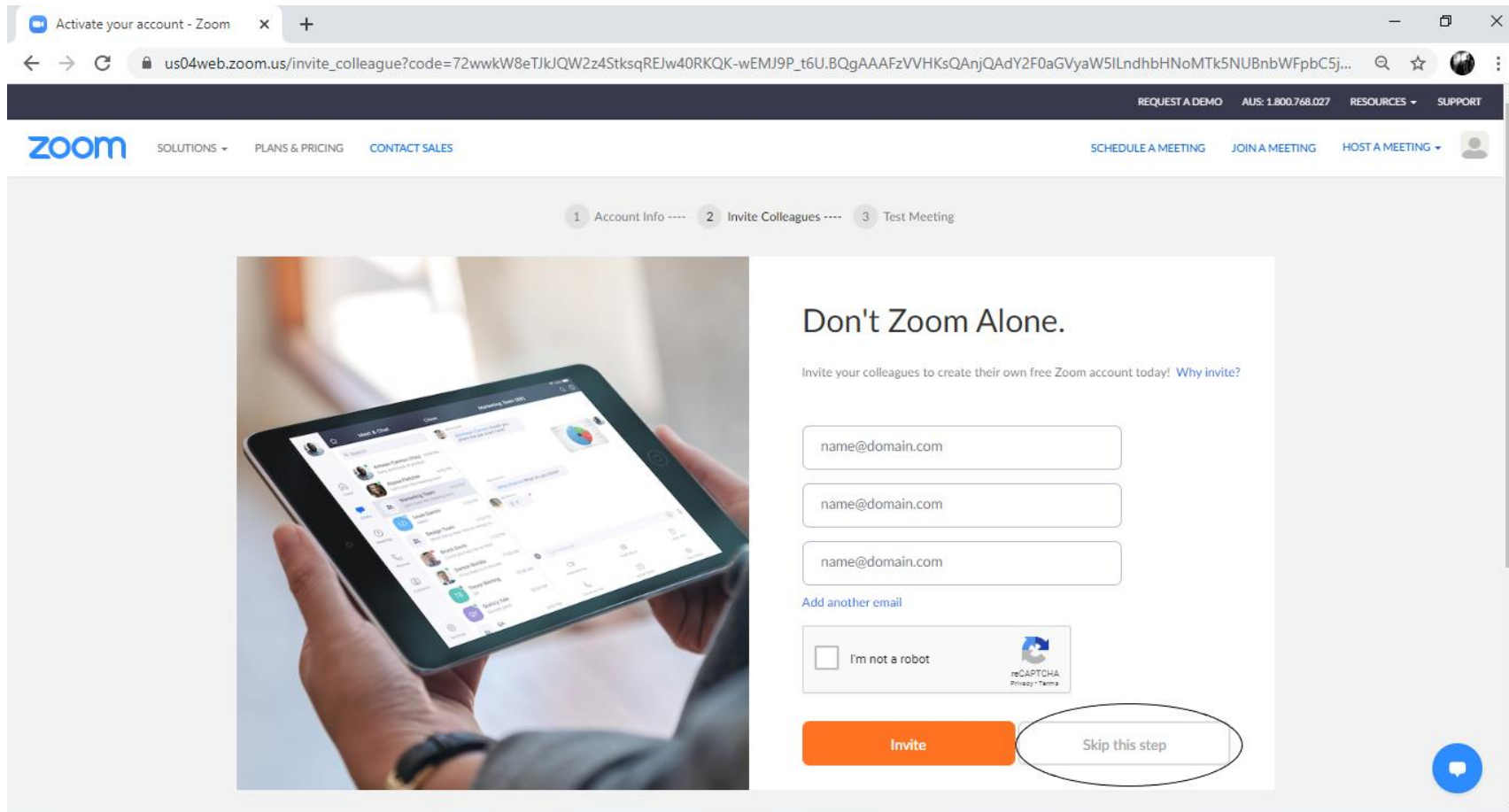Image Description: Example of what your screen will look like during this step

**Step 8:** You will then be prompted to 'start your test meeting'. Select 'Start Meeting Now'.
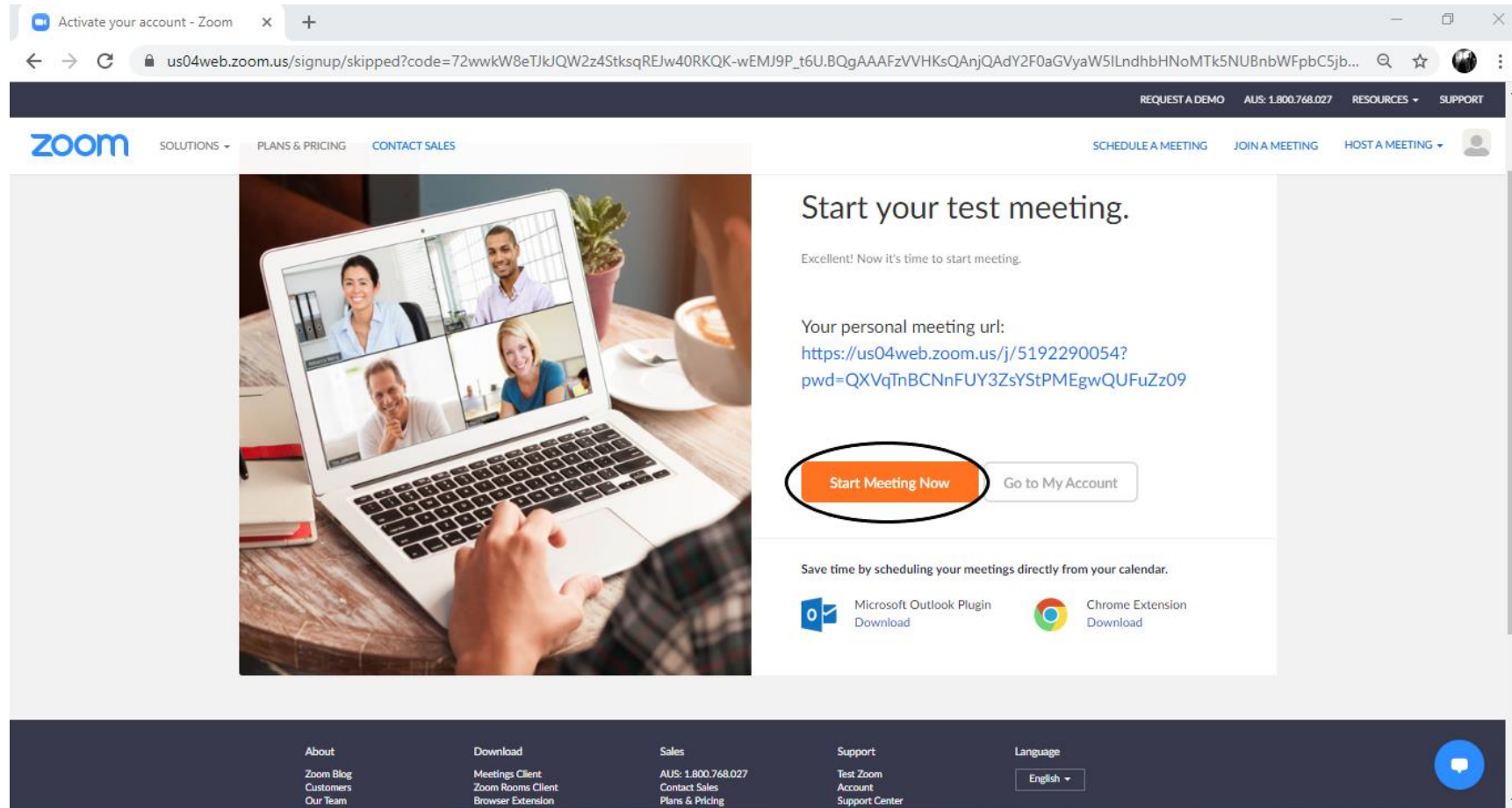


Image Description: Example of what your screen will look like during this step

**Step 9:** The Zoom app may download automatically onto your computer, if not select 'download and run Zoom' and open downloaded program.
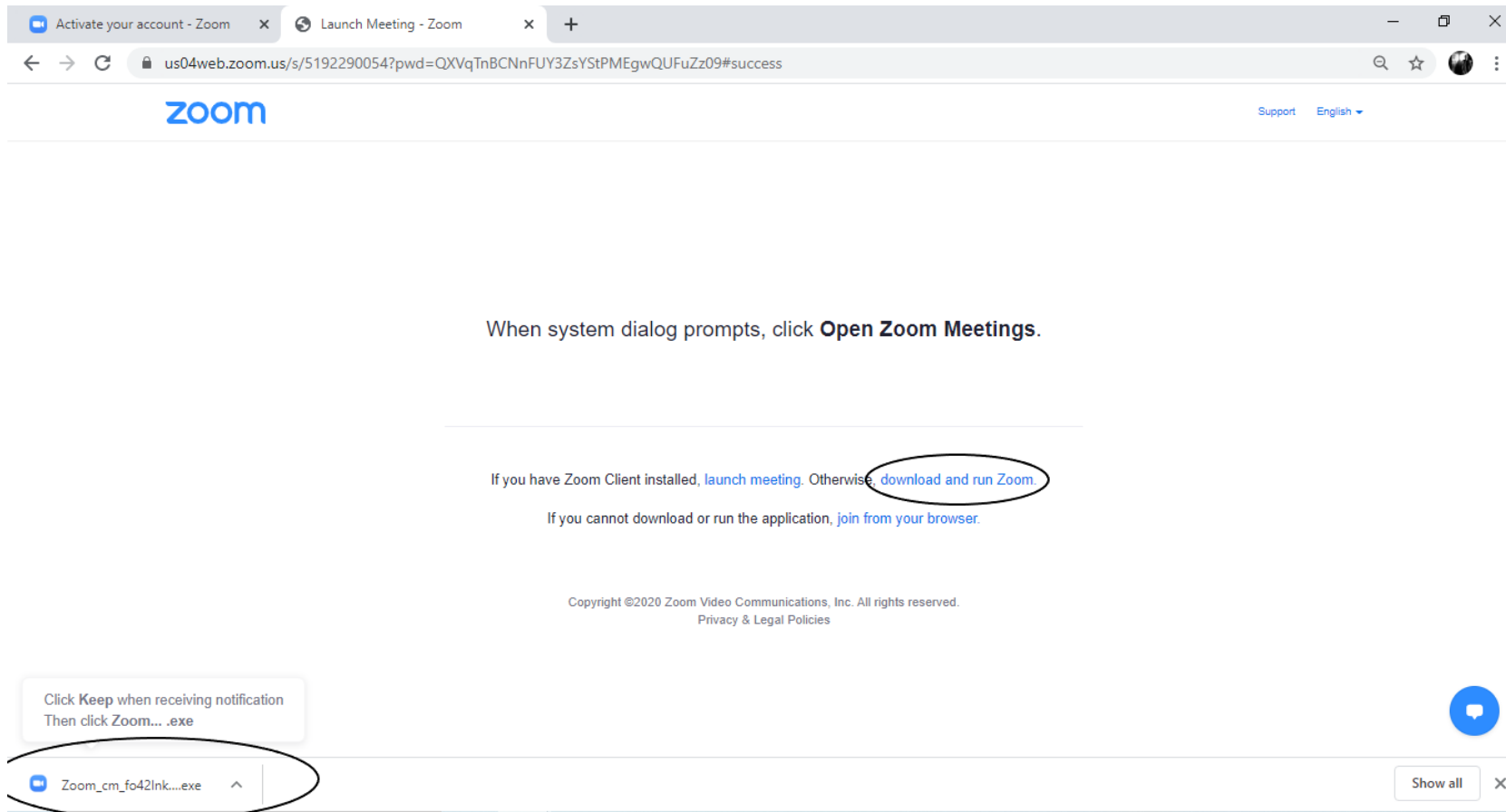


Image Description: Example of what your screen will look like during this step

**Step 10:** This will launch the app and start a video call test. You will need to enable both audio/sound and video, by clicking on those icons
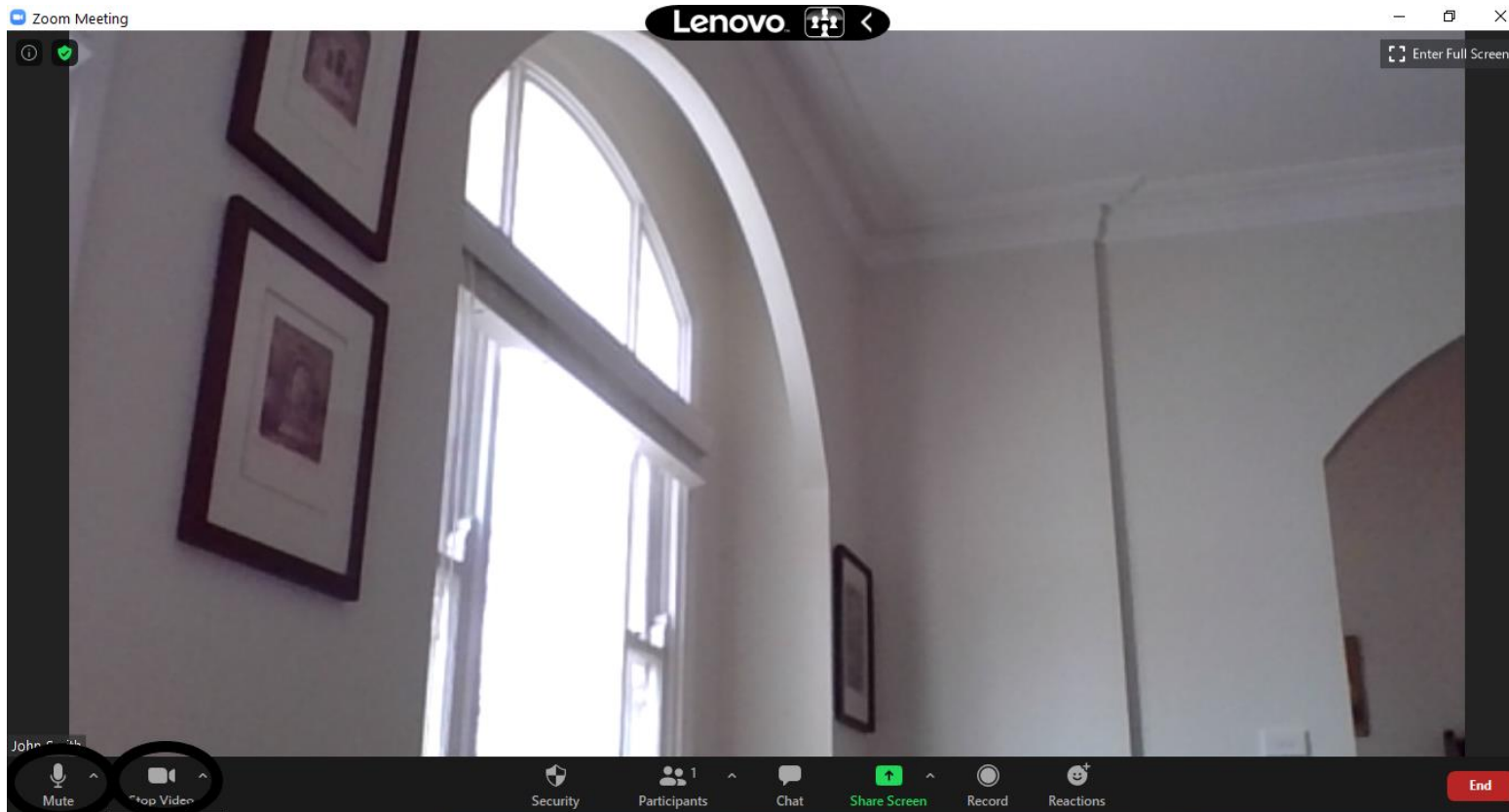


Image Description: Example of what your screen will look like during this step


Zoom is now downloaded on your computer and ready to use for your Zoom call

# How to join your Zoom meeting

**Step 1:** You will be email details to join a Zoom meeting. Click on the link, which will open Zoom on your Laptop.

Join Zoom Meeting
https://us02web.zoom.us/j/85052715716?pwd=Z2owdmNoVzh5WTVZY1ZjeEUraUJWZz09

Meeting ID: 850 5271 5716
Passcode: 069279

Image Description: Example of what your screen will look like during this step (with example name and meeting ID, Password and link)

**Step 2:** Enter the password, which would be emailed with the link to you. Select 'Join Meeting'.
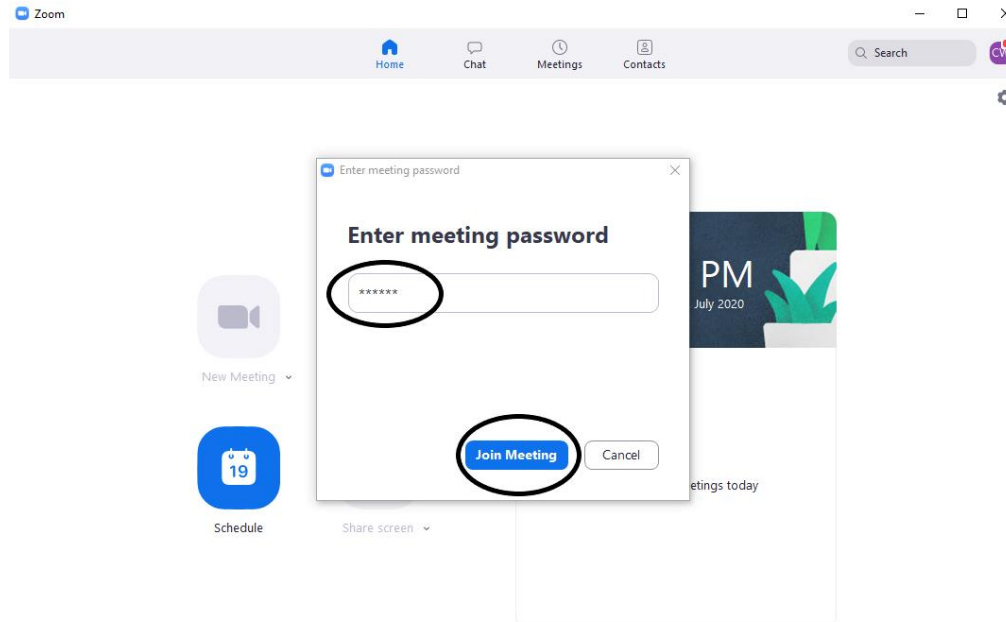


Image Description: Example of what your screen will look like during this step (with example Password given)

**Step 3:** You will either see one of these screens, while waiting to be admitted in the meeting.
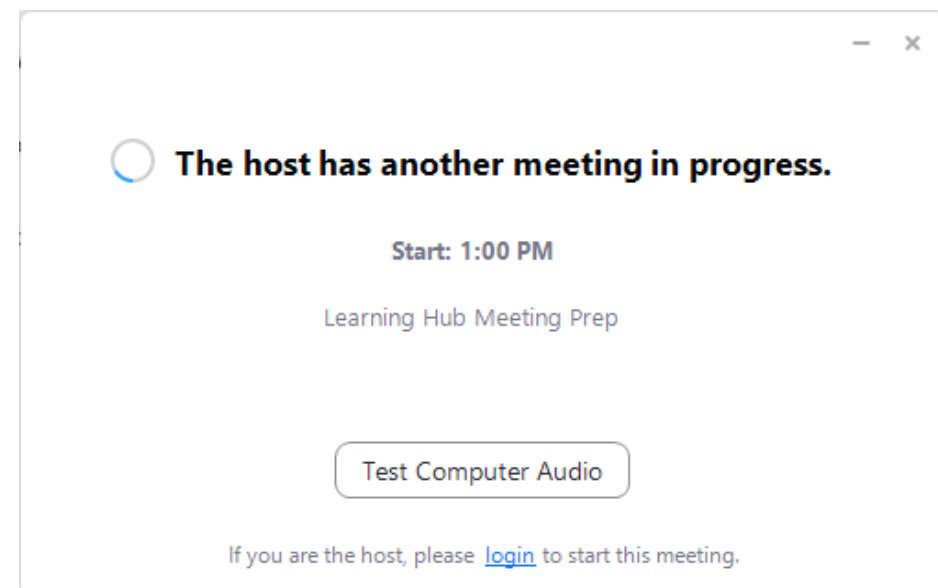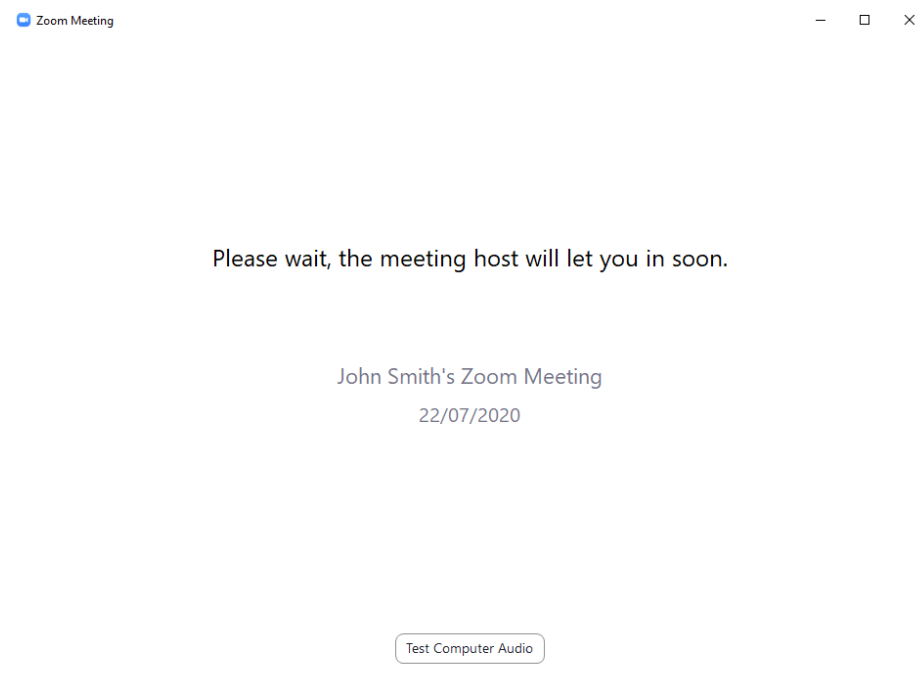


Image Description: Example of what your screen will look like during this step

**Step 4:** Once you have been admitted into the meeting, you can enable both audio/sound and video, by clicking on those icons
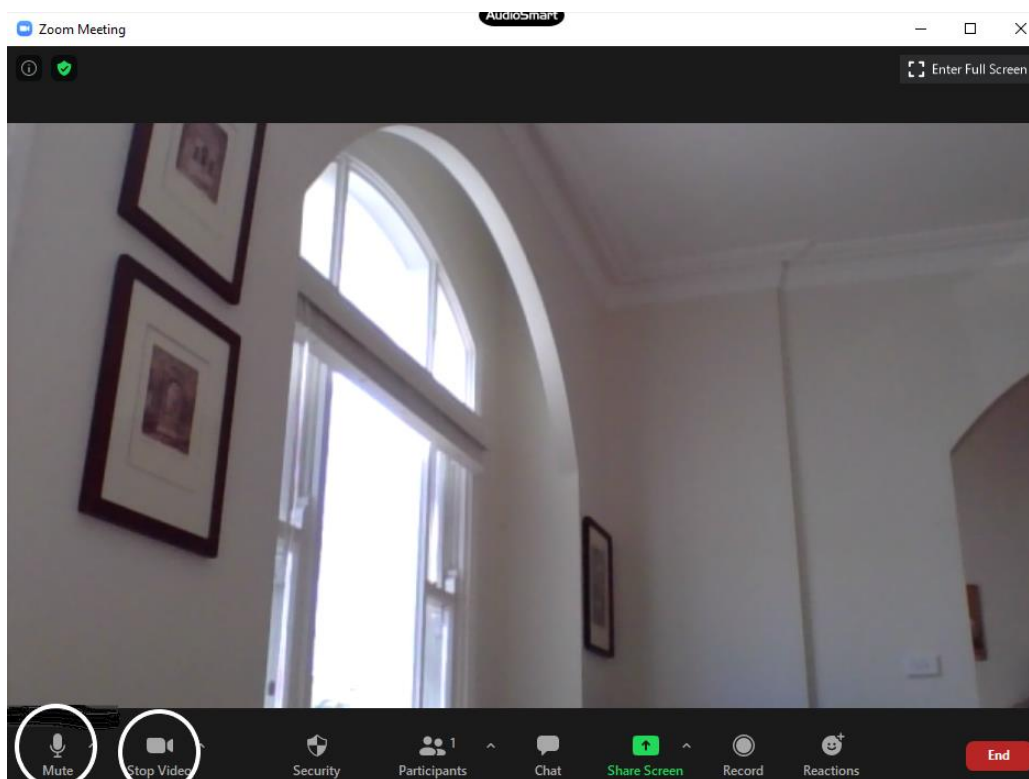


Image Description: Example of what your screen will look like during this step

**Step 5:** Once you wish to leave the meeting select the 'End' Button, and select 'leave Meeting'
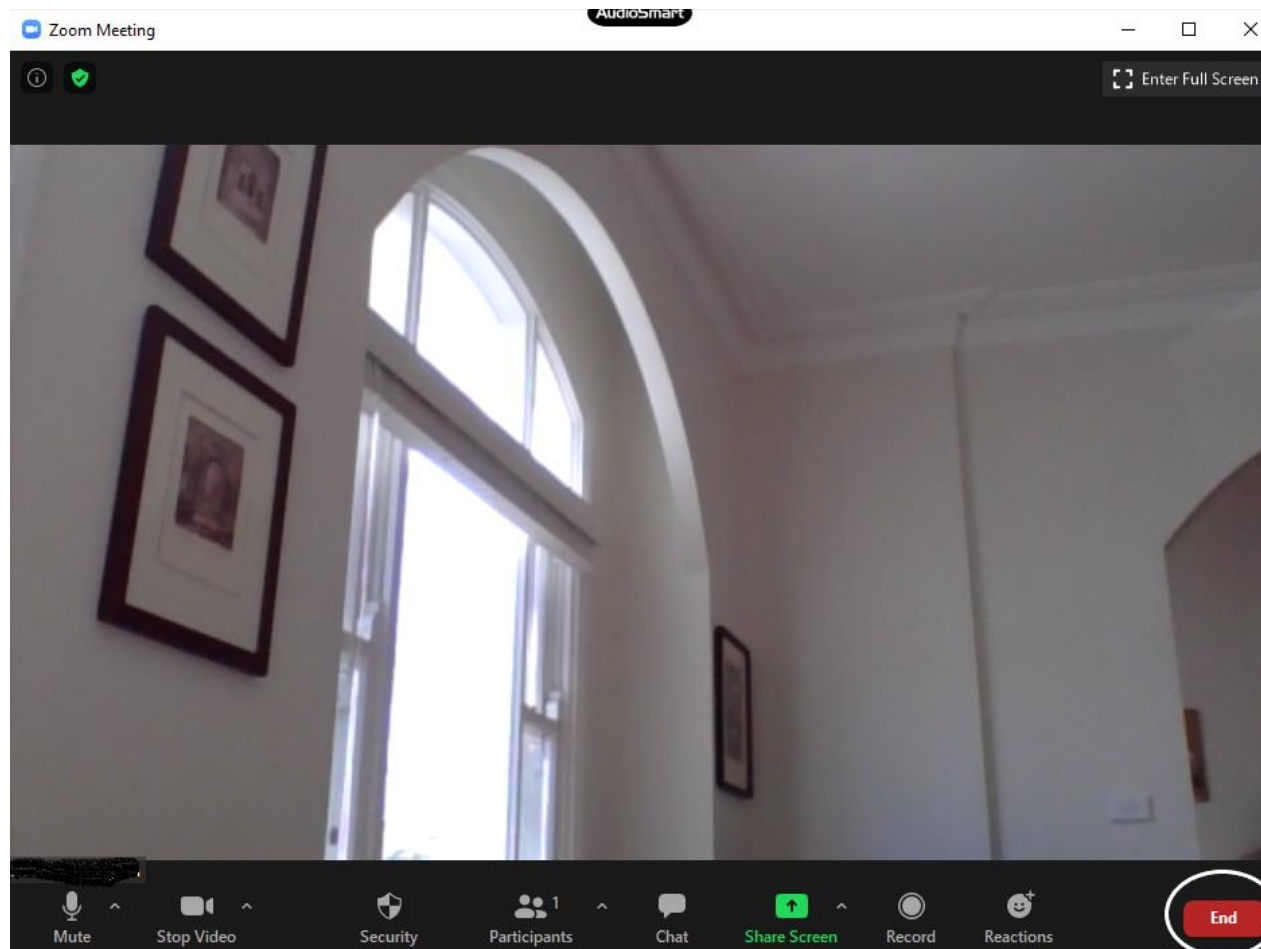


Image Description: Example of what your screen will look like during this step

This resource was created by Diversity and Disability Alliance

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