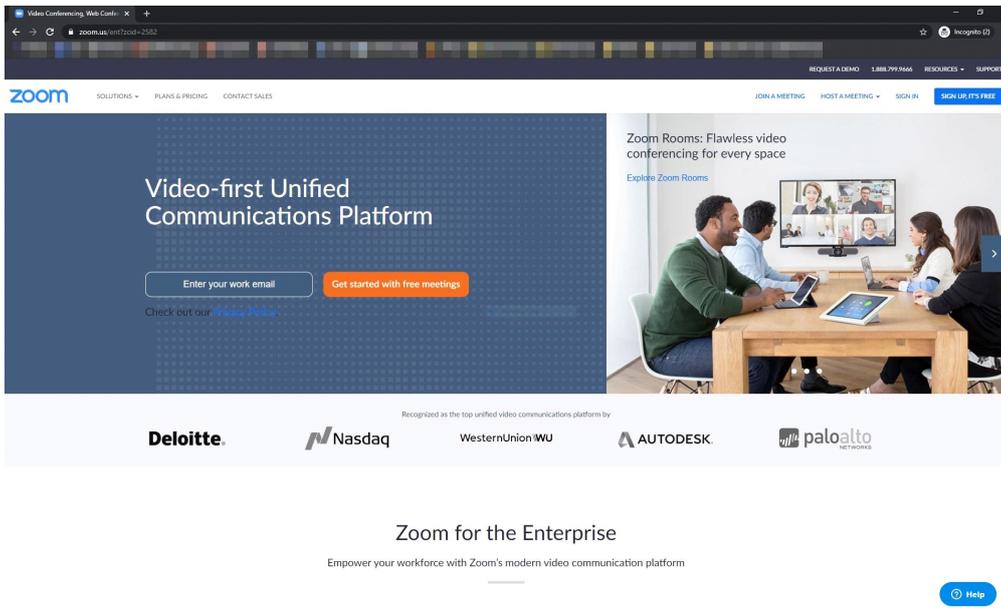


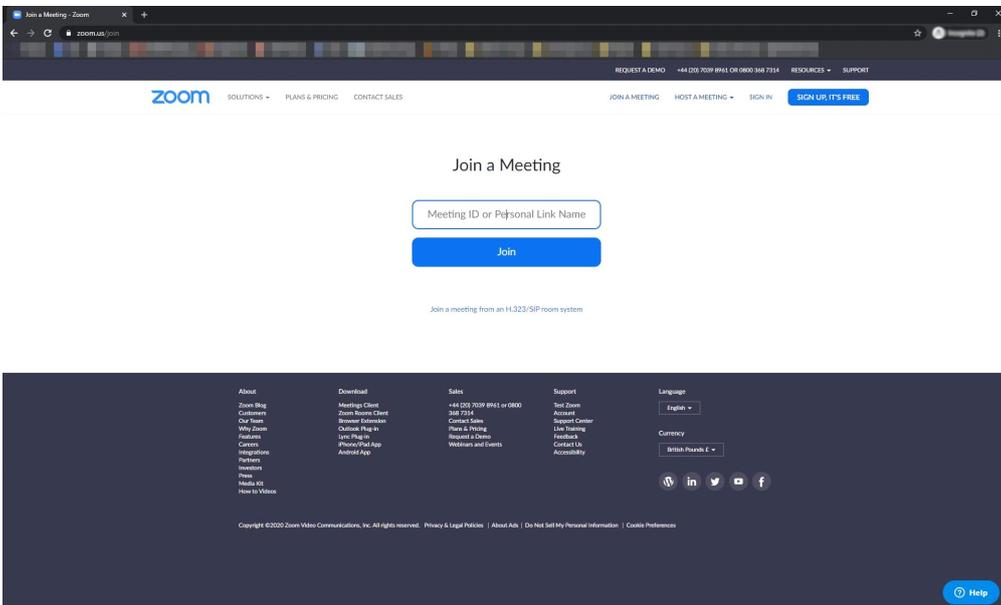
A brief 'how to' guide for Zoom in Lecture & Meeting Rooms...

With Zoom, it uses a 9-11 digit ID number. You can join a meeting either in a browser or using the Zoom Desktop Client (already installed on all Lecture & Meeting Room PCs).

From a browser:



Go to 'zoom.us' and then click on 'Join a meeting'



If you don't have the Desktop Client installed you can 'join from your browser'

Simply type the unique ID number for your meeting then your name and you'll join the standard meeting environment

Once logged in and in the meeting, you'll have the usual controls for your audio & video connectivity, sharing your screen/programs, chat window, participants list, and so on.

From the Desktop Client (program):

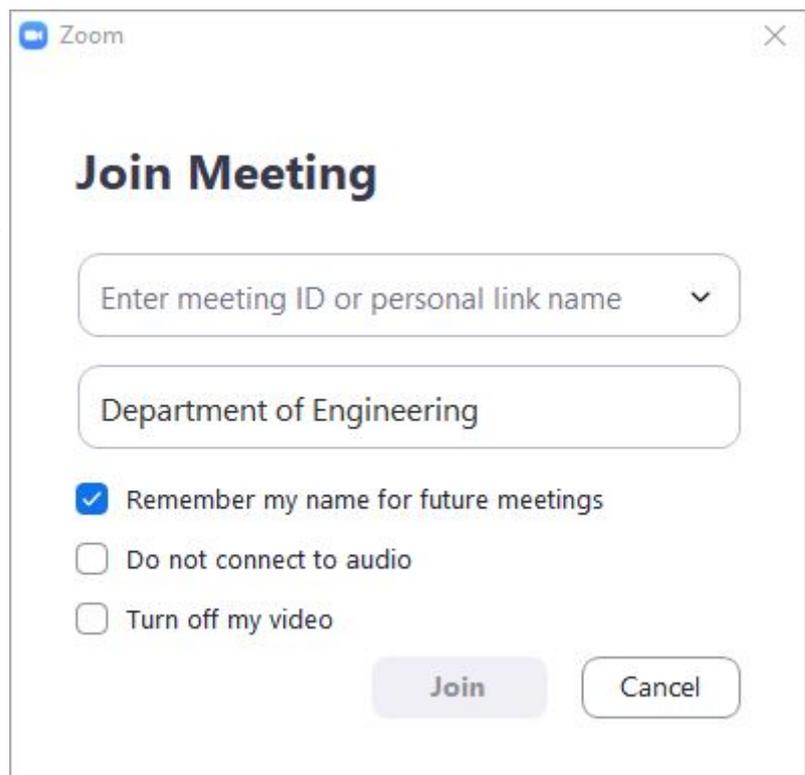
Once the program is launched click on 'Join a Meeting'



Simply type the unique ID number for your meeting, then your name and you'll join the standard meeting environment

If you are simply watching a meeting/webinar then remember to select 'Do not connect to audio' and 'Turn off my video'

You will still have access to turn these on once you are in the meeting itself though, as well have text chat ability if preferred for feedback/Q&A



Any questions regarding using Zoom or any issues in the Lecture or Meeting Rooms, please contact av-support@eng.cam.ac.uk in the initial.

Thank you
AV Support | ICS