

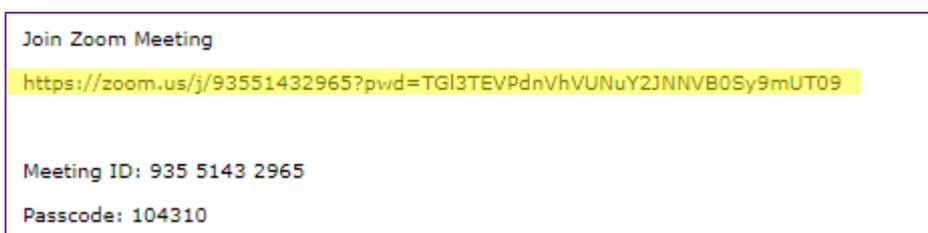
## Tameside Libraries Guide to using Zoom

Zoom is easy to use via your PC, laptop, tablet or smartphone with an email account and an internet connection. Follow these simple steps to join in with our new Virtual Groups and events.

- Book a place on the event. All our events are free but booking is required. Follow the instructions for booking the event, if you have any problems or questions please call 0161 342 2031.
- You will receive an email confirmation with a link to the event. Keep this safe so that you can join the meeting easily.
- Please try to join 5 minutes before the start of the session, if you are new to Zoom it's a good idea to give it a try slightly earlier just in case you get stuck.

### On a PC, Laptop or tablet via a web

1. Click the link in the email to join the meeting it should look like the image below.



2. Zoom works better in some browsers than others; if there is a problem you may need to copy and paste it into another browser or update your browser software.
  - a. If there is still a problem, go to **zoom.us** and click **Join meeting** using the 9 digit meeting reference and passcode from your email.

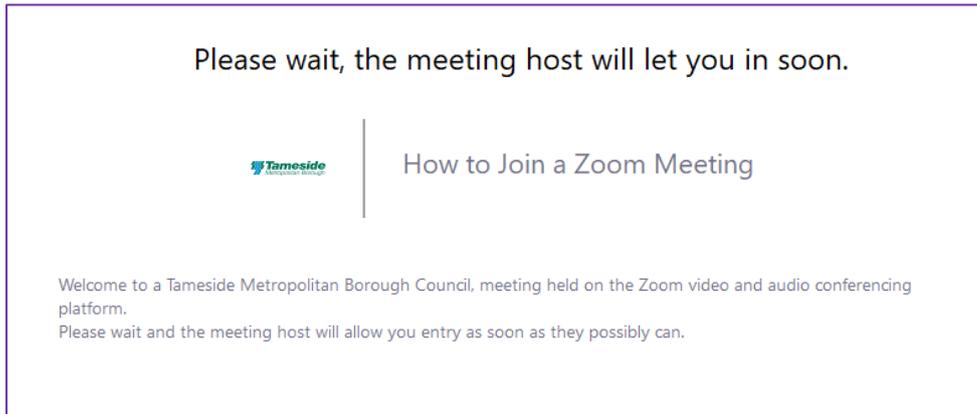
### On a Tablet or Smartphone

1. Download the app
2. Go to your email and click the link to join the meeting which will open in the app
  - a. If there is still a problem, open the app and **Join meeting** using the 9 digit meeting reference and passcode from the email.
3. You can also use the link without the app via your device browser.

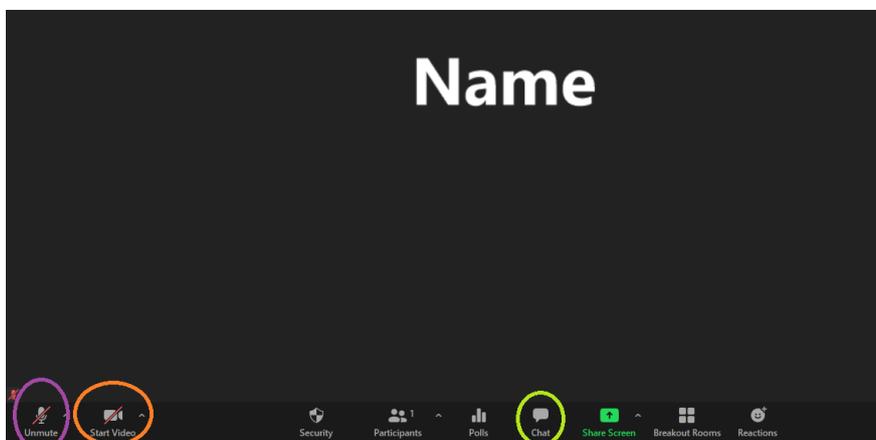
### Entering the meeting

- Make sure your Zoom display name is the same as when you signed up for the event. If it doesn't you will not be permitted into the event until you have changed it to match a name on the booking list.
- If you try to join too early you may get a message saying the meeting hasn't started.

- You will then be placed in the meeting Waiting Room which looks like this:



- You don't need to do anything at this stage but wait to be admitted by the hosts.
- Once you are admitted to the meeting you will see a screen which looks something like this:



- This means you are now in the meeting and you may be able to see other people if they have their webcams on.
- For some events you will be asked to verify your identity by turning your camera on. In the event of this please ensure anyone who may appear on camera are appropriately dressed and your background doesn't contain anything that could cause offence.
- In the event that you need to speak via Zoom, please ensure your background noise is kept to a minimum and your microphone is only on for the times you wish to speak.
- If you have a question please use the 'raise hand' or contact a Host/Co-Host via the chat function.

## Meeting Functions

If you need to talk you can click the icon in the **PURPLE** circle to 'Unmute' yourself. (This only works if the host has given you permission to do so).

If you would like your camera to be on you can click the icon in the **ORANGE** circle. (Again this will work only if you have been given permission).

If you would like to Chat by typing messages to other participants or the Host(s) you can click the icon in the **GREEN** circle which will open the Chat box on the right.