



How to set yourself up to dial in to a Zoom call

Zoom gives everyone several options to join a call, using either video calling or voice calling. Below you will find information about setting yourself up ready for a Zoom call.

Equipment required:



- Either a **laptop/PC** with at least a working microphone (for voice calls) and optional, a working webcam (for video calls); you will need at least a web browser and (optional) you can download the Zoom software/app to your computer if you have permissions.



- Or a **mobile phone**: if you have the Zoom app installed you can do voice/video calls, or without the app you can dial in to a voice call;



- Or a **landline phone** for a voice call.

Using the Zoom app:

- **You do not need to install the app to join a Zoom call** but there are less functionalities available when you're using your browser. If you're taking part in many Zoom calls, using the app might make your life easier. Make sure you have the necessary permissions to download and install the app on your devices.
- To install the app on your phone, search for Zoom in the app store and install it.
- To install the app on your computer, use the link shared with you for the meeting (<https://zoom.us/j/XXXXXXXXXX>) and you will be prompted to download and run Zoom. Make sure you do this at least 10 minutes before the start of the call so that you're set up and ready to start on time.



Joining the call using the app (phone/computer):

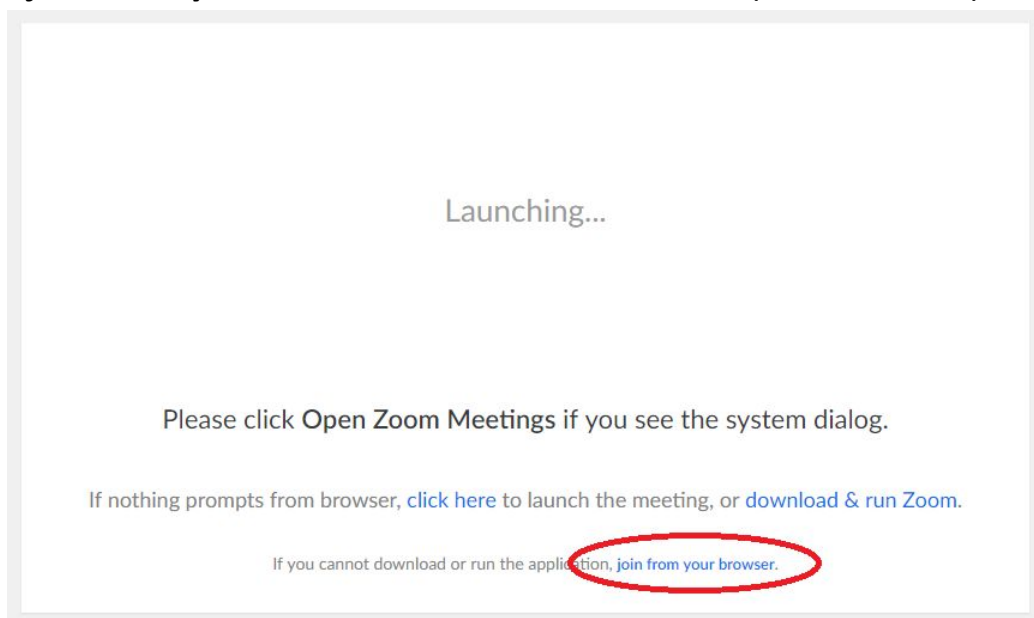


- Use the link shared with you (<https://zoom.us/j/XXXXXXXXXX>) and the app will open and add you to the call.
- You can also open the app first, tap/click “Join” and enter the 9-digit meeting code.
- You can use your phone camera / webcam to join the video call, but you can also turn it off and treat this as a voice call.

Joining the call using your browser (computer):



- You can open and use Zoom from within your web browser. Zoom recommends using Chrome to get maximum functionality, but you can also join from Firefox, Safari, Edge or Internet Explorer.
- Use the link shared with you (<https://zoom.us/j/XXXXXXXXXX>) or go to <https://zoom.us> and click “join a meeting”, then use the 9-digit meeting code.
- You will see the following screen: **ignore everything except the “join from your browser” link at the bottom** (circled in red).



Joining the call by phone (mobile/landline):



- You will be dialed in to the same call as people on video, but you won't be able to see them and they won't be able to see you.
- Phone 0203 966 3809 or 0131 460 1196, and when prompted enter the 9-digit meeting code followed by #.

