



Instructions for new Zoom users

TEST your audio and video

- www.zoom.us/test
- Click on the blue button to [join]
- You will see a white box asking you to allow zoom, click [allow]
- Join with the video (you will see yourself on the screen)
- Speaker test - you will be asked if you hear a ringtone
- Microphone test – you will be asked to speak, pause and hear a replay of your voice
- Your speaker and microphone should be looking good.
- You can now close this window

SIGN UP to zoom for first time

- www.zoom.us
- Click the orange button [Sign up, its free]
- You will now start to enter your details in as required...
- Enter your date of birth [continue]
- Enter your mail address and click blue button [sign up]

- Zoom will send you an email from here to activate your account
- Go over to your email account to open the email
- Click on [activate account]

- Zoom asks if you are signing up on behalf of a school yes/no [continue]
- Enter your details – list your name and create a password (within zoom password requirements)
- Optional - invite your colleagues – share the zoom experience by listing their emails

- Start your test meeting by clicking on the orange [start meeting now] button
- You will see a white box asking you to allow zoom, click [allow]
- Join with your computer audio – you will see the microphone button in the bottom left hand corner
- Start your video if it has a red cross through it. The video button is also in the bottom left hand corner

Joining a meeting

- You will receive either a text message or email from your child's teacher.
- On the day and time of your child's lesson, either follow the provided link to the scheduled class, or enter the meeting ID and password that you were provided.