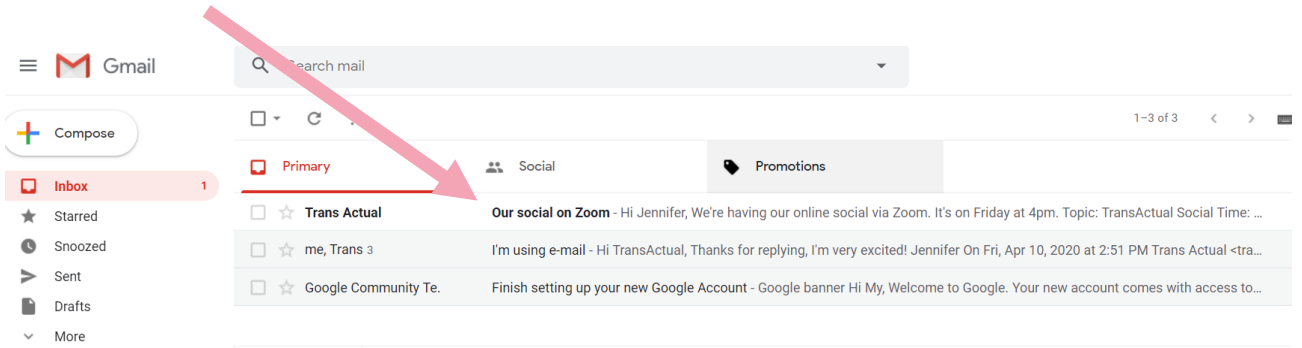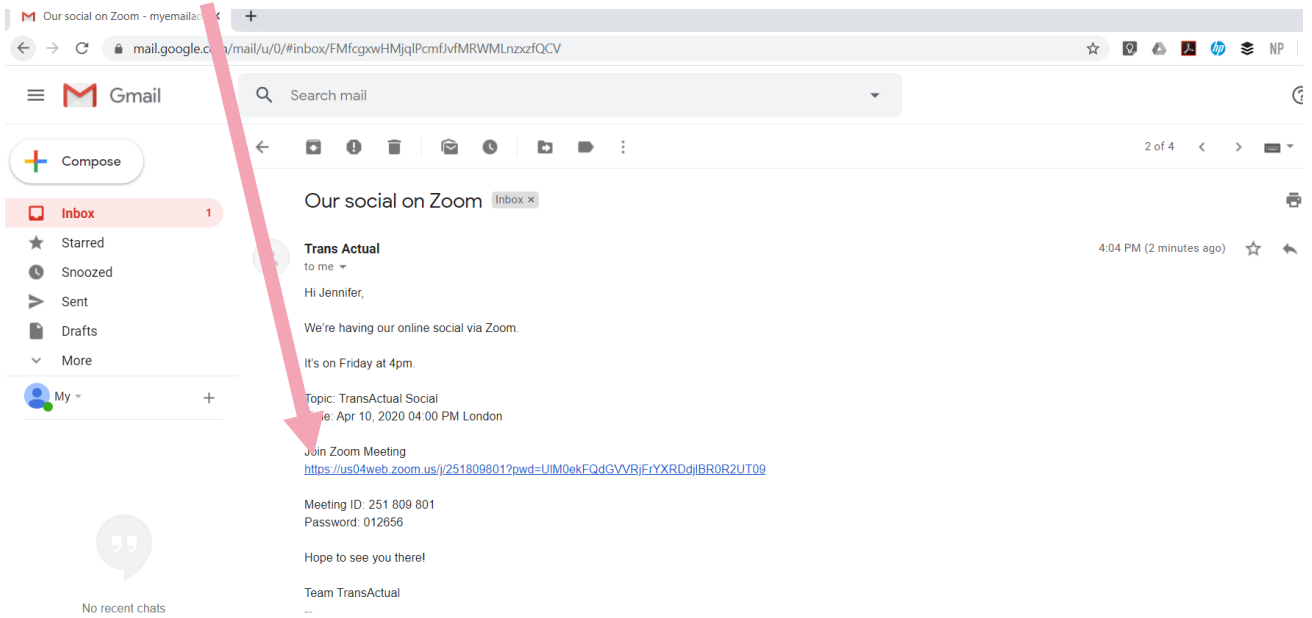# Getting started online.
Staying connected.

This guide will help you join a Zoom meeting on a laptop or PC.

1. Open the e-mail invitation and join a meeting

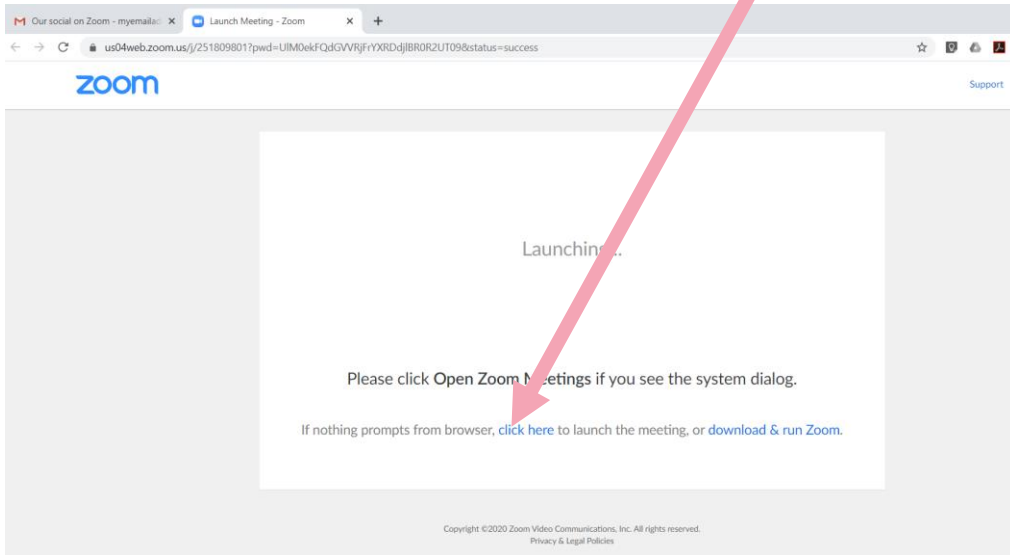Click on the e-mail with the invitation in it.

Click on the link to the meeting. This will normally be underlined in blue. Only accept invitations from organisations or people that you know.
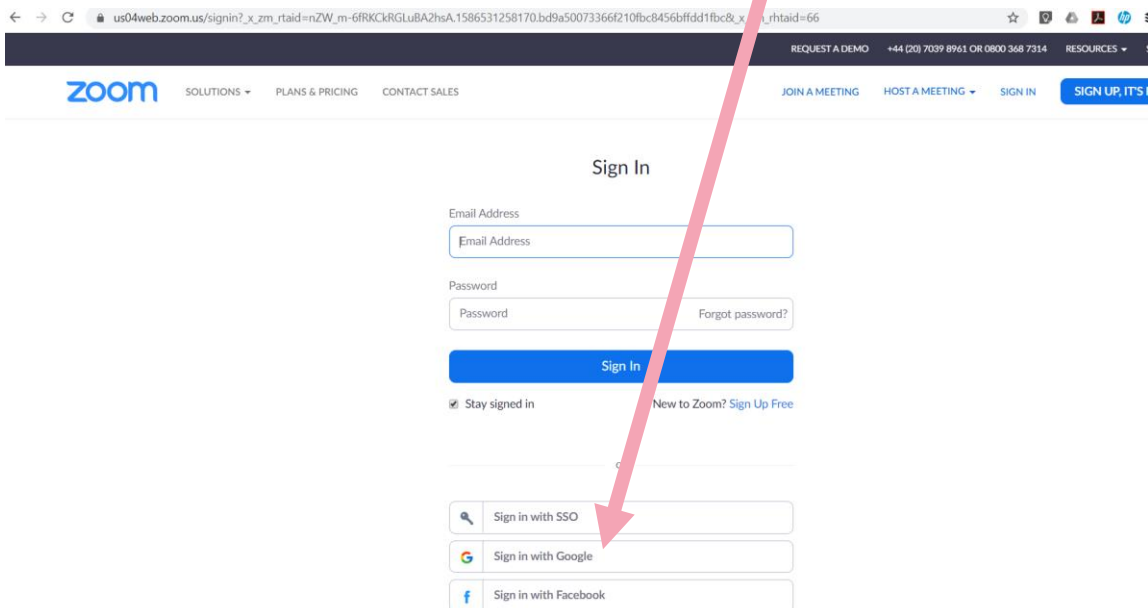
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A new page in your browser will open. Click on "click here". When given the option of downloading an app, choose to open Zoom in the browser.

If you have never used Zoom before, click "Sign in with Google".
If you have used Zoom then enter your e-mail address and password.

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Click on your e-mail address.

G Sign in with Google

Choose an account

to continue to **Zoom**

My My Name
myemailaddresstrans2020@gmail.com

⊙ Use another account

To continue, Google will share your name, email address, language preference, and profile picture with Zoom. Before using this app, you can review Zoom's **privacy policy** and **terms of service**.

English (United States) ▼   Help   Privacy   Terms

You will be asked to confirm your date of birth. Click on the small arrows for a list of months, dates and years. Click continue.

ZOOM   SOLUTIONS ▼   PLANS & PRICING   CONTACT SALES   JOIN A MEETING   HOST A MEETING ▼

For verification, please confirm your date of birth.
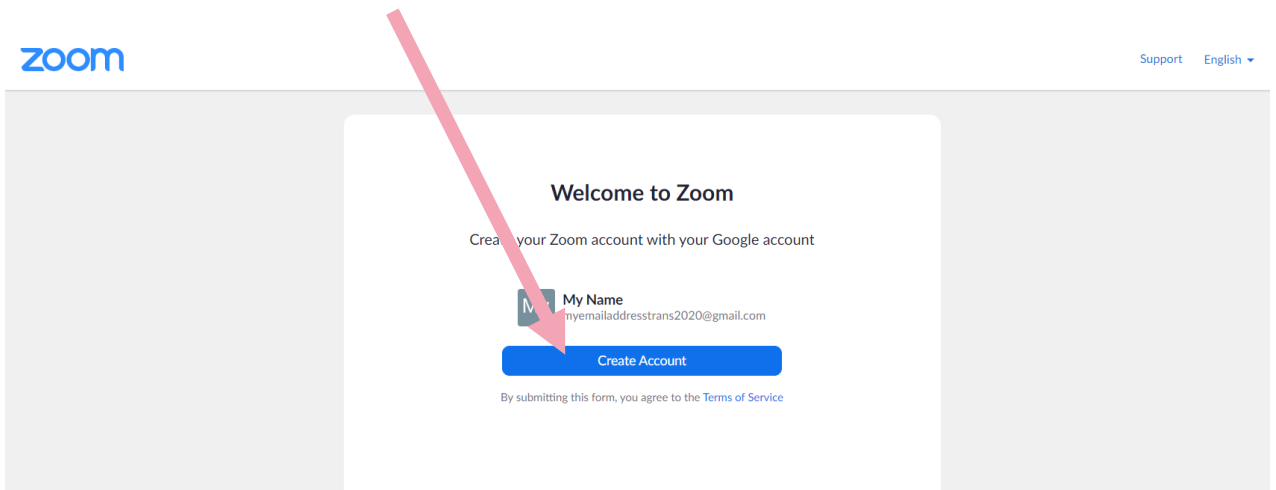
| Jan ⌄ | 1 ⌄ | 1901 ⌄ | Continue |

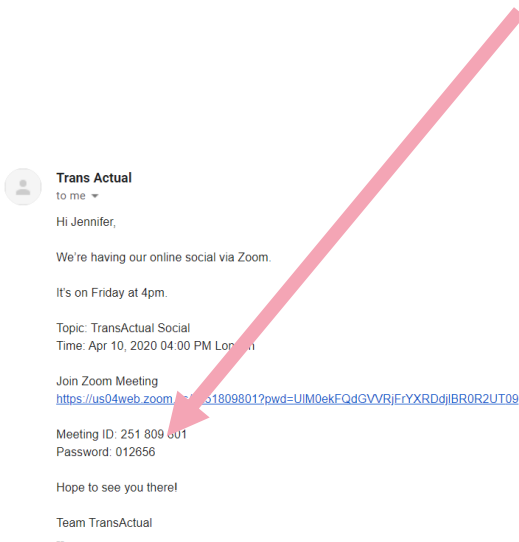This data will not be stored

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Click on "create account".

zoom

Welcome to Zoom

Create your Zoom account with your Google account

My Name
myemailaddresstrans2020@gmail.com

Create Account

By submitting this form, you agree to the Terms of Service

2. Joining a meeting.
Look back in the invitation e-mail for the meeting password.

Trans Actual
to me ▾

Hi Jennifer,

We're having our online social via Zoom.

It's on Friday at 4pm.

Topic: TransActual Social
Time: Apr 10, 2020 04:00 PM London

Join Zoom Meeting
https://us04web.zoom.../...51809801?pwd=UlM0ekFQdGVVRjFrYXRDdjlBR0R2UT09

Meeting ID: 251 809 801
Password: 012656

Hope to see you there!

Team TransActual

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Click in the box that says "meeting password" and type in the password. Click in the next box and type your name. Click "join".

Please enter your meeting password and name to join the meeting

You can find the meeting password in the email invitation

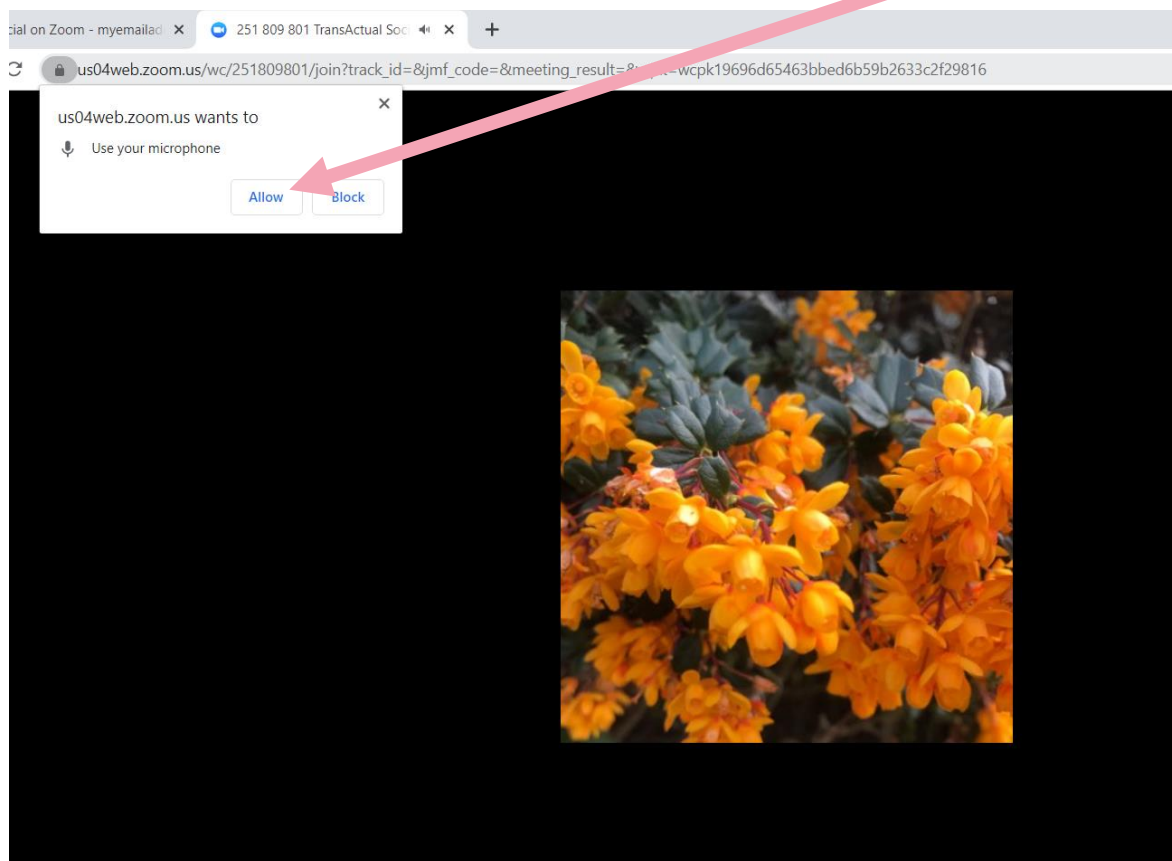Meeting Password

●●●●●●

Your Name

Jennifer

Join

The meeting window will open up. Click on "Computer audio" and then "Join Audio By Computer". Make sure your speakers are switched on!
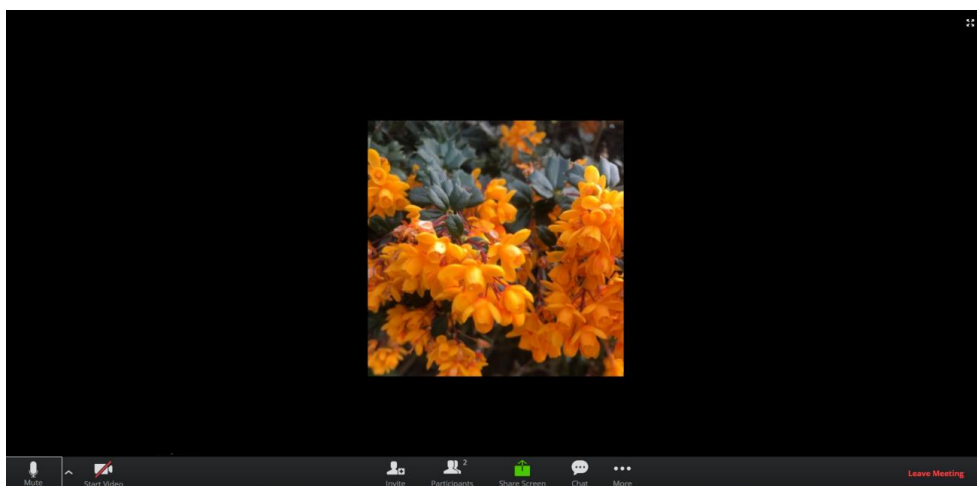
Talk

📞 Phone Call   🖥 Computer Audio

Join Audio by Computer

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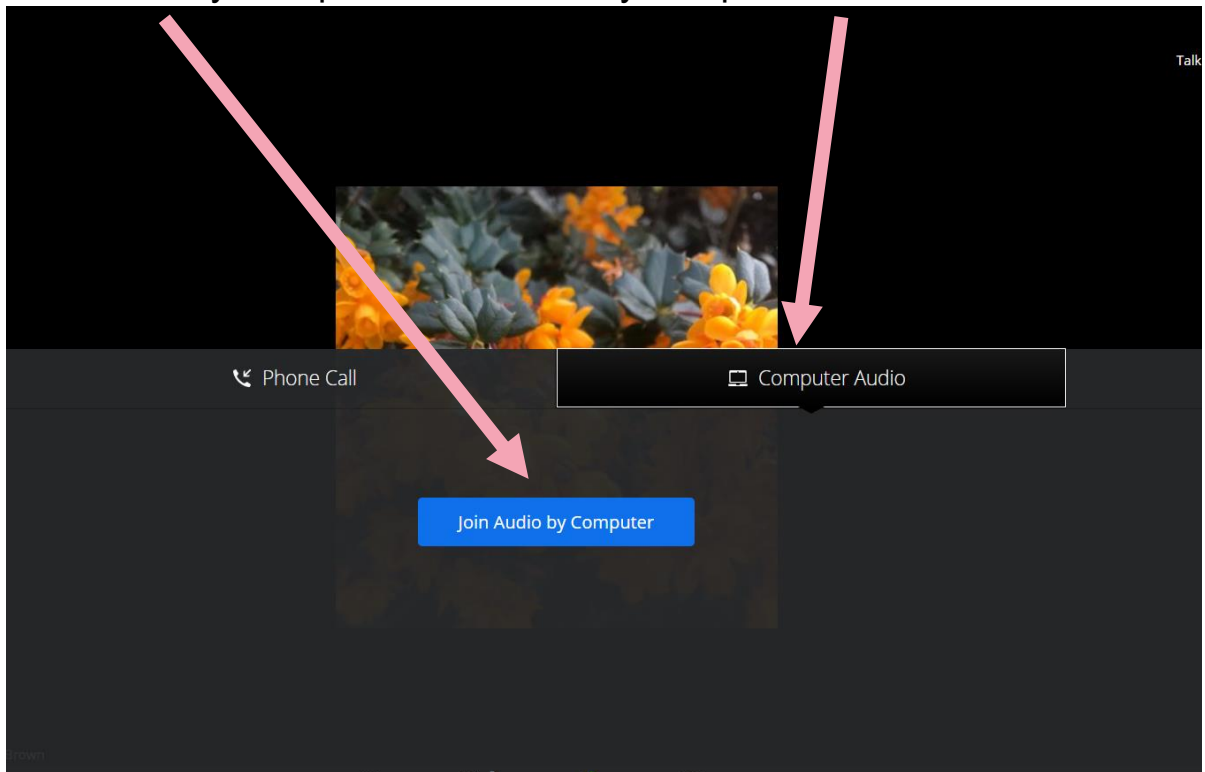
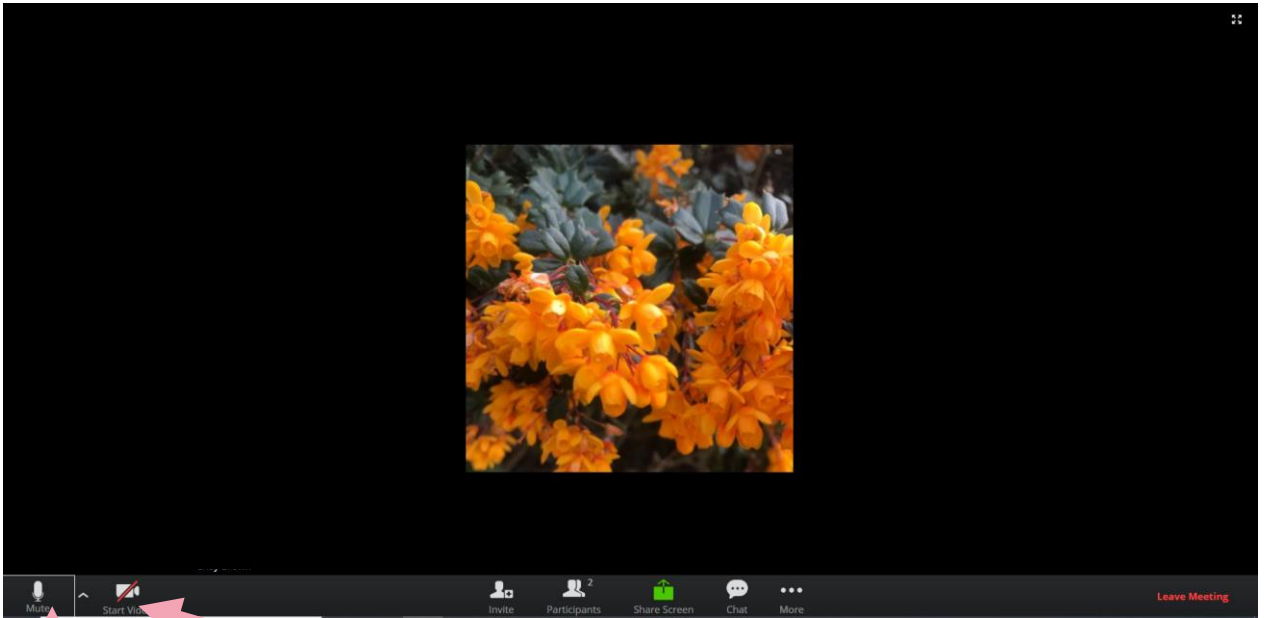Zoom will ask for permission to use your microphone. Click "Allow".

You will now be taken to the meeting. You might have to wait for the meeting organiser to let you in. You don't have to do anything else at this stage.

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3. Taking part in a meeting.
Once you've joined a meeting you should see and hear the other people that are taking part.


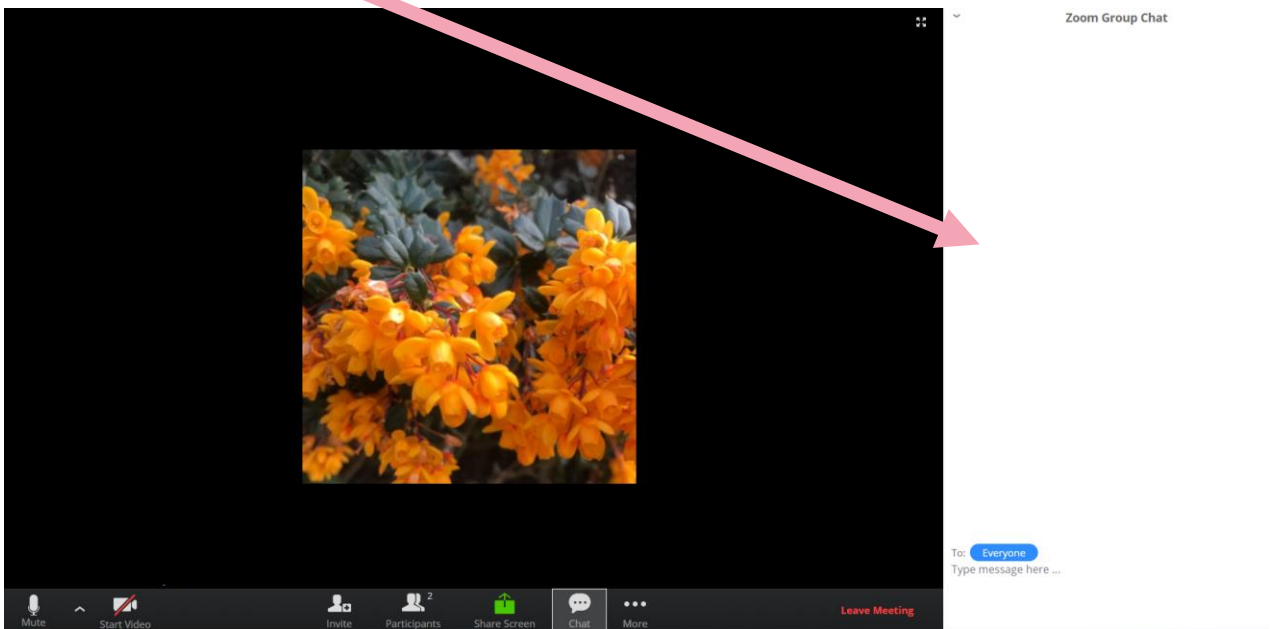The mute button allows you to switch your microphone on and off.

The video button allows you to show yourself on video. You can do this on your laptop. If you are using a PC, you will need a webcam to be able to video yourself.

4. Using the chat function.

Sometimes people will type messages in the chat bar. To see these messages or to write your own, click the "chat button", which is a photo of a speech bubble.
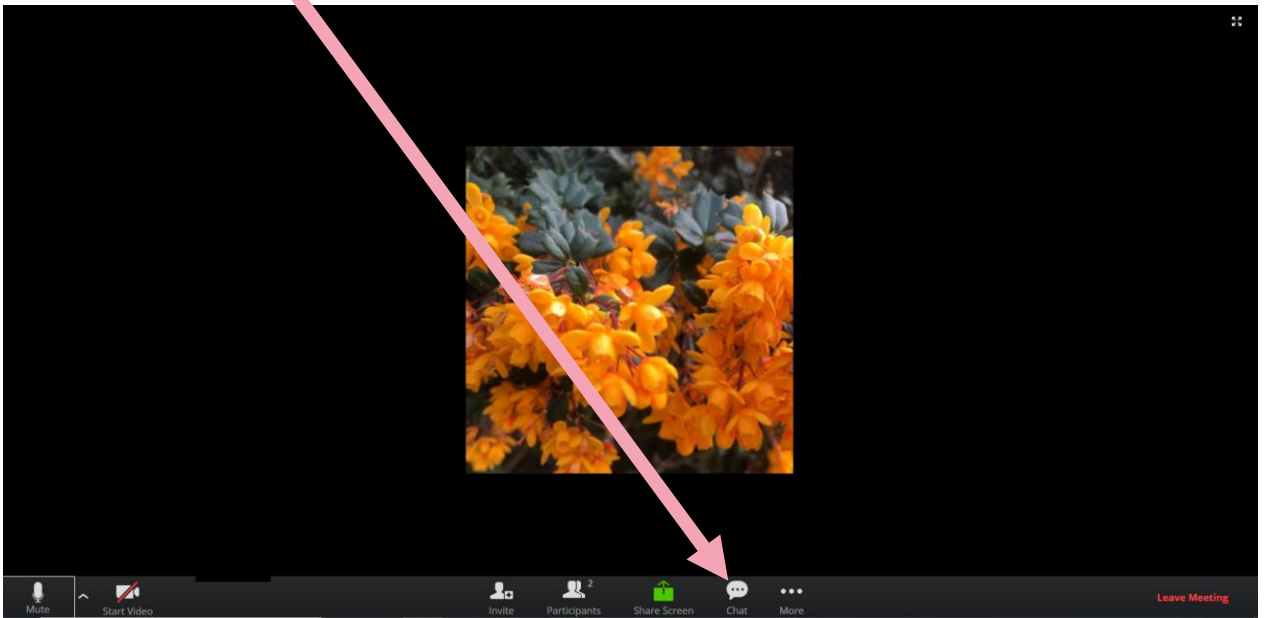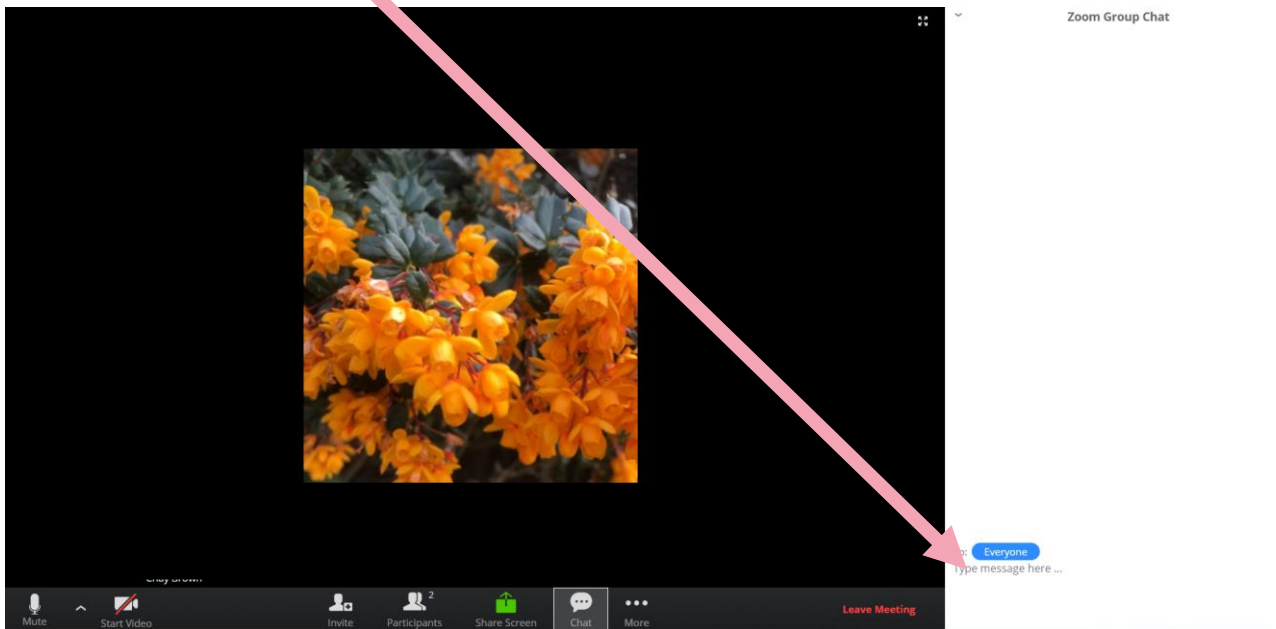

The chat bar will show up at the side and you will be able to read the messages.
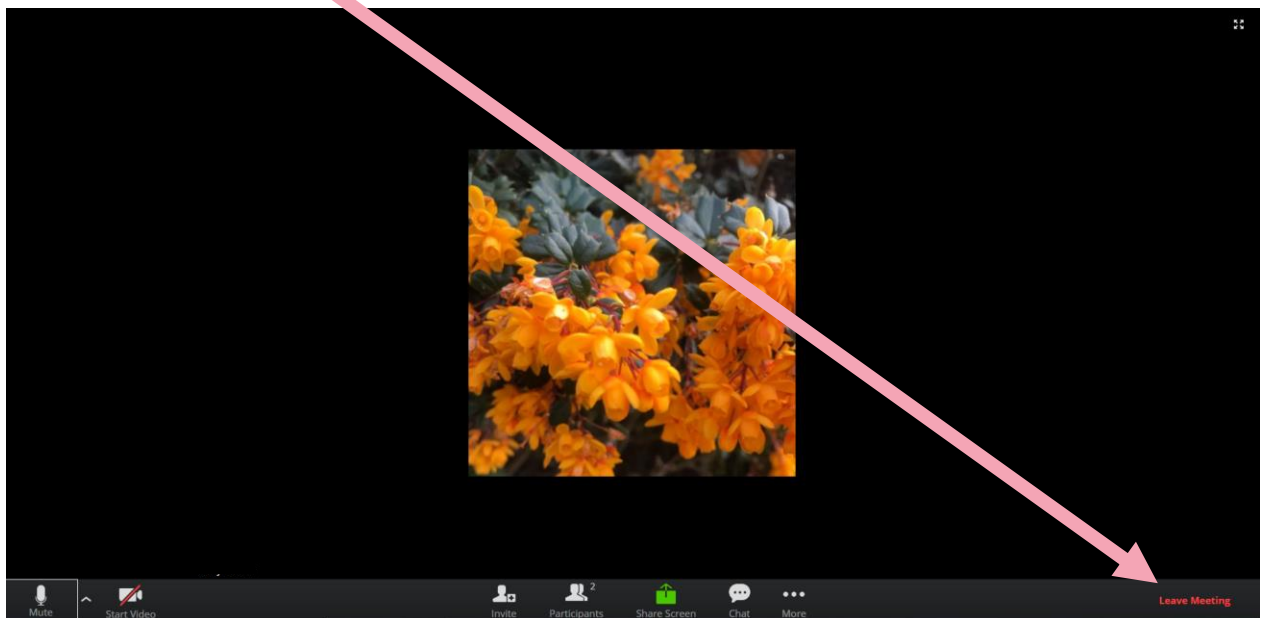
To type a message click on the box at the bottom right. Type your message and then press the "Enter" (or "Return") key on your computer keyboard.
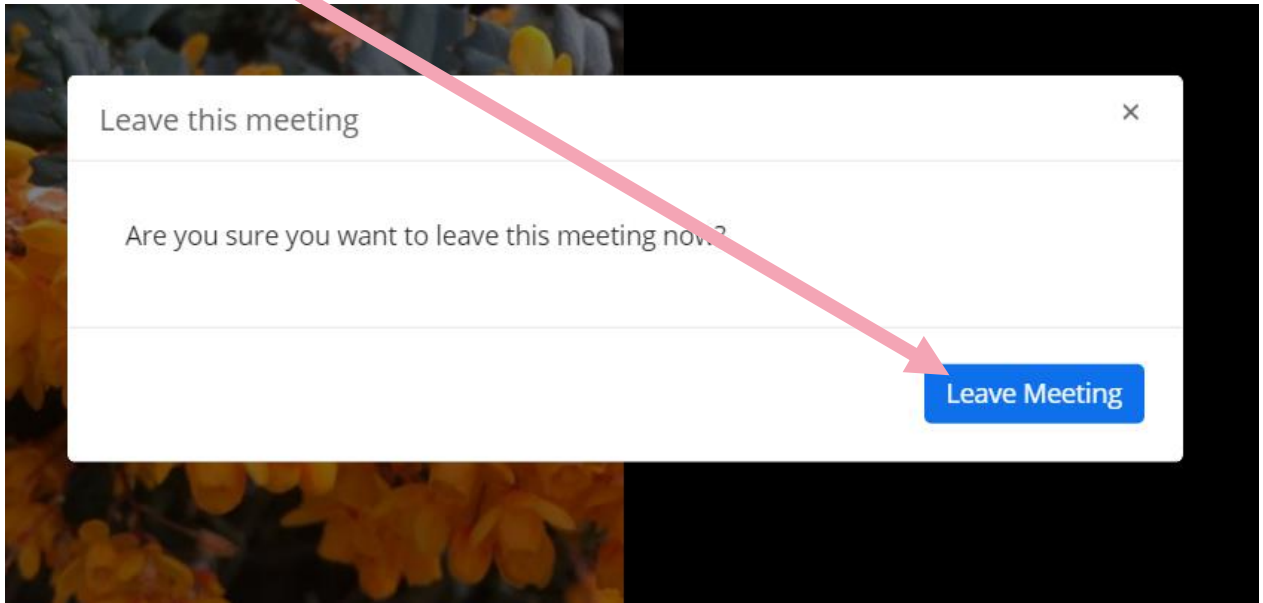

To leave a zoom meeting click on the red writing which says "leave meeting".

You will then be asked if you want to leave the meeting. Click "Leave meeting".

5. Staying safe during online meetings
Try to treat online meetings like meetings in a public place.

Make sure that you:
- Never share your bank details or your postal address during an online meeting.
- Treat people with the same respect that you would show them if you were talking to them face to face.
- Only take part in meetings if you trust the person or organisation that is running the meeting.
- Remember that anything you say could be recorded or have a photo taken of it if it's a written message. Lots of support groups make an agreement about this at the start of a meeting. If in doubt, ask the organiser.

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