

## **Zoom User Guide**

**We strongly suggest to parents that you Do Not sign up for Zoom and that you just join meetings as a guest for the scheduled sessions. Lonsdale does not take any responsibility for how other people use Zoom and how your data is used if you do sign up and use it for personal use.**

If you do decide to sign up to Zoom or any other video conferencing service, it has been recommended by security experts that you create a new email address and a unique password just for video conferencing. By doing this to stop any potential tracking and/or sharing of information that you wouldn't want.

Zoom has the option of recording sessions however as a school we have decided we will not be recording sessions and have blocked other participants from recording through Zoom.

### **Steps to take before the meeting**

To access Zoom on Android and Apple devices you need to have downloaded the "Zoom Cloud Meeting" app first.

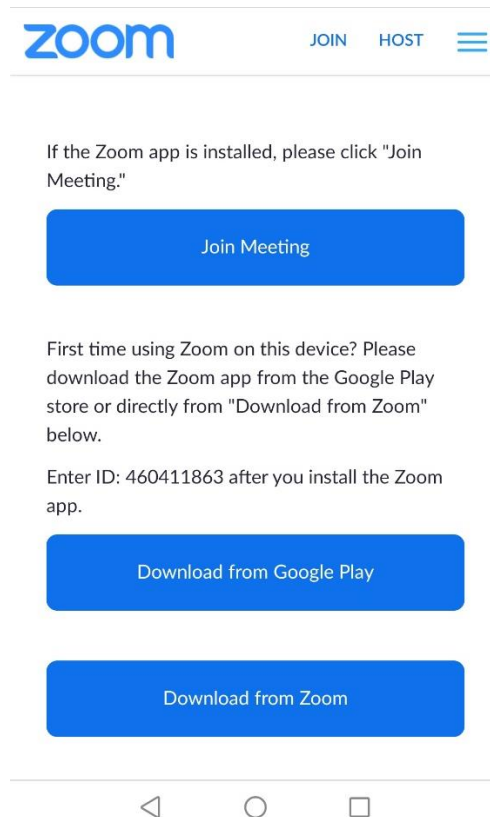
If you need help with how to install "Zoom Cloud Meeting" app or just want to ensure you have the correct app please see the Appendices that can be found at the end of the document. Appendix A covers how to install Zoom for Android Devices, Appendix B covers how to install Zoom for apple Devices.

### **Connecting to a Zoom Meeting**

The form tutor/teacher, prior to the meeting, will send out an email with the time of the meeting and the meeting password. The Meeting ID and meeting link will be put in the Home Learning plans.

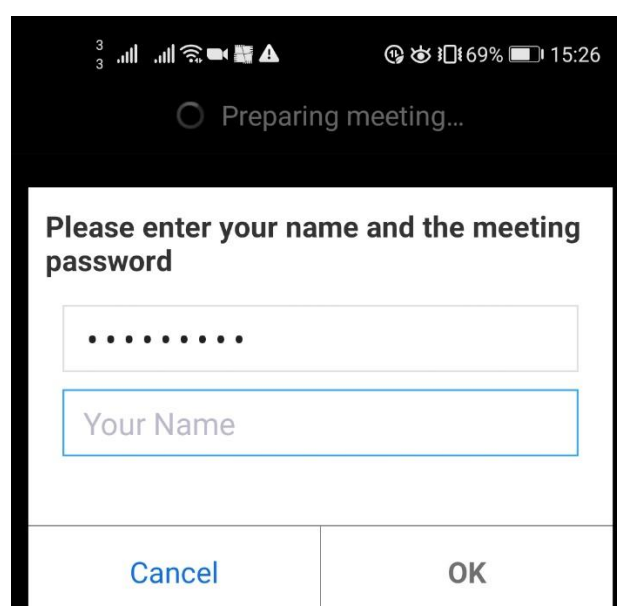
**Please note meeting IDs and meeting passwords should never be sent together to ensure we can effectively safeguard our students and that meeting IDs and passwords should never be shared.**

**If you are using an Android device** – Clicking the blue link from the home learning plans it will take you to a screen that looks like Picture 1, where you will click the blue "Join Meeting" button. If you are unable to click the link or you don't see the "Join Meeting" button please see the section below called "Manually connecting to Meeting".



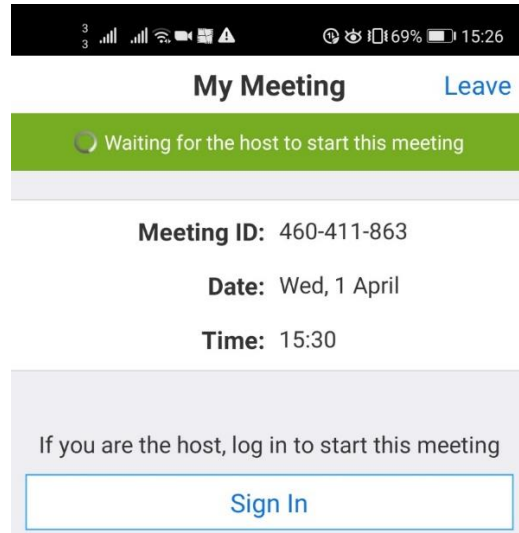
Picture 1

Once you have clicked the “Join Meeting” button you will then be taken to a screen where it asks you to type your name and the Meeting Password (see Picture 2). When entering a name please use the student’s first name as any names that are not recognised by the form tutor/teacher will not be allowed to enter the session. We are doing this so that we can ensure that we safeguard the students in the session by only allowing people we recognise in.



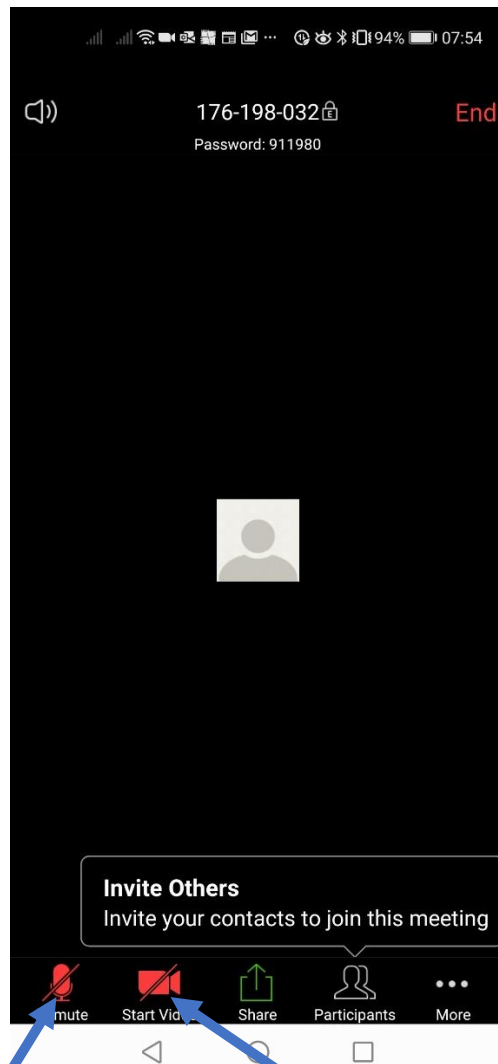
Picture 2

Once you have entered the Meeting Password and Your Name you click OK you will then be put in a waiting room until the form tutor/teacher allows you into the session (See Picture 3).



Picture 3

When the form tutor/teacher allows you into the meeting please then enable the video and the audio to be able to fully communicate fully with everyone (see Picture 4 below)



Picture 4

Click here to enable audio – it may ask you to allow Zoom to use microphone to which please click allow

Click here to enable video – it may ask you to allow Zoom to use camera to which please click allow

**If you are using an Apple device** – when you click the blue link from the email it may ask you for just a Meeting Password (see Picture 5) or it might ask you for the Meeting Password and Name (see Picture 2). If it doesn't ask you for a Name then please see the section below called "Manually connecting to Meeting". As for safeguarding purposes any name that is not recognised by the form tutor/teacher will not be allowed to enter the meeting.

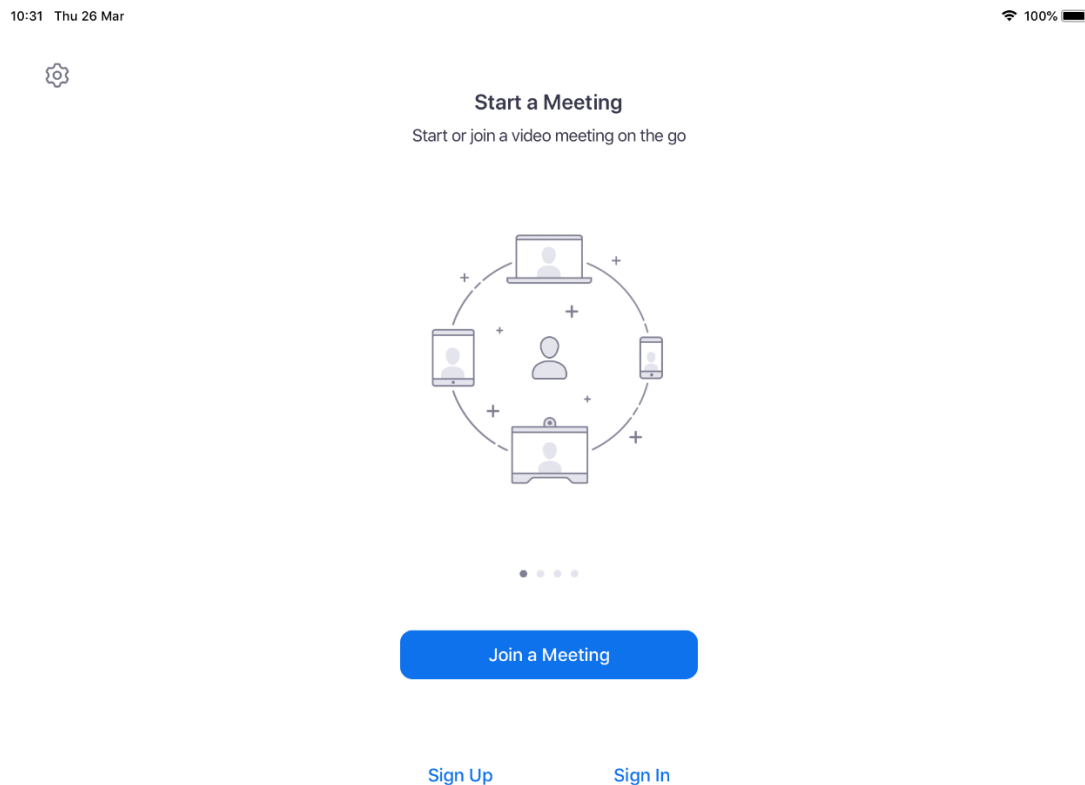
Picture 5

If it asks you for a Name and as well as a Meeting Password please enter these and then click Continue. When entering a name please use the student's first name as any names that are not recognised by the form tutor/teacher will not be allowed to enter the session. We are doing this so that we can ensure that we safeguard the students in the session by only allowing people we recognise in. You will then be put in a waiting room until the form tutor/teacher allows you into the session (See Picture 3).

When the form tutor/teacher allows you into the meeting please then enable the video and the audio to be able to fully communicate fully with everyone (see Picture 4).

**Manually Connecting to Meeting for Android and Apple Devices** – Use this if you are having problems joining using the link or your apple device won't let you enter a Name when trying to sign into the meeting.

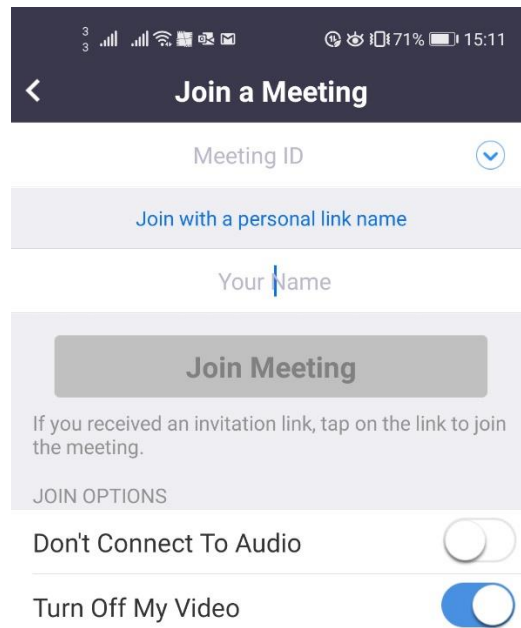
In these situations you will need to load the "Zoom" App (please see the appendix of how to install and/or how to find Zoom app if you are not sure) which when it loads will look similar to Picture 6 below, click on the blue "Join a Meeting" button.



Picture 6

After click the "Join a Meeting" button you will then be requested to type the Meeting ID and a Name (see Picture 7).

**When entering a name please use the student's first name as any names that are not recognised by the form tutor/teacher will not be allowed to enter the session. We are doing this so that we can ensure that we safeguard the students in the session by only allowing people we recognise in.**



Picture 7

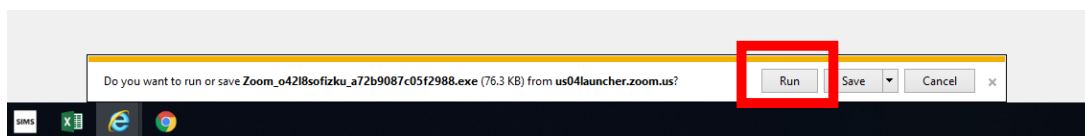
Once you have entered the Meeting ID and Your Name click on “Join Meeting” button. You will then be requested to enter the Meeting Password (see Picture 5).

You will then be put in a waiting room until the form tutor/teacher allows you into the session (See Picture 3).

When the form tutor/teacher allows you into the meeting please then enable the video and the audio to be able to fully communicate fully with everyone (see Picture 4).

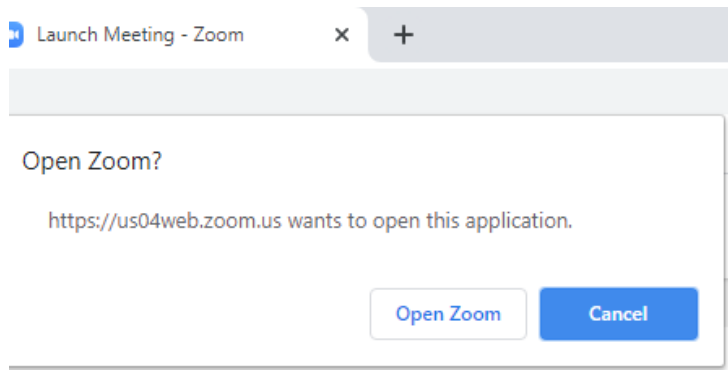
### **If you are using a Computer/Laptop**

When you click the blue link from the email (see Picture 1) you will be taken to a page that looks like Picture 9 where it automatically downloads a file. Please click on run to allow the program to run if it asks you that (see Picture 9).



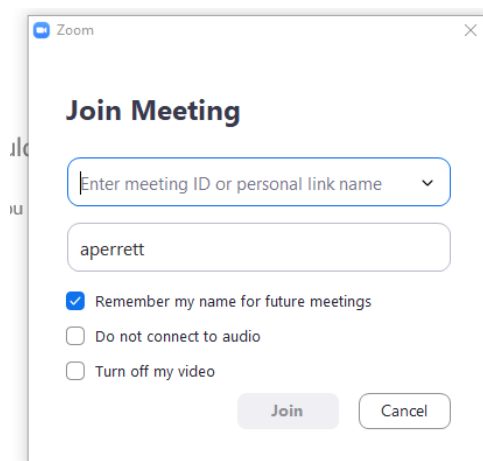
Picture 9

If you already have the program downloaded you will get the message saying open Zoom (see Picture 10)



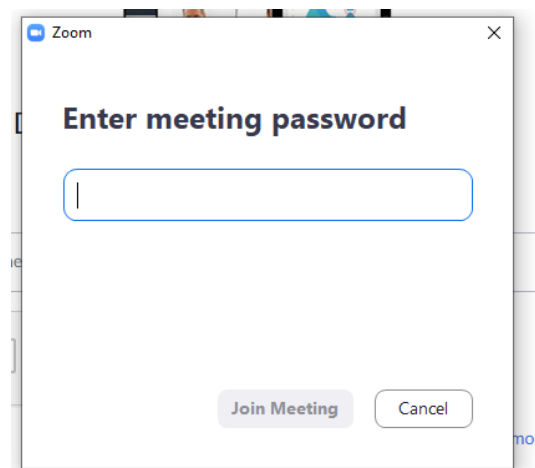
Picture 10

When Zoom is loaded you will have a box that pops up that asks for your name and Meeting ID (see Picture 11). The Meeting ID and Meeting Password can be found in the email that was sent to you by the form tutor/teacher (see Picture 1). When entering a name please use the student's first name as any names that are not recognised by the form tutor/teacher will not be allowed to enter the session. We are doing this so that we can ensure that we safeguard the students in the session by only allowing people we recognise in.



Picture 11

Once you have entered those details you will be asked to enter the Meeting Password (see Picture 12).

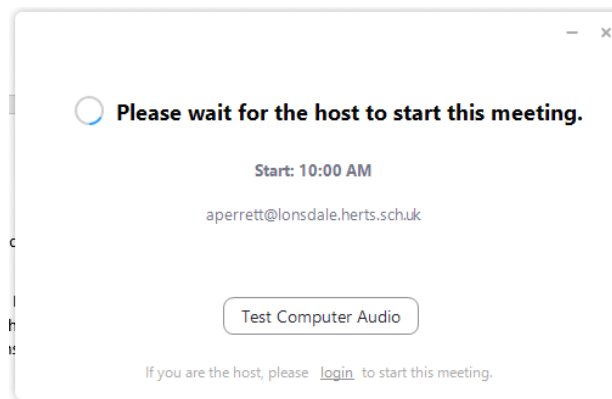


Picture 12

You will then be asked to allow access to audio and video to which you show allow so that you can join in with the meeting.

When clicking the email link (see Picture 1) it may not ask you for any sign in information and pull your email address across to as the Name. If this is the case please can we ask that you sign in manually as for safeguard reasons any names we don't recognise will not be allowed to join a meeting.

You will then be put in a waiting room until the form tutor/teacher allows you to join the session (Picture 13).

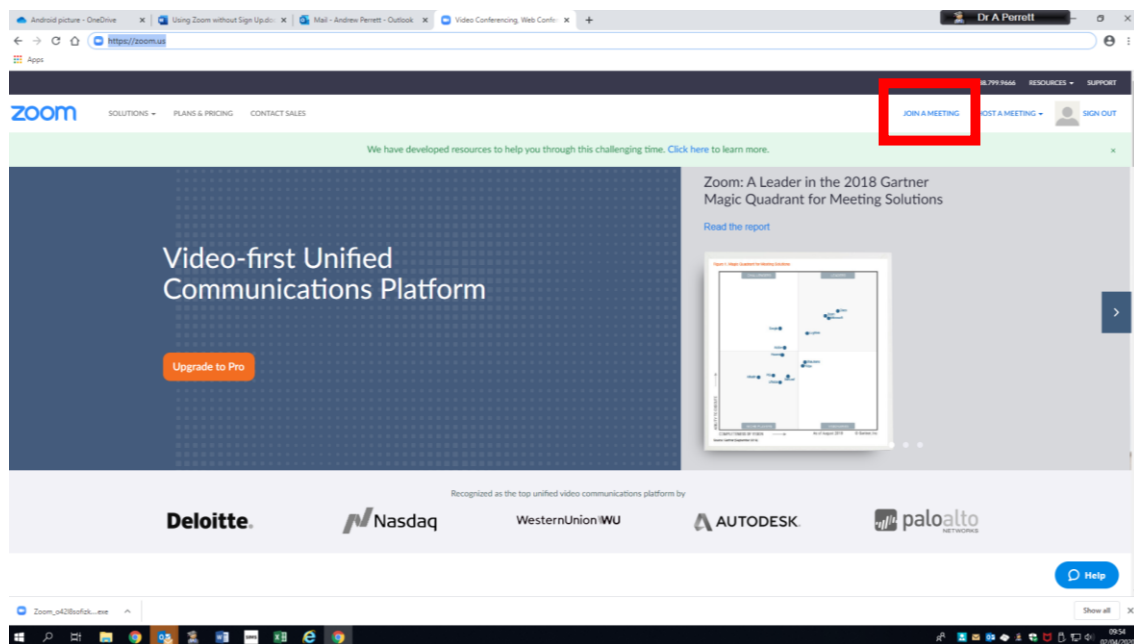


Picture 13

**Manually Connecting to Meeting for Computer/Laptops –** Use this if you are having problems joining using the link or your apple device won't let you enter a Name when trying to sign into the meeting.

Please go to <https://zoom.us/>

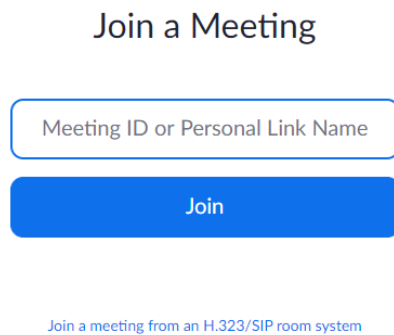
Then click on join meeting which can be found towards the top right of the screen



Picture 14



You will then be asked to enter the meeting ID (see Picture 15)



Join a Meeting

Meeting ID or Personal Link Name

Join

[Join a meeting from an H.323/SIP room system](#)

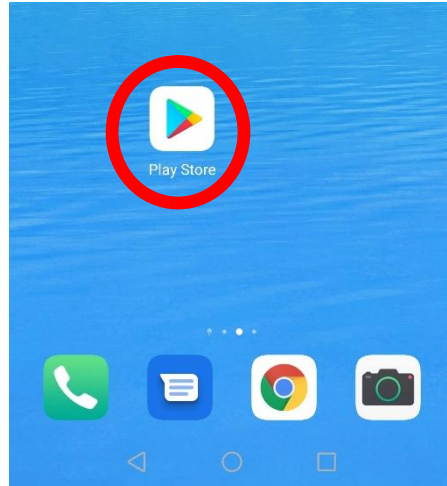
Picture 15

After this please follow the steps in section called “If you are using a Computer/Laptop”.

## Appendix A - Covers how to install Zoom for Android Devices

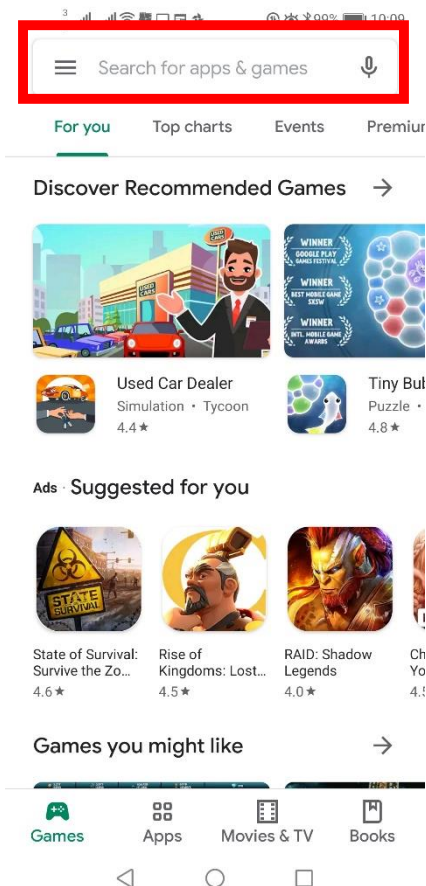
### Installing Zoom App – You only do this Step once

To download zoom you need to find and then click on the play store icon (see red circle on Picture 16 below)

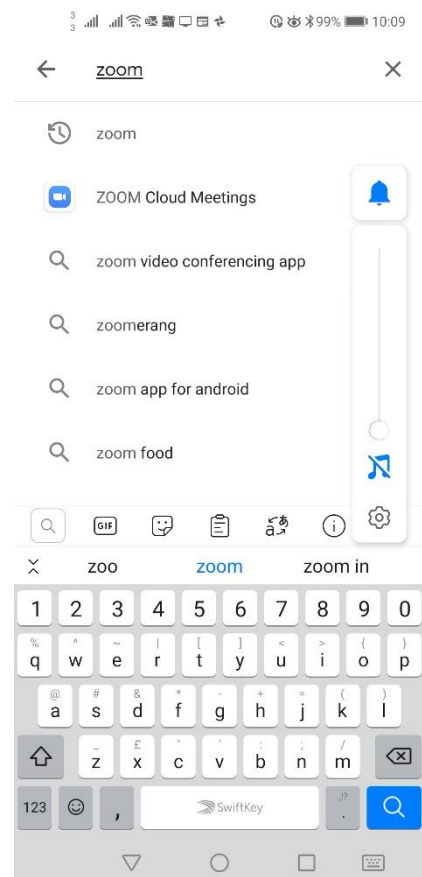


Picture 16

When the play store has loaded you will then see a screen that looks similar to Picture 2 below. In the search bar at the top (see red box on Picture 17) you then need to type in Zoom using the onscreen keyboard (see Picture 18).



Picture 17



Picture 18

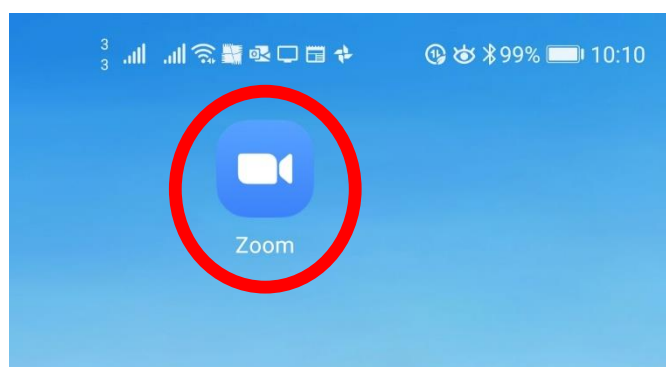
When you search you may get “zoom” or “Zoom Cloud Meetings” as suggestions of what you want if you click on either of them it takes you straight to the app you want to download (see Picture 4). Make sure to check the apps icon matches the one on Picture 19 so that you download the correct app.

Once you have checked that the icons match - click the Install green button on the screen and the app will start to download and install.



Picture 19

When Zoom has finished installing on your device the app will be dropped onto one of your home pages. Scroll through the screens until you find the icon for zoom (See the red circle on Picture 20).

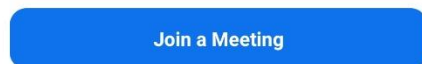


Picture 20

When you click on the zoom icon a screen that looks like Picture 21 will show where it asks you to join a meeting, sign up or sign in.



Start or join a video meeting on the go



[Sign In](#)



Picture 21

## **Appendix B covers how to install Zoom for apple Devices**

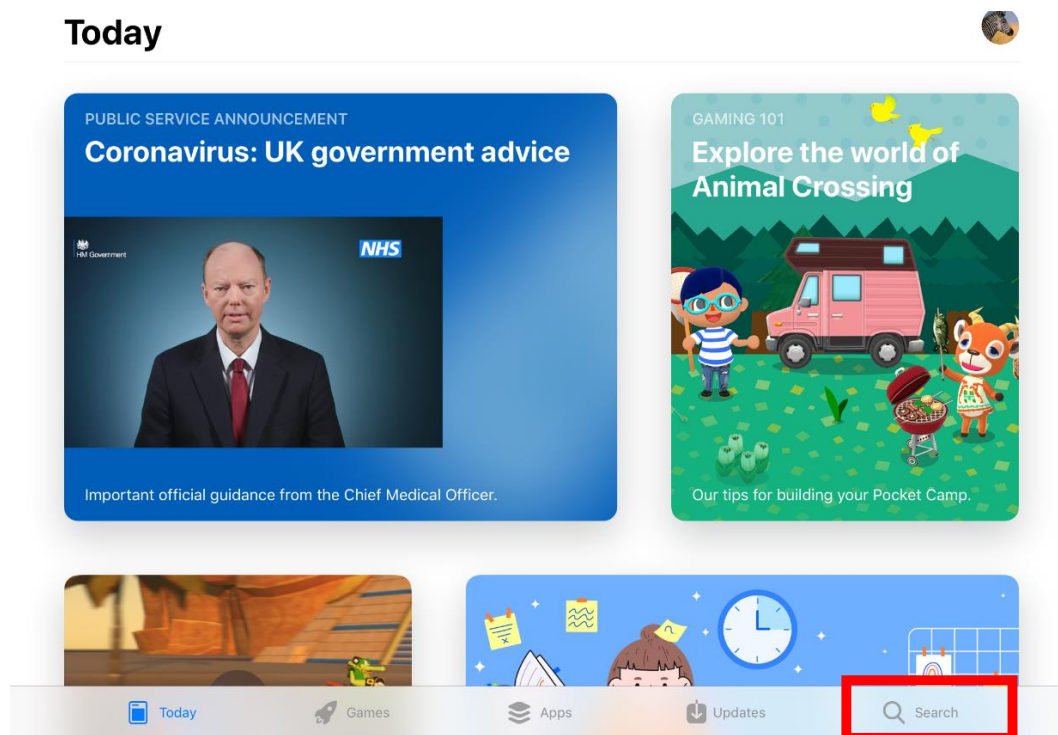
### **Installing Zoom App – You only do this Step once**

To download zoom you need to find and then click on the App Store icon (see red circle on Picture 22 below)



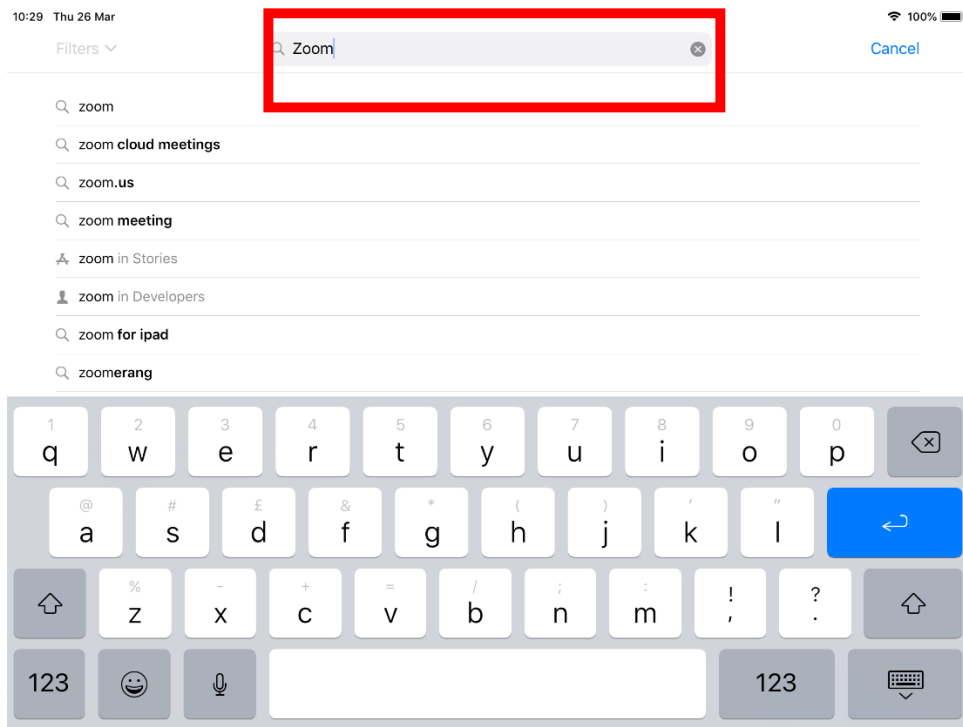
**Picture 22**

When the App Store has loaded you will then see a screen that looks similar to Picture 2 below. Click on the search button that can be found along the bottom of the screen (see red box on Picture 23).



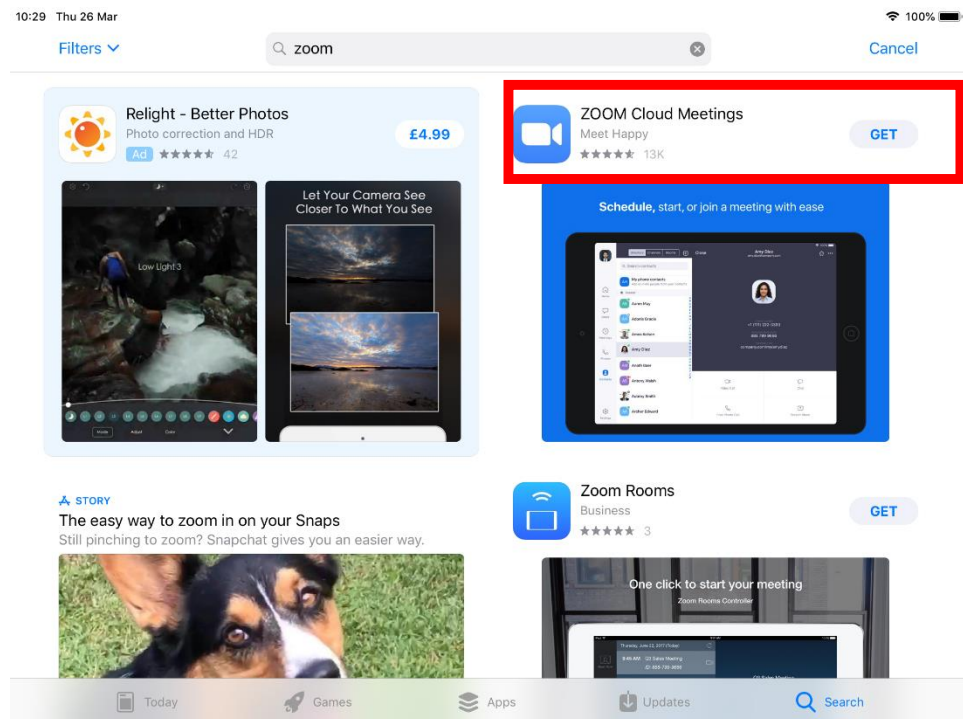
**Picture 23**

You then click in the search bar (see red box on Picture 24) and then need to type in Zoom using the onscreen keyboard (see Picture 23).



Picture 23

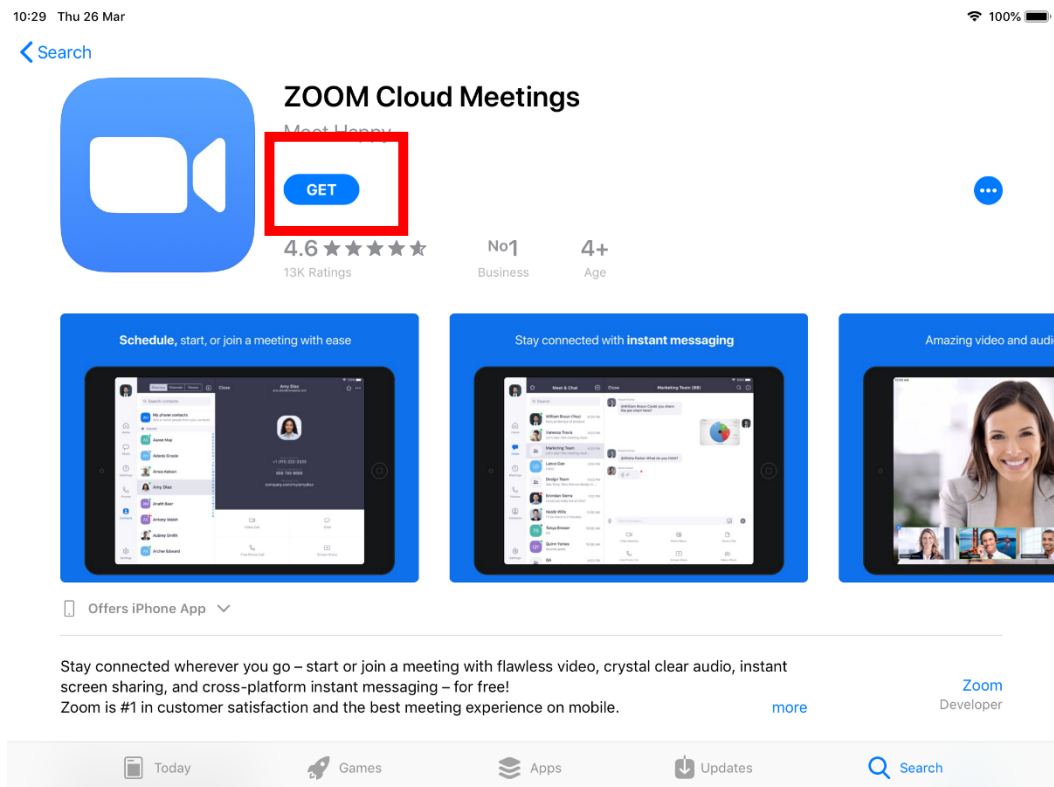
When you search you may get “zoom” or “Zoom Cloud Meetings” if you click on either of the suggestions you then need to look for an app called “ZOOM Cloud Meetings” (see red rectangle on Picture 24).



Picture 24

Make sure to check the apps icon matches the one on Picture 24 so that you download the correct app.

Once you have checked that the icons match, click on where is say “ZOOM Cloud Meetings” which will take you to a page that looks like Picture 25.

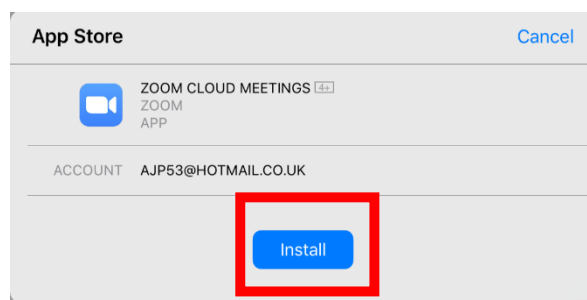


Picture 25

Once you are confident the app on your screen is the same app as the picture (Picture 25) above click the blue “GET” button (see red box on Picture 25).

You will then get a box pop up asking if you want to install you then need to click the blue “Install” box (see red box on Picture 26) and then the app will start downloading. Depending on how old your apple device is you may get a pop-up box asking to install or may not so don't worry if you don't see the message.

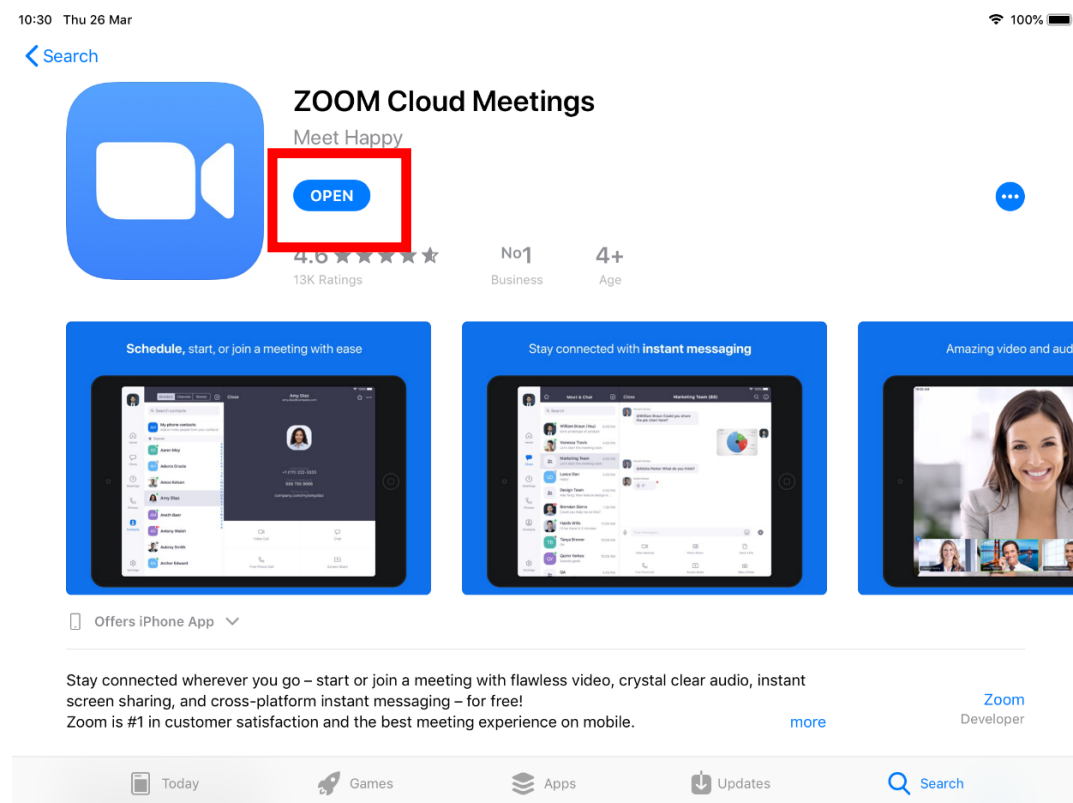
If you have a password on your iPad/iPhone for purchasing all apps (this app is free to use and download) then you will need to enter your apple ID password to download ZOOM.



Picture 26

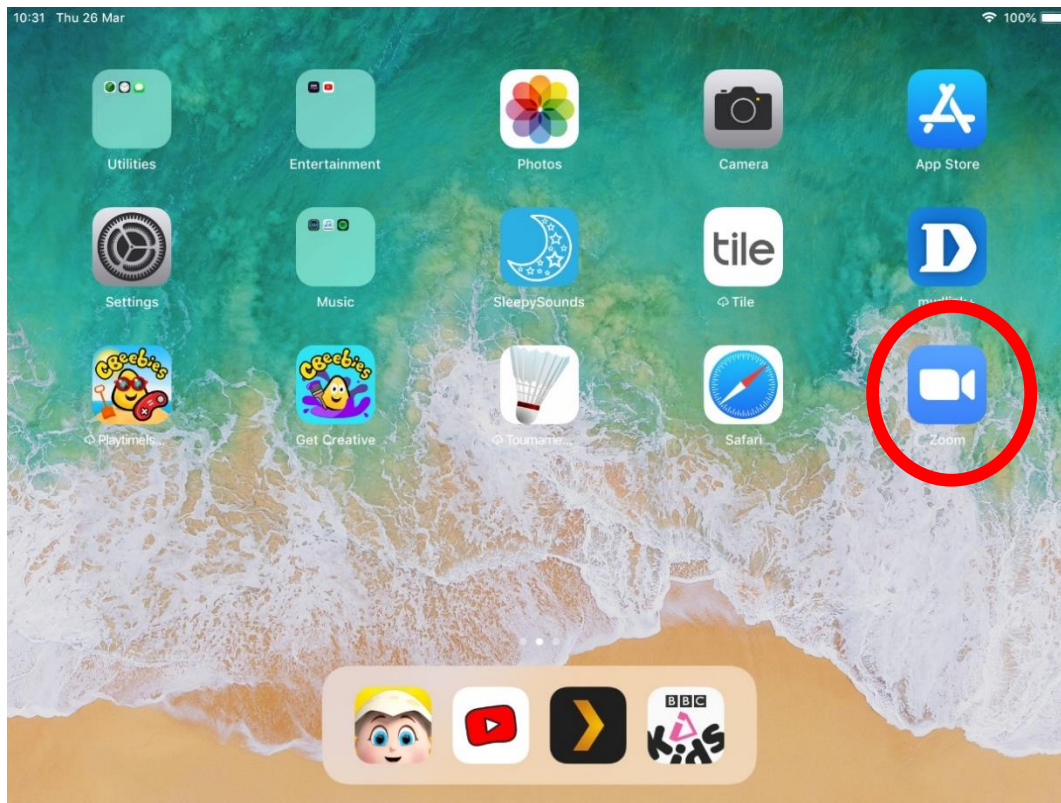
Once the app has downloaded onto your device the blue “GET” button changes to a blue “OPEN” button so you can either click this to open the ZOOM app (see red box Picture 27) or press the home button and find the icon on the home screen (see red box Picture 28).

Depending on the number of app on your device will depend on whether you have to scroll across to find ZOOM app.



Picture 27



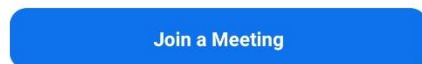


Picture 28

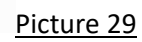
When you click on the zoom icon or open from the app store a screen that looks like Picture 29 will show where it asks you to join a meeting, sign up or sign in.



Start or join a video meeting on the go



[Sign In](#)



Picture 29