

Zoom Familiarisation

1. Download the free Zoom Desktop Client from https://www.zoom.us/download#client_4meeting
This will place a program on your PC/laptop/smart phone and usually an icon on your opening screen window. If you do not do this before joining a Zoom meeting, it will be downloaded as part of joining your first Meeting and you need to allow more joining time. You may need to download other apps from this page according to your type of device.

2. From <https://learn-zoom.us/show-me> locate at top of webpage and watch in sequence
 - (a) Joining a Meeting
 - (b) In-meeting Navigation
 - (c) Reactions & Feedback
 - (d) Screen Sharing

3. If you are going to share one of your files at a Zoom Meeting, it is best to open that file first, and thereafter join the Meeting using the pre-circulated Zoom Meeting link.