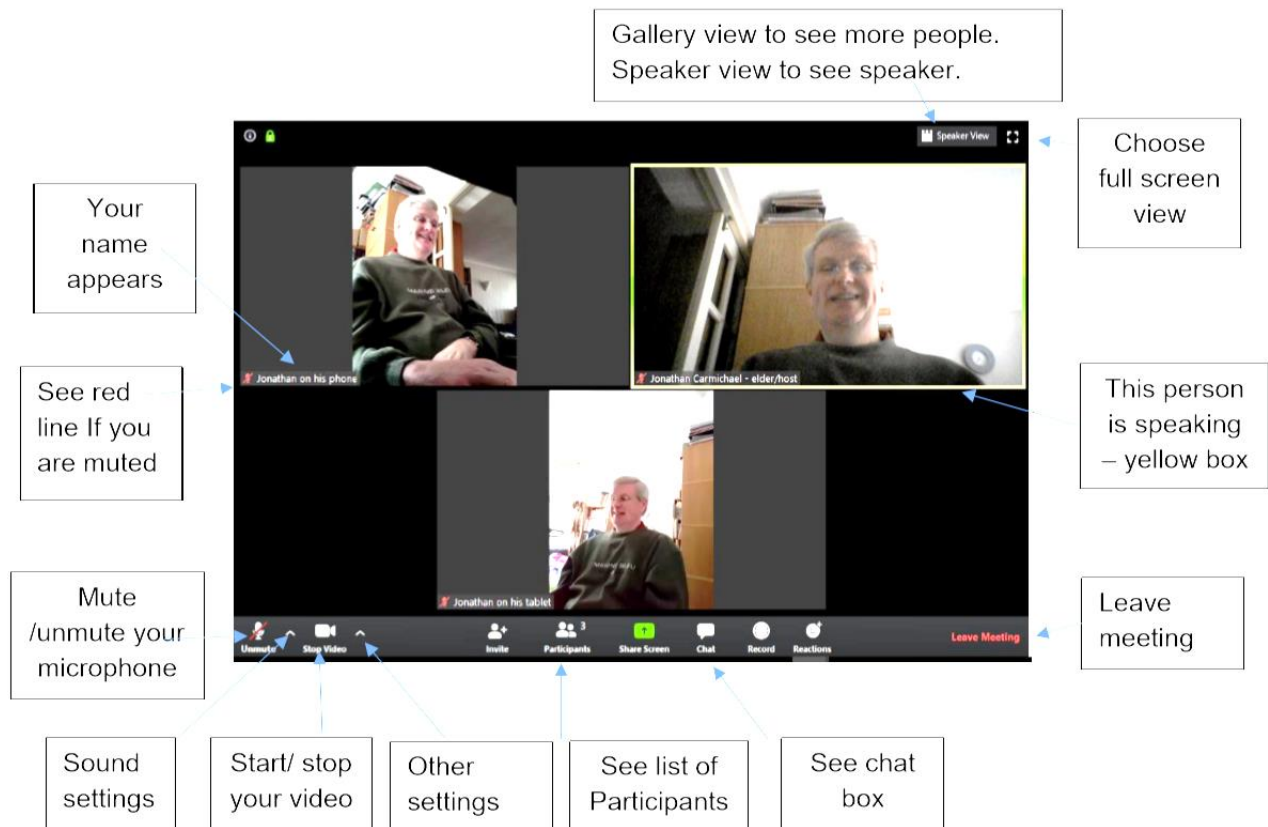**ZOOM SCREEN ON MACBOOK, WINDOWS PC OR LAPTOP**

When you are in a Zoom meeting on a MacBook, Windows PC or laptop the screen will look something like this:

Gallery view to see more people. Speaker view to see speaker.

Choose full screen view

Your name appears

See red line If you are muted

This person is speaking – yellow box

Mute /unmute your microphone

Leave meeting

Sound settings

Start/ stop your video

Other settings

See list of Participants

See chat box

If your picture is not showing on the screen turn on your video camera by clicking on the video camera button at bottom left.

If your microphone is muted click on the microphone button in the bottom left corner to Unmute.

Choose what you see on your screen (by clicking on "Speaker view" or "Gallery view" button top right). Most people choose "gallery view" where you see a group of people. If not everyone fits on your screen, you see the others by pressing Page Up/Down on your keyboard (or clicking an arrow on the side of your screen). If you choose "speaker view", you only see the person who is speaking.

Turn on the Chat box so you can converse with typing too, by clicking the Chat button at the bottom of the screen. This will open the Chat box. (Sometimes on smaller screens the chat symbol is hidden behind three dots in a circle.)

Everyone can type messages (at the bottom of the chat box) to everyone else. To just message one person (privately) just click on "Everyone" at the bottom of the Chat box, and choose the person's name.

If you want to change your name on the screen, click on the "Participants" button, in the middle at the bottom of the screen. This opens a Participants box, where if you click on your name you can change it. You can also see who else is in the meeting.
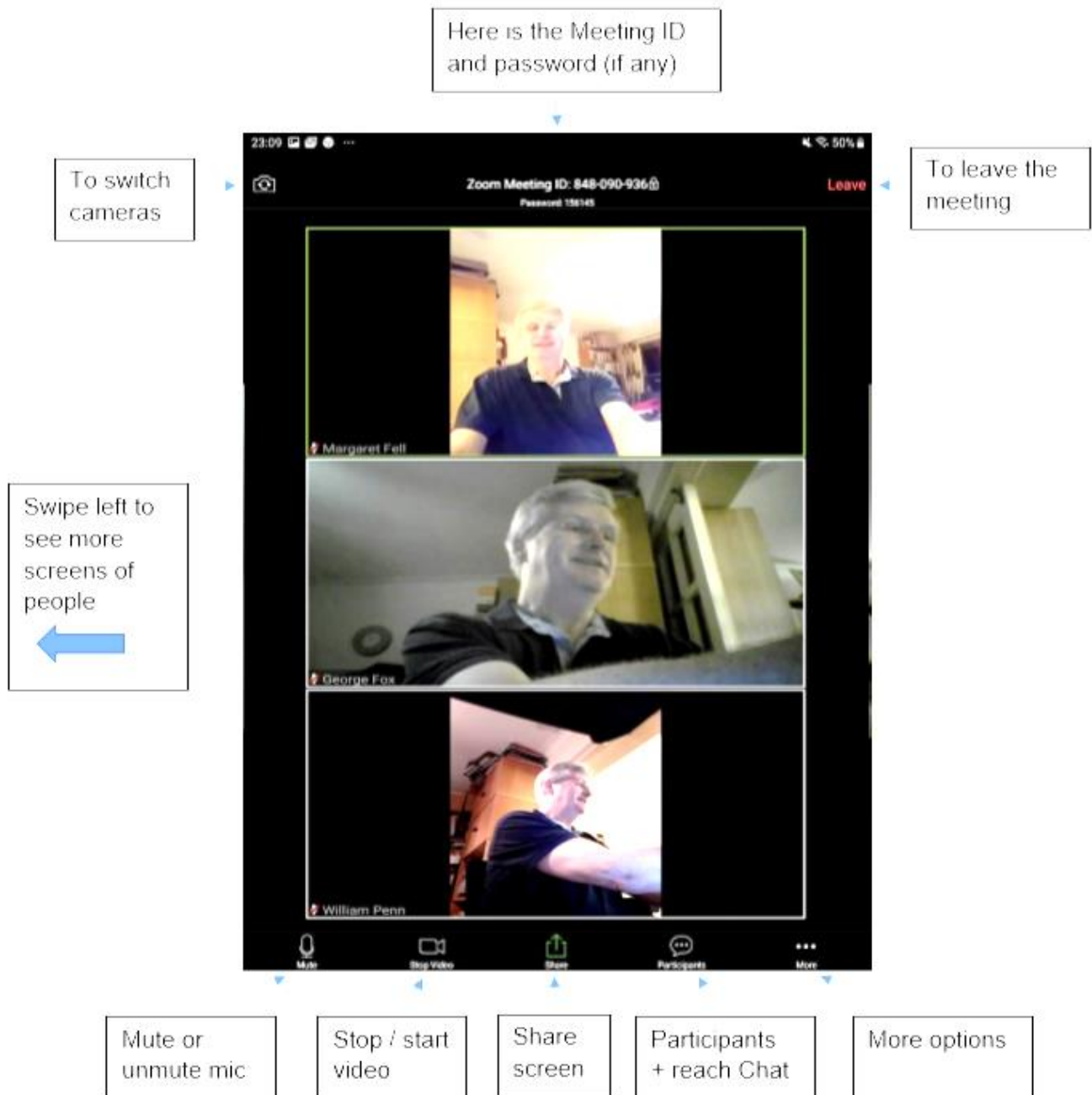
If at any time you go away from Zoom onto another programme, you can return to it by clicking on the Zoom icon at the bottom of your screen.

That's it. Settle back, and take part in the meeting.

To leave the meeting click the red "Leave Meeting" (bottom right).

ZOOM SCREEN ON ANDROID SMART-PHONE OR TABLET

When you are in a Zoom meeting on an Android smart-phone or tablet the screen will look something like this:

Here is the Meeting ID and password (if any)

To switch cameras

To leave the meeting

Zoom Meeting ID: 848-090-936
Password 138145

Leave

Margaret Fell

George Fox

William Penn

Swipe left to see more screens of people

Mute or unmute mic

Stop / start video

Share screen

Participants + reach Chat

More options

If the controls disappear at any time just tap the screen and they'll reappear.

If your picture is not showing on the screen turn on your video camera by clicking on the video camera button at bottom left.

If your microphone is muted the microphone button in the bottom left corner will be red - click to Unmute.

Turn on the Chat box so you can converse with typing too, by clicking the "Participants" button at the bottom of the screen. On the Participants screen click on "Chats" in the bottom left hand corner. This will open the Chat box. (Slide your finger down to see all chats.)

To send a message to everyone, just type a message in the bottom row where it says "Your Text can be seen by everyone". To send a private message to just one person, tap on the blue "Everyone" just above where you type your message, and tap on the name of the person you want to send to. Their name appears just above the box you type into, which says "Tap here to chat". Reverse the process to chat to everyone.

If you want to change your name on the screen, click on the Participants button, at the bottom of the screen. This opens a Participants box, where if you click on your name you can change it. You can also see who else is in the meeting.

To leave Chat and go back to seeing people, click "Close" at the top left, and again "Close" on the Participants screen.

If you want to invite someone new to join the meeting, you tap "Invite" (bottom right of the Participants screen), then choose the app you want to use, and Zoom opens it with the details of your meeting, for you to send.
There are some more options to explore behind the More button on the main screen.

That's it. Settle back, and take part in the meeting.

To leave the meeting click the red "Leave" button at the top right of the screen.

ZOOM SCREEN ON AN IPAD OR IPHONE

When you are in a Zoom meeting on an iPad or iPhone the screen will look something like this:
If the controls disappear at any time just tap the screen and they'll reappear.
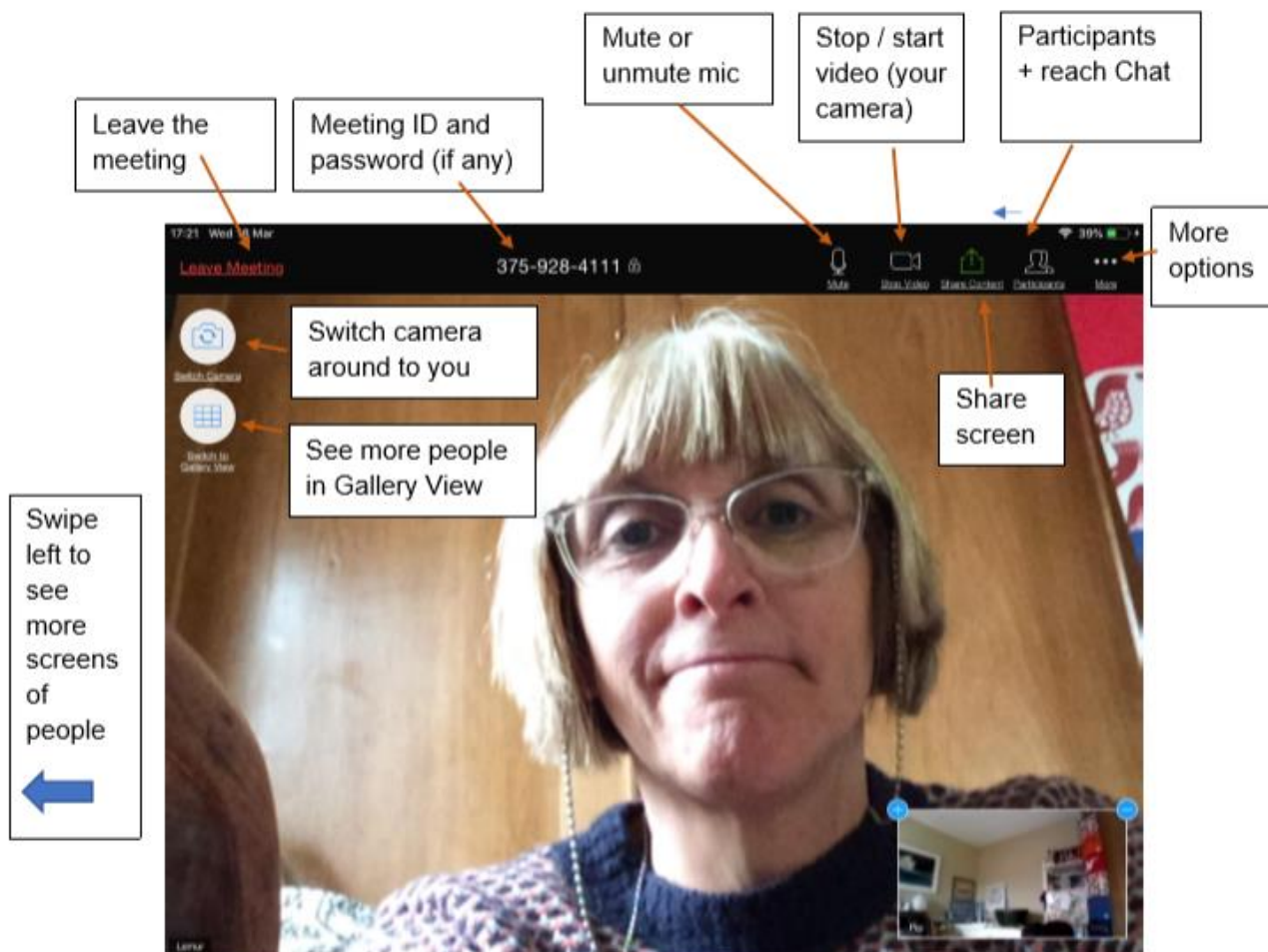
If your picture is not showing on the screen turn on your video camera by clicking on the video camera button at top right.

If your microphone is muted the microphone button on the top bar will be red - click to Unmute.

Turn on the Chat box so you can converse with typing too by:

- clicking on the "Participants" button at the top right of the screen and then on "Chat" in the bottom left hand corner the Participants screen. This will open the Chat box. (Slide your finger down to see all chats.) Or,

- tap "More" at top right of the screen and then on "Chat" (on the top line).

To send a message to everyone, just type a message in the bottom row where it says "Send to: everyone".

To send a private message to just one person, tap on the blue "Everyone" just above where you type your message, and tap on the name of the person you want to send to. Their name appears just above the box you type into, which says "Tap here to chat". Reverse the process to chat to everyone.

To rename yourself, so others see the name you wish to use, just tap on your current name and you get a box with your current name. Tap "Rename", type in the name you want in the next box, and click "Done".

To go back to seeing people, tap "Participants" (top right of the screen). To leave Chat and go back to seeing people, click "Close" at the top left, and again "Close" on the 'Participants' or 'More' screen.

If you want to invite someone new to join the meeting, you tap "Invite" (at the bottom of the Participants screen), then choose the app you want to use, and Zoom opens it with the details of your meeting, for you to send.

There are some more options to explore behind the "More" button on the main screen. That's it. Settle back, and take part in the meeting.

To leave the meeting click the red "Leave" button at the top right of the screen.