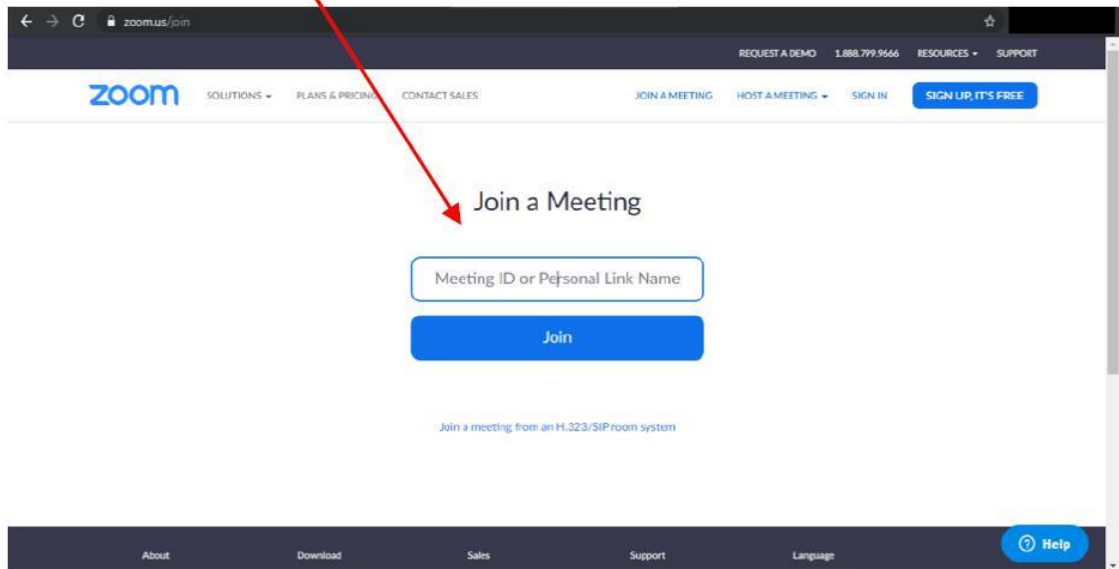


How to Access ZOOM Meetings

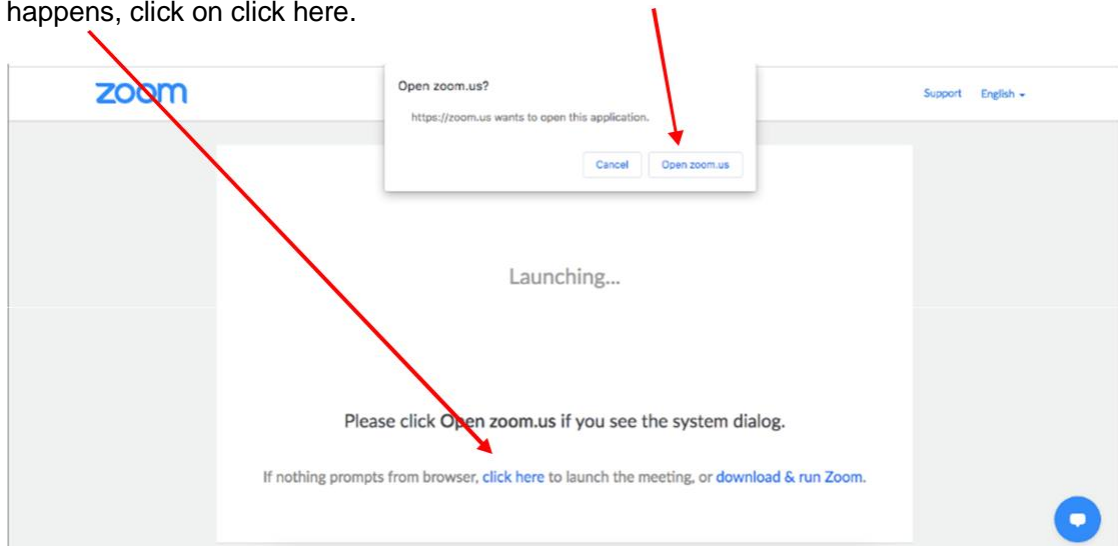
For Computers

You can access Zoom meetings on your (Internet-enabled) personal laptops and desktops by following the steps below.

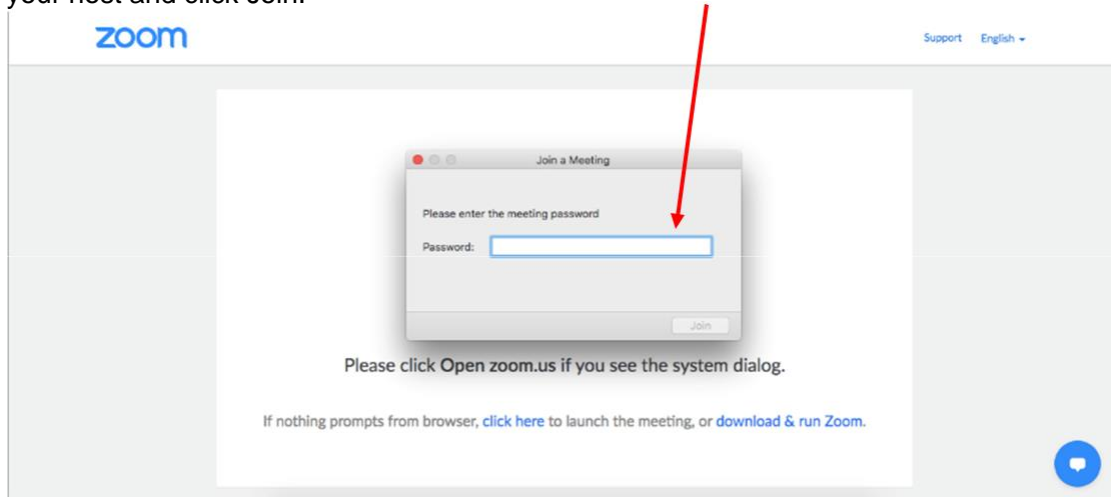
1. Using your Internet browser, go to zoom.us/join. Key in the Meeting ID and click Join.



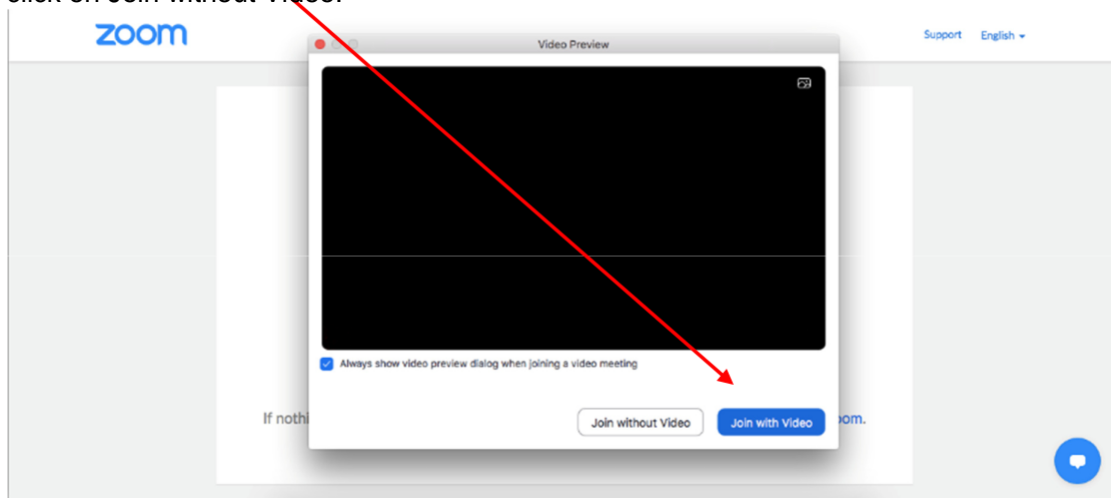
2. The following pop-up box will appear. Click on Open zoom.us. If nothing happens, click on click here.



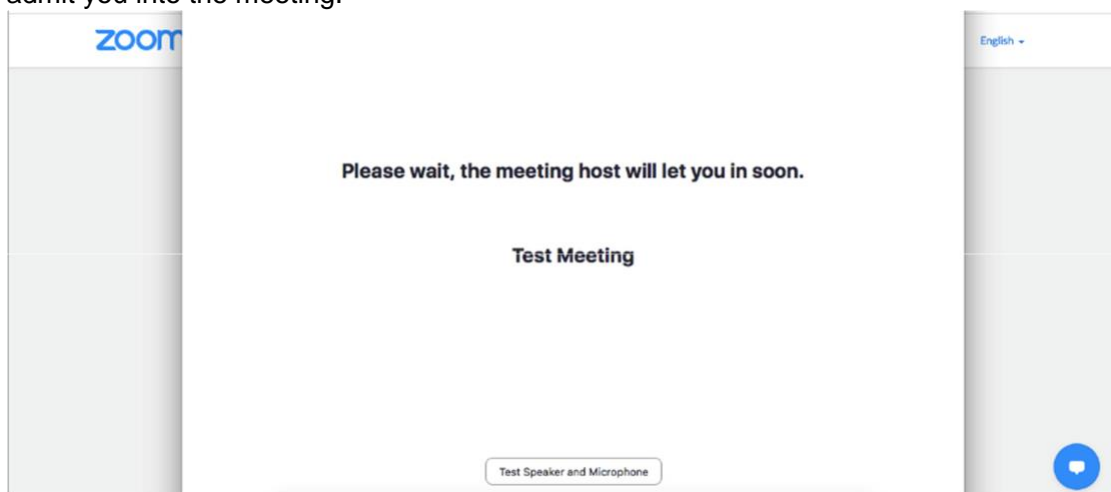
3. You will be prompted to provide the password. Key in the password provided by your host and click Join.



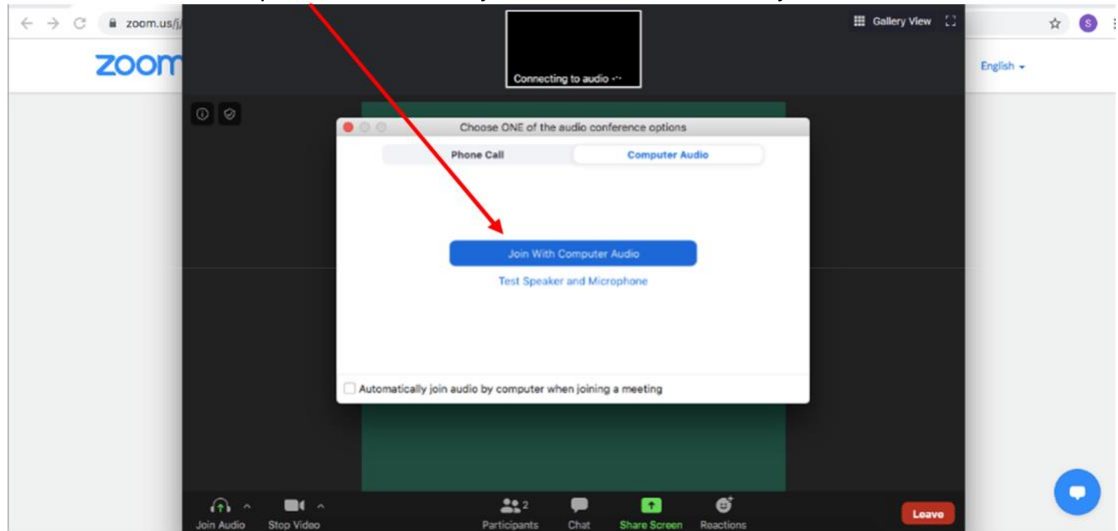
4. Click on Join with Video. Alternatively, if you do not wish to appear on the screen, click on Join without Video.



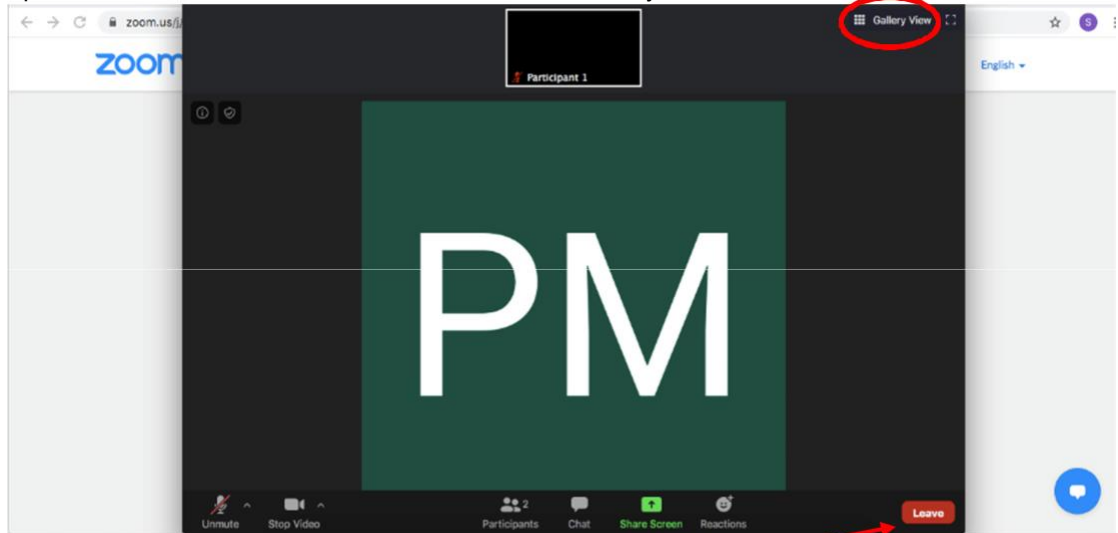
5. You will be placed in a virtual waiting room. Wait for a moment and your host will admit you into the meeting.



6. Click on Join with Computer Audio so that you would be able to hear your host/trainer.



7. When you have entered the Zoom meeting, click on the top right corner and select Speaker's View so that the host/trainer's video will be on your main screen.



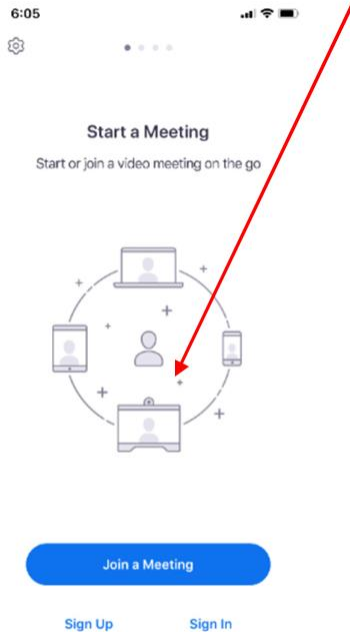
8. When you are ready to leave the meeting, click on the Leave icon at the bottom right of the screen.

For Mobile Phone

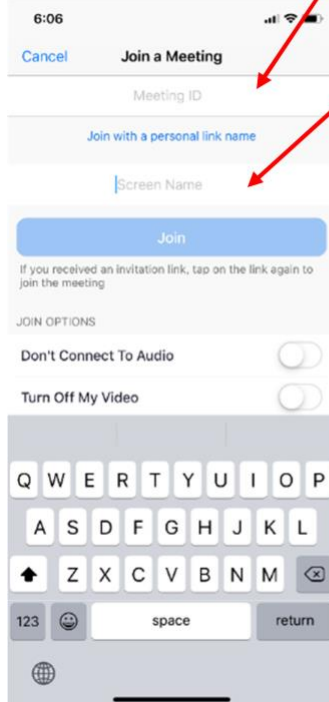
Download the ZOOM app on the Apple App Store or Google Play Store:



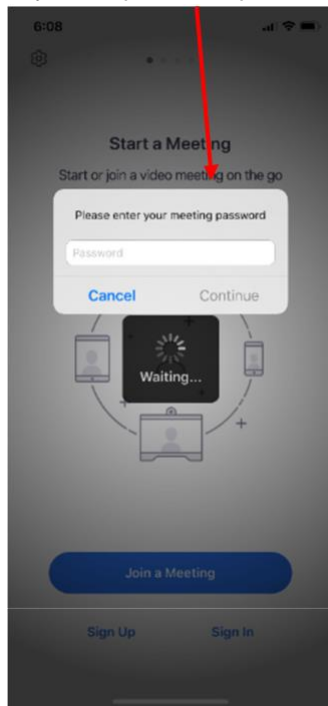
1. Launch the app and click Join a Meeting.



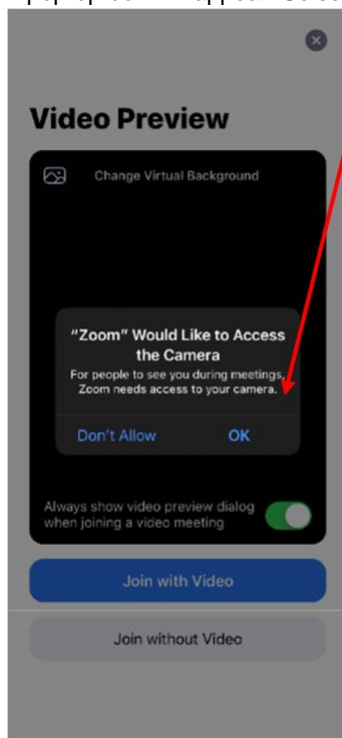
2. Key in the provided Meeting ID and your Name. Activate audio and video if you wish to be seen and heard. Click Join.



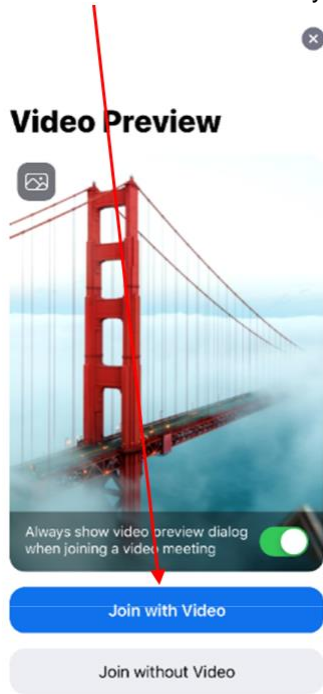
3. Key in the password provided by your host.



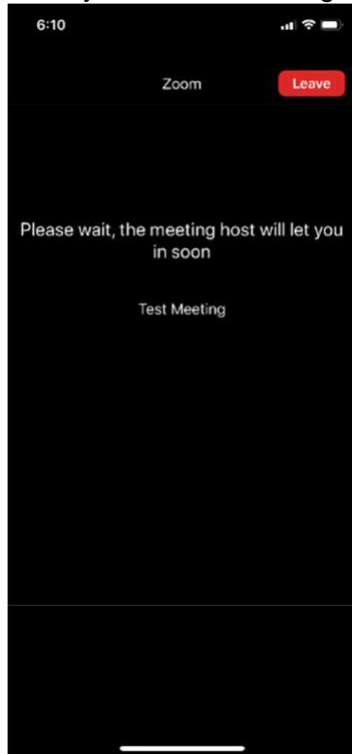
4. A pop-up box will appear. Select OK.



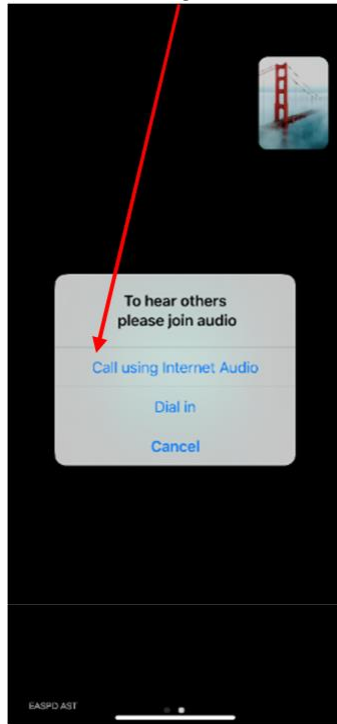
5. You can select a virtual background by clicking on the top left icon. Thereafter, click on Join with Video. Alternatively, if you do not wish to be seen, select Join without Video.



6. You will be placed in a virtual waiting room. Wait for a moment and your host will admit you into the meeting.



7. Select Call using Internet Audio so that you can hear others in the meeting.



8. When you are ready to leave the meeting, click on Leave.

