

A HOW-TO GUIDE

zoom Cloud Meetings

Zoom is a video meeting app.

It's like Skype or Facetime, but works on any device.

All you need is a device with a camera, a screen, a microphone and speakers.

This could be a laptop, iPad, or your phone.

It is totally safe and secure. It works really well, and also allows us to share screens.

1.) Get the zoom app



If you are on an iPhone, iPad or Android device, head to the app store and download "Zoom Cloud Meetings"

If you are on a laptop you can just skip to the next step.

2.) Click the Link



Our meeting invite will have a link to click that starts "[https://zoom.us...](https://zoom.us)" Click this on the device you want to use and it will take you straight to our meeting.

We recommend you do this in advance to get comfortable with the process - it will work any time, we just won't be on the other end yet!

3.) Check it all works



Once the Zoom app has started, now is the time to check your microphone and camera are working.

Our tip is to use your broadband connection and be close to your wifi router.

4.) Use Headphones for better quality



If you have headphones that will attach to your tablet or laptop, it will improve the call quality.

This isn't essential, but can be helpful! Does your headset have a microphone? Even better!

5.) See you soon!



Once our meeting time comes around, click the link again and we'll see you then!

If we have any technical issues we can always just pick up the phone.

6.) Want a video guide?



Zoom have a video guide available at the following link:

<https://youtu.be/hlkCmbvAHQQ>

CONTACT US

☎ 0121 313 1370

✉ info@henwoodcourt.co.uk

🌐 www.henwoodcourt.co.uk

📍 The Cruck Barn, 20 Country Park View,
Walmley, Sutton Coldfield, B76 1TE