

## INSTRUCTIONS for JOINING

a meeting hosted on Chris Martin's Zoom account

From **COMPUTER OR MOBILE PHONE:**

Click on a link or put web address into your web browser

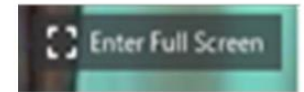
<https://zoom.us/j/2493359588>

By audio only from a **LANDLINE or MOBILE** dial one of these number and enter the meeting number (**2493359588**) when prompted

**0203 481 5240, 0131 460 1196, 0203 051 2874 or 0203 481 5237**

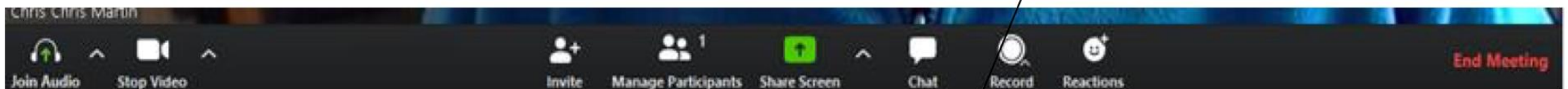
## TROUBLE SHOOTING

- Join and check your settings ahead of time
- Check your audio and video settings to make sure your mic and camera are on.
- If your **wifi signal is weak and you are having difficulty joining**, turn off your camera and just participate by audio



Use this icon to control how YOU are participating in the conference.

You may need to **MOVE** your cursor to the bottom of the screen to **OPEN UP** this bar.



These icons for checking and controlling participation on your computer. **CHECK** that your audio and camera are turned on. **CHECK** that you are using the correct mic and camera if there is more than one on your system.

Use **SHARE SCREEN** if you want everybody to see what is on an open document on your own desktop

Use **CHAT** if you want to send a message to everybody. It will appear in the column on the right if other participants have their chat open

Use **CLAP** if you would like to speak