

Joining The Thyroid Trust online events via Zoom

During the lock-down The Thyroid Trust has been using Zoom video conferencing to host its support meetings so that our Thyroid Friends can still have access to information and support to learn about and help them manage their conditions.

[Zoom](#) offers video, audio, and wireless screen-sharing performance across Windows, Mac, Linux, iOS, Android, Blackberry, and Zoom Rooms. **Instructions for using Zoom on specific devices / operating systems** can be found in the Appendix at the end of this guide.

Zoom is easy to use - once you know how. This guide should get you through the basics. There is also a video on YouTube called ***The Ins and Outs of Zoom - Cyber-Seniors Tech Session*** at <https://m.youtube.com/watch?v=oA4RVzDV1Q8>. [NB: the typo in 'senior's is as it's written in the title of the video on YouTube, hence it being left in here!].

If you want to see what a Zoom meeting looks like, you can join a test meeting to familiarize yourself with the application and test your microphone/speakers before joining a Zoom meeting. Visit zoom.us/test and click Join.

What equipment do I need to access Zoom?

In order to join our meetings via Zoom you will need either:

- a smart phone
- a laptop
- a computer, or
- a mobile or landline phone

How do I get Zoom?

- If you are going to be joining the meeting via a mobile, laptop or computer you can do so by downloading the Zoom mobile app from the
 - From the Zoom Downloads page https://www.zoom.us/download#client_4meeting.
 - Playstore (for Android devices) - go to the Playstore
 - App store (for iOS Apple devices)
- Alternatively, If using a laptop or computer you can get access via the Zoom website in your web browser or download the Zoom Desktop Client for Windows, Mac, ChromeOS and Linux. Go to <https://www.zoom.us/>

How do I create a Zoom account ?

- You don't have to create a Zoom account to attend a meeting. (However, users do need a Zoom account if they want to host a meeting).
- To sign up for your own free account, visit **zoom.us/signup** and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click on the Activate Account link.
- You can update your profile by adding a profile picture, set your time zone, update your password and more. To access your Zoom profile, sign in to the Zoom web portal and click Profile.

How do I sign into my Zoom account on the web ?

- You can login to your Zoom account on the web at any time, at zoom.us/sign-in. Once you're logged in, use the panel on the left side to navigate the Zoom web portal. You can update your profile, schedule a meeting, edit your settings, and more.

I have the app, I have my Zoom account - how do I join a Zoom meeting ?

- Most of The Thyroid Trust's events are now managed via Eventbrite. After you have registered to attend you will be sent an email from Eventbrite containing a link for you to click on when the meeting starts. The text of the email will look something like this:

Thank you for booking to attend The Thyroid Trust online event with Michelle Varchione which will take place on Zoom video conference

We are looking forward to seeing you!

Topic: Thyroid Awareness Week Special Self Care session

Time: May 28, 2020 02:00 PM London

Here are the details to access the event:

Join Zoom Meeting:

Meeting ID:

Password:

- Please be sure to check your Spam folder in case the emails go into there.

- The ‘*Join Zoom Meeting*’ link (highlighted above) will contain a live hyper-link - just click on this and it should take you into the meeting.
- You may need to wait briefly in a Zoom ‘waiting room’ until the meeting host is able to let you in. You will be notified if this is the case.
- For more detail on how to Join a Meeting - see below or go to: [Quick start guide for new users – Zoom Help Center](#)

I don’t have a smartphone or laptop, can I join by telephone?

If you don’t have a Smartphone, laptop or computer - don’t worry - you can still join in by dialling into the meeting on your telephone. You won’t be able to see anyone, or view a speaker’s slides, but you will be able to hear what people are saying.

- On your phone, dial the teleconferencing number provided in your invite.
- Enter the meeting ID number when prompted using your telephone key pad.
- Note: If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer. If you have not joined on your computer, simply press # again when prompted to enter in your participant ID.

Once you’ve joined the meeting ...

Here are some tips and things to note for when you are in the meeting.

- Your microphone will automatically be muted when you join the meeting. To ‘Unmute’ click on your photo/image on the screen; you will see a microphone icon with a line through it; click on this to ‘unmute’. The host or Chair has the option to ‘mute’ all attendees - for example whilst a speaker is presenting their slides.
- By default, the mobile app displays the Active Speaker View.
- Swipe left from Active Speaker View to display Gallery View.
- You can view up to 4 participants’ thumbnails at the same time.
- If you wish to say something in the meeting, it’s probably best to raise your hand to signal to the Chair / host that you wish to say something.

APPENDIX - Instructions for using Zoom on specific devices / operating systems

For instructions on how to join with other devices and operating systems go to:

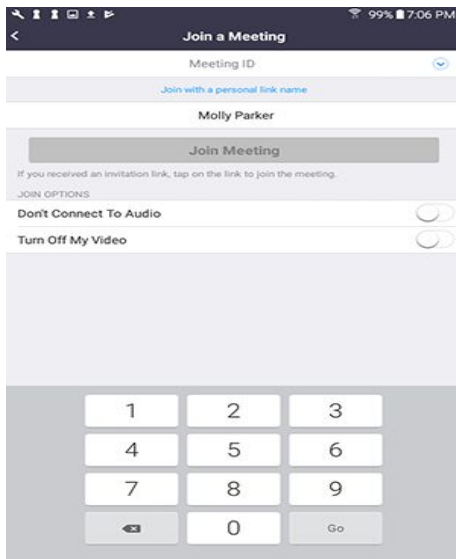
<https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users>

For ANDROID devices

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the Google Play Store.
2. Join a meeting using one of these methods:
 - Tap Join a Meeting if you want to join without signing in.
 - Sign in to Zoom then tap Join.



3. Enter the meeting ID number and your display name.
 - If you're signed in, change your name if you don't want your **default name** to appear.
 - If you're not signed in, enter a display name.
4. Select if you would like to connect audio and/or video and tap Join Meeting.



Open Zoom?

<https://zoom.us> wants to open this application.

Open Zoom

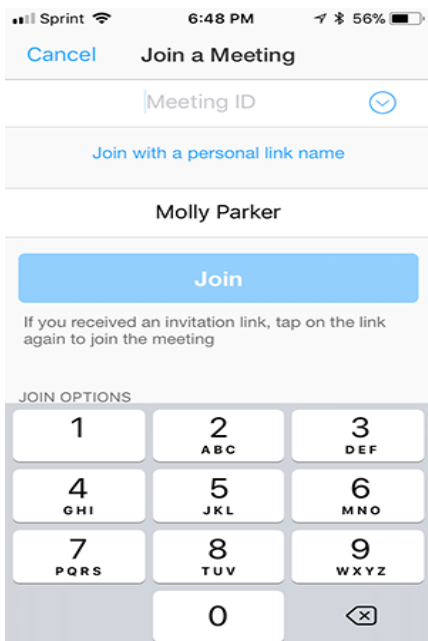
Cancel

For APPLE IOS devices

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the App Store.
2. Join a meeting using one of these methods:
 - Tap Join a Meeting if you want to join without signing in.
 - Sign in to Zoom then tap Join.



3. Enter the meeting ID number and your display name.
 - If you're signed in, change your name if you don't want your default name to appear.
 - If you're not signed in, enter a display name.
4. Select if you would like to connect audio and/or video and select Join.



On a laptop / PC using Google Chrome

1. Open Chrome.
2. Go to join.zoom.us.
3. Enter your meeting ID provided by the host/organizer.

Join a Meeting

Meeting ID or Personal Link Name

Your meeting ID is a 9, 10, or 11-digit number

Join

[Join a meeting from an H.323/SIP room system](#)

4. Click Join.
 - If this is your first time joining from Google Chrome, you will be asked to open the Zoom client to join the meeting.
 - You can check Always open these types of links in the associated app to skip this step in the future.
 - Click Open Zoom Meetings (PC) or Open zoom.us (Mac).

Open Zoom?

<https://zoom.us> wants to open this application.

Open Zoom

Cancel