

## Step 1 – Download the ZOOM app

Click [HERE](#) to download ZOOM.

You will see the box on the right:

Click Save File and save it to the Desktop (or anywhere you can find again).



## Step 2 – Install ZOOM.

If you saved the file to the Desktop, you will see an icon like the one to the right



Double-click this icon and ZOOM will install.



You might see this screen next. If so, just click INSTALL ANYWAY

## Step 3 – Run ZOOM

When it has installed, ZOOM will run automatically. For subsequent times you can run ZOOM by double clicking the icon on your Desktop which looks like this:

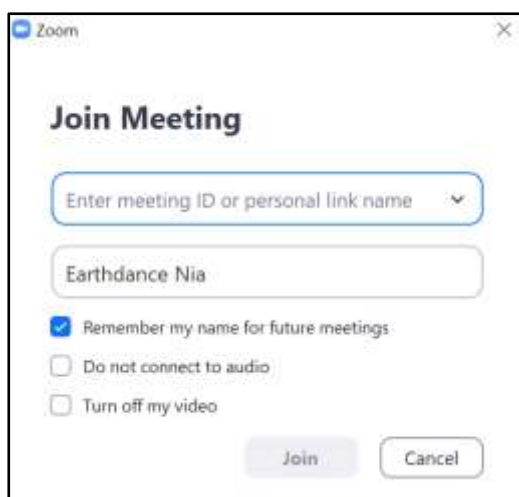


It's very similar to the install icon but will have a small arrow bottom left and will just say "Zoom".



When ZOOM has started, the first screen you will see will look like this:

Click JOIN A MEETING



Next you will see the screen to the left:

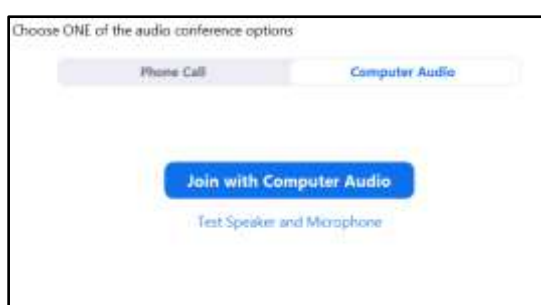
In the top box, enter the meeting code which Jen will have already given to you.

In the box below that, enter your name.

Then click JOIN



You will then see a screen like the one to the left. This means you are in a waiting room waiting for me to let you in.



As soon as I know that you are waiting I will let you in and you will see the next screen as seen to the left.

Click JOIN WITH COMPUTER AUDIO and you will see the main Zoom screen with a picture of you and me.

If there are any problems, there is a button at the bottom of the main Zoom screen labelled CHAT. Click that and type a message. I will be able to see this and reply.

Any questions at all, please contact me:

[admin@earthdance.uk](mailto:admin@earthdance.uk)

