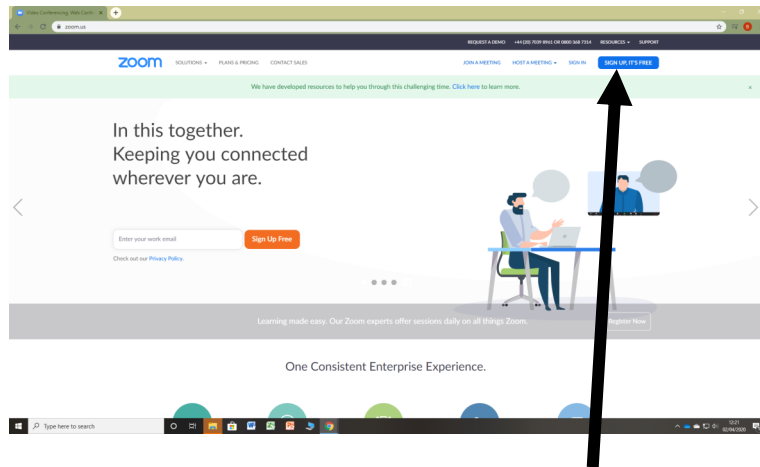# How to download and access Zoom
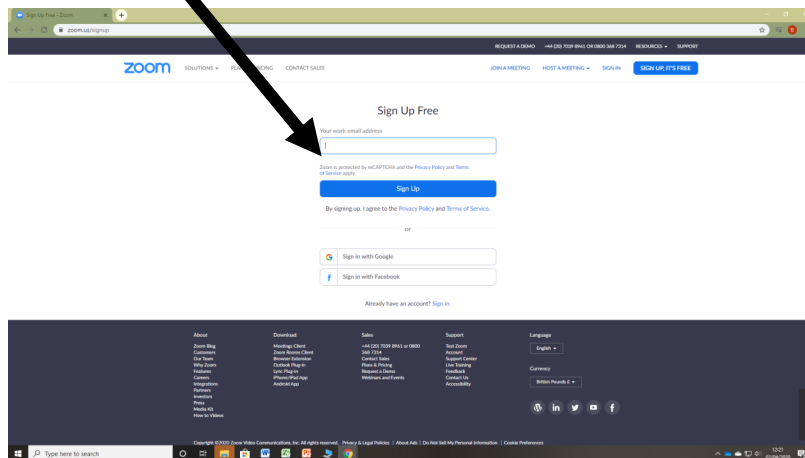
On a Windows PC or MAC:

1.) Google search "Zoom" and click on the website https://zoom.us/ . This page should appear:


2.) Click on the 'Sign up for free' button in blue on the top right corner.

3.) Sign up with your email address. If you feel happy you can sign up through Google or Facebook.


4.) You will then be sent an email from Zoom. You will need to open up your emails to receive the activation email. This will look like the one below. Click on the blue button 'Activate Account' for the next step.   Or you can copy and paste the link into a web page.
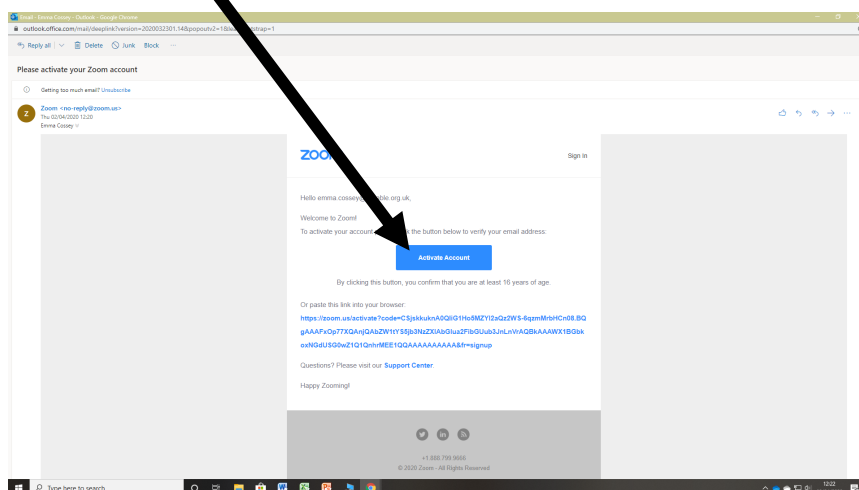
5.) Fill in the following boxes. 'First name', 'Last name' 'Password' and 'Confirm password'.
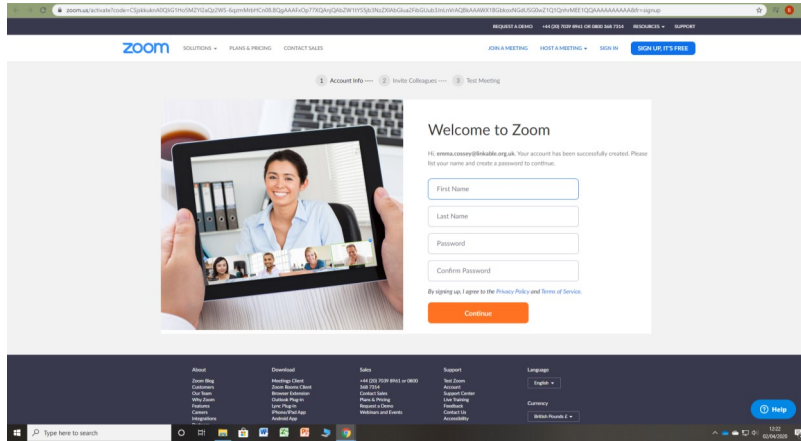

6.) The next page will come up saying 'Invite Colleagues'. Please skip this step as you will be able to add people later on.
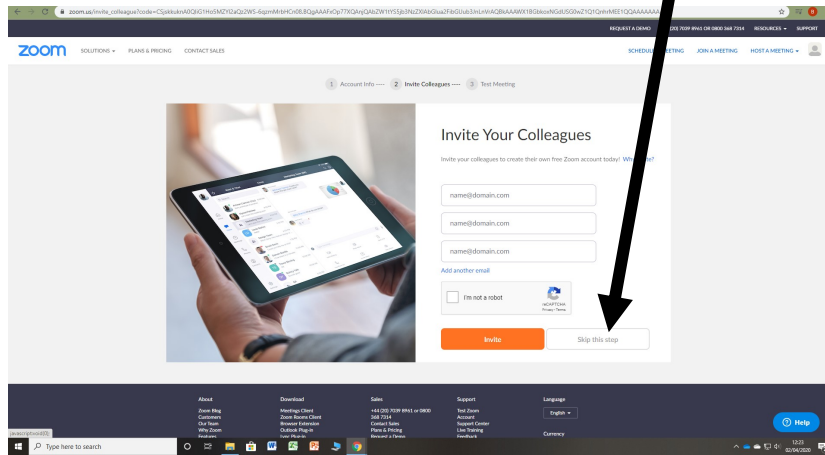

7.) You will then be invited for a test meeting with the computer, which will allow you to have a play around with the buttons to get used to it. Please have a go so you can get used to it before the sessions you take part in.
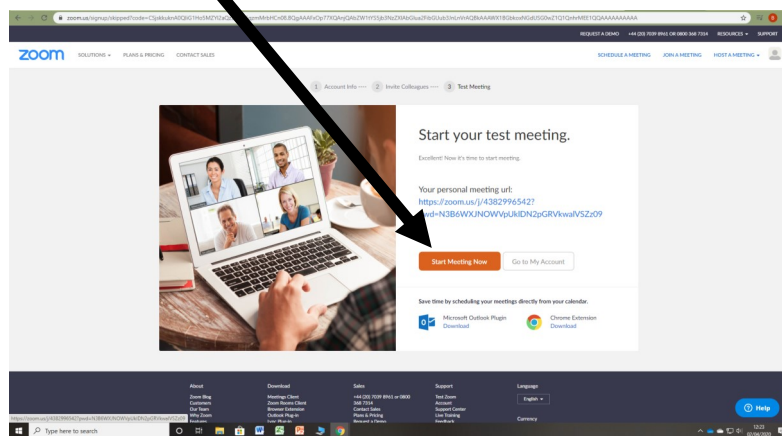
8.) Once you have clicked 'Start Meeting Now' you will be asked to download the software to your desktop. You will then need to agree to the Terms and Conditions and Privacy Policy.
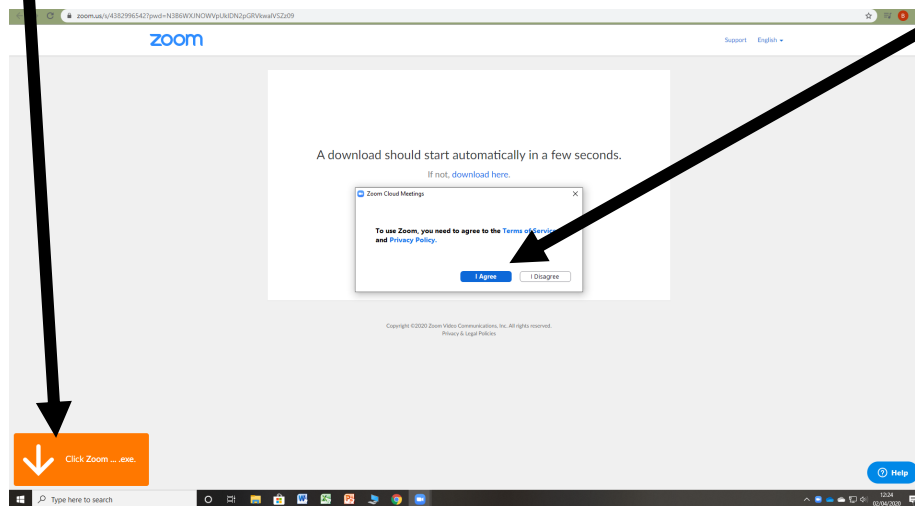
9.) You can then add the widget to your desktop and click it to open up Zoom instead of using the web browser each time. This page will then open.
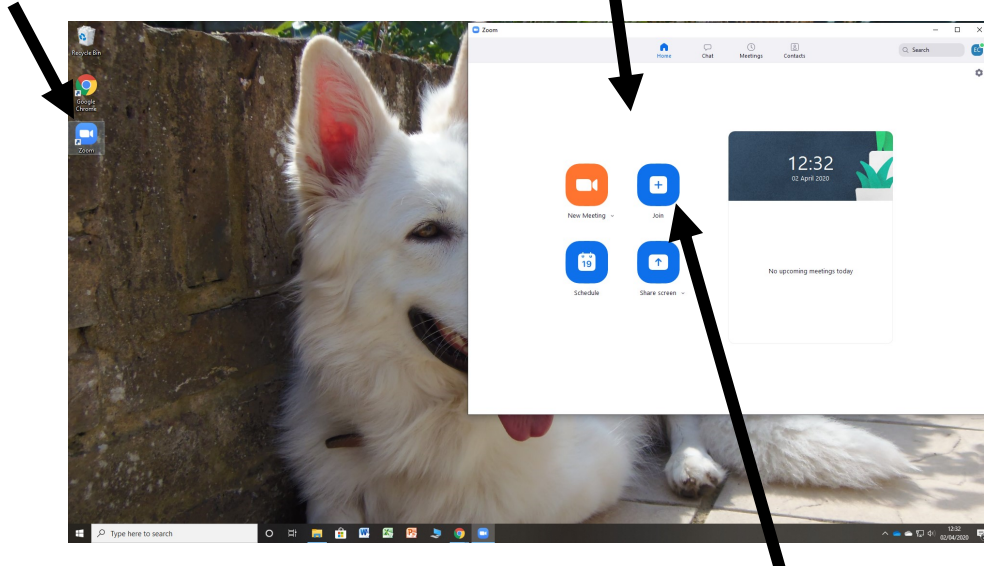
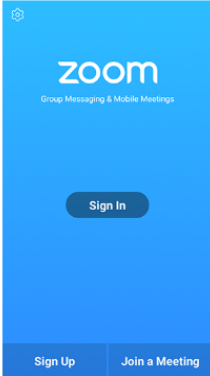10.) You can then join different meetings by clicking on the buttons and following the instructions below.
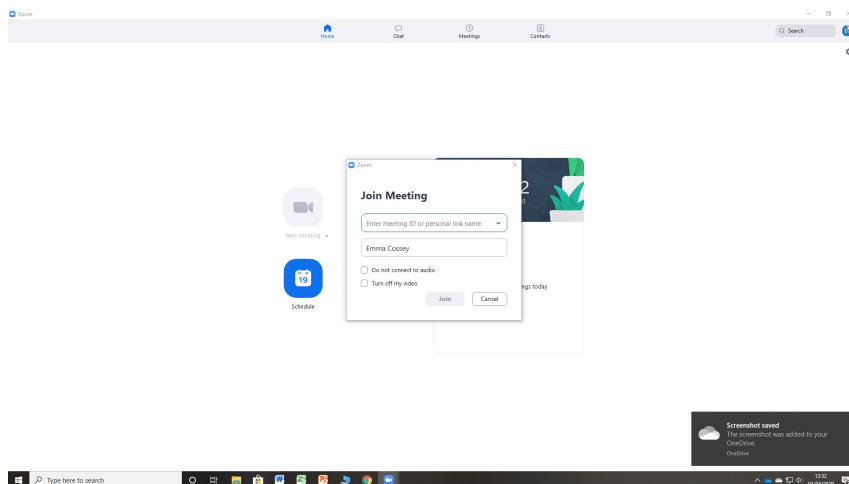
Instructions for Android:

Instructions for Apple: