

People First (Scotland)

Our guide for using Zoom



People have started using **ZOOM** to stay in touch with one another. This guide explains what **ZOOM** is and how to use it.



People First (Scotland) made this guide in easy read using **Photosymbols**.



About this guide

This is an easy read guide.

We have tried to make sure it is easy to understand the words and what they mean.



You may need support to read and understand this guide.

You could ask someone you know or a Support Worker for help with using this guide.

Why we are using Zoom



Corona virus (the pandemic) has made life different for most people.

We cannot do many of the things that we would usually do. Most of us stay at home more.



We have to social distance and see other people less.

Some people really miss meeting in groups. Many people are feeling alone and would like to see and chat with each other.



ZOOM is a way to stay connected and join in with meetings. You can chat to people and see friends and family using **ZOOM**.



It is good to talk and connect with other people. Doing this can help our mental health and wellbeing. This is really important at the moment when things are so different.

About Zoom



ZOOM is an app you can use to video call other people. You can talk to them and see their face and they can see you.

You can use it to talk to one person or lots of people at the same time.



Talking with lots of people together on **ZOOM** is called a **ZOOM** meeting.



You can use **ZOOM** on a computer.



You can use **ZOOM** on a smartphone.



You can use **ZOOM** on a tablet.

What you need to use Zoom



You will need:

- A Computer with camera, microphone and speaker

Or



- A Smart Phone

Or



- A Tablet – like an ipad
- You need to download **ZOOM** onto one of these devices.

You will also need:

- Connection to the internet.

You might call this WiFi or Broadband

If you need help with this you could ask a friend, someone in your family, or a support worker.



Joining a Meeting on Zoom



The person who wants to meet and chat on **ZOOM** will send you a link.

The link will come in an email or text message to your computer, smartphone or tablet.



The link is a set of letters and numbers.

Links will be blue and will look like this:

<https://us02web.zoom.us/j/88391341290?pwd=Z0ZsRm1UejNTZk1SSWJUVe9ORGI2dz09>

Click or tap on the [blue link](#) to join the ZOOM call.



Each meeting has a new link.

You might also get a number for the meeting and a code as part of the link. It says meeting ID and Passcode. It will look like this:

Meeting ID: 883 9134 1290

Passcode: 378729



You still need to tap the [blue link](#) to join your ZOOM meeting.

Safety when using Zoom online



Talking to and meeting people online with **ZOOM** or other apps can be fun.

It is important to stay safe when you are online.



It is important to know who has invited you to talk and meet on **ZOOM**.

Be careful about saying or doing things in a **ZOOM** meeting you would not do in a face-to-face meeting.



Remember to keep passwords, address and other personal information safe and only share information with people you know and trust. Be careful about who you share details with in a **ZOOM** meeting.

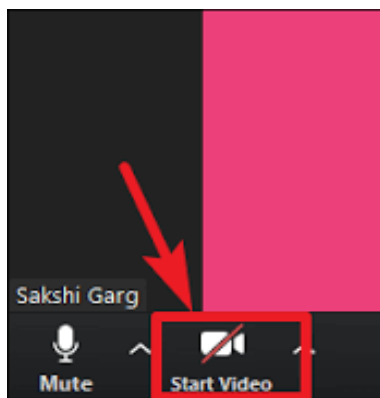
If you are unsure about this, talk with a friend, family member or Support worker.

Privacy in a Zoom Meeting



In **ZOOM** meetings, everyone can see and hear everyone else.

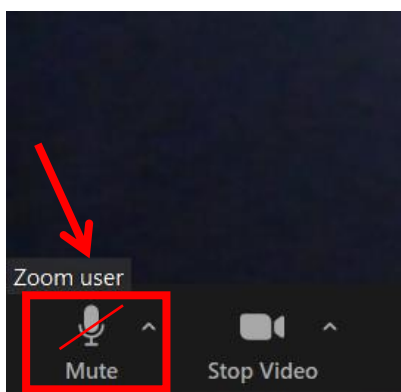
Sometimes you may not want people to see or hear you in a **ZOOM** meeting.



You can turn your camera off so people cannot see you at any time.

To turn the camera off, tap or click on the camera button.

If the camera has a red line through it, this means it is turned off. Tap or click it again to turn it on.

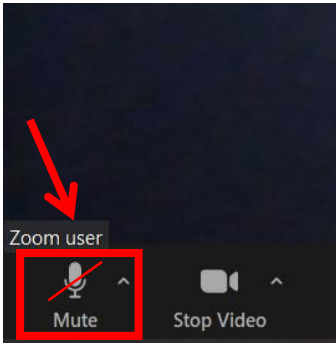


You can turn your microphone off so people cannot hear you.

To turn your microphone off, tap or click on the microphone 'Mute' button.

If the microphone has a red line through it, this means it is off. Tap or click it again to turn it on.

Tips for Zoom Meetings



It is good to keep your microphone off when you are not talking in order to limit noise in the meeting.

This makes it easier to hear other people when they are talking.



Use your hand to wave or use the hand wave button on **ZOOM** when you want to talk. This will tell the people in the meeting that you have something to say.



Make sure that your whole face is showing during the **ZOOM** meeting if you can. This helps people feel connected.

Always remember that **ZOOM** meetings can be recorded. Photographs can also be taken during a meeting.



This guide should support you to use **ZOOM**. If you have more questions ask a friend, family member or support worker for help.