

Joining a Zoom meeting at Fairfield Farm College

For any meeting you are invited to from Fairfield Farm College, you will receive an invite via the email address we have for you, therefore it is important we have your up to date contact details. If you need to update your contact details or you would like the student to receive the email then please email shirley.raw@ffc.ac.uk with the new email address.

To be able to attend the meetings please follow the instructions below:

For the best experience, install the Zoom client software before you attend any meeting. On a PC go to <https://Zoom.us/download> or from a mobile devices go to your app store, search and install Zoom. You do not need a Zoom account to access a meeting but if you want to host your own you will. **Creating an account** is easy and free, click the '**Sign Up Free**' link on Zoom's login screen or go to Zoom's website and sign up <https://zoom.us/signup> following the instructions to create your account. It's a good idea to familiarise yourself with Zoom and test your microphone/speakers before joining a meeting, this can be done by visiting zoom.us/test and clicking **Join**. If you need more detailed instructions on how to do this click the link <https://support.zoom.us/hc/en-us/articles/115002262083>

The Zoom website has a very good support and resources section that contains help guides, video tutorials and troubleshooting steps to get you setup and started. If you need any further help setting up your device or you are having issues connecting to a meeting you'll be able to find the answers at <https://support.Zoom.us/hc/en-us>. However, to help you, below is a basic outline of how to join and participate in a Zoom meeting.

For FFC meetings you will receive an invitation via an email that will look similar the information below

Joe Blogs is inviting you to a scheduled Zoom meeting.

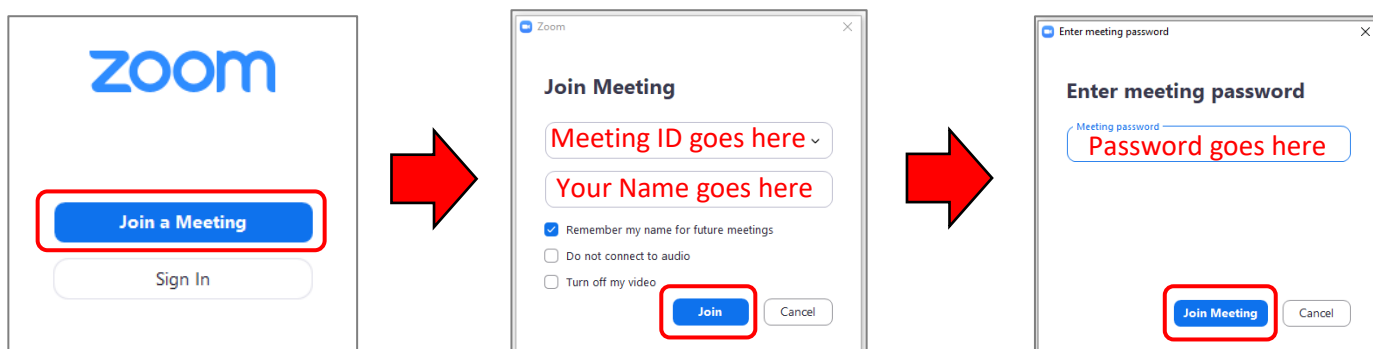
Topic: My Zoom Meeting Example
Time: Apr 15, 2020 02:00 PM London

Join Zoom Meeting
<https://us04web.zoom.us/j/19244433846?pwd=TVBoNW4rbXBGyRlY0bzBNO33GVxdEpHZZ09>
Meeting ID: 192 4443 3846
Password: 022911

The invitation is broken down into 2 areas; the first area shows the meeting topic, date and time. The other area shows how to joining the meeting.

The first and easiest way to join the meeting is to click on the link immediately below 'Join Zoom Meeting' that starts **https://** this will guide you through what is needed to access the meeting if you haven't already installed Zoom (although for ease of use please install Zoom first) and join you to the meeting.

The other way uses the meeting ID and Password which are detailed below the link in the invitation. Open Zoom (previously Installed) on your device, then click **Join a Meeting**. Next you need to enter the **Meeting ID** and the **Name** you want to appear on screen followed by clicking the **Join** button. At the final screen you need to enter the meeting password and click the **Join Meeting** button.

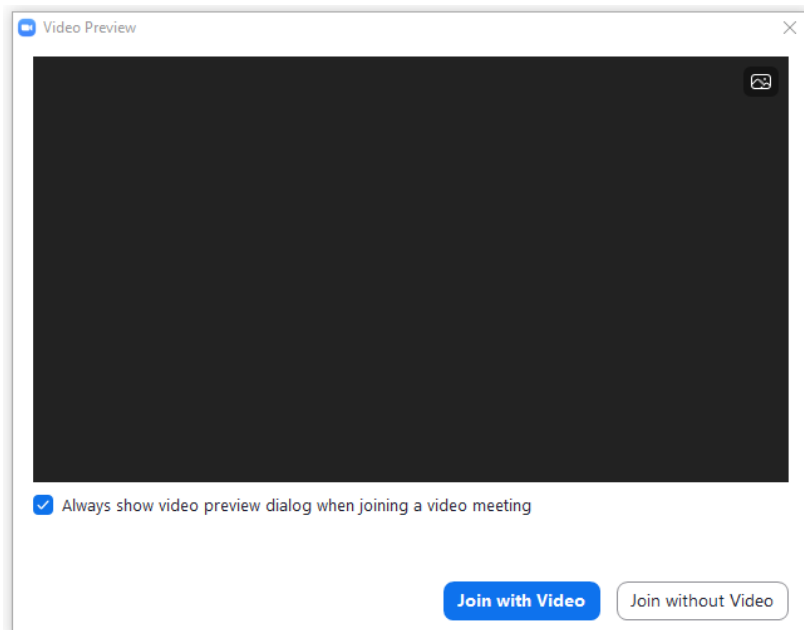


Upon entering the meeting you will see a message like the one below, this is called the waiting room and it lets the meeting host know you have joined and are waiting to be admitted in to the meeting. Once the meeting has started the host can then admit you into the meeting.

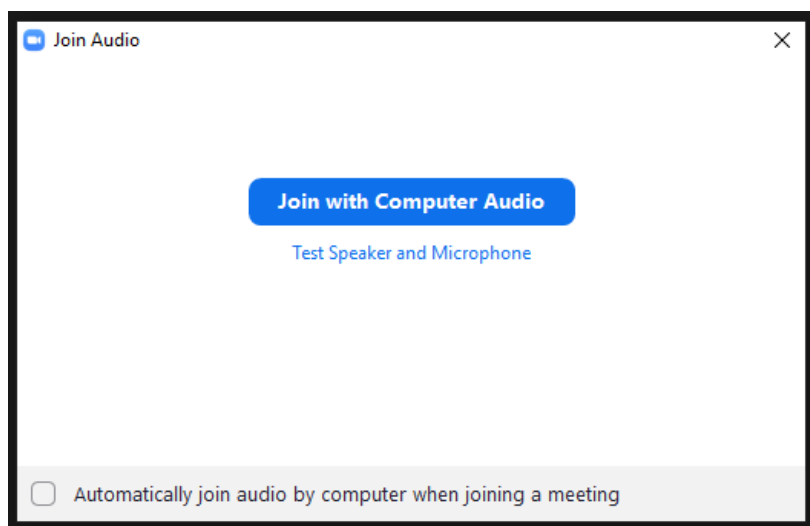
Please wait, the meeting host will let you in soon.

When you are admitted to the meeting you will be asked some questions; the following images are taken from a Windows 10 PC, if you are using a mobile device this may be slightly different but it's the same questions.

First you will be asked if you want to start with your video on or off:

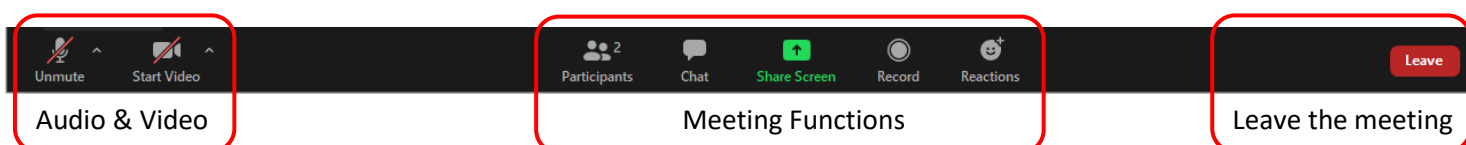


Then you will be asked about the device's audio (microphone and speakers) that you want to use:



After making your selection you will finally be in the meeting, congratulations!

On a PC the main meeting controls are at the bottom of the screen and they are broken up into three main areas.



Audio & Video

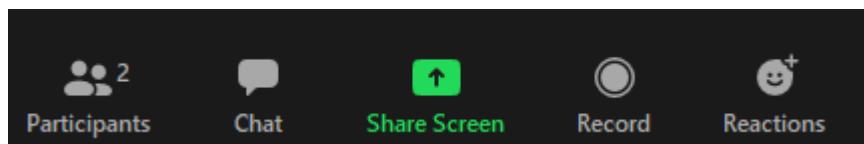
This is where you can change the Microphone and Video status as well as what device you are using.



To change the status from ON to OFF just click on the icon, if it's off you will see a red diagonal line over it or if it's on a mobile device it will be red.

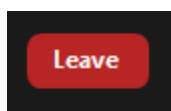
Meeting Functions

This section allows you to do some things within the meeting, for instance Chat, Share your screen etc. You won't need many of the functions for the FFC meetings, but if you do you will be advised during the meeting.

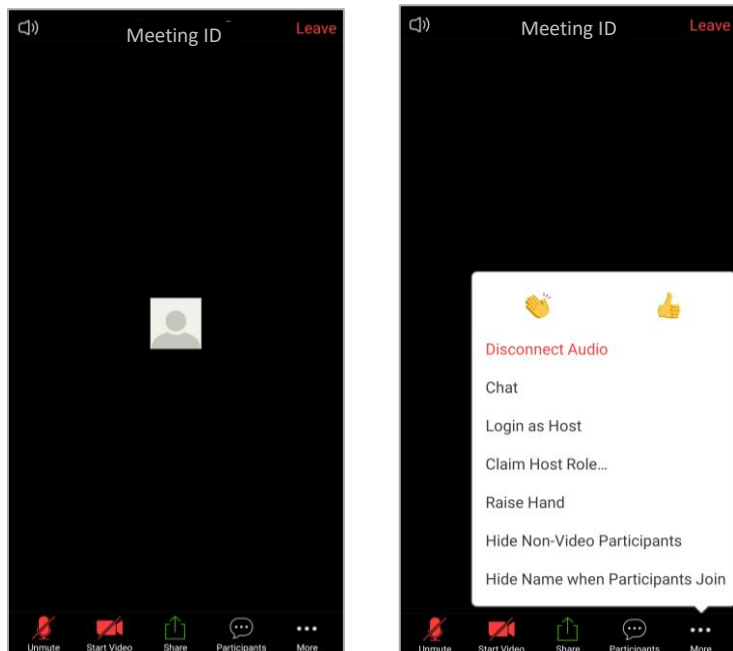


Leave the Meeting

If you want to leave the meeting you can click the Red leave button as shown below, however when the host decides to end the meeting you will be automatically disconnected.



The meeting controls are slightly different on a mobile device (as shown below), but have the same options.



For more information, check out the Zoom help guides:

Apple iOS: <https://support.zoom.us/hc/en-us/articles/201362993-Getting-Started-with-iOS>

Android: <https://support.zoom.us/hc/en-us/articles/200942759-Getting-Started-with-Android>

Congratulations you now know how to connect and participate in a Zoom meeting!