



# QUICK START GUIDE FOR STUDENTS

**A** If you will be joining the Zoom class with video, you will receive an email with joining instructions during the week before your first class (see Part C below for information about joining by phone). The email will contain the following information:

A web link for the meeting

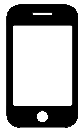
A meeting ID, which is a series of numbers like this: 123 456 7890

A meeting password


**B** You will need to have the **Zoom desktop or mobile application** installed on the device you are using to join the video call. If joining with PC/Mac/laptop, check that it has a webcam. You can buy a webcam relatively cheaply if you don't have one.



**If you are using a PC/Mac or laptop**, you can wait until you try to join your first class, when you will be prompted to download the software. Allow an extra 10 minutes before class to do this. You may want to do this beforehand - go to <https://zoom.us/download> and select **Zoom Client for Meetings**.



**If you are using a smartphone or tablet**, you need to download the Zoom app from the Apple App Store (iPhones/iPads) or Google Play (Android phones/tablets). You can also find the links to the app providers at <https://zoom.us/download> - scroll down the page to **Zoom Mobile Apps**.

**C**  If you don't have internet access, you can join the class by phone (audio only). **PLEASE INFORM THE OFFICE IF YOU INTEND TO DO THIS** and we will make sure you get the Edinburgh phone number you need to join the meeting.

## **Joining a Zoom meeting**

**D** You can join the Zoom video meeting in two ways:

1. **Click on the meeting link** in your email, or
2. Start Zoom on your computer/tablet and select **Join**. You will be asked for the **Meeting ID** and **Password**, which will be in your email.

Your tutor may set up the meeting so that you have to wait for them to start the meeting, and/or let you in to the meeting.

Before you join the meeting you will be prompted to **Join with Computer Audio**. **Make sure you select this**. Your device may also ask you if Zoom or your browser can access your microphone and webcam - **you must allow this**.

**E** **If you are unable to join the Zoom meeting**, try closing the Zoom software and follow the above steps again. Make sure others in your house don't use the internet to stream TV or YouTube if you don't have superfast broadband. Contact your tutor direct or via the office if problems persist.