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| Easy Read Logo | **How to join a Zoom meeting on a laptop** |
|   | Zoom is an app where you can join video calls and virtual meetings with more than one person. You can use it on your laptop, tablet, or on a smartphone  |
|   | It is a good way of communicating whilst we are in this difficult time. It means we can still see and speak to each other over the internet  |
|   | These are instructions for using Zoom on a laptop or computer |
|   | The host will send you an email invite to join a Zoom Meet Up. |
|   | You will need to download zoom in order to join the meeting  On the email you will also get a Meeting ID and password. You might need this to join the Meet Up  |

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|   | Once downloaded, choose ​Click here    |
|   | It will ask if want the page to open zoom.us  Click Allow    |
|  | If a screen like this appears you are in the **Waiting** **Room**. When it is time for the meeting to start your video will come on and you will see the host.    |
|   | Boxes might pop up to ask you to let Zoom access your microphone and camera. You need to click **“ok”** so that you can speak and  be seen during meetings   |