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| [Easy Read Logo](https://www.photosymbols.com/collections/information/products/easy-read-logo?_pos=2&_sid=2a6ab3d8e&_ss=r) | **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 |