

ZOOM in your ROOM



Instructions for setting up ZOOM at home THE CARES FAMILY

Hello!

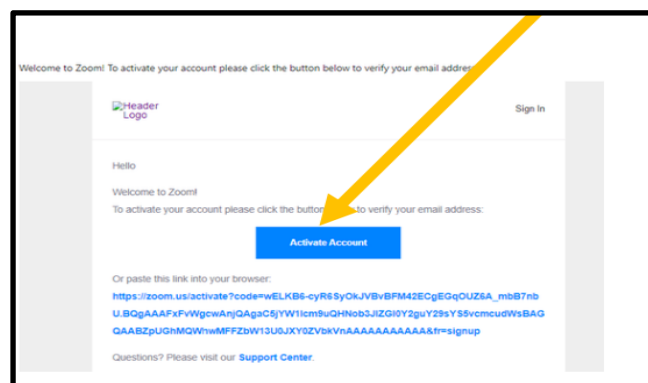
ZOOM is a programme that will allow you to join in with The Cares Family Social Clubs online during this period of lockdown – so you can connect with your neighbours!

To start you off, younger neighbour will call you to talk you through the steps below, so that you can join our virtual social clubs. Please have your computer or phone ready and your email open so that the volunteer can guide you through the process.

Step 1

Go to your email inbox and you should find an email from Zoom. If you don't have an email address, please let a member of our team know and we'll help you to set one up through a similar step-by-step process.

Open the email and click on the big blue **'Activate Account'** button which will take you to a **'Welcome to Zoom'** page.



Please note: it might ask you if you are signing up on behalf of a school. Please tick 'no'.

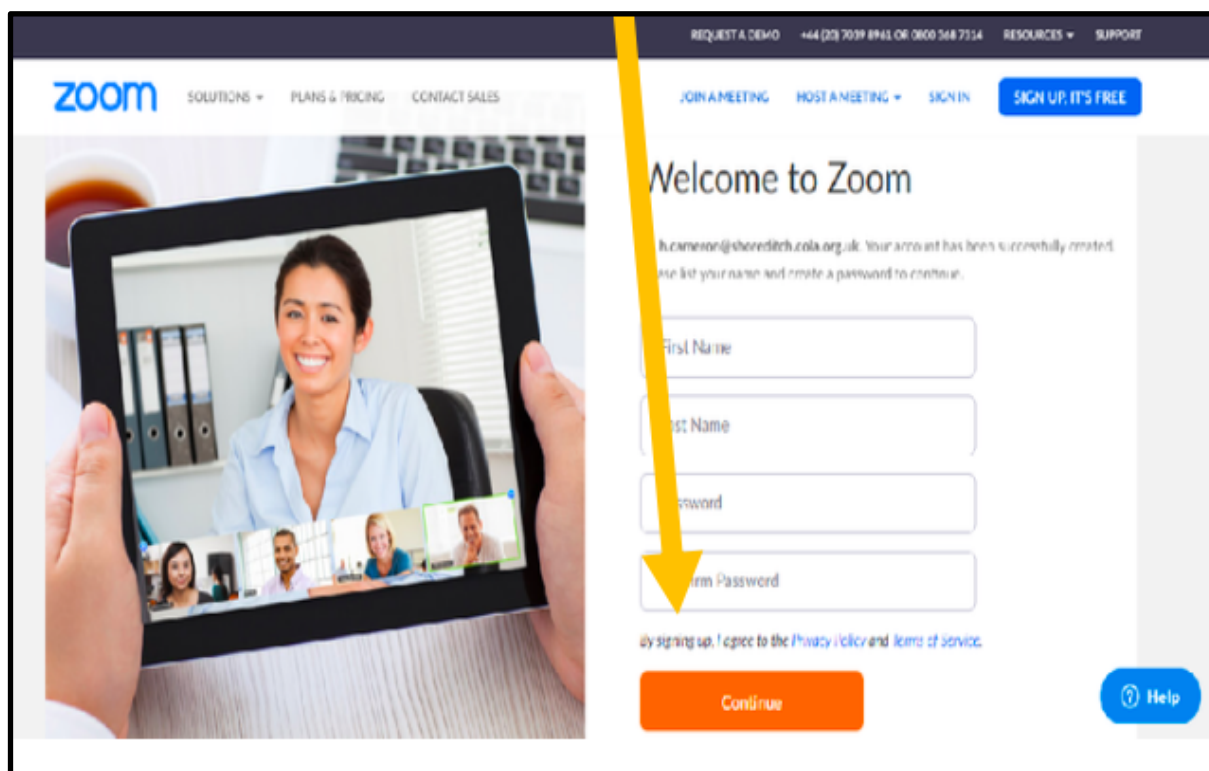


Step 2

Fill in your first name, last name and create a password. The password needs to have:

- At least 8 characters
- At least 1 letter (a, b, c...)
- At least 1 number (1, 2, 3...)
- Include UPPER CASE and *lower case* characters

It's OK to write this down on a piece of paper so you don't forget it.



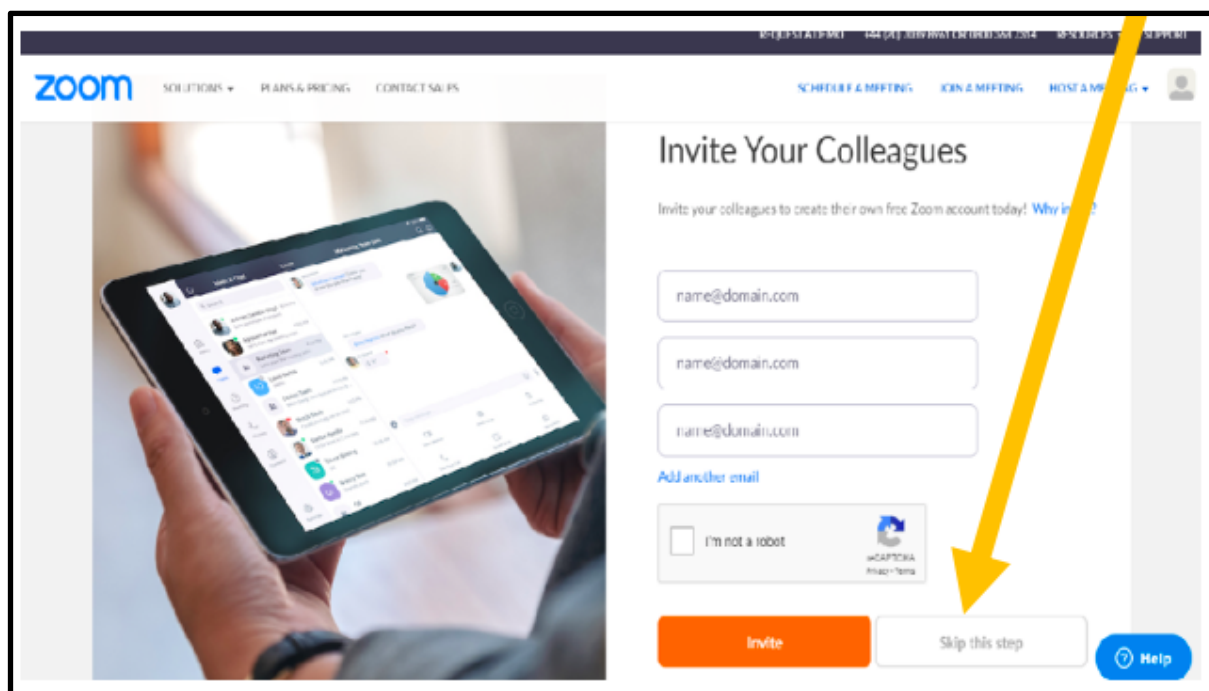
Press the big orange 'Continue' button.

(It may ask you to click in the 'I'm not a robot' box, if it does, that's fine).



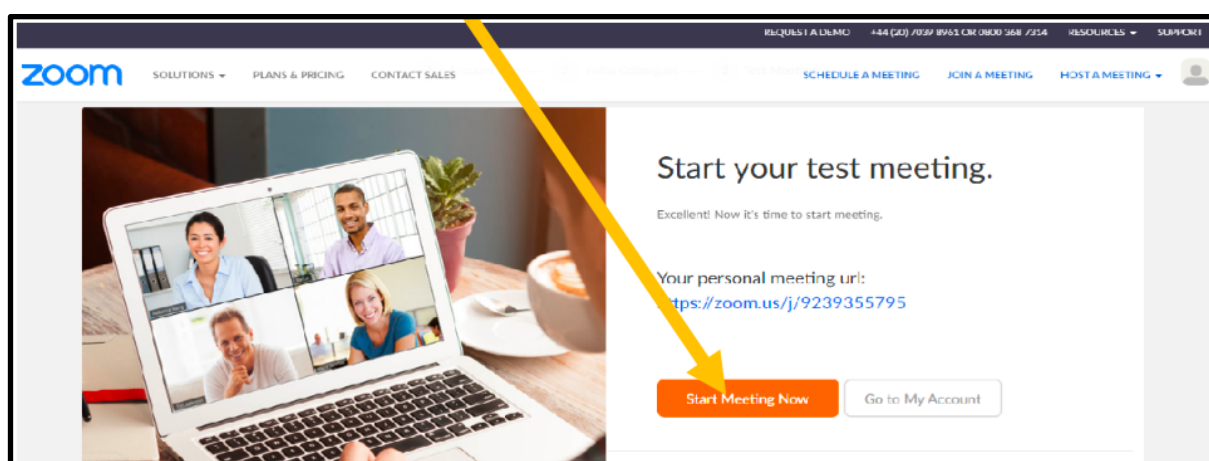
Step 3

You will now find yourself on an 'Invite Your Colleagues' page. You do not need to do this so click the light grey button '**Skip this Step**'



Step 4

On the final page, there is a button that says '**Start Meeting Now**'. Click on that and it will download the Zoom programme to your computer. (ZOOM should show to be downloading on the bottom left-hand side of your screen).

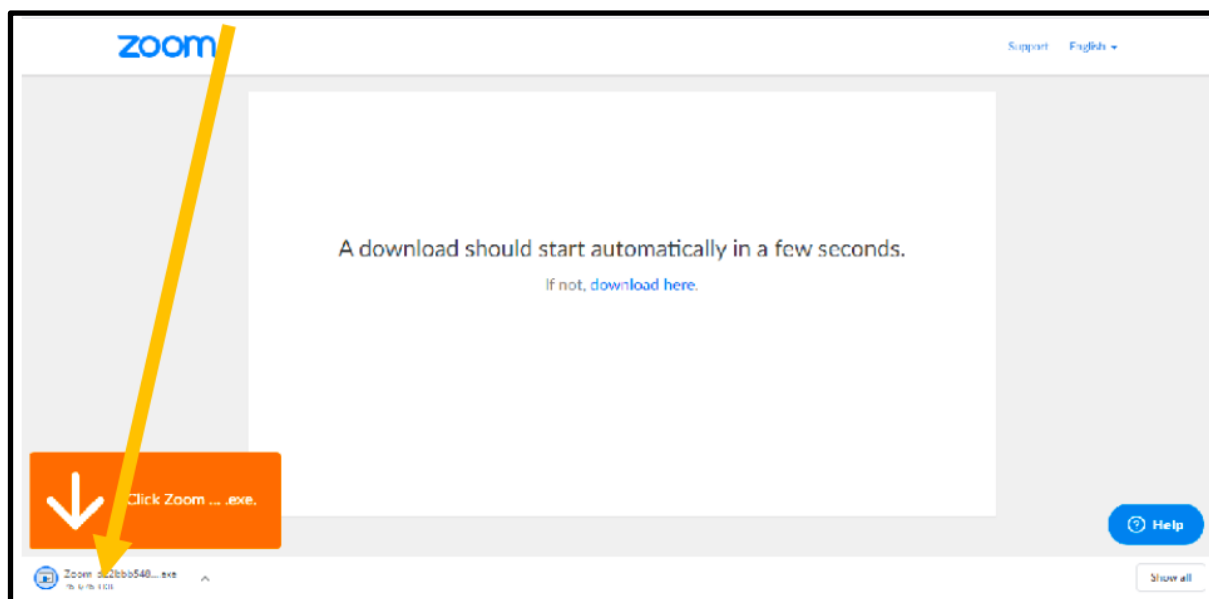




Step 5

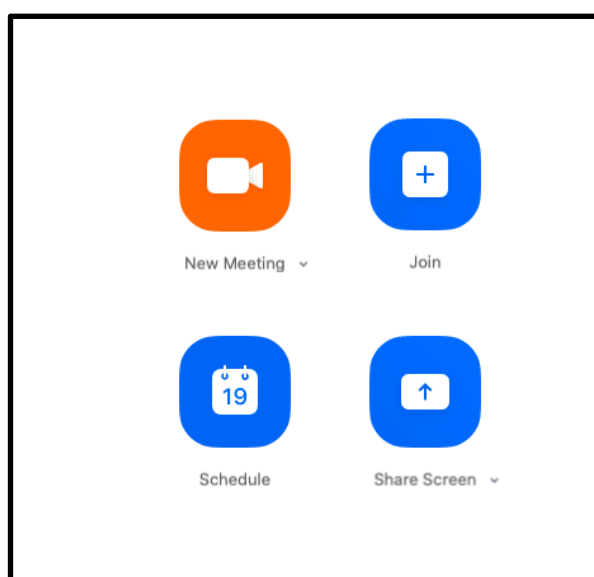
Once Zoom has downloaded, click to **open the programme** and follow your computer's instructions to install it.

(Depending on the make of your computer, it will usually be an 'ok' or 'continue' or 'accept' button that will pop up).



Step 6

Zoom should now open a small window in the centre of your screen. Click the **blue 'Join a Meeting'** button.





Step 7

This will bring up a '**Join a Meeting**' box. Your volunteer will email you a 'Meeting ID' to enter here, along with a 'password' to enter.

Join a Meeting

Meeting ID or Personal Link Name

Join

[Join a meeting from an H.323/SIP room system](#)

Now, you can chat with your volunteer face-to-face, over ZOOM!

Step 8 – Joining a Cares Family virtual social club

You are now ready to join Virtual Social Clubs!

Each week you will be sent an email from our team, with a programme of online social clubs for that week.

The email will tell you the day and time of the clubs. If there is a club you'd like to join in, at the day and time listed on the email, you can join the club in exactly the same way as you just did with your volunteer.



That is:

1. At the time of the Social Club, open the ZOOM application (the icon will look something like this on your computer)



2. Click **'Join'**
3. In the 'meeting I.D' box – enter the Meeting ID and Password shared in the email.
5. Type **your own name** in the box when prompted;
6. **Click 'Join'** – and, *voila*, you're in the club!