

# Zoom instructions for visitors

*Welcome to*  
**#UniAsItShouldBe**

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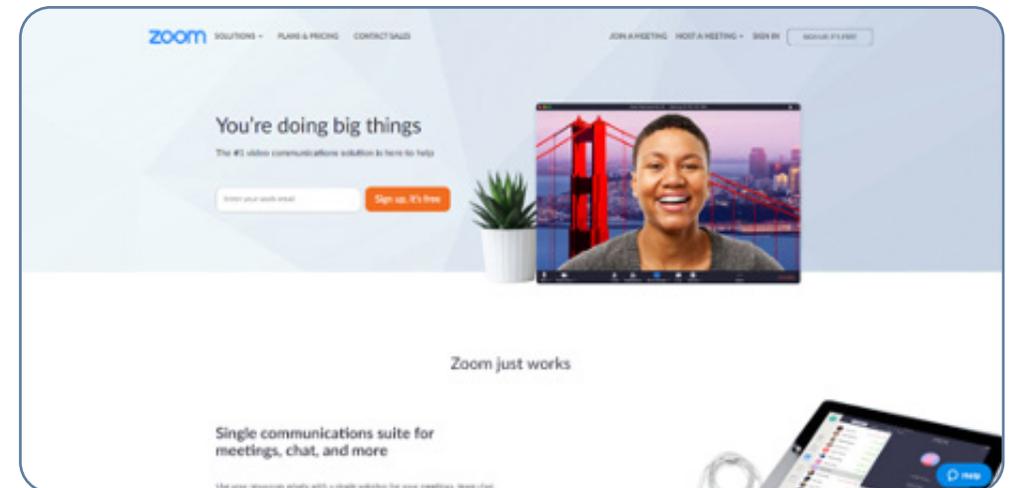
# Why Zoom?

Zoom is an online video conferencing application that is transforming the way we communicate, learn, and engage with content and people. Education is evolving in this ever digital age, making online learning and student-teacher engagement accessible no matter where you are in the world. Importantly for students, wanting to speak with staff to know more about the university, attending our Virtual Open Days, or virtually touring our facilities, is available with a few clicks. Alongside our 'Ask Us' services, where you can speak to current staff or students, Zoom is a window to the University of Bolton for many adapting to new exceptional circumstances.

# Joining a session – desktop

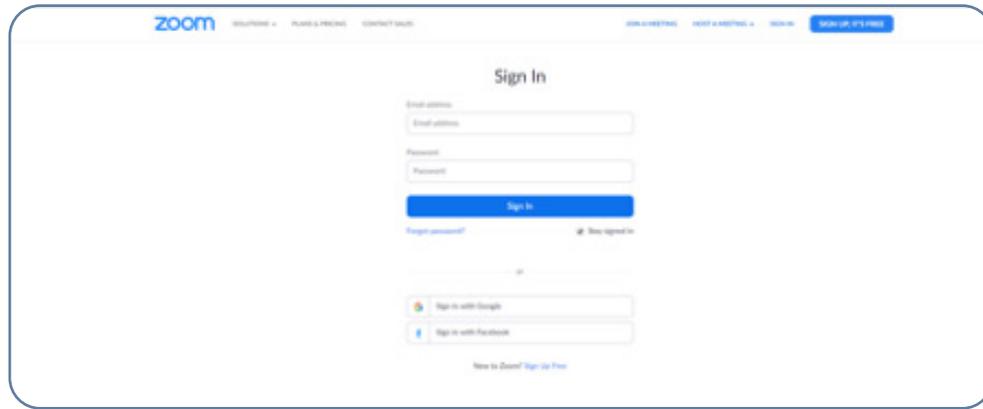
Download the Zoom plug-in. Simply go to the zoom website and click 'join a meeting'.

- For desktop users. Download: <https://zoom.us/client/latest/ZoomInstaller.exe>
- For mobile users see next section



# Make an account

Use your email address to register. You can also use your Google or Facebook account to log in quickly, or a University email if you have one.



The screenshot shows the Zoom 'Sign In' page. It features a navigation bar at the top with the Zoom logo and links for 'SOLUTIONS', 'PRICES & PLANS', 'CONTACT SALES', 'JOIN A MEETING', 'HOST A MEETING', 'WEBINAR', and 'SIGN UP FOR TRIAL'. The main heading is 'Sign In'. Below it are two input fields for 'Email address' and 'Password', followed by a blue 'Sign In' button. There are also links for 'Forgot password?' and 'Don't have an account?'. At the bottom, there are options to 'Sign in with Google' and 'Sign in with Facebook', and a link to 'New to Zoom? Sign Up Free'.

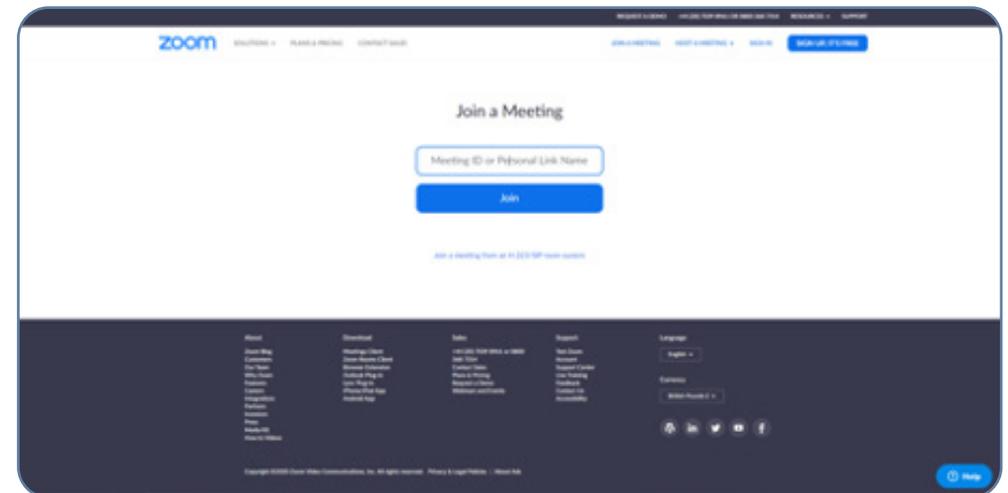
# Use the meeting ID

The University will provide you with a link or meeting ID prior to the session. To get these links you will need to [book a place on the Open Day](#).

Links provided will take you directly to the session, or you can input the meeting ID on the join a meeting page if one has been provided.

## Password Protection

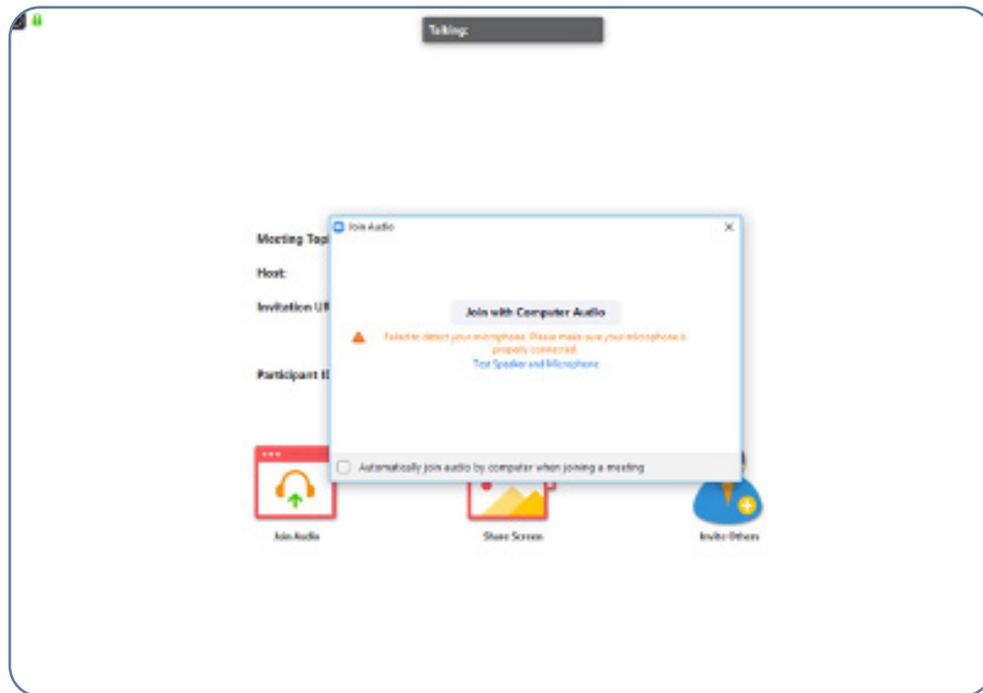
Sessions may have password protection. This information is **NOT** to be shared, and is only distributed to those who have booked on the Open Day.



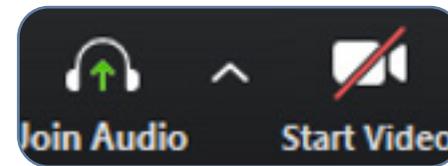
The screenshot shows the Zoom 'Join a Meeting' page. It features the same navigation bar as the sign-in page. The main heading is 'Join a Meeting'. Below it is a text input field labeled 'Meeting ID or Personal Link Name' and a blue 'Join' button. There is a link below the button that says 'Join a meeting from an H5E5 SIP soft client'. At the bottom, there is a dark footer with various links and a 'Help' button.

# Check your audio and video

If the staff or tutor has invited you to speak in the session. You can toggle the audio or video tabs. Please ensure your environment is appropriate if you are joining via video or audio.

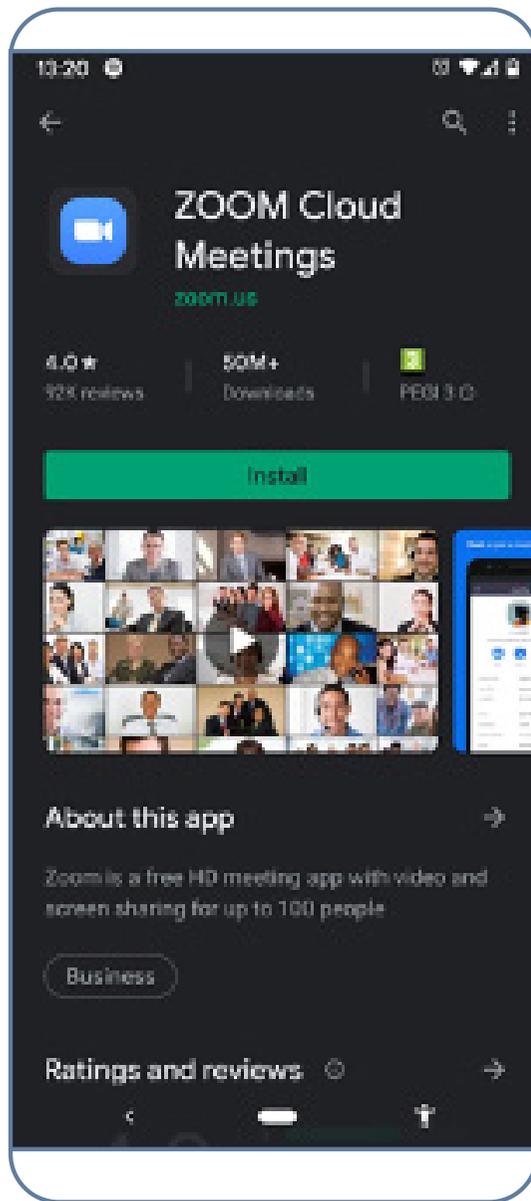


Toggle your audio or video on/off by clicking the icons.



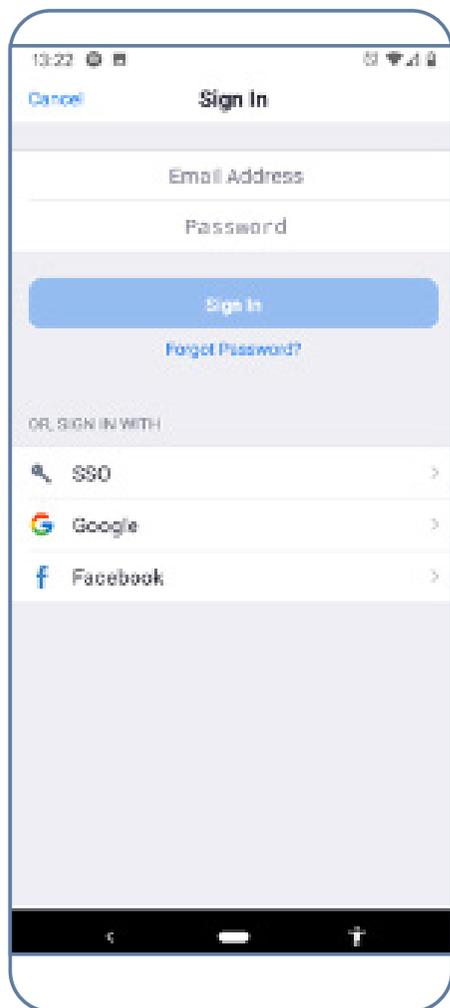
For video tutorial:

<https://www.youtube.com/watch?v=hIkCmbvAHQQ>

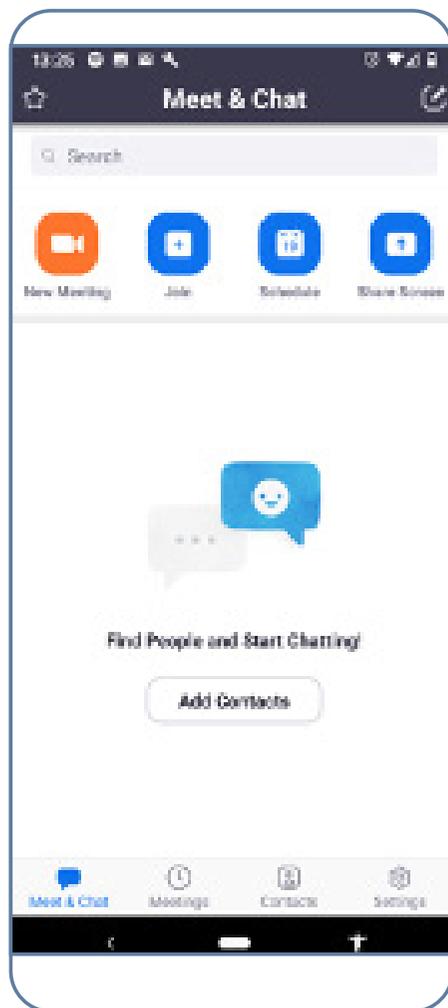


# Joining a session – mobile

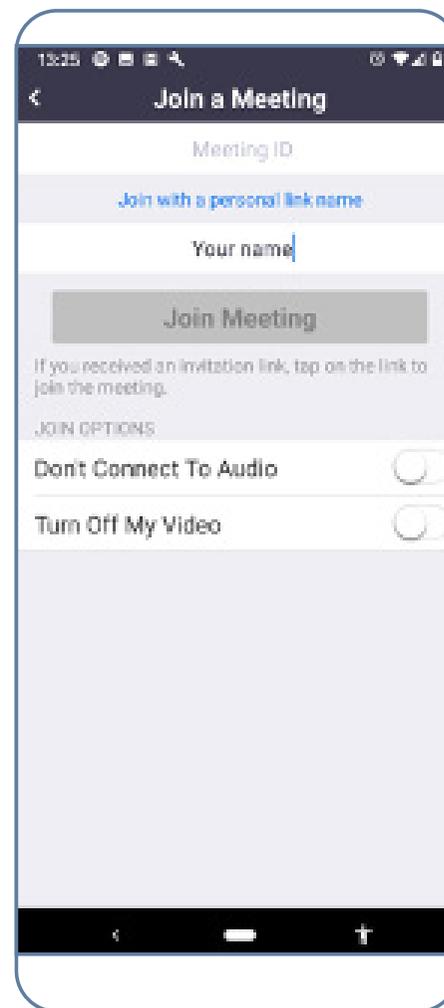
- For Apple / IOS users. Download: <https://itunes.apple.com/us/app/id546505307>
- For Android users. Download: <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>



Sign in using your email, Google or Facebook.



Log into your account and select join. If you have been invited to a session by email link you can select that and you will be redirected to the app.



To join by meeting ID select join, then input this into the meeting ID bar. Add your name and toggle your video and audio settings.

