



Video calling on a laptop or computer using Zoom



Zoom is an example of video calling software you could use.



The person or people who you want to speak to just needs to make sure they have an account as well.



The person setting up the call can then send you a link to click and join.



Remember: Stay safe online. For tips and easy read guides go to:

www.suffolkordinarylives.co.uk/resource_category/staying-safe-online/



How to schedule a video call meeting



Zoom

Click the icon on your desktop screen or search zoom on your computer to open Zoom.



New Meeting



Join

Click schedule to set up a new video call meeting.



Schedule



Share screen

Schedule Meeting

Topic
Ace Anglia's Zoom Meeting

Start: Thu April 16, 2020 15:00

Duration: 1 hour 0 minute

Recurring meeting

Fill in the details. You can choose a topic, date, time and how long you would like the call will last.

Meeting ID: 943-3334

Copied!

Start

Copy Invitation

Go to 'meetings' and click 'copy invitation' and send to the people you would like to call.

[Hide Meeting Invitation](#)

Start

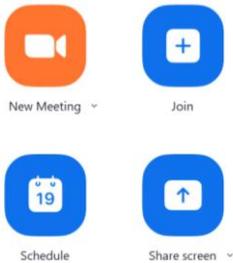
Click start when the meeting is due to start.



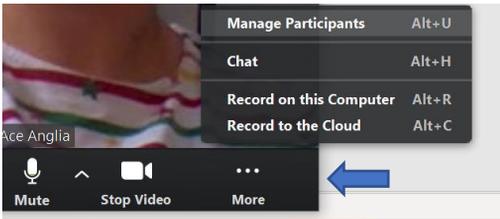
How to start an instant video call meeting



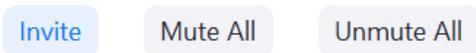
Click the icon on your desktop screen or search zoom on your computer to open Zoom.



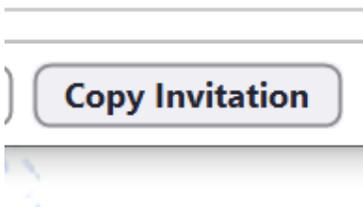
Click 'new meeting' to begin the meeting.



Click 'More' and then click 'Manage Participants'.



Click 'Invite'



Click 'Copy Invitation' and send it to the people you would like to call. They will then be able to join the call.



Joining a video call on Zoom



Click on the link your contact has sent you when it is time for the meeting to start.



The call should automatically connect.



New Meeting ▾



Join



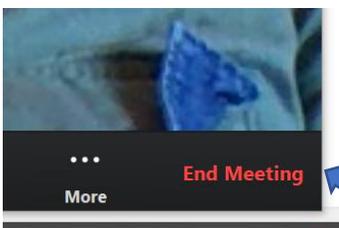
You can also join by clicking 'Join' if you have downloaded Zoom to your computer or laptop.

Join a Meeting

Meeting ID or Personal Link Name

Join

You will need to enter the meeting ID your contact sent you and then click 'Join' to enter the call this way.



To end the call, click the red end meeting icon or close the browser window.

Made by



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