**Step by Step Instructions for accessing Zoom via laptop (without Zoom App).**

1. A few minutes before the session in due to start, click on the link provided in either email or on facebook group, which will look similar to this:

<https://zoom.us/meeting/register/v5ItdeqvqTsiDnyTYuAGtgm_RWiWVV2z3w?fbclid=IwAR0p1M9fTWU9F2JgD6rww7TFR3780uOhwN048dxB8VdxxAb24qrb1b2bC34>

1. The following page will appear (will have different date/time and session type):



1. Complete all boxes including the “I’m not a robot” tick box. We ask you to register so we can demonstrate how many members we have supported through these virtual sessions.
2. The following page will appear, click open url



1. The next page will appear, enter the password you have been provided.



1. The following page appears, you can now choose to use video or to remain unseen.
2. The following screen shows that you are in a waiting room, the coach will allow members to enter before the session starts.



1. During the video call you can see the bar at the bottom of the screen. With the following functions that I have highlighted:

Red arrow – Join audio so the coach and participants can hear you (optional)

Blue arrow – Start video so the coach and participants can see/not see you (optional)

Green arrow – Reactions so you can show thumbs up or clapping sign (optional)

Yellow arrow – Leave meeting. You can leave at any time, at the end of the session choose this or the coach will end the session for all.



That is it! Zoom in a nutshell. Hope it helps, please get in touch if you need more help.