

## Zoom: guidance to get you started

Zoom is an online programme that enables you to hold video meetings with up to 100 participants at a time. It is also a useful tool for holding online events.

Zoom has a number of resources, including videos, to help you familiarise yourself with it. [Getting started with Zoom](#) provides a basic introduction so it's great if you're new to the programme but it also covers more advanced features as well.

It shows you how to download the app, sign in, join a meeting, create your own meeting and share your screen. There are three easy ways [you can join a meeting](#) that has been set up by someone else:

- via the Zoom app
- Clicking the meeting link that the meeting organiser sent you
- by mobile phone or landline.

You can test your internet connectivity and make sure your audio and video works in a [test call](#). Use the test call to try some of the functions of Zoom, such as muting your microphone when you're not speaking and turning off your video if you have a poor internet connection (this will mean you are using less bandwidth). You can also use the test call to try sharing your screen if you're unsure how to do it.

Can't find the guidance you're looking for?

Email us at [digital@localtrust.org.uk](mailto:digital@localtrust.org.uk) for digital support!

You can also join the ['Using Zoom' workplace group](#) to share advice and tips on using Zoom as part of Big Local.