



## How to use 'Zoom' Guide

This guide has been written to support participants and their carers in joining our 'virtual' online Cognitive Stimulation Therapy (CST) groups.

Try to get connected 10-15minutes before the group start time.

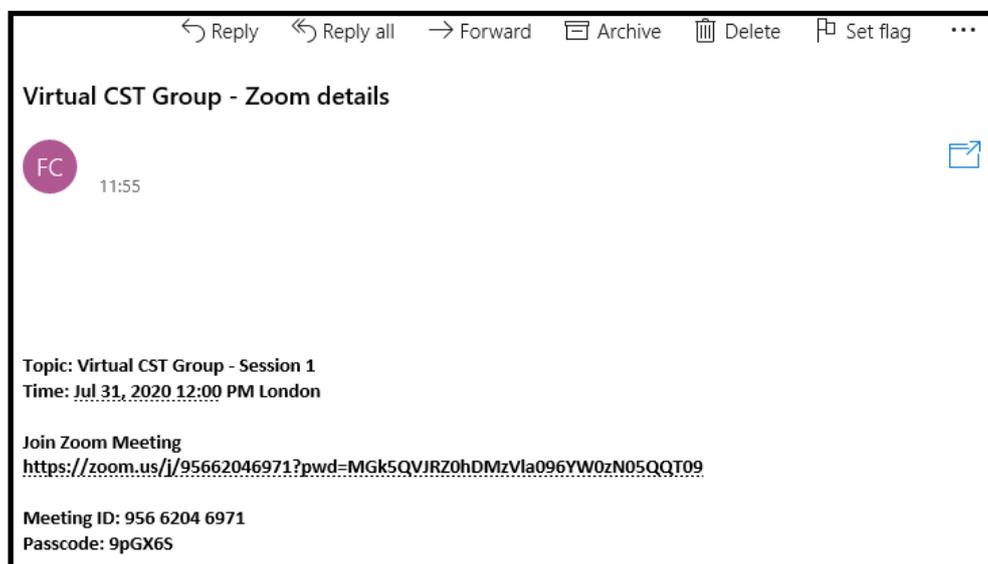
You do not need to download anything to join a 'Zoom' meeting.

If you are new to using 'Zoom', take your time to get to grips with the technology. It might take a while to get connected and that's completely fine, don't worry. It will get quicker and easier with more practice.

If you have some technical issues don't feel pressured, these things happen, and we will be on hand to support you if needed.

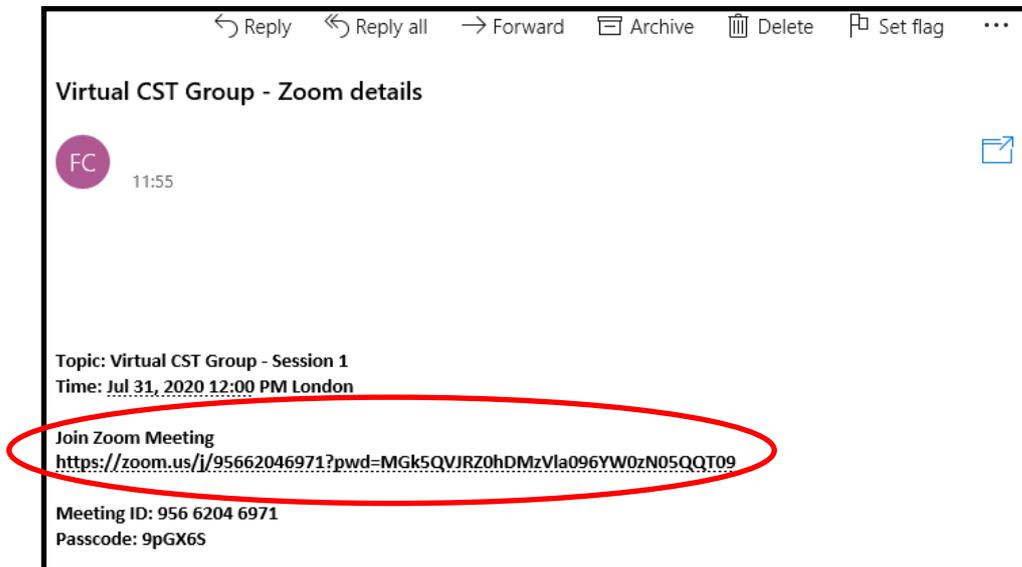
**We will telephone anyone who has not joined the group meeting by five minutes to the start time; just to check if any support is needed.**

Each week you will receive an email invitation that looks similar to this:

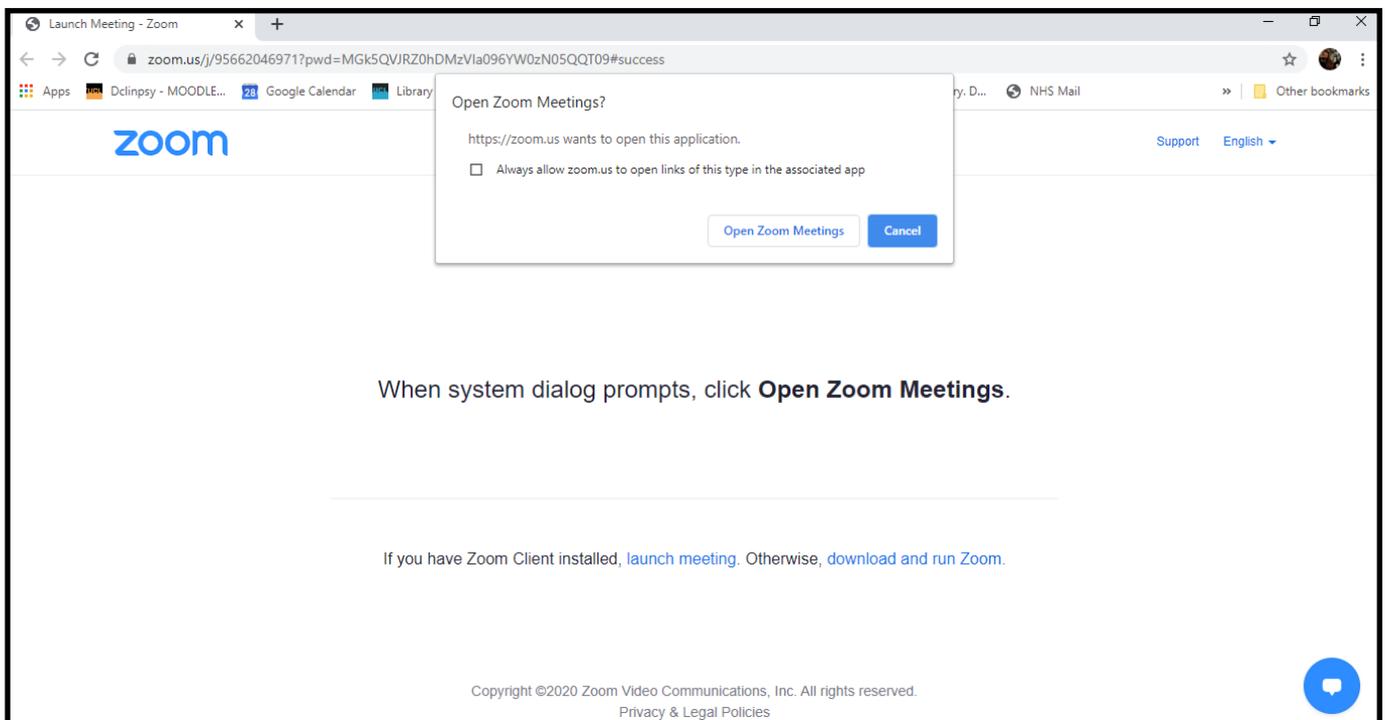


## Step 1:

Click on the link in the email labelled 'Join Zoom Meeting':

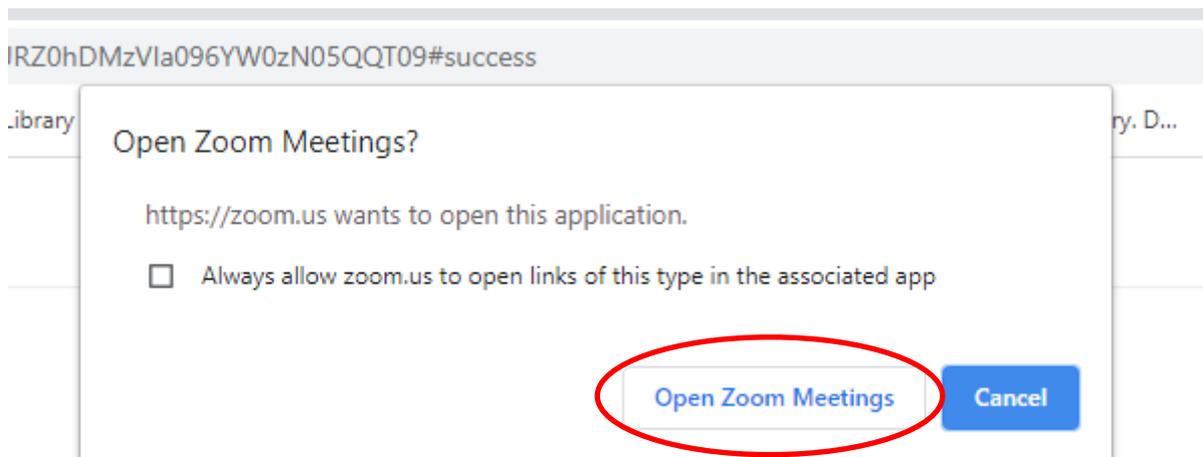


Your internet browser should pop open and look similar to this:

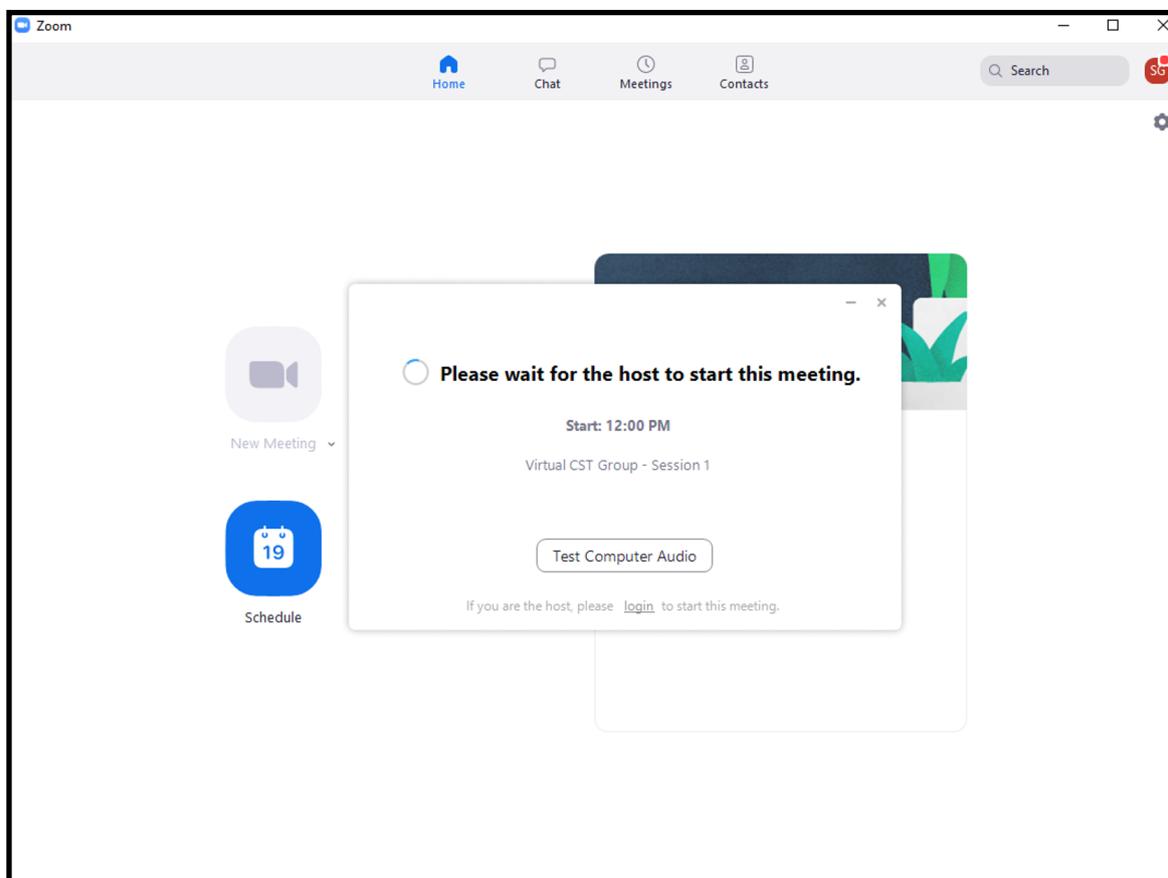


## Step 2:

Click on 'Open Zoom Meetings':

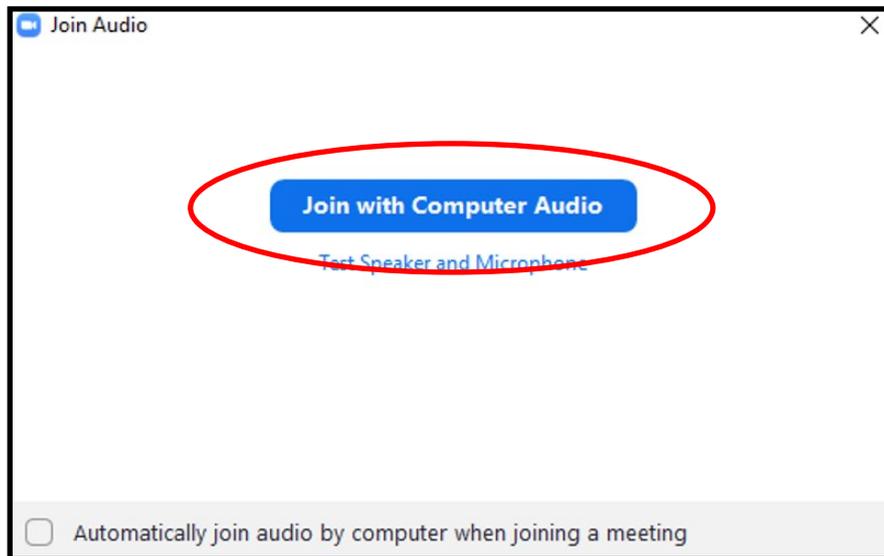


You should see a message saying 'Please wait for the host to start the meeting' similar to this:



### Step 3:

Once the group facilitator has started the meeting a box will pop open and you should click on the blue button; *'Join with Computer Audio'*:



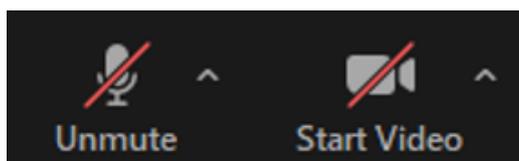
You will now hopefully be in the meeting.

### Final Step:

Check that you can hear and be heard. Make sure that you are sitting close enough to hear everyone taking part.

Check that you can see others and be seen.

You might need to turn on your microphone and/or camera using the buttons in the bottom left corner that look like this:



If you have any problems joining, the session facilitator will call you.