ZOOM - SET UP GUIDE

What is Zoom?
Zoom is a free digital platform that East London Dance is using for all sessions including online dance classes and coaching. It is like a digital classroom where we can interact using video.

What equipment do I need to use Zoom?
Zoom is an app that can be used on a **computer, phone, tablet** or **mobile phone** (smart phone)**.** The device that you choose to use Zoom on will need to **have a camera** and an **in-built microphone**. See below for a **guide on how to set-up Zoom** on each device.

Who can set up a Zoom Account?
If you are under 16 you will need your parent or carer to set up a free Zoom account and log you in for each session.

How much does Zoom cost?
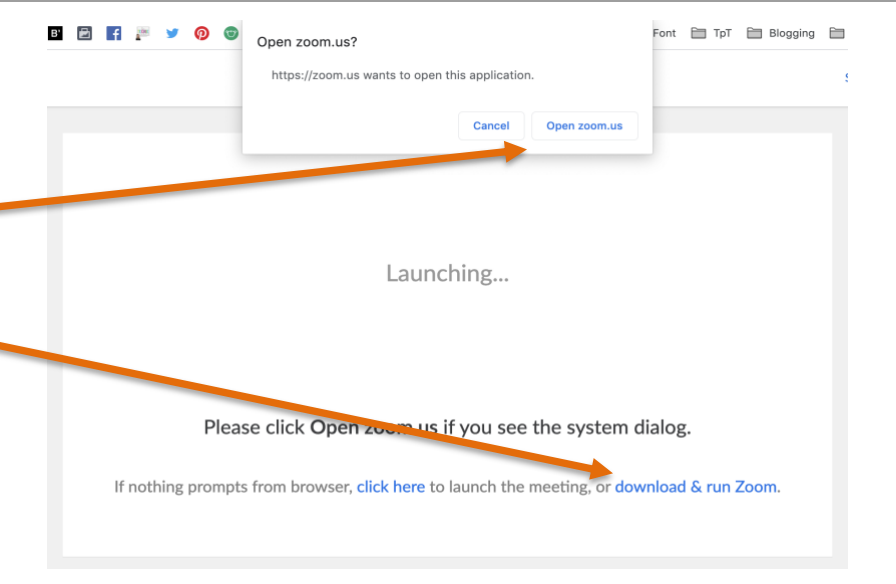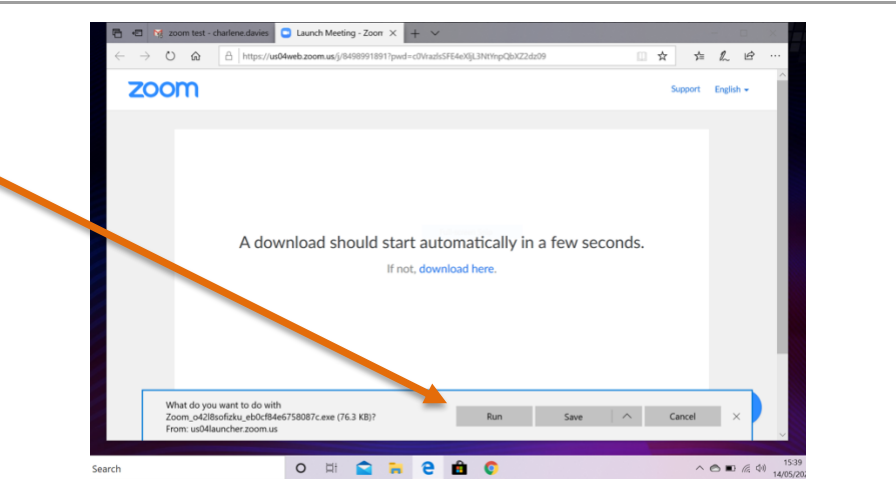Nothing it is free.

How do I get a Meeting ID and Password for my dance class or coaching call?
We will send you a new Meeting ID and Password every week before the session via email and WhatsApp message.
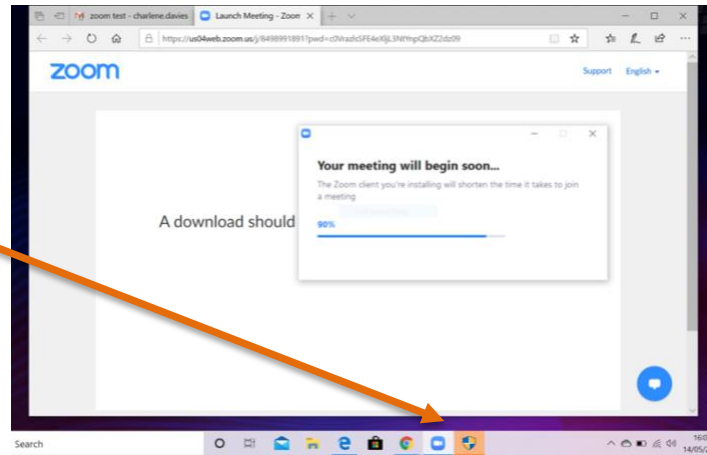
I am having issues downloading the Zoom App
If you are having issues please email us on hello@eastlondondance.org or text **07732 492410** to arrange a support call. You can also watch this helpful guide on **YouTube** https://www.youtube.com/watch?v=d7xXZxRDFUU

HOW TO SET UP ZOOM ON YOUR COMPUTER

1	Each week we will **email and text you a new link** to join a Zoom meeting It will look like this **Click** on the meeting link.	**On The Move Zoom Meeting** Wednesday, 29 April · 16:00 – 16:40 https://zoom.us/j/91013759526?pwd=Z3RTVjU5OEFLZ... Laura Goodwin is inviting you to a scheduled Zoom meeting. Join Zoom Meeting https://zoom.us/j/91013759526? pwd=Z3RTVjU5OEFLZ1FTd3FqdmVod0I1QT09 Meeting ID: 910 1375 9526 Password: OnTheMove
2	If you already have the Zoom app downloaded on your computer, then click the link and press *Open zoom.us* *(+ go to step 5)* If you **have never used Zoom** before then you will need to click *download & run Zoom.* This will download the Zoom app to your computer.	Open zoom.us? https://zoom.us wants to open this application. Cancel Open zoom.us Launching... Please click Open zoom.us if you see the system dialog. If nothing prompts from browser, click here to launch the meeting, or download & run Zoom.
3	If using a **PC** click RUN. This will download the programme. If using an **Apple Mac** – follow your computer prompts.	zoom Support English ▾ A download should start automatically in a few seconds. If not, download here. What do you want to do with Zoom_o42I8sofizku_eb0cf84e6758087c.exe (76.3 KB)? From: us04launcher.zoom.us Run Save ∧ Cancel ×

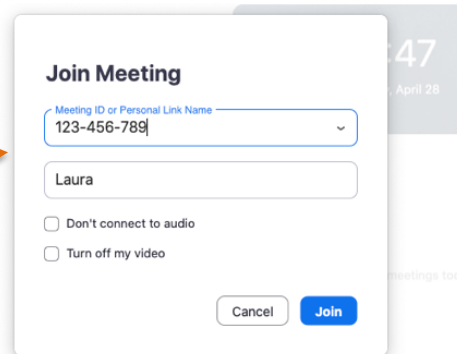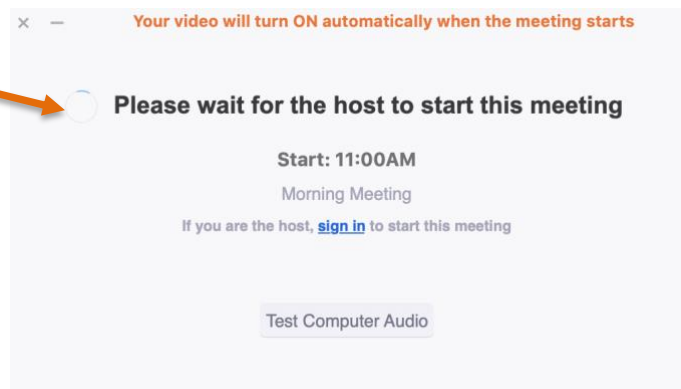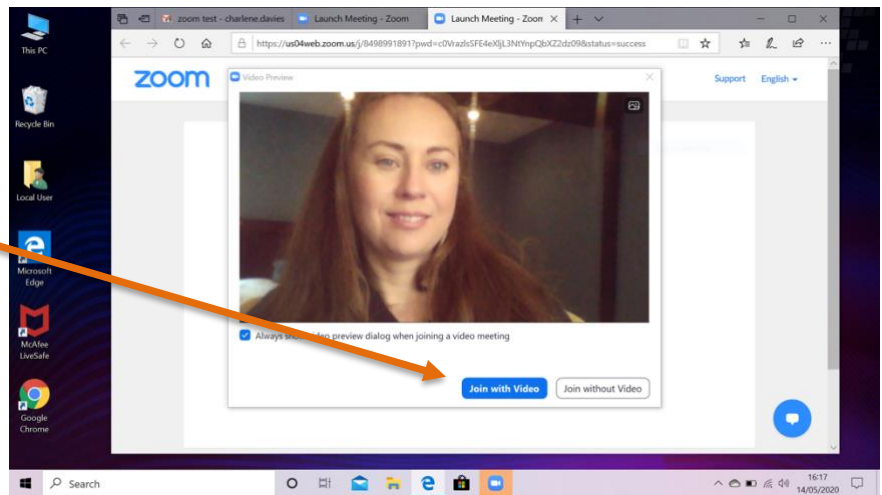| 4	Your programme will start to download If you have security software you may need to confirm that you want to download Zoom	
5	**There are two ways to access your sessions in the future:** 1. Click on the link that we send you which will take you straight to the app **OR** 2. Open the app, press the **Join** button and then enter the **Meeting ID** number and **Password** that we send you and then click **Join.** (please note this ID will be different for every session)	On The Move Zoom Meeting Wednesday, 29 April · 16:00 – 16:40 https://zoom.us/j/91013759526?pwd=Z3RTVjU5OEFLZ... Laura Goodwin is inviting you to a scheduled Zoom meeting. Join Zoom Meeting https://zoom.us/j/91013759526?pwd=Z3RTVjU5OEFLZ1FTd3FqdmVod0I1QT09 Meeting ID: 910 1375 9526 Password: OnTheMove **Join Meeting** Meeting ID or Personal Link Name 123-456-789 Laura ☐ Don't connect to audio ☐ Turn off my video Cancel Join
6	Next you will see this message. Wait for the ELD staff to let you in	Your video will turn ON automatically when the meeting starts **Please wait for the host to start this meeting** Start: 11:00AM Morning Meeting If you are the host, **sign in** to start this meeting Test Computer Audio

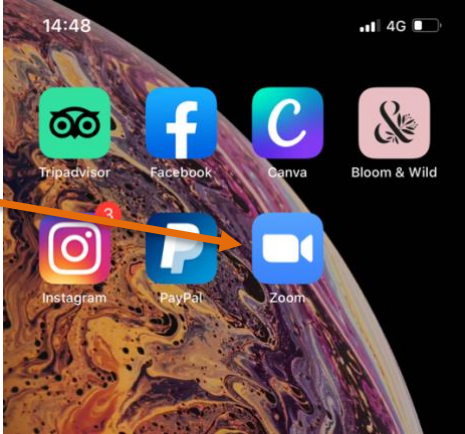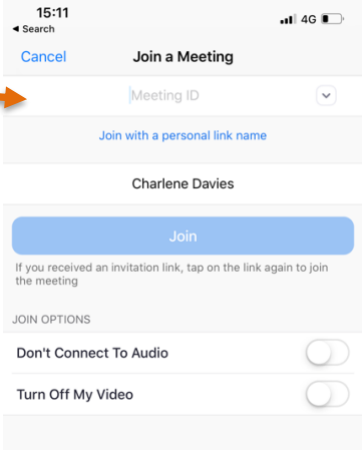| 5	Then a box will pop up with your video in. Click **Join with Video** Now the fun begins! If you have any issues during this process email hello@eastlondondance.org or call 07732 492410 for support	

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HOW TO SET UP ZOOM ON YOUR PHONE, IPAD OR TABLET

1	Download the Zoom Cloud Meetings app from your **app store** on your mobile phone, iPad or tablet.	

2	Once downloaded find and open the app on your device. Click to **open it**	
3	Press **Join**	
4	Then enter the Meeting ID **OR** Click on the link that we send you (from the same device) which will take you directly to the Zoom app. ‼ We will send you a new Meeting ID via email and WhatsApp for every session. ‼ Please **do not share** the Meeting ID or	

password with anyone	