Joining a Zoom Meeting

Zoom is the videoconferencing program used by the Law Society.

For technical help, please visit the Zoom support page <ins>https://support.zoom.us/hc/en-us</ins>

Downloading Zoom before the meeting

To avoid disruption at the time of the meeting, due to potential technical issues, it is advisable to download the Zoom Desktop Client before the start of the meeting and familiarise yourself with the programme.
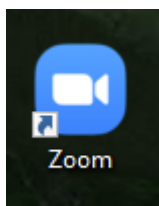
1. Follow this link: <ins>https://zoom.us/download</ins> and download the Zoom Client for Meetings.

2. Follow instructions in the Setup Wizard and wait for the programme to be installed.

3. Once installed, open the programme by clicking on the icon on your desktop.

The following window will open.

Creating a Zoom account

Note: It is not necessary to have a Zoom account to join a meeting.

At this stage, you can choose to create a free Zoom account. This will enable you to schedule your own meetings.

1. To create a new account, click 'Sign in'.

2. In the following window click 'Sign Up Free' and follow the instructions to create an account.

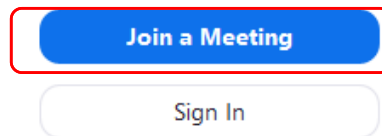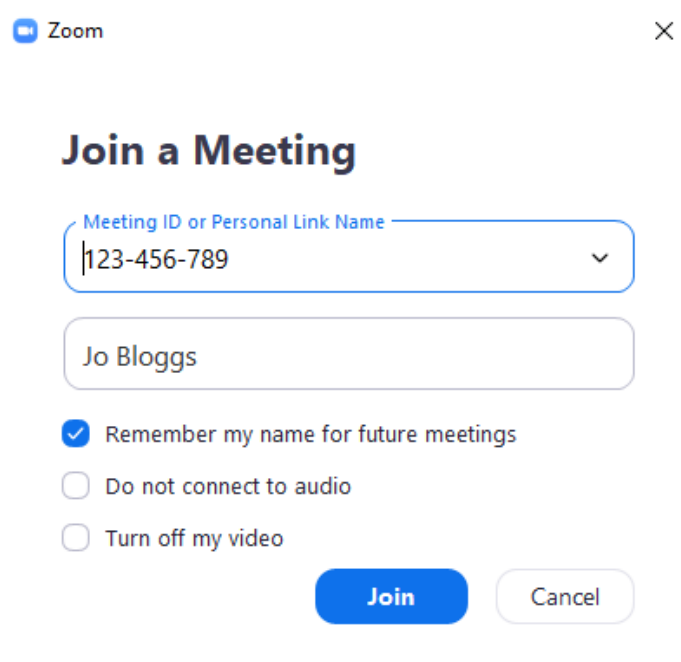## Join a meeting using a Meeting ID

1. If you do not have a Zoom account, click Join a Meeting.

2. Enter the Meeting ID. You will have received this in the invitation from the meeting organiser. It is a 9-10 digit code such as 123-456-789.

3. Enter your name as you would like it to appear and make your video and audio selections based on your preferences.

    Click 'Join'.

Join a meeting using a calendar invitation

If you have received a Zoom meeting invitation via email, simply accept the meeting as you normally would.

Once the meeting is due to start, open the calendar invitation and click on the link provided. This will open the meeting in your newly downloaded Zoom Desktop Client.

Follow the on-screen instructions to join the meeting.

Zoom Troubleshooting

Audio and video

In order to take part in a Zoom meeting on your computer, you will need to have a camera and a microphone. Laptops will generally have these features included; however, it is worth checking your desktop computer before the meeting starts. You may need to use a headset or headphones with a microphone.

Connecting with your computer audio

If you have video and audio capability, choose 'Computer Audio' when you join the meeting and click 'Join with Computer Audio'.

Connecting via phone

If you do not have audio capability on your computer, you can dial in to the Zoom meeting, just as you would with a teleconference.

Simply choose 'Phone call' when you join the meeting, and dial the number given. Click Done. You will then be able to see the others involved in the meeting on the screen.
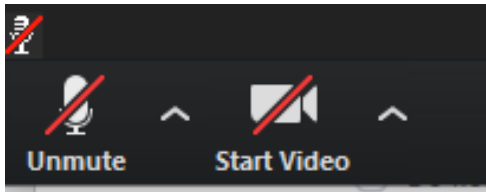

Dial: +64 4 886 0026
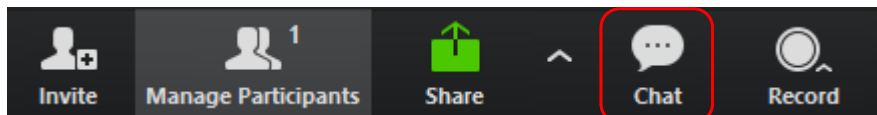+64 9 884 6780

Meeting ID: 779 439 836

Participant ID: 29
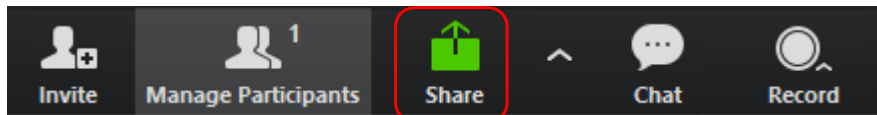
Features within Zoom meeting

Audio and video can be controlled by turning them on and off using the icons in the bottom left of the screen:

There is a chat option, if you are having audio problems and need to contact the group.

You can share your screen, or an individual window (programme you have open on your computer) by clicking 'Share'.

The meeting can be recorded. **Please ensure you have the permission of all those involved before doing so.**

When you are ready to leave the meeting, simply click 'Leave meeting' in the bottom right. If you started the meeting, you will have the option to 'End meeting' as well.