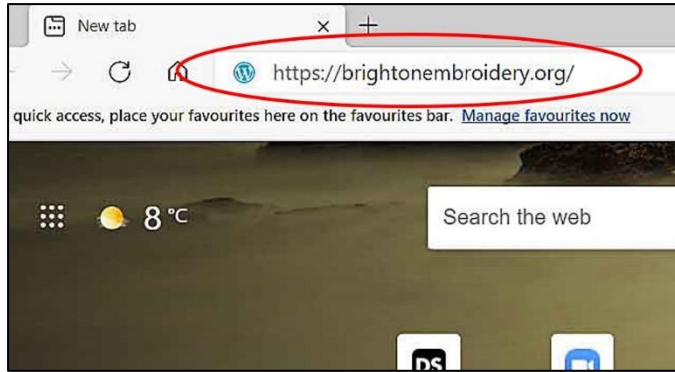




# Brighton Embroidery Group

## Help for logging into a Zoom Workshop – On a Laptop Computer

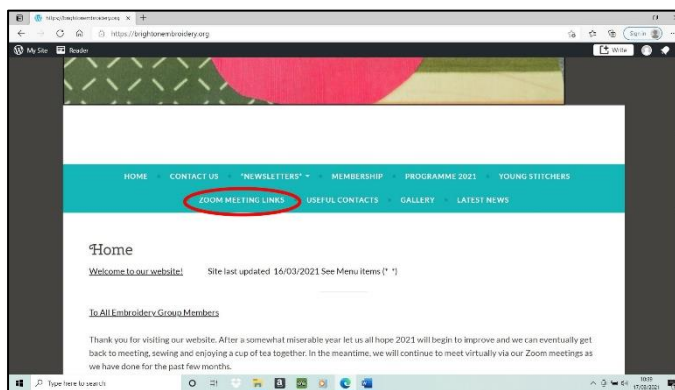
1) Enter our website address into your Browser



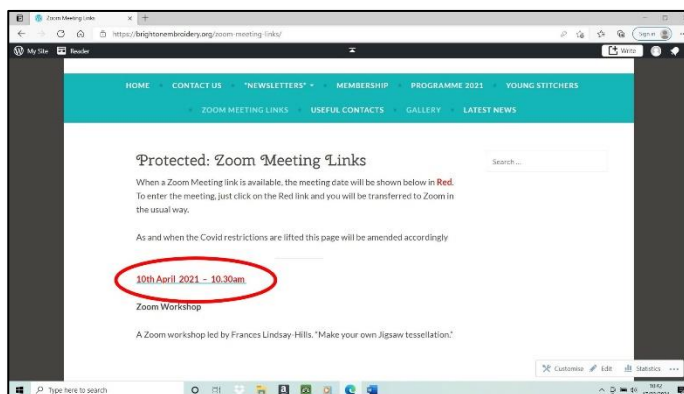
Select  
'Enter'



2) When Website opens click on 'Zoom Links' Menu Tab



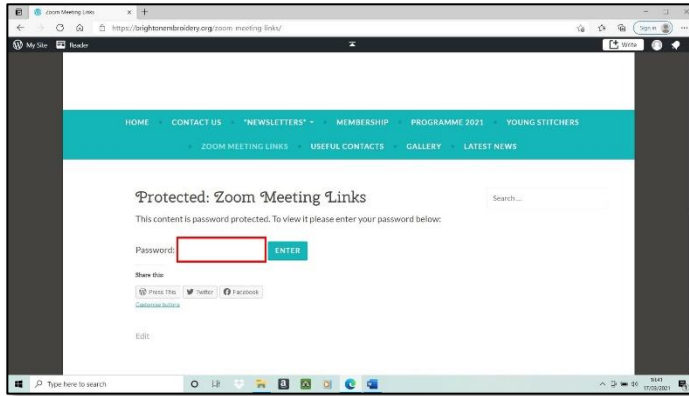
3) When the 'Zoom Links' page appears, find correct Zoom Meeting and date. This should be at the top of the list and shown in **RED**



Click on this link.



4) For **Security** you now need to carefully enter a 'Password' in the box Indicated below. This will have been given to you previously. Please

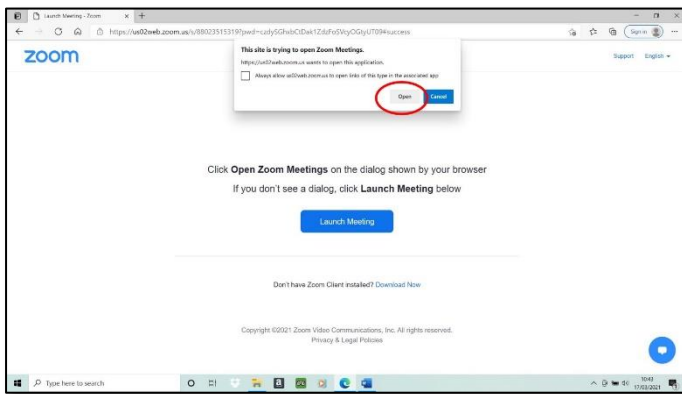


ensure you use the correct Upper and Lower case characters. When this has been done, 'Click' on the Blue **ENTER** button.

The password will remain the same for several Zoom Workshops then

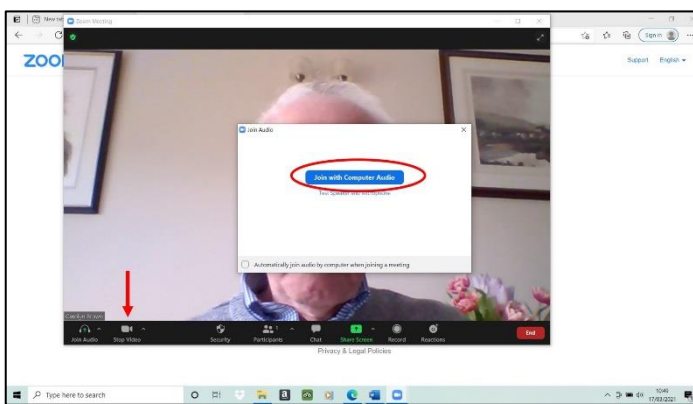
changed periodically to maintain security.

5) Zoom should now open, showing this screen :-



Select the 'Open' Button to go to the Meeting.

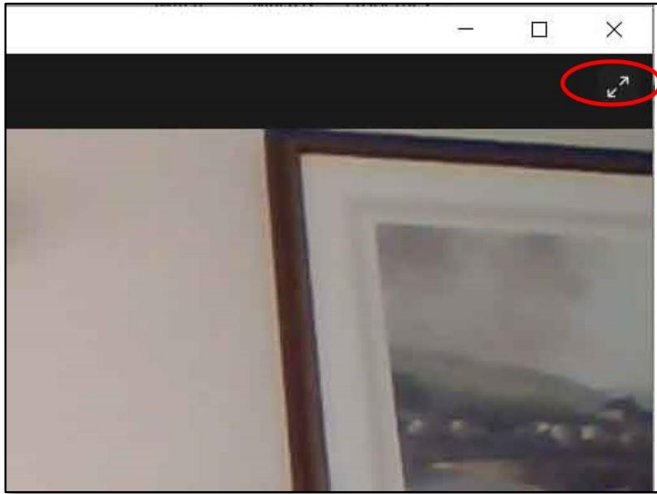
6) On entering, you should see yourself :- Select the button shown to allow



your audio to be heard. If you only see a black square with your name on it, look for the Camera symbol at the bottom (shown by the Red arrow). This is used to turn the Video On/off.

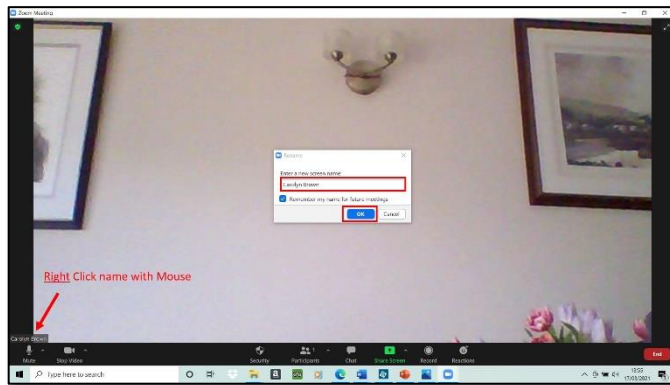


7) **Enlarging Picture** : Look for the 2 arrows shown here at the TOP RIGHT of



the screen, clicking on this will give you a full screen picture. A further selection of this point returns the picture back to a reduced size. When others have logged on there is also a menu here to select 'Gallery' or 'Speaker' view.

8) **Correcting the Participant name**:- If the name shown is incorrect it needs to be corrected to enable other meeting participants to identify



you properly.

First Right Click on the name in the Bottom Left corner of the screen. When the menu opens, select 'Rename' and the box shown in screen centre opens. Enter your name then select 'OK'.

9) **Muting your Sound**. If required to 'Mute' or 'Unmute' your Microphone, select the Microphone symbol shown at the bottom Left of the screen



If you are using an iPad, please see alternative user notes available.