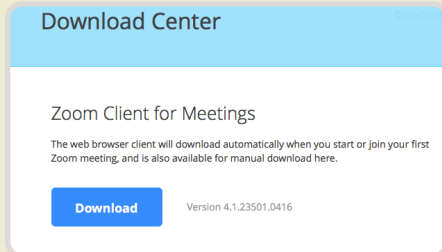


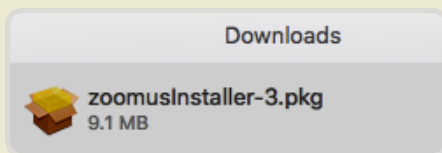
# Guide to using Zoom Client for Meetings (PC or Mac)

At New Zealand Family Cancer Service, we have chosen to use Zoom Video Communications because of its simplicity and platform security.

1



Download Zoom Client for Meetings from the Download Centre  
<https://zoom.us/download>



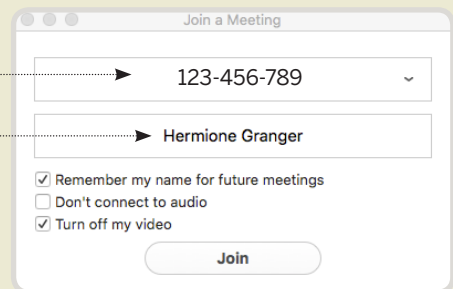
Run the Zoom installer and follow the instructions

2



You will now be presented with this screen.

Press **“Join a Meeting”**



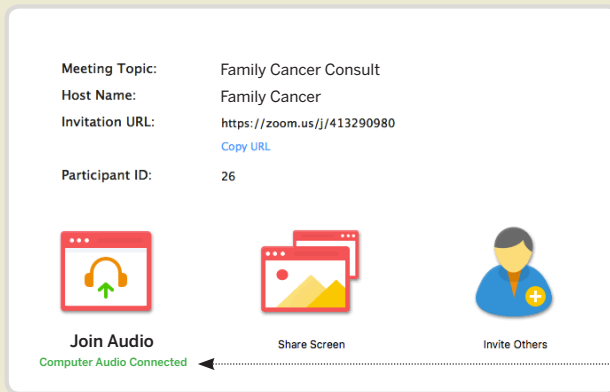
To join the meeting enter the Meeting ID that you have been sent.

Or your Meeting ID can be found at the end of the invitation link you may have received:  
<https://zoom.us/j/123456789>

↑  
Meeting ID

Check the name that will be presented to Family Cancer when you join the consult. Amend as required.

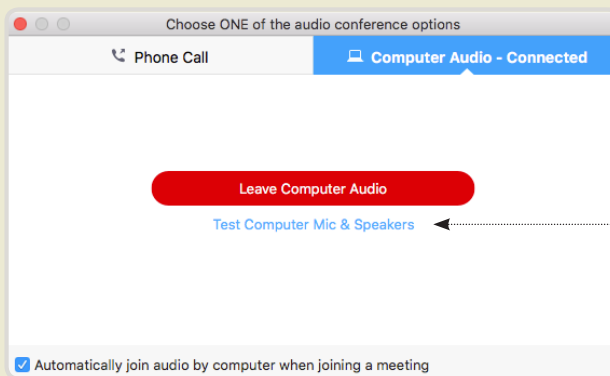
Now press the **“Join”** button



You are now in the conference.

Check you have audio.

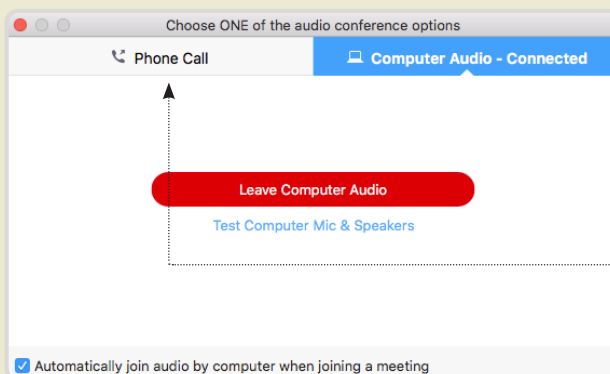
If you are having trouble with audio, press **“Join Audio”** and you will see the screen below.



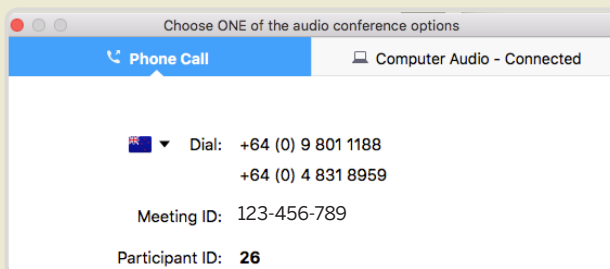
Click on **“Test Computer Mic and Speakers”**, and make adjustments as required.

## HELP

### Poor audio quality during consultation?



If you can't get your computer's mic and audio to function, or you encounter poor audio quality then leave computer audio, and select **“Phone Call”**



You will now see this screen. Using your mobile or telephone, call one of the numbers. You will be asked to enter the Meeting ID and Participant ID