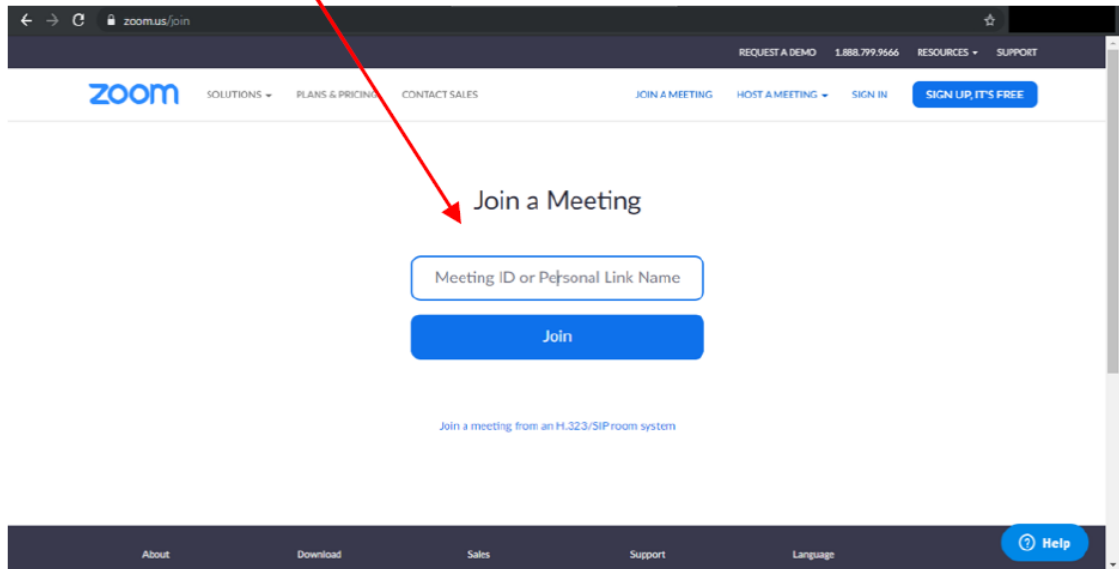**How to Access ZOOM Meetings**
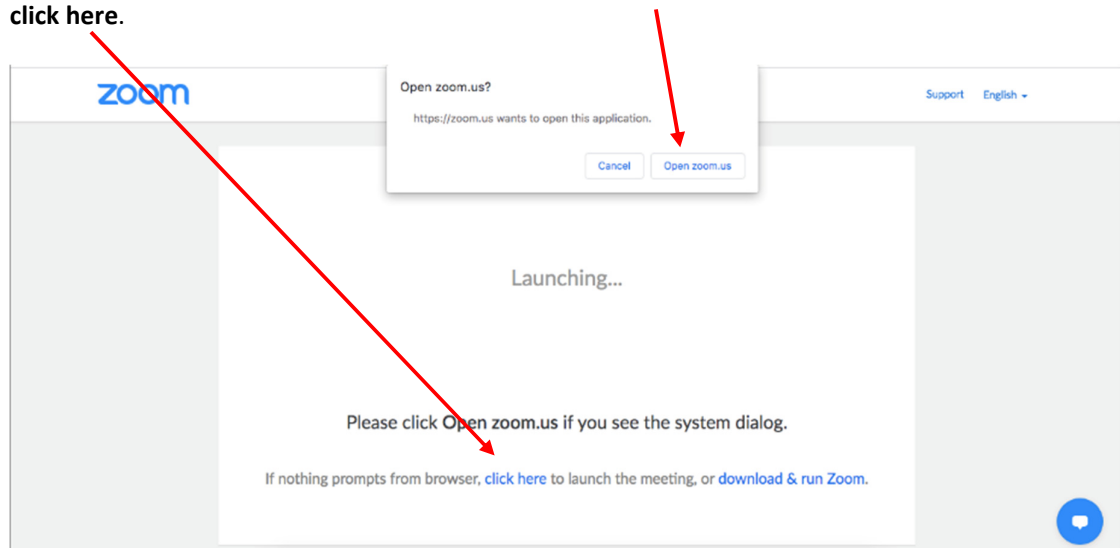
For Computers

You can access Zoom meetings on your (Internet-enabled) personal laptops and desktops by following the steps below.
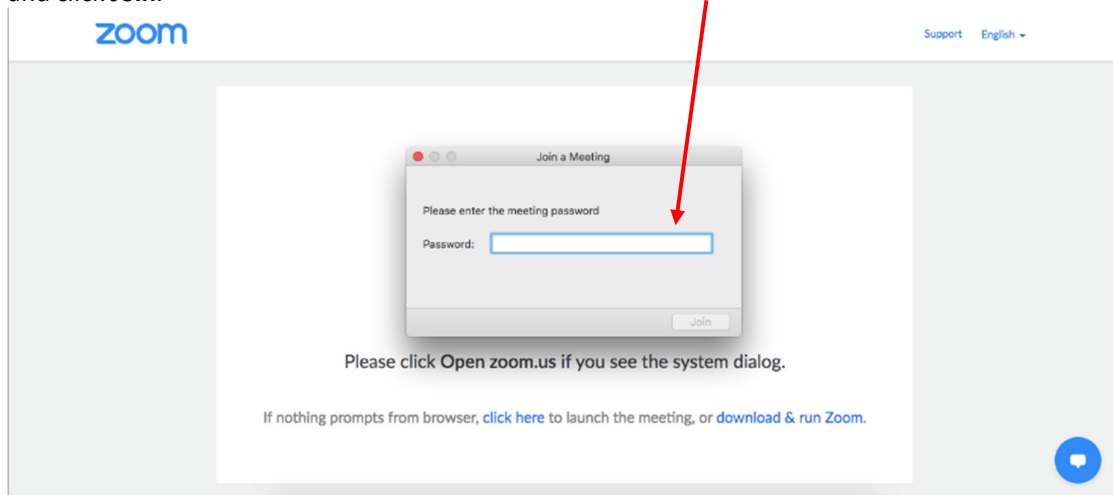
1. Using your Internet browser, go to zoom.us/join. Key in the **Meeting ID** and click **Join**.
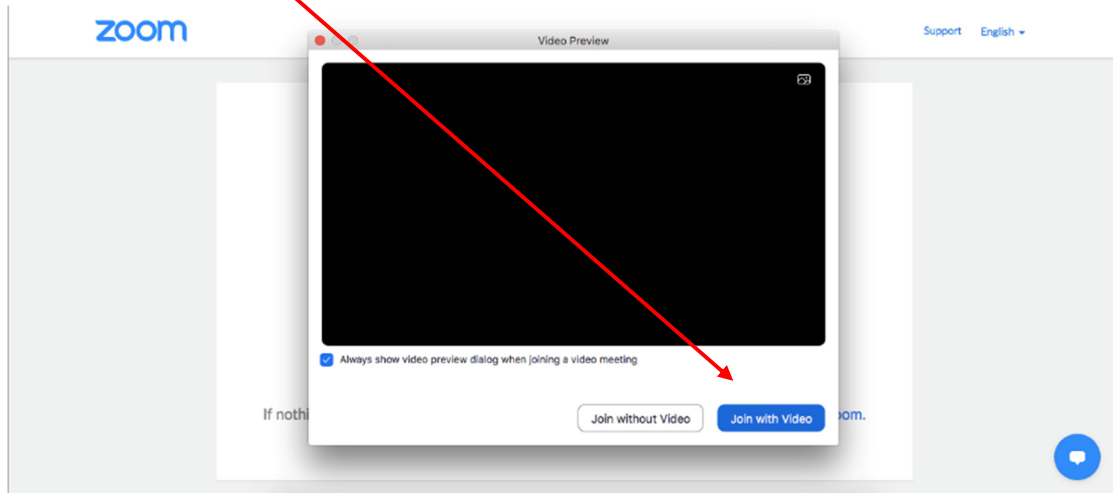

2. The following pop-up box will appear. Click on **Open zoom.us**. If nothing happens, click on **click here**.
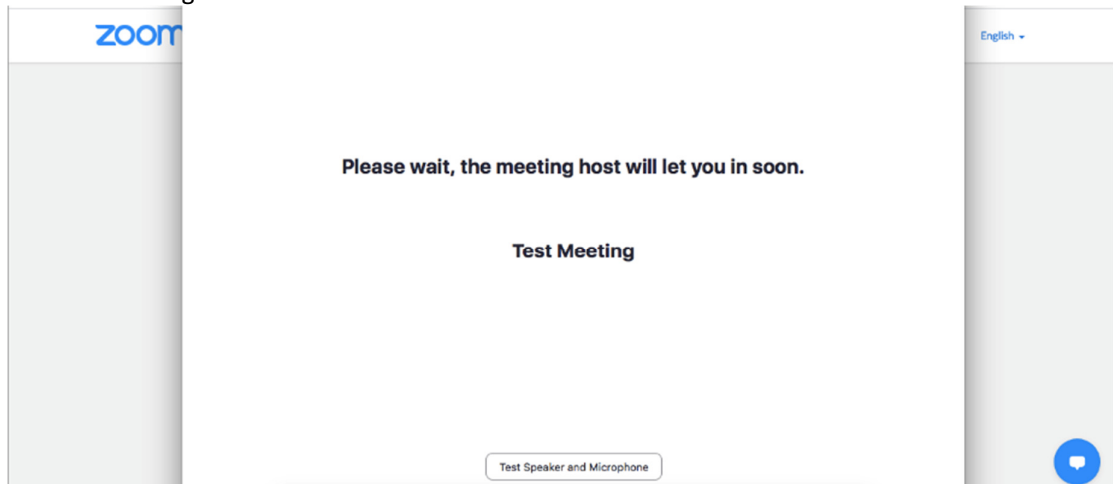
3. You will be prompted to provide the password. Key in the password provided by your host and click **Join**.
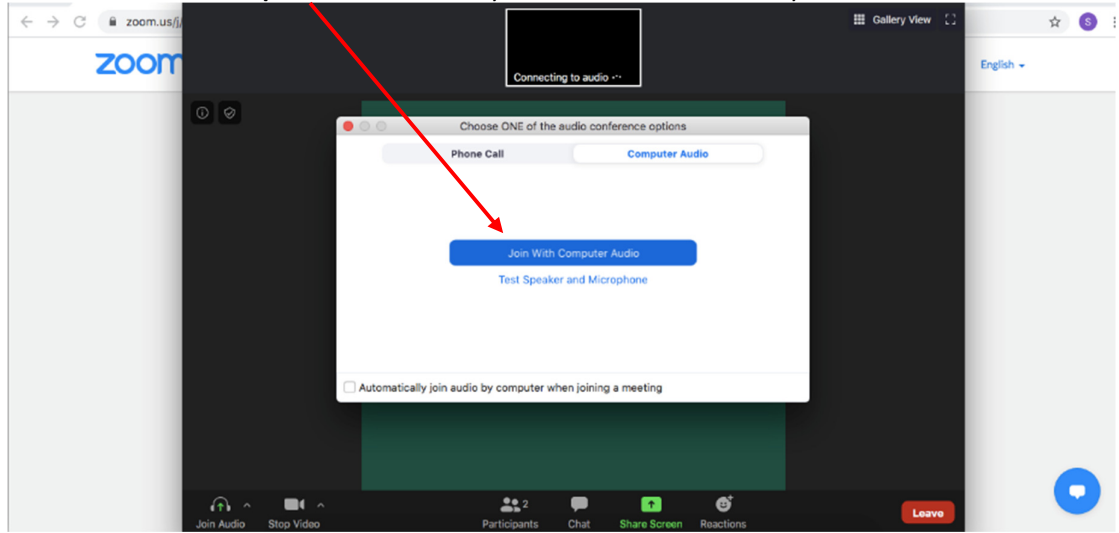

4. Click on **Join with Video**. Alternatively, if you do not wish to appear on the screen, click on Join without Video.

5. You will be placed in a virtual waiting room. Wait for a moment and your host will admit you into the meeting.

6. Click on **Join with Computer Audio** so that you would be able to hear your host/trainer.

7. When you have entered the Zoom meeting, click on the top right corner and select **Speaker's View** so that the host/trainer's video will be on your main screen.
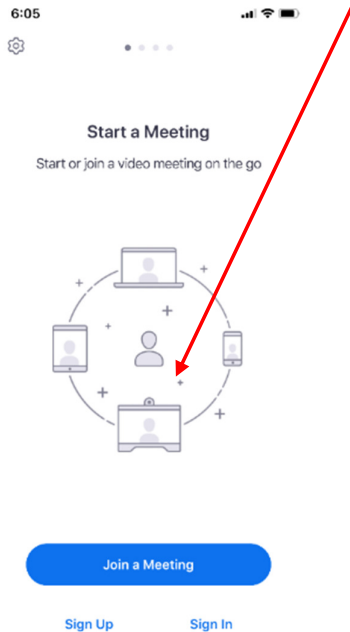

8. When you are ready to leave the meeting, click on the **Leave** icon at the bottom right of the screen.
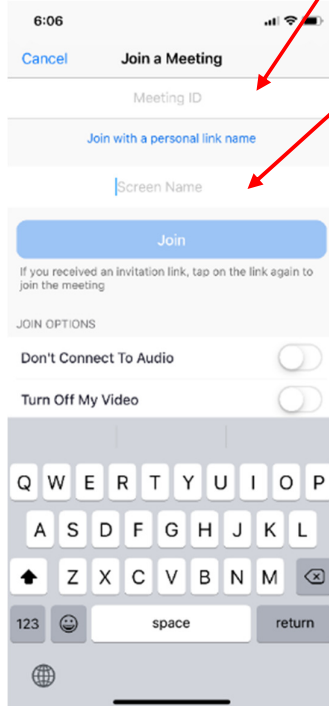
For Mobile Phone

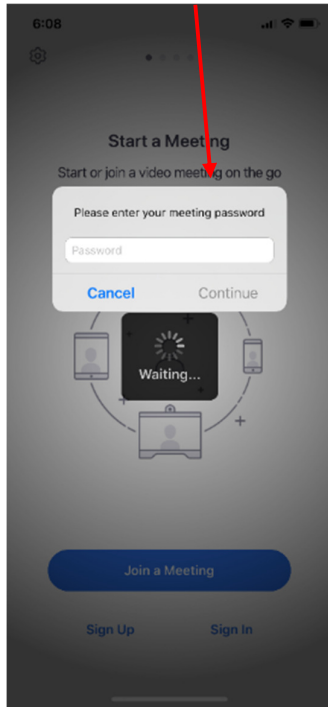Download the ZOOM app on the Apple App Store or Google Play Store:
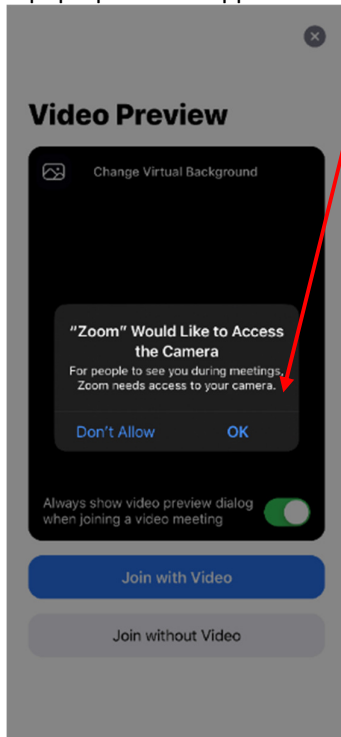
1. Launch the app and click **Join a Meeting**.

2. Key in the provided Meeting ID and your Name. Activate audio and video if you wish to be seen and heard. Click **Join**.
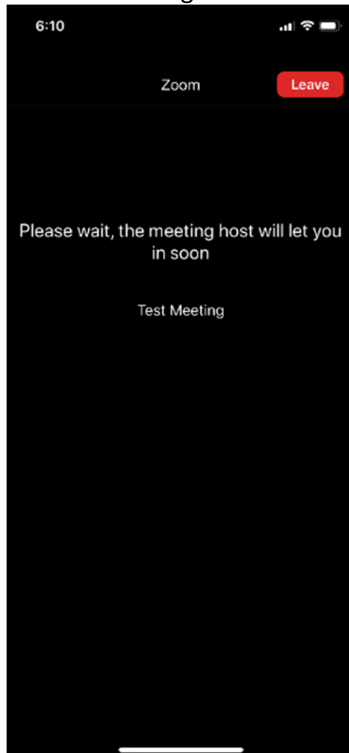
3. Key in the password provided by your host.

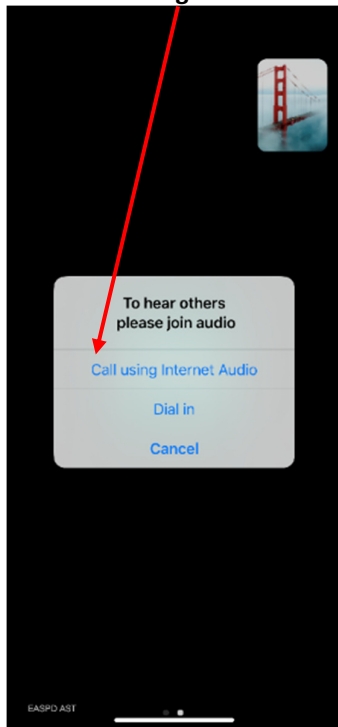4. A pop-up box will appear. Select **OK**.

5. You can select a virtual background by clicking on the top left icon. Thereafter, click on **Join with Video**. Alternatively, if you do not wish to be seen, select Join without Video.

6. You will be placed in a virtual waiting room. Wait for a moment and your host will admit you into the meeting.

7. Select **Call using Internet Audio** so that you can hear others in the meeting.

8. When you are ready to leave the meeting, click on **Leave**.