

How to Use Zoom

Perfect for group family calls and keeping everyone together

freecallsforseniors.co.uk

What You Will Need

A smartphone, tablet, or computer

The free Zoom app — download from the App Store, Google Play Store, or zoom.us

A Wi-Fi connection

A free Zoom account (you can sign up with your email address)

Step-by-Step Guide

1. Download the **Zoom** app from the App Store (iPhone/iPad) or Google Play Store (Android). On a computer, visit **zoom.us** and click Download.
2. Open Zoom and tap **Sign Up** to create a free account using your email address. Follow the instructions in the confirmation email.
3. To start a call yourself, tap **New Meeting** then **Start a Meeting**. Your camera will switch on.
4. Tap **Participants** then **Invite** to share the meeting link with family. You can send it by text or email.
5. When someone sends **you** a meeting link, simply tap the link and Zoom will open automatically and join you to the call.
6. To mute or unmute your microphone, tap the **Microphone** button at the bottom left.
7. To end the call, tap **End** (or **Leave** if others are staying on).

■ **Tip:** Free Zoom calls are limited to 40 minutes for groups of 3 or more. Simply start a new call if you need more time.

■ **Tip:** Ask a family member to send you the meeting link — joining someone else's call is easier than setting one up yourself.

■ **Tip:** If you cannot hear anyone, check the speaker icon at the bottom is not crossed out.

■ **Tip:** Position your device so your face fills most of the screen — it makes the call much more personal.

Joining a Call Someone Else Has Set Up

When a family member sends you a meeting link by text or email, simply tap the link. Zoom will open and join you straight into the call — no passwords or setup needed.

Using Zoom on a Computer

Go to **zoom.us** in your web browser. Click **Join a Meeting** and enter the 9 or 10-digit Meeting ID that your family member has sent you.

Common Issues

Video not showing? Make sure Zoom has permission to use your camera in your phone settings.
No sound? Tap the speaker icon at the bottom of the screen to switch audio on.