# Personal and Public Involvement (PPI)

## How to sign in or join your first Zoom meeting

This guide will support you in how to join or sign into a scheduled Zoom meeting. Please be mindful that some Zoom meetings maybe recorded and you will asked for your consent/permission before this happens.
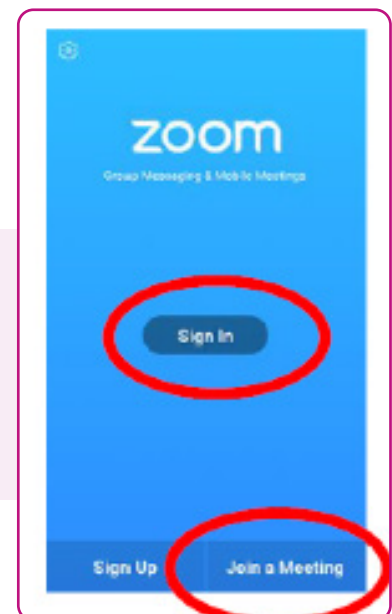
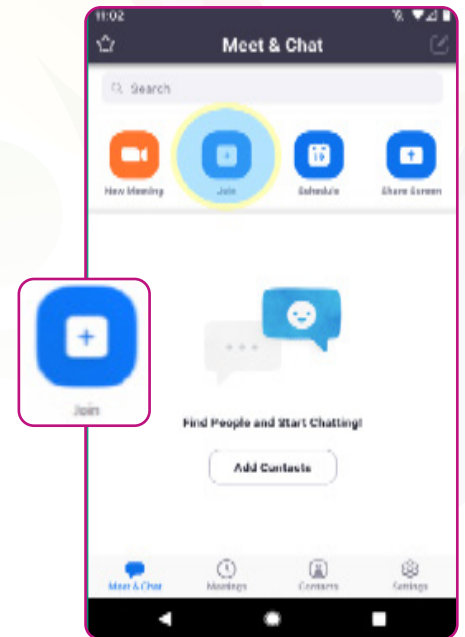| How to Sign in or join your first Zoom meeting | |
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| **Step 1:** | When it is time for a meeting to start open your Zoom app. We would suggest that you open the ZOOM app few minutes before the start time of your first meeting, this will give you time to complete some ID fields. (Please see image to the right) <br><br> **Tip:** <br><br> **You can join a ZOOM meeting without having an account. However to access the Zoom meeting link and attend the zoom meeting you will need to be connected to the internet.** |



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| **Step 2:** | Click on the join meeting button. (Please see icon) |
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| **Step 3:** | To join the meeting, you will need a meeting ID (Please see image to the right), please enter the meeting ID in the "Meeting ID field". You can also change how your name is displayed by clicking and editing the field with your name. When you are ready click "Join Meeting". |
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**Tip:**

**If you are invited to a meeting via an email or text ZOOM link, you should be able to click in the link automatically. You do not have to fill in the Meeting ID fields.**
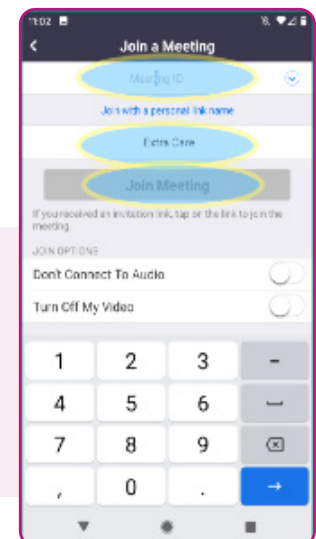
| **Step 4:** | Once you have signed in, you may be asked to review the "Terms and Conditions" click continue (please see image to the right) you can read the Terms of service & Privacy policy by clicking on them. |
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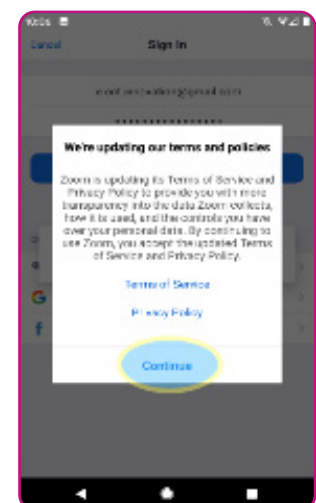
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| **How to Sign in or join your first Zoom meeting** | |
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| **Step 5:** | The ZOOM app will request some permission to work correctly, "Click got it". (please see image below)

It will request access to recording audio, this allows the microphone to be used during the call, click "Allow". (Please see image below)

Next, the ZOOM app will request access to taking pictures and recording video, this allows you to use the camera during the call, click "Allow". ({lease see image below)
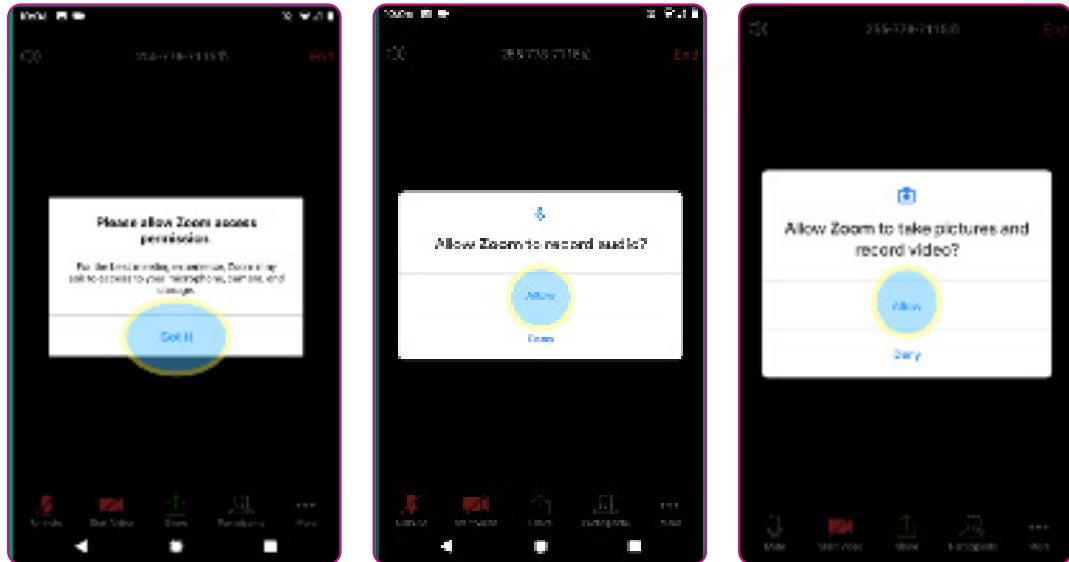


**Tip:**

You can click "Deny", but some features may not work correctly. |
| **Step 6:** | After you have complete the above steps and the meeting host has admitted you into the meeting, you can click mute or unmute your microphone so people can hear you and activate start video so people can see you. (Please see image to the right)

**Tip:**

Say hello to everyone and smile to ensure that everyone can hear and see you.

**Extra Tip:**

It is a good idea to put your microphone on mute when you are not talking. This will help cut down on back ground noise.
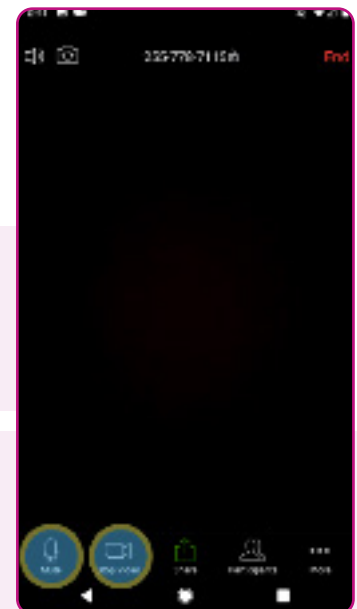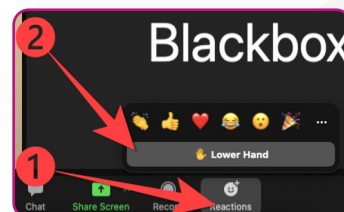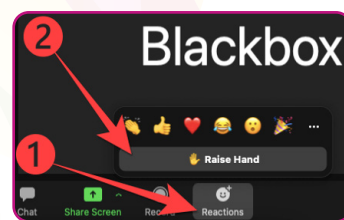
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| **Step 7:** | It is positive ZOOM etiquette to use the "raise your hand" icon when you want to raise a point or express an opinion. The meeting Chairperson/facilitator will invite you to speak. (Please see image to the right)<br><br>When you are finish expressing your opinion you should use the "lower your hand" icon. (Please see image to the right) |  |

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| **Step 8:** | Click Chat on the meeting controls bar at the bottom of the screen if you want to engage in group discussion using the chat feature. The chat window will appear. (Please see image to the right). |  |
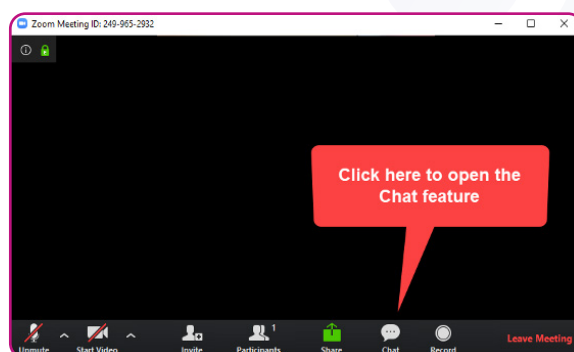
**Tip:**

**Type a message into the chat box or click on the drop down next to "To:" if you want to message a specific person. Please keep all conversations positive and topic related as some Zoom chats can be downloaded.**

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| **Step 9:** | You can leave the meeting or end the ZOOM call by clicking on the red **End** button at the top right hand corner of your screen. |  |

**Tip:**

**Say bye to everyone.**

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| **Step 10:** | Well done you did it! |

**For more information on Involvement, Co-Production and Partnership Working please visit the Engage website http://engage.hscni.net**