

Guide for Accessing Early Years Alliance Sessions using Zoom

When you are invited to join an Early Years Session using Zoom, you will be emailed a link to the Meeting by Early Years Alliance, as well as the meeting ID and password.

By clicking on the link provided, you should be taken directly to the meeting and if the host has started the meeting, be put into 'the waiting room' until the host lets you in.

If you are just going to use Zoom for joining meetings it is not necessary to download the Zoom App. onto your laptop, tablet or smart phone however to get the full benefit of what Zoom has to offer it is recommended.

If you join the meeting using the Meeting ID and password, please do the following:

On your Computer Desktop

1. Open web browser (e.g. Google Chrome).
2. Go to join.zoom.us.
3. Enter your [meeting ID](#) provided by the host/organiser (Early Years Alliance).
4. Insert password.

Join a Meeting

Your meeting ID is a 9, 10, or 11-digit number

Join

Join a meeting from an H.323/SIP room system

Changing your name

Once you have been allowed into the Meeting Room by the Host, then **please change your name to that of your first name and your child's first name (e.g. Kate-Ellen)**

This is done by clicking on the Participants icon at the bottom of your screen, Clicking on your name, then Rename.

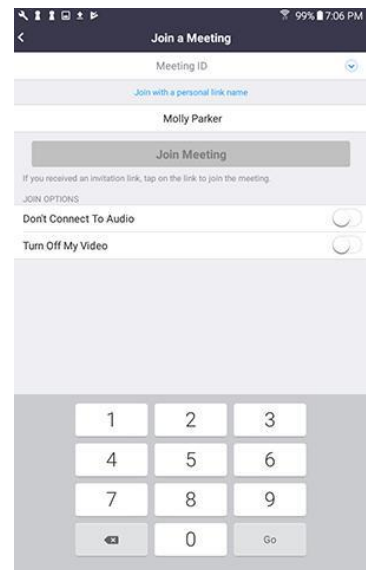
On your Android Mobile/Tablet

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app, you can download it from the Google Play Store.
2. Join a meeting using one of these methods:
 - Tap **Join a Meeting** if you want to join without signing in.
 - Or Sign in to Zoom then tap **Join**.



3. Enter the [meeting ID](#) number and your display name.
4. Insert password.
 - If you're signed in, change your name if you don't want your [default name](#) to appear.
 - If you're not signed in, enter a display name.
 - **Please use your first name and then your child's first name if it is an Early Years Session.**

5. Select if you would like to connect audio and/or video and tap **Join Meeting**.



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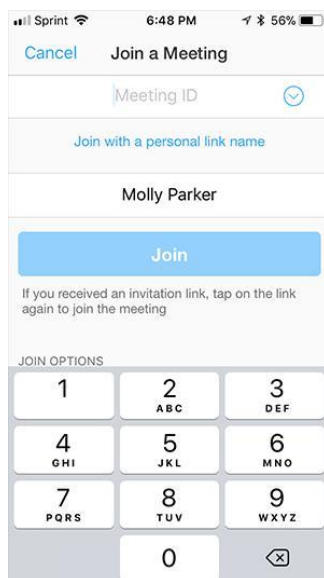
On your IOS (Apple) Mobile/I-Pad

1. Open the Zoom app. If you have not downloaded the Zoom mobile app yet, you can download it from the App Store.



2. Join a meeting using one of these methods:
 - Tap Join a Meeting if you want to join without signing in.
 - Or Sign in to Zoom then tap Join.
3. Enter the [meeting ID](#) number and your display name.
 - If you're signed in, change your name if you don't want your [default name](#) to appear.
 - If you're not signed in, enter a display name.
 - Please use your first name and your child's first name if it is an Early Years Session.**

4. Select if you would like to connect audio and/or video and select **Join**.



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