Coach Guide for
Online Coaching

How To Guides

If you need help using Zoom, please see the next few pages for:

Page 6: How to use Zoom on a computer or laptop

Page 10: How to use Zoom on a phone or tablet

We have also made a guide for:

Page 12: How to download Zoom from a web browser and enter a Meeting ID and passcode (alternative method)

How to use Zoom on a computer or laptop

STEP 1: Opening a zoom link:

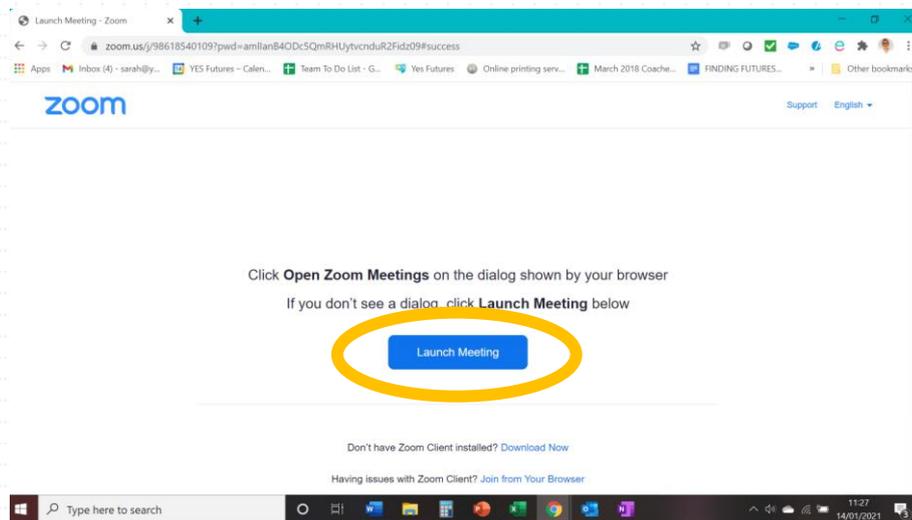A. **You will be given a Zoom link by your Programme Manager. It will look a bit like this:**

Join Zoom Meeting
https://zoom.us/j/98618540109?ptd=amIIanB4ODc5QmRHUytvcnduR2Fidz09

Meeting ID: 985 1854 0109
Passcode: 8yVAEe

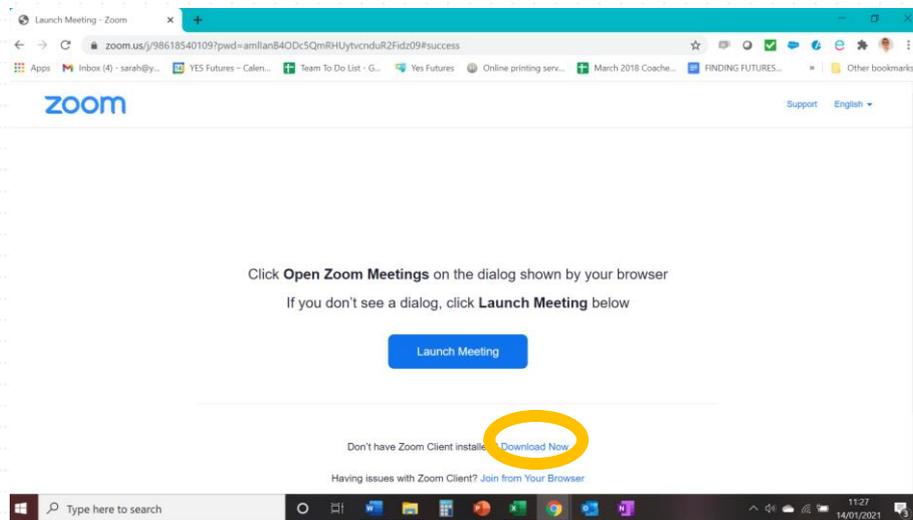B. **When you click on the Zoom link it will open a window which looks like this:**

C. **Click: 'Launch Meeting'**

If you already have Zoom installed on your computer, the meeting should launch automatically. If this happens, go straight to STEP 3.
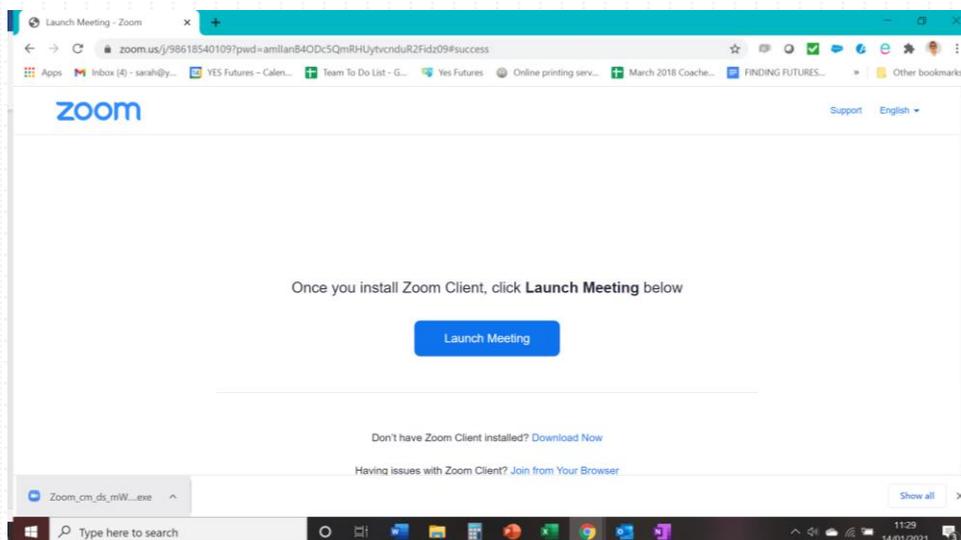
If you do not have Zoom installed on your computer, follow the instructions in STEP 2.

STEP 2: Downloading the Zoom application

A. If you <u>do not</u> have Zoom installed on your computer, click on 'Download Now'.
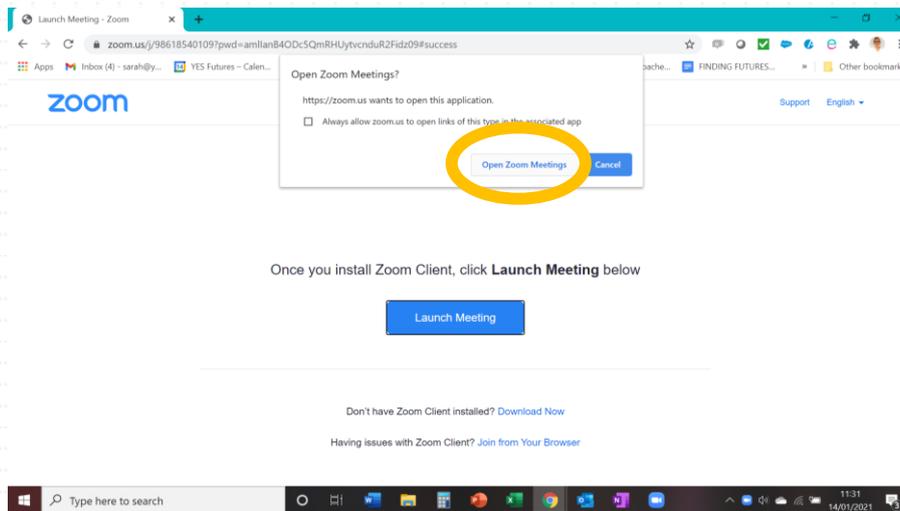

B. You will see it download in the bottom left corner. Once fully downloaded, click on the 'Zoominstaller.exe'
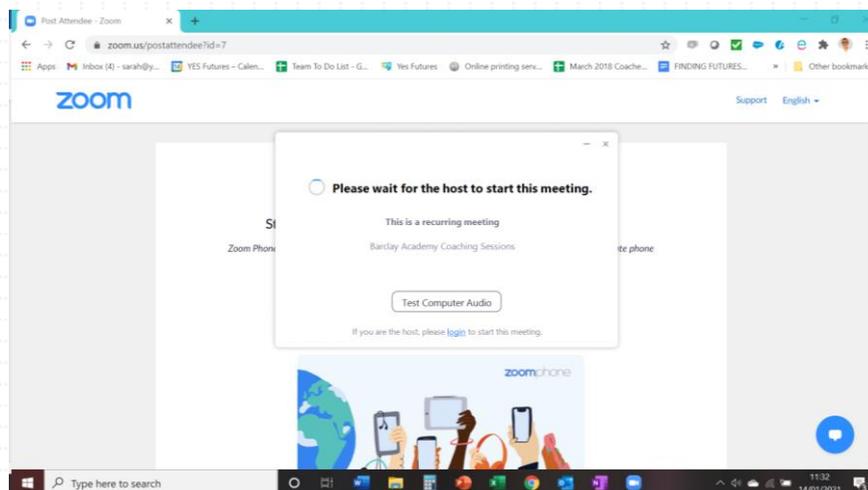

C. This will download Zoom on your computer. You then should be able to launch the meeting. Go to STEP 3.
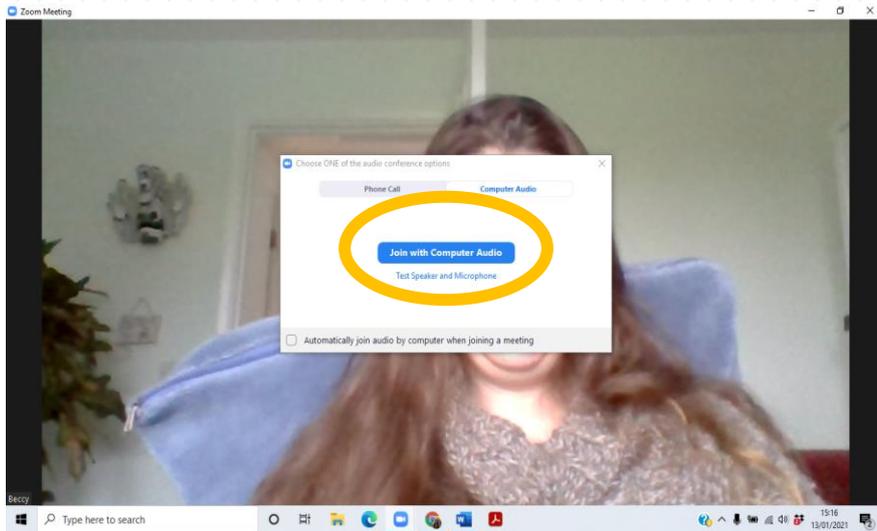
STEP 3: Entering the meeting

A. Once Zoom is installed on your computer, the meeting should launch automatically when you click 'Launch Meeting'. You might then get a pop up, like below. Click: Open Zoom Meetings'
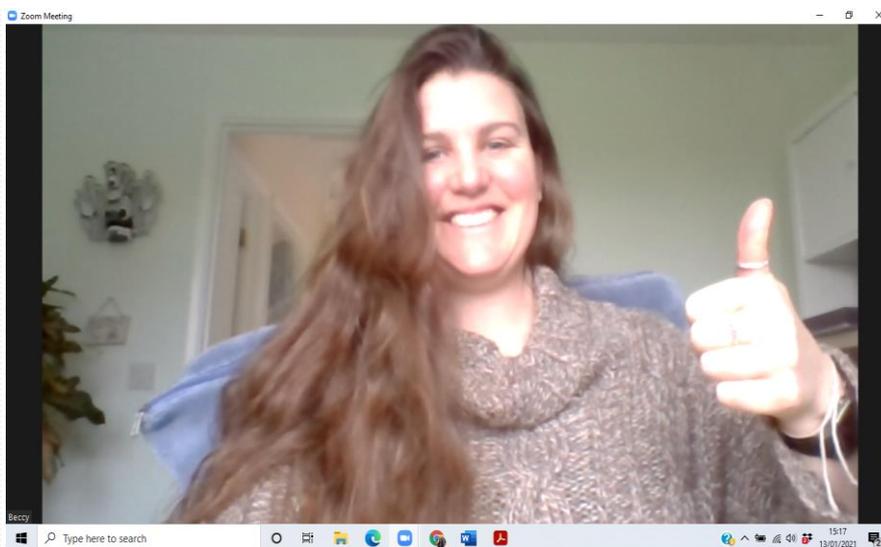

B. You will then see a pop up like this. Please wait until your Programme Manager lets you into the meeting:

C. Click 'Join with computer audio'
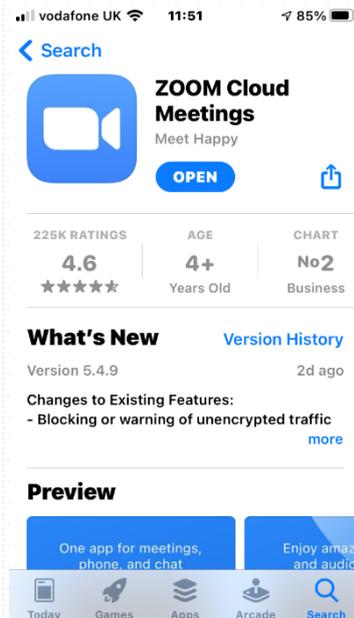
D. And enjoy your coaching session!

Note: To leave a meeting move your mouse to the bottom of the screen and click the red 'end' button.
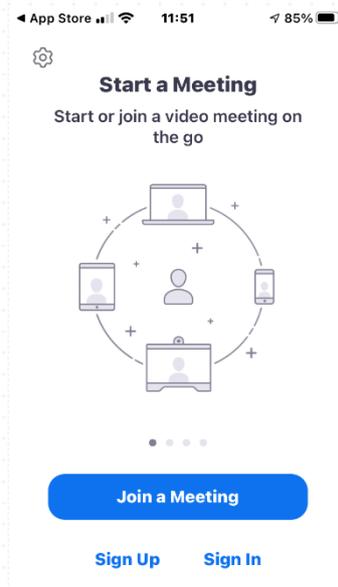
How to use Zoom on a phone or tablet

STEP 1: Download the Zoom app:

A. Go to your app store and download Zoom ("Zoom Cloud Meetings")
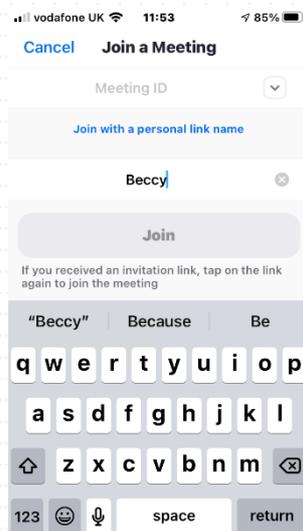

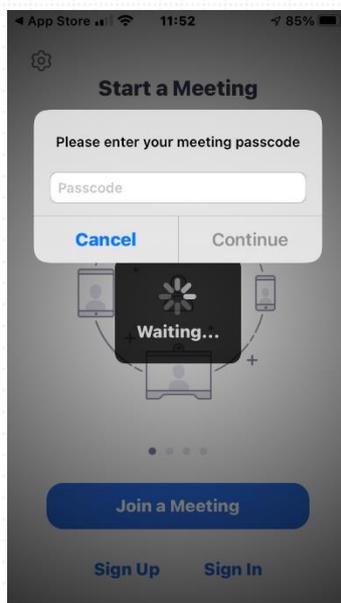B. Once downloaded, open the app and click 'Join a Meeting'. You do <u>not</u> need to Sign Up or Sign In.

C. It will ask you to enter the Meeting ID. You will find this in your instructions from your Programme Manager.

Enter just your first name in the name box.

Click 'Join'.

D. It will then ask you to enter the meeting passcode. You will find this in your instructions from your Programme Manager.
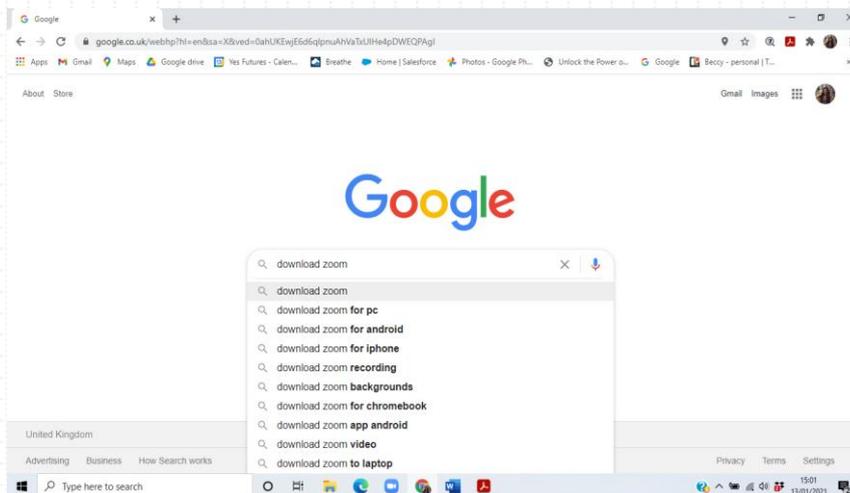

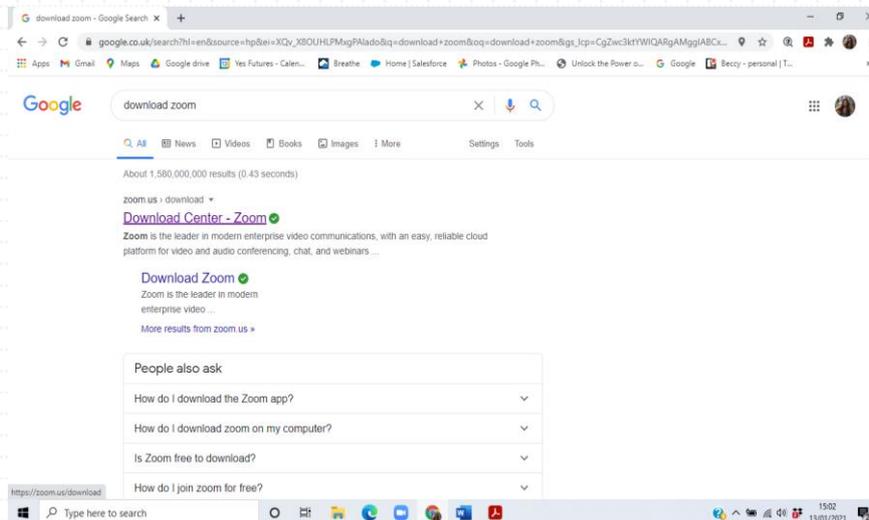E. You are ready. Now just wait for the meeting to start!

How to download Zoom from a web browser and enter a Meeting ID and password (alternative method)

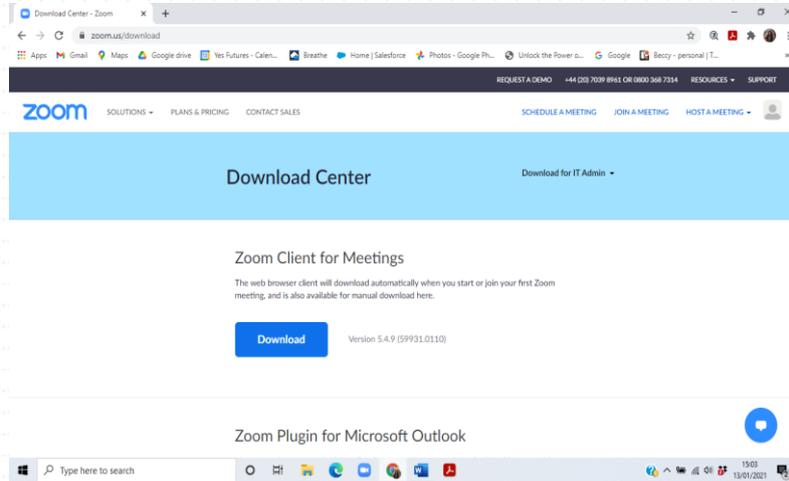## STEP 1: Download the Zoom application from a web browser
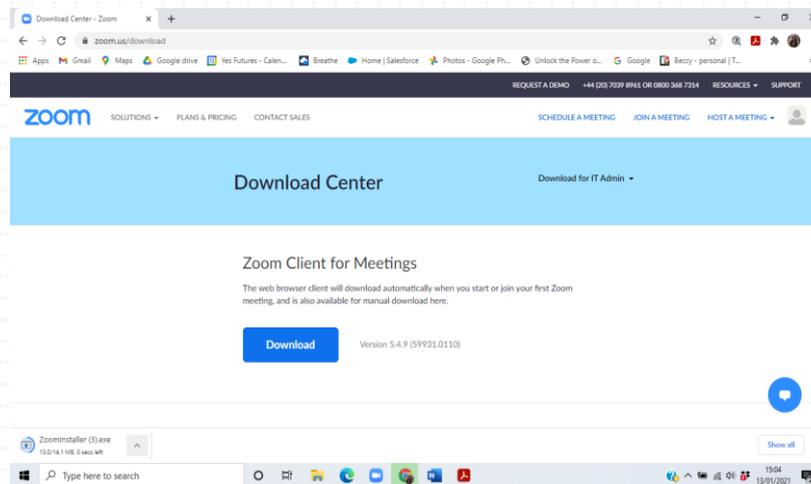
A. Search for 'download zoom' in your web browser.

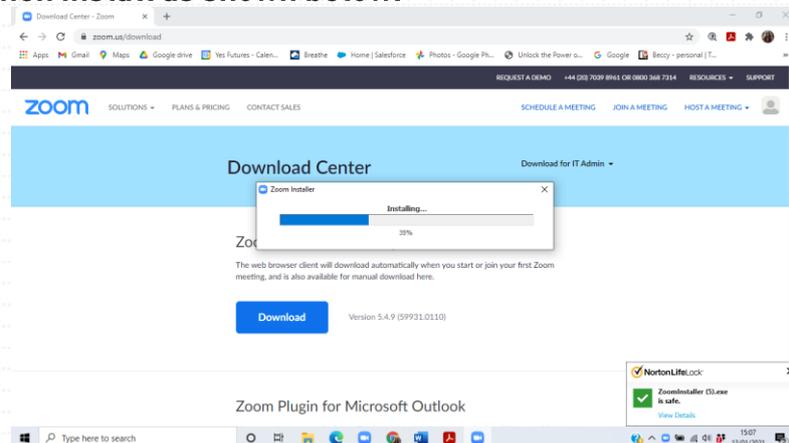**B. Click the first result that says 'download center – Zoom'**
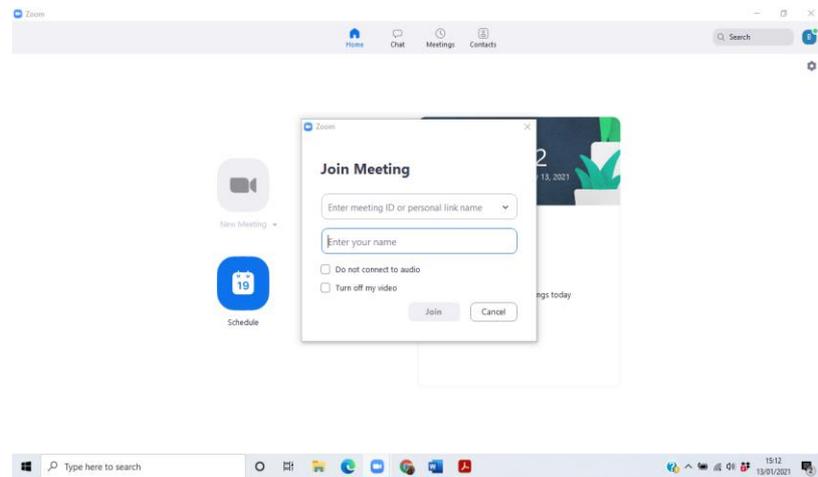
C. Click on the blue Download icon.

D. You will see it has downloaded in the bottom left corner. Click on the 'Zoominstaller.exe'

E. It will then install as shown below.

F. Once installed, you can open Zoom and click 'Join Meeting'. Then enter the meeting ID and password supplied by your Programme Executive.

G. You are ready. Now just wait for the meeting to start!