Please follow the following steps to download and use the zoom software:

1. Enter the following URL in your browser: **https://zoom.us/download**
2. Click 'Download' under the 'Zoom Client for Meetings' header
3. Once the file has downloaded, click on it and follow the instructions to install the software.
4. Open Zoom
5. Click 'Join a Meeting'
6. Enter the \*Meeting ID provided to you by the host
7. Enter your screen name in the format: Name (Organisation, Location)
8. Click ‘Join” to join the Zoom meeting
9. Once you join the meeting, a window would pop up asking you to ‘Join Audio by Computer’. Click on it to enable audio.

OR

Click on “Join Audio” available at the bottom left of the Zoom window.