

Accessing CVS Falkirk Zoom meetings

CVS Falkirk have made use of Zoom during the period of COVID-19 lockdown restrictions to continue to provide regular opportunities for our local third sector, and other partners, to meet safely.

This guide should provide the information you need to access our Zoom meetings with the information we send out via email ahead of time.

If after using this guide you are still having trouble accessing our Zoom meetings, please contact us on info@cvsfalkirk.org.uk or 01324 692000.

Accessing Zoom

You do not need to create a Zoom account to take part in a scheduled meeting, however you will need access to the Zoom app or website. You can view various options for downloading the Zoom app on the '[Download](#)' page of the Zoom website.

Test your technology

If you, your colleagues, or your organisation have a Zoom account you might find it helpful to have a trial or practice meeting before joining our CVS Falkirk meeting so you can familiarise yourself with the set-up, as well as identify any wi-fi hotspots where your signal might be strongest.

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The '[Joining a Meeting](#)' page of the Zoom website provides comprehensive information on how to join a meeting from a variety of different platforms and devices.

Ahead of our scheduled meeting we will provide all the information you need to join us, via email. The simplest way to join us is to click the join link in the email and follow any steps or prompts that you see.

You can also launch the Zoom app or website and select 'join meeting'. The images below demonstrate where you will find that option on both the website and the app.

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Website:



App:



If you join the meeting this way you will be prompted to enter the 11-digit meeting ID and your name. If necessary, you may also have to enter a password. This information will be provided in the email we send you inviting you to the scheduled meeting.

Please join the training session using computer audio, when given the option to do so. This will provide you with the best quality audio.

Inside the meeting

Once you have entered the meeting, you may be placed in a waiting room briefly. The meeting host will admit you into the session when its ready to start.

When you join the session, you will have the option to 'mute' and 'unmute' yourself, an example of the button you use to do so is shown below. This may look slightly different depending on the device you use to access the meeting. The meeting host has the option to 'mute all' participants and they may use this when appropriate.

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You will also have the option to stop and start your video so you can decide if other participants can see you at any point in the meeting.



Chat feature

As well as talking to other participants when you are 'unmuted', you can also make use of Zoom's chat feature, which can be found on the toolbar at the bottom of your screen. The image below demonstrates where you might find the button to make the chat visible. Depending on the device you are using, you may also find this listed under the 'More' option.

You can use chat to communicate privately or publicly with the other meeting participants.



Recordings

If a meeting is being recorded, this will be made clear by CVS Falkirk staff before the meeting commences.

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