ZOOM   **IMPORTANT !**

Zoom has imposed new security. From November 1st you will need the latest version of Zoom (more accurately, less than 9 months old) in order to join a meeting.

If not already done, **please check that your version of Zoom is up to date**! Here are some instructions:

The sooner you do this the better – please don't leave it to the last minute!
If Zoom offers you an update you should accept it – please don't leave this to do this on a Sunday!

INSTRUCTIONS:
for a Mac **computer**
- Launch Zoom
- From the **zoom.us** menu at the top left of the screen, choose Check for Updates…
- Follow the instructions on the screen
- Done (I hope!)

for a PC **computer**
- Launch Zoom
- Click on photo or name top right to get **zoom.us** menu
- Choose Check for Updates
- Follow the instructions on the screen
- Done (I hope!)

for an **iPad** or **iPhone**
- Touch the Zoom icon
- Touch the little cogwheel icon ("Settings")
- On an iPhone the version shows on the screen that appears
- (On an iPad you need to touch 'About' to discover the version)

- 5.8.0 is the current version; you need at least version 5.5. If the iPad/iPhone is already updated (presumably automatically) no further action is needed. Otherwise:
- Press the Home button to return to the Home screen
- Touch the App Store icon
- On an iPad there is an icon at the bottom of the screen for updates, touch there and then touch UPDATE next to Zoom
- (On an iPhone you have to touch the Search icon at the bottom of the screen, search for Zoom – the one you want is called "Zoom Cloud Meetings", then touch UPDATE)
- Finally touch OPEN and then press the Home button.
- Done (I hope!)

Your display name:
Please be aware of the name that is displayed for you in a meeting.
It is a great help to the meeting host if you display your first name and surname (not something like 'Richard's iPad').

To adjust your display name
As you sign in
- There is a box under the meeting number that you can edit (on a **computer**, there may be a 'remember' box so your new name can be remembered for future sessions)

After you have joined the meeting
on a **computer**:
- Click/touch the three dots at the top right of your picture and choose 'Rename' (this lasts for the current meeting only)

on an **iPad** or **iPhone**
- Touch the screen
- Touch 'Participants' at top or bottom of screen
- Touch your name
- Choose Rename (lasts for current meeting only)