



- Ahead of your meeting with BFP you will receive an email with an invitation. There is a link to follow which will allow you to join the meeting.
- If you have not used zoom before you will need to download it to your device from the app store, or for your PC go to zoom.us/download.
- If you are unsure of how the Zoom meeting will work you can join a test meeting. To do this go to zoom.us/test and click “join”. This will help familiarise you with the software.
- Once you have completed these steps you are ready to join a meeting.
- If you are using an iPad or Android tablet, click on the link in the invitation email and it will automatically open up Zoom and you can join the meeting. Make sure you select the computer audio when prompted.
- If you are using a desktop PC or laptop, follow the link in the invitation email and the Zoom software will open. A dialogue box will appear with an option to “Open Zoom meeting” – click here to join the meeting. Again, please select the option to use computer audio when prompted.
- You may see a screen that says “waiting for host to start meeting”, don’t click anything here. The meeting will start once the host initiates it.

If you have any queries about using Zoom please do not hesitate to contact us.