To maintain online security the Zoom link meeting ID and password for the APCM
will not be put on the website so
please email secretarypcc@stmartinchelsfield.org.uk
to request the details and they will be emailed to you

Zoom meetings 'How To'

Joining by computer/laptop/tablet/smartphone with a webcam:

If you're using a **computer or laptop**, click on the weblink below the words 'Join Zoom Meeting'. If you've never opened a Zoom link before, and you haven't downloaded the software, you will probably get a pop-up window asking you to download a small file to make Zoom run more easily, this is legitimate so please accept it. Zoom should then open in a browser window and you will be asked to enter the Password for the meeting, which is a number. Another pop-up window may appear, explaining that you're in the 'waiting room' waiting for the host to admit you to the meeting. If so, you will need to wait until the person hosting has clicked on something their end, and then you'll be admitted to the meeting. You should then see a screen full of faces (or, if you're first, just the host). If you are seeing the host or someone else very large and everyone else very small, wave your mouse so you can see menu buttons around the screen – at the top right /left you should see an option called 'Gallery View', so click that and you should see everybody in little boxes.

If you're using a **tablet or smartphone**, you may find it easier to download the Zoom software before the meeting. It works slightly differently for all the different operating systems but it's called something like 'Zoom Cloud Meetings'. When you open the Zoom App for the meeting, click on 'Join a Meeting', and enter the meeting ID number and password number when prompted. A pop-up window will appear, explaining that you're in the 'waiting room' waiting for the host to admit you to the meeting.   You should then see a screen with some faces on (or, if you're first, just the host). You won't be able to see everyone on screen at once, but if you can find a button called 'Gallery View' you should be able to see more than just the person speaking.   You can 'swipe' right to change the view too.

Joining by landline or calling from a mobile:

If you're joining by **phone**, you can do that by mobile or landline. You won't be able to see anybody but you should be able to hear everyone (the quality of their microphones and internet connections permitting). From a landline,
   1) Dial one of these numbers (charged at National Rate):
      +44 131 460 1196 United Kingdom   +44 203 481 5240 United Kingdom
      +44 203 051 2874 United Kingdom   +44 203 901 7895 United Kingdom
      +44 203 481 5237 United Kingdom
   2) When prompted follow the instructions to enter the meeting ID on the keypad followed by #
   3) If you are asked to enter a username or similar, ignore and press #
   4) When prompted, follow the instructions to enter the Password on the keypad
   5) You will be told you are in the 'waiting room', please hold and I'll admit you as soon as I can.

We will then try to communicate as clearly as possible throughout the meeting and give you the opportunity to speak on every point.

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