

INSTRUCTIONS TO ACCESS GCP ACTIVITIES & MEETINGS

LAPTOP OR PC

Some of our activities and meetings are now on the computer or phone where you can speak to everyone live. We use a platform called **Zoom** for this.

Details of what is on offer is here: www.grassmarket.org/planc

These instructions are to help you to access Zoom in one of the following ways:

1. Using a **PC or laptop**
2. Using a **smart phone or tablet** (using a screen)
3. **By telephone** – landline or mobile (without using a screen)

These instructions help you to access using a PC or laptop. If you need other instructions please go to www.grassmarket.org/planc.


HOW TO USE ZOOM - USING A PC OR LAPTOP

1. To access the activity you can do one of two things:

- a. click on the link on our website for the activity you want to take part in (www.grassmarket.org/planc), for example:

Here is the link for the coffee break

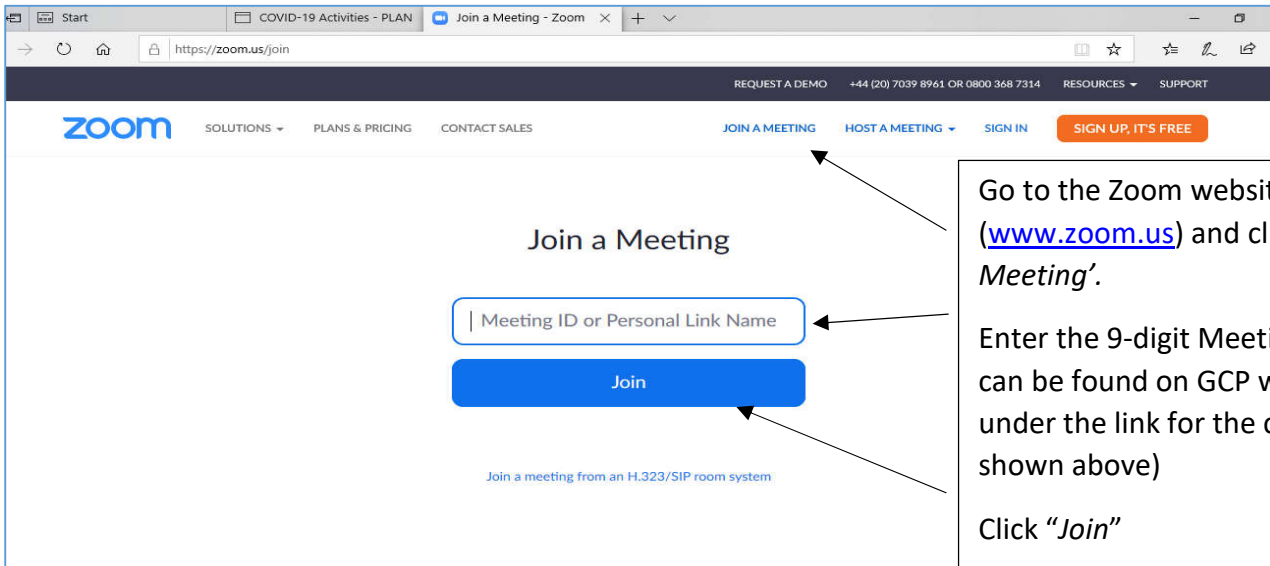
You connect on line using a smart phone or tablet , laptop or computer or you can simply p
[0131 460 1196](tel:01314601196) (this is not a premium number and normal rates/minutes for your phone app
need help affording to connect to any of our groups.



Coffee Break – Monday to Friday

Join everyday for a 20 minute coffee of lunch break together – could be the best 20 minute
<https://zoom.us/j/580465672>
PASSWORD: Coffee
Or if phoning in Dial [0131 460 1196](tel:01314601196) (standard rates/minutes apply – this is not a premium r
Meeting ID: 580 465 672 Password: 954 214 when asked

- b. or, join the meeting by following the next steps:



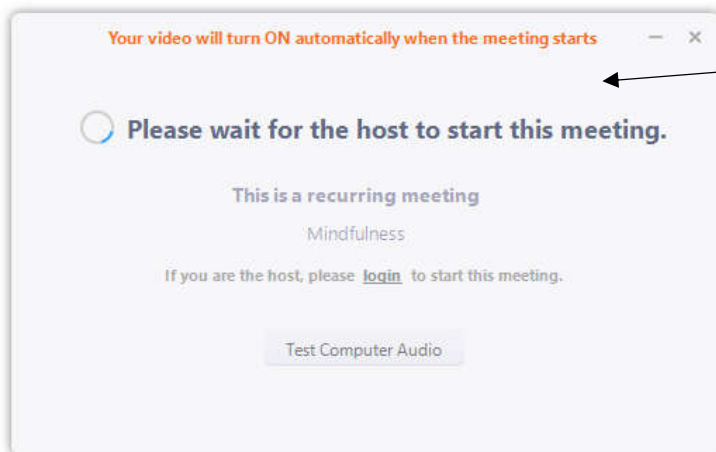
Go to the Zoom website (www.zoom.us) and click on 'Join A Meeting'.

Enter the 9-digit Meeting ID which can be found on GCP website (e.g. under the link for the coffee break shown above)

Click "Join"

Then enter the Password if asked (also on GCP website. For laptop or PC access use the word rather than digits, so in the above example "Coffee")

2. If you are early or the meeting has not been started yet, don't worry you will be in a 'waiting room' and we'll find you.



When you see this screen, wait here.

Once the activity has started, you will be connected to the group automatically.

3. Once the meeting has started, you will connect to the activity automatically and can enjoy the activity. If you are new to using Zoom, ask the activity leader and others will be happy to help you.

Having problems connecting?

Call 0131 225 3626 or text 07860 021 262 or email info@grassmarket.org

There is also a video link www.grassmarket.org/zoom