

INSTRUCTIONS TO ACCESS GCP ACTIVITIES & MEETINGS

SMART PHONE OR TABLET

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

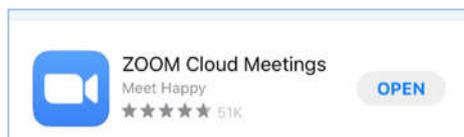
These instructions are to help you to access Zoom in one of the following ways:

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 **smartphone or tablet**. If you need other instructions please go to www.grassmarket.org/planc.

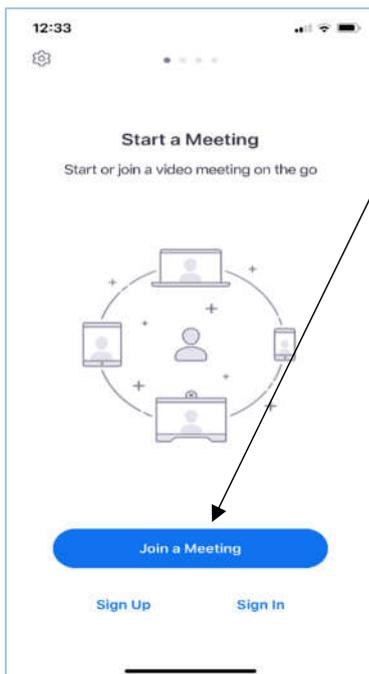
HOW TO USE ZOOM - USING A SMART-PHONE OR TABLET (LIKE AN IPAD)

1. Please download the Zoom app from your phone's app store



In the app store, search 'Zoom' and look for this

2. Once the app is downloaded, open the app and follow these steps:



Click 'Join A Meeting'

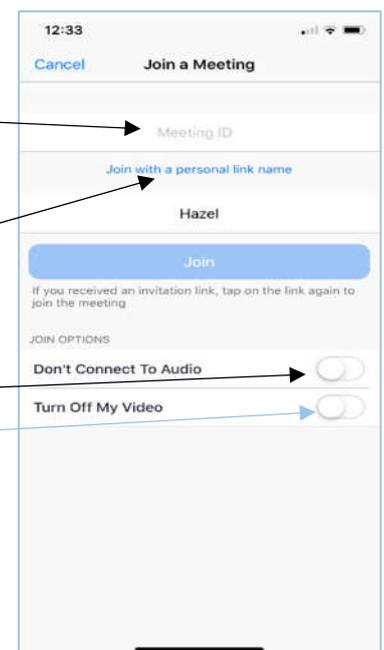
Enter the 9-digit Meeting ID (found on the GCP website: www.grassmarket.org/planc).

Enter name so we know who you are.

Remember to uncheck the boxes at bottom so we can see and hear you.

Click "Join"

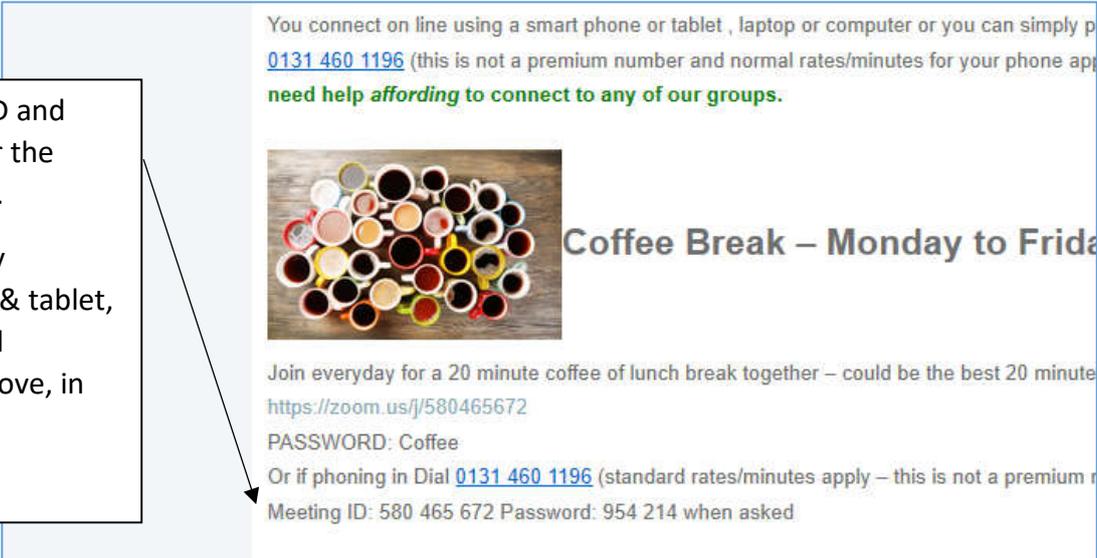
Enter the password if asked (also on the GCP website).



On the GCP website, Meeting ID and Passwords are shown like this:

Here is the ID and password for the coffee break.

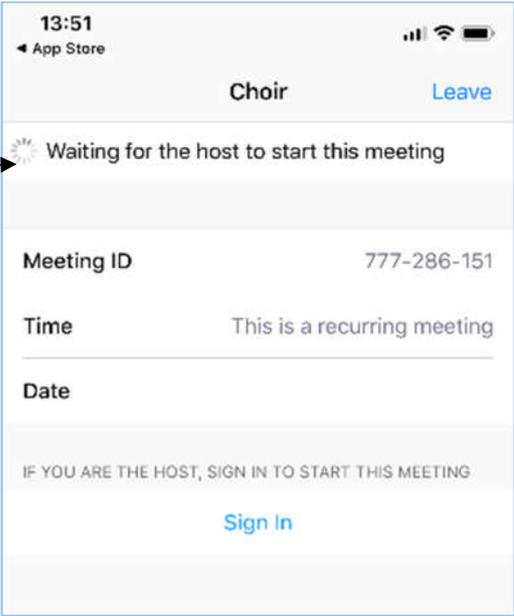
For access by smartphone & tablet, use the word password above, in this example "Coffee"!



The screenshot shows a Zoom meeting invitation for a 'Coffee Break' meeting. It includes the following text: 'You connect on line using a smart phone or tablet , laptop or computer or you can simply p', a phone number '0131 460 1196 (this is not a premium number and normal rates/minutes for your phone app', a note 'need help affording to connect to any of our groups.', an image of coffee cups, the title 'Coffee Break – Monday to Friday', and instructions: 'Join everyday for a 20 minute coffee of lunch break together – could be the best 20 minute', a Zoom link 'https://zoom.us/j/580465672', the password 'PASSWORD: Coffee', and dial-in information: 'Or if phoning in Dial 0131 460 1196 (standard rates/minutes apply – this is not a premium r', 'Meeting ID: 580 465 672 Password: 954 214 when asked'.

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

This screen will appear this.



The screenshot shows a Zoom mobile app interface. At the top, it says '13:51' and 'App Store'. The meeting title is 'Choir' with a 'Leave' button. Below that, it says 'Waiting for the host to start this meeting'. The meeting details are: 'Meeting ID 777-286-151', 'Time This is a recurring meeting', and 'Date'. At the bottom, it says 'IF YOU ARE THE HOST, SIGN IN TO START THIS MEETING' and has a 'Sign In' button.

4. 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