



# Accessing a Meeting on Zoom

## Before the Meeting

- Make sure you have a Zoom account. To sign up for Zoom, see <https://zoom.us/freesignup/>.
- If you are attending the interviews with your child, you can ask your child use their DoE Zoom with you. For your child to log on, they need to go to [nsweducation.zoom.us](https://nsweducation.zoom.us).
- Make sure the device you are using has audio and microphone. If you wish, you can use a headset. An appropriate device for Zoom can be a laptop/computer, smartphone or tablet such as an iPad. If you are using a smartphone or tablet, download the Zoom app.

## On the Meeting day

- Go to [zoom.us](https://zoom.us) and sign in, or open the Zoom app on your, PC, phone or tablet. If your child is logging on for you, they need to go to [nsweducation.zoom.us](https://nsweducation.zoom.us).
- Go to **Join a meeting**.
- Enter the Meeting ID.

A screenshot of the Zoom 'Join a Meeting' interface. At the top, it says 'Join a Meeting'. Below that is a text input field with the placeholder text 'Meeting ID or Personal Link Name'. At the bottom is a large blue button with the text 'Join'.

- Enter your own name and your child's name.

A screenshot of the Zoom 'Join a Meeting' interface. At the top, it says 'Join a Meeting'. Below that is a text input field with the placeholder text 'Your name (child's name)'. At the bottom is a large blue button with the text 'Join'.

- You will be asked to enter the room's password. The password for all rooms is **Glendalehs**
- You will enter the meeting immediately. You are welcome to turn your camera on, however, ensure your microphone is muted.