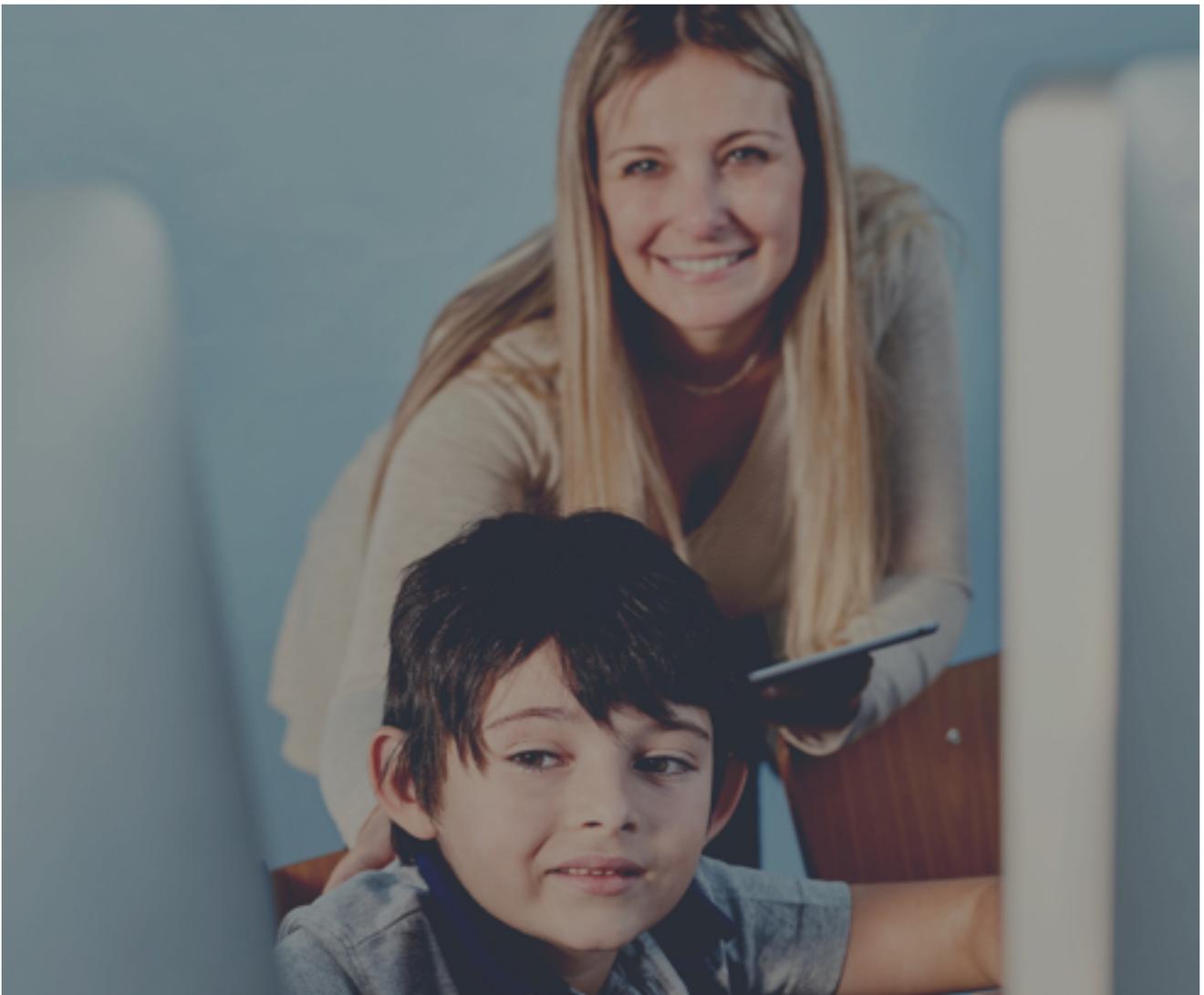


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# Keeping BNB parents & carers safe online

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Guide for parents & carers using Zoom to access the Beautiful New Beginnings sessions.



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# Introduction to Zoom Zoom is a digital video conference service.

The service is available online or via mobile app. Users can enter Zoom calls through a URL on a computer or phone, or they can use the Zoom app and enter a meeting ID to join a call.

## Getting Started

Downloading an app or website program can seem pretty daunting, especially when you haven't done it before. We're always here to help our parents, carers & professionals to get the best from the online meeting platform where we host all of the BNB sessions for parents, carers, schools, children & young people.

## Creating your own account

To sign up for your own free account, visit [zoom.us/signup](https://zoom.us/signup) and enter your email address. You will receive an email from Zoom ([no-reply@zoom.us](mailto:no-reply@zoom.us)). In this email, click **Activate Account**.

## Signing in to your Zoom account on the web

You can login to your Zoom account on the web at any time, at [zoom.us/signin](https://zoom.us/signin). Once you're logged in, use the panel on the left side to navigate the Zoom web portal. You can update your profile, schedule a meeting, edit your settings, and more.

## Updating your profile

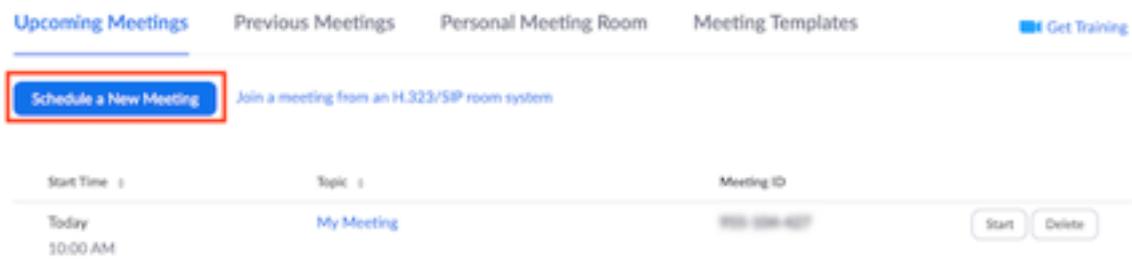
You can [update your profile](#) by adding a profile picture, set your time zone, update your password and more. To access your Zoom profile, sign in to the Zoom web portal and click **Profile**.

## Scheduling your first meeting

There are many ways to [schedule a meeting](#), including the Zoom web portal, through the Zoom client, or with one of the use of [extensions or plugins](#).

Here are some basic instructions for scheduling your first meeting.

- 1 Sign in to your Zoom web portal.
- 2 Click **Meetings**.
- 3 Click **Schedule a Meeting**.
- 4

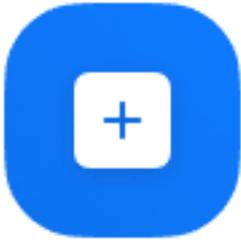


- 5 Choose the date and time for your meeting.
- 6 (Optional) Select any [other settings](#) you would like to use.
- 7 Click **Save**.

**\*YOU DON'T NEED TO SCHEDULE A MEETING FOR THE BNB SESSIONS THIS IS JUST EXTRA INFORMATION IF YOU'RE FEELING ISOLATED AND WANT TO CHAT WITH FAMILY OR FRIENDS OVER ZOOM. \***

## Joining another user's meeting or BNB Session

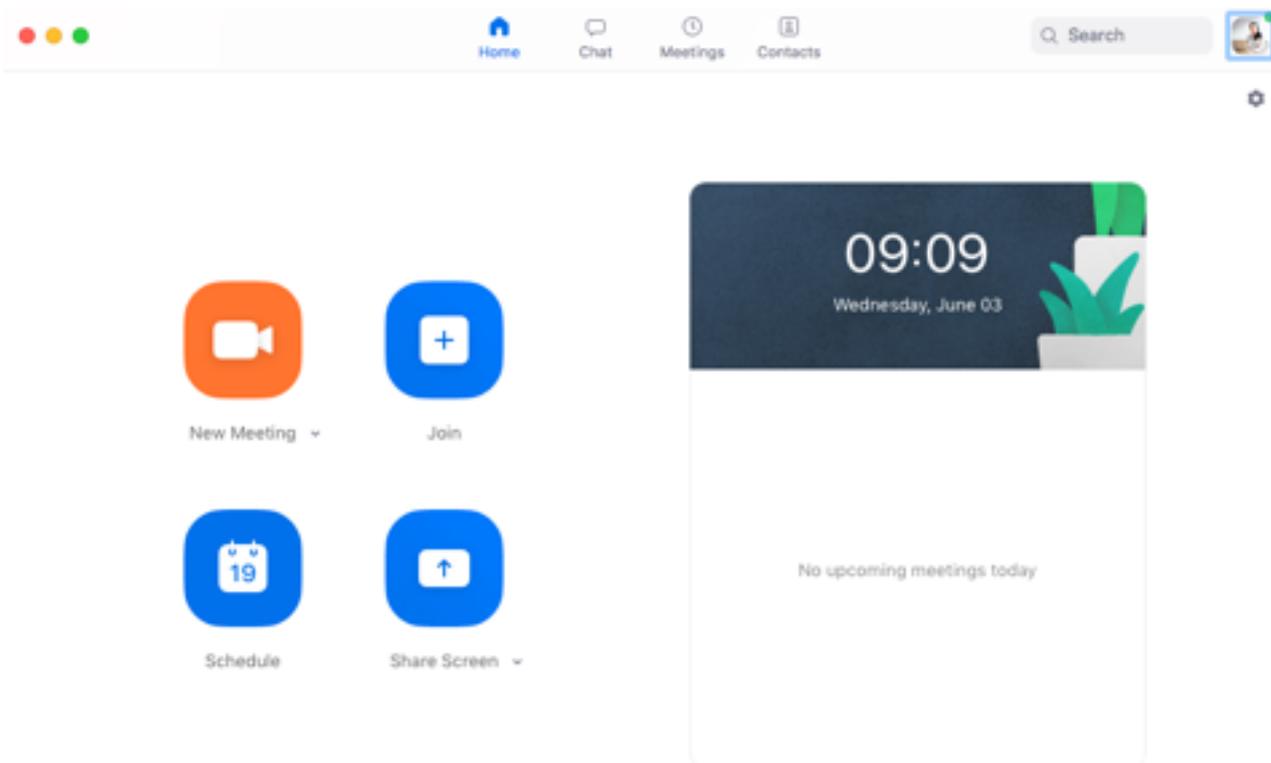
There are many ways to [join a meeting](#), but the easiest way is to click the join link that the meeting host provided. You can also click **Join** in your Zoom client and enter the meeting ID.



Join

This will then ask you for a **PASSWORD** this will be the one on the registration email you would have received when you registered for the BNB session.

Below is the screen image if I were to use Zoom from my Mac desktop.



And Below this image is another image of what it would look like for me to access Zoom from my phone where I've downloaded the Zoom App. If you need any support with getting zoom set up please reach out & one of the team will happily support you.

Start a Meeting  
Start or join a video meeting on the go

Zoom App from iPhone.



Join a Meeting

Sign Up

Sign In

## Staying safe online while using Zoom

1. Keep your software current, especially your security software. If automatic updates are an option, turn them on. This will help software that offers added security to update yours behind the scenes. Zoom has just updated its security after March shown behind the dashboard concerns for meetings that weren't passworded.
2. Ensure the meeting you're attending has a password attached to the meeting ID if you're going to be sharing sensitive information or children & young people are on the meeting.
3. If you don't want to be seen on the Zoom meeting you can always turn your video off. If you're not sure how to do this please ask the meeting host to turn it off for you.
4. No participants have access to recording the BNB sessions run from Zoom. This is installed into our ALL of our meeting sessions.
5. If you have any concerns please DO NOT join the session until you've spoken to one of the BNB who are all trained to use Zoom , safeguarding & keeping safe online.
6. During the session the BNB team member will ask for permission to take a picture to use on the BNB platform, this choice is yours to turn the video off so that your image is not used. Please ensure that you have set a profile picture ( Profile setting ) as it may show your name on the picture. BNB Team members can add extra security by using technology to cover your name. Please request this.
7. If you would like to leave any feedback about one of our BNB sessions please visit [www.beautifulnewbeginnings.co.uk](http://www.beautifulnewbeginnings.co.uk) & fill in the contact form. We love hearing positive feedback and constructive feedback to make our platform even better if.