

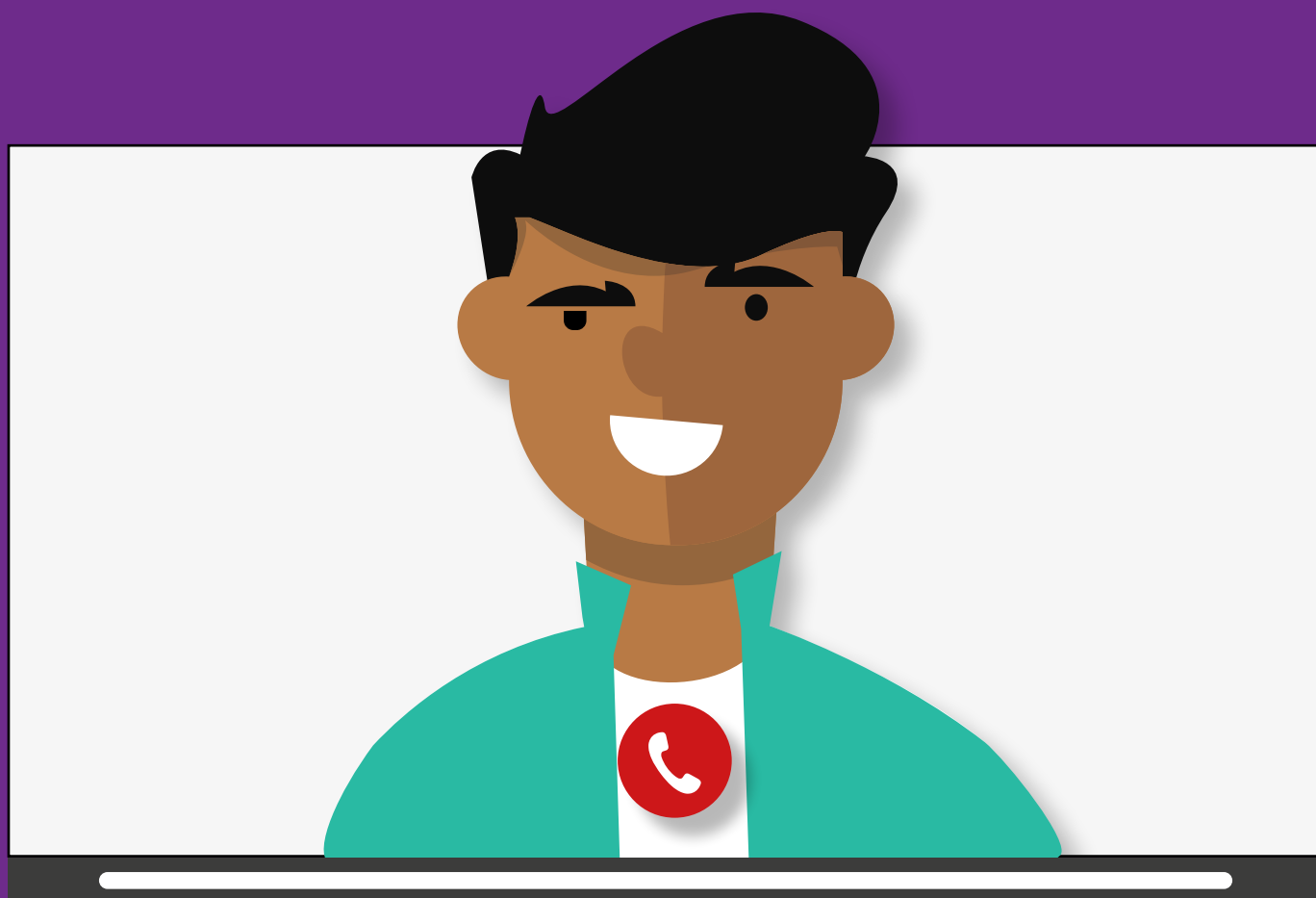


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Zoom How To Guide

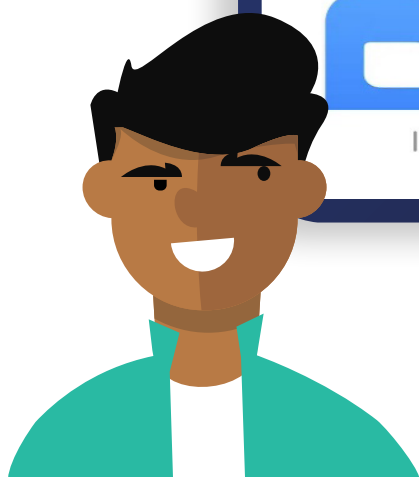
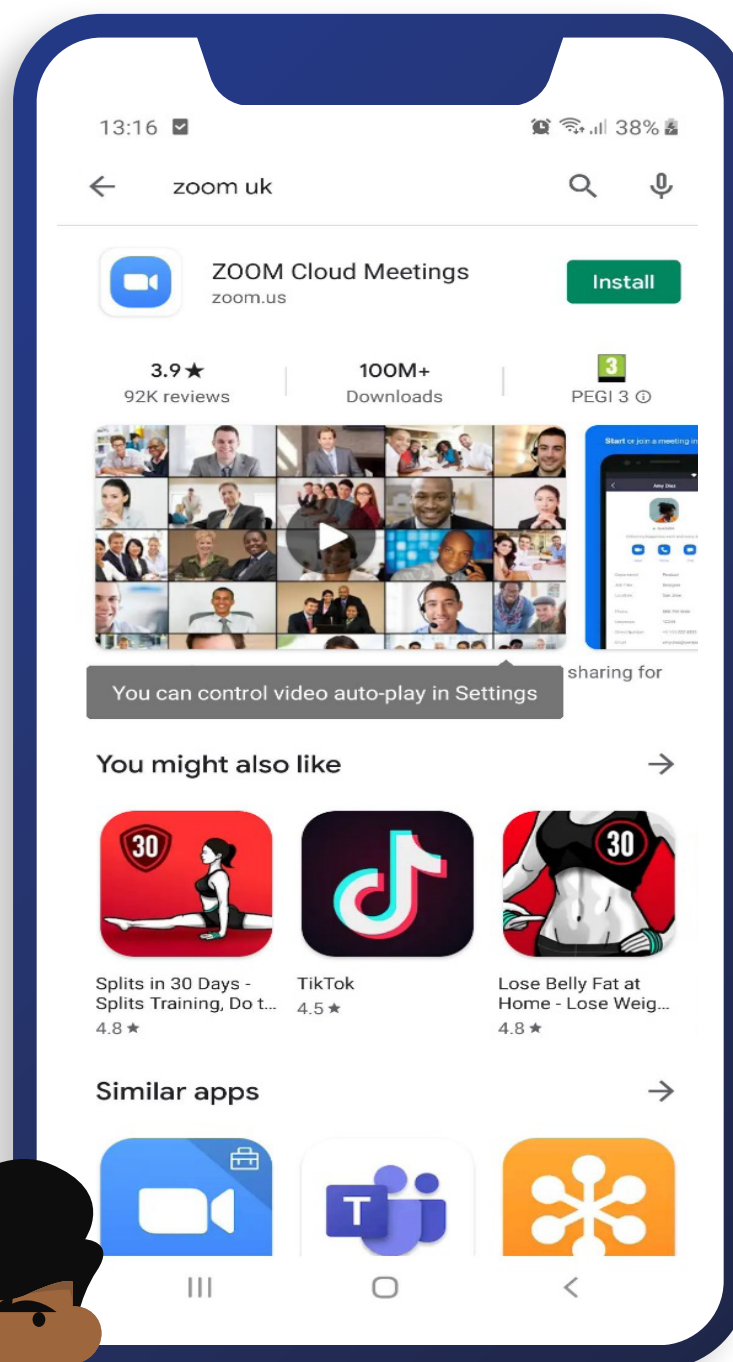
JOIN A MEETING - ANDROID SMARTPHONE OR TABLET



Step 1



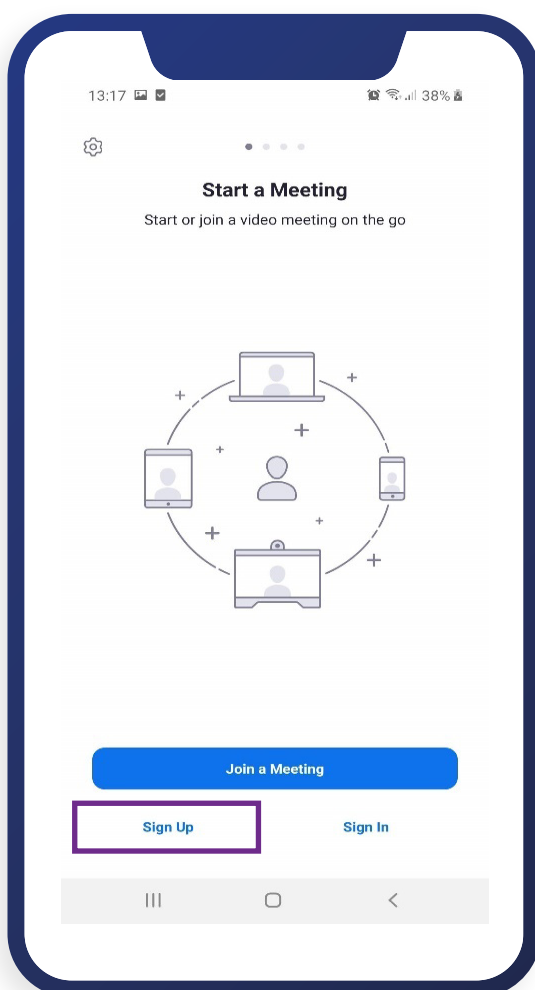
Install the Zoom App. If you already have the app installed, skip to step 3.



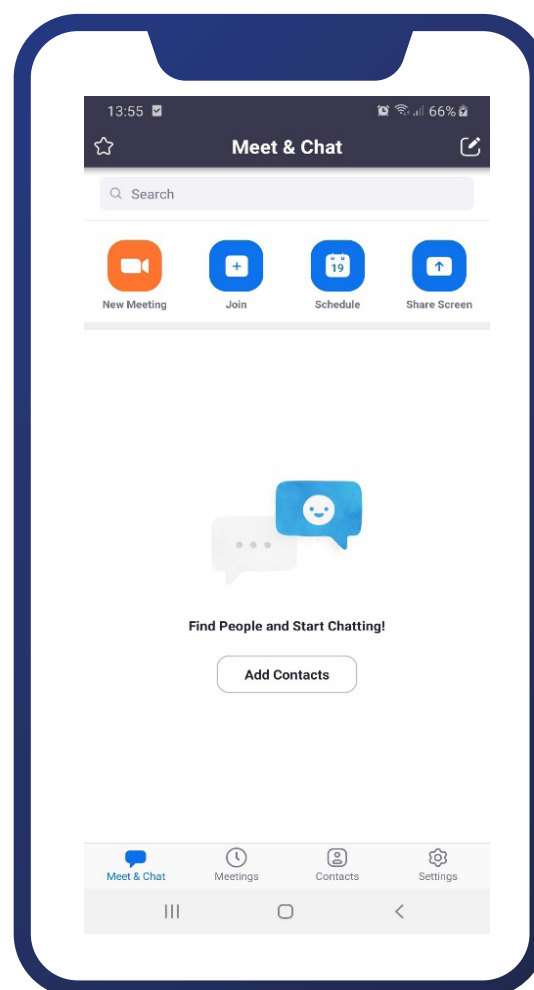
Zoom Homepage

The App homepage looks like this. You can sign up for a free Zoom account if you wish, but you don't have to. Creating an account will allow the app to remember your name and video/audio settings.

If you **don't have an account** your Zoom App homepage will always look like this:



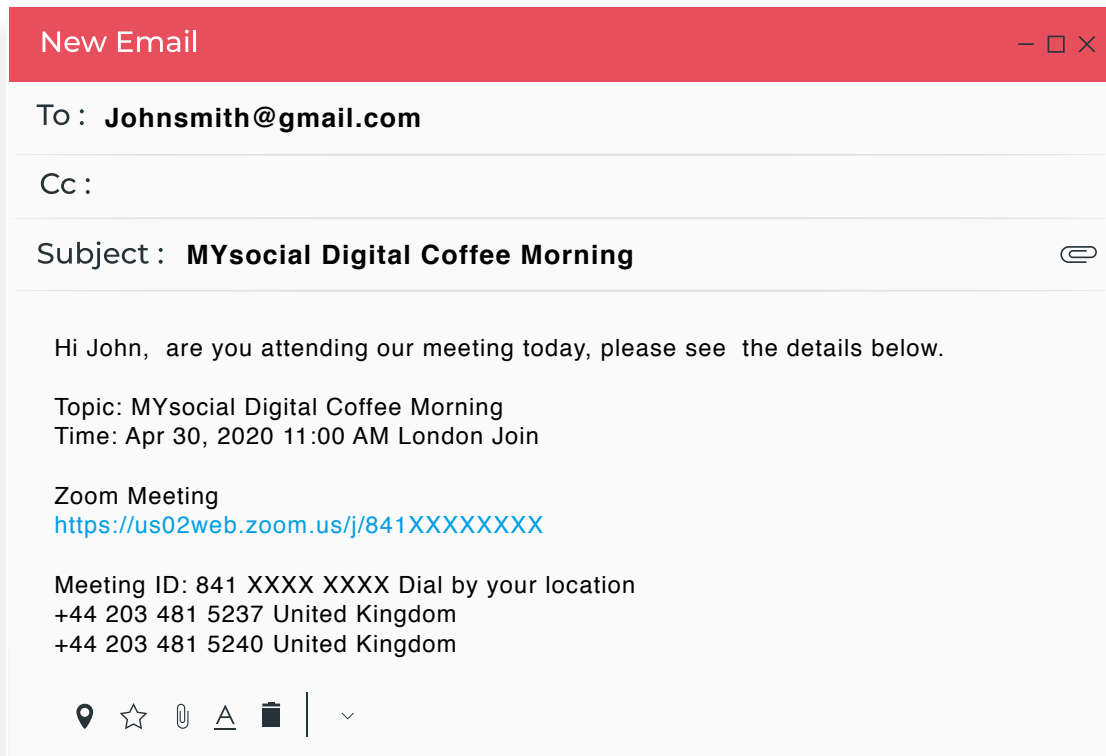
If you do sign up your Zoom App homepage will look like this:



Step 3



Click the join link in your email

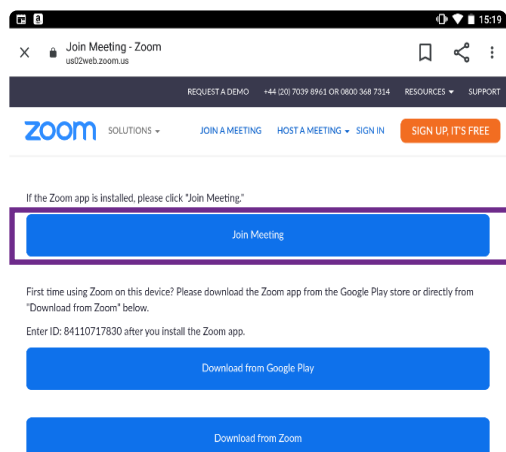


To join a meeting using the Meeting ID number instead, skip to step 5. This is useful if you would like to use a device that does not have access to your email.

Step 4

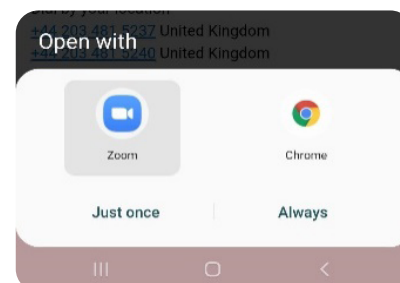
Tablet

If your tablet takes you to this webpage, press 'Join Meeting'.



Smartphone

If these icons pop up on your smartphone. Tap the zoom icon.



Step 5



To join a meeting using the **Meeting ID number** instead:

1. Tap 'Join a Meeting' or 'Join' on your app homepage
2. Enter the **meeting ID** number
3. Enter or amend **your name**
4. Tap Join Meeting

12:28 [icons] 93%

Join a Meeting

Meeting ID [dropdown arrow]

Join with a personal link name

Your Name

Join Meeting

If you received an invitation link, tap on the link to join the meeting.

JOIN OPTIONS

Don't Connect To Audio [toggle]

Turn Off My Video [toggle]

Meeting ID

Your name

Step 6

Waiting for **host**

If you see this message it means the host hasn't started the meeting from their end yet, hold tight!

10:18 [icons] 39%

Alex Mahoney's Zoom Meeting [Leave](#)

Waiting for the host to start this meeting

Meeting ID: 83

Date: Mon 27 April

Time: 12:00

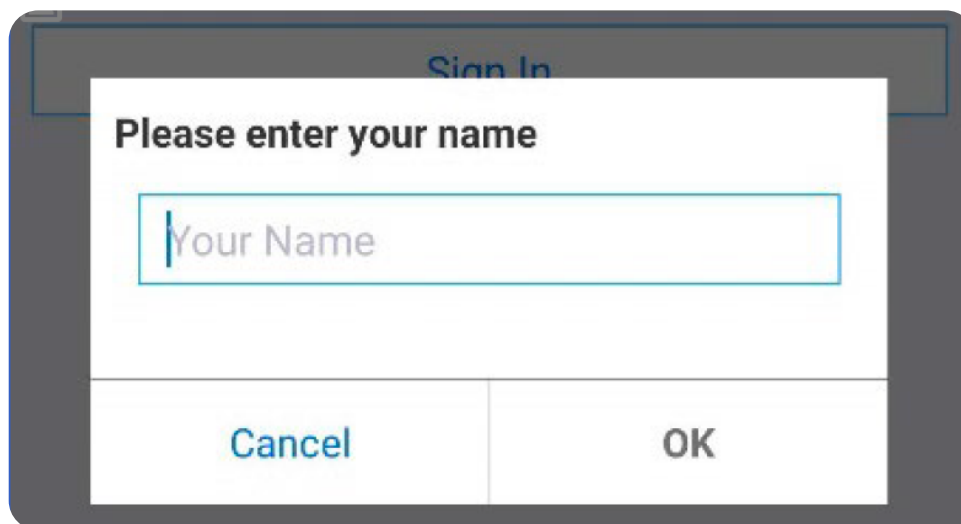
If you are the host, log in to start this meeting

[Sign In](#)

Step 7

Entering your **Name**

Once the meeting has started, if you have used the link, but not created an account, the app will ask you for your name. Please enter your full name, if you feel comfortable doing so, as this helps with Check Ins. Everyone in the meeting will see your name.



Step 8

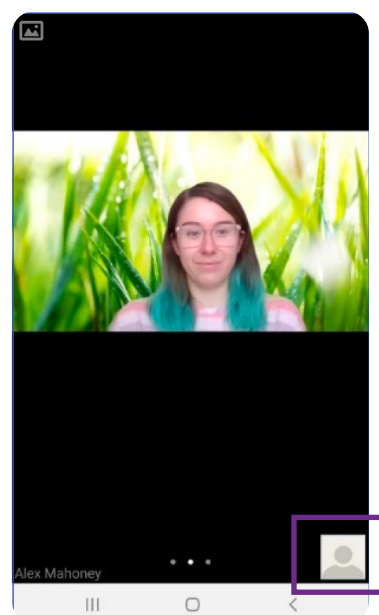
Agreeing **T&Cs**

Agree the T&Cs and allow Zoom to have access to your camera & microphone if you are prompted. If not, don't worry we will go through this later.

Step 9

Participant **video**

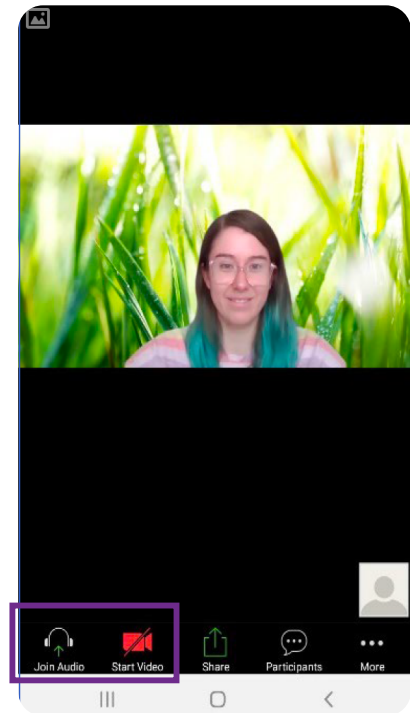
Once you are in the meeting, you will usually see the host's video or the person speaking. You should see yourself in the bottom right-hand corner, but if you do not your video is off.



Step 10

Turning on your **Video**

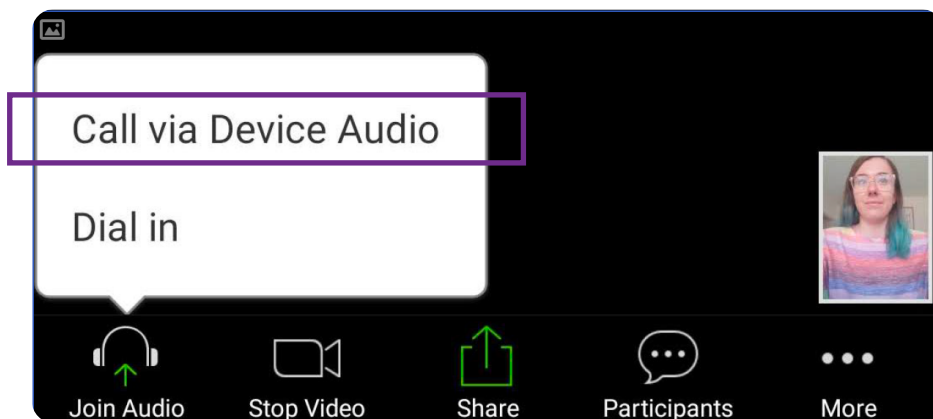
- Tap your screen.
- You will see the video button in the bottom left-hand corner.
- Tap 'Start Video' and the group will now see you.



Step 11

Check your **audio is working**:

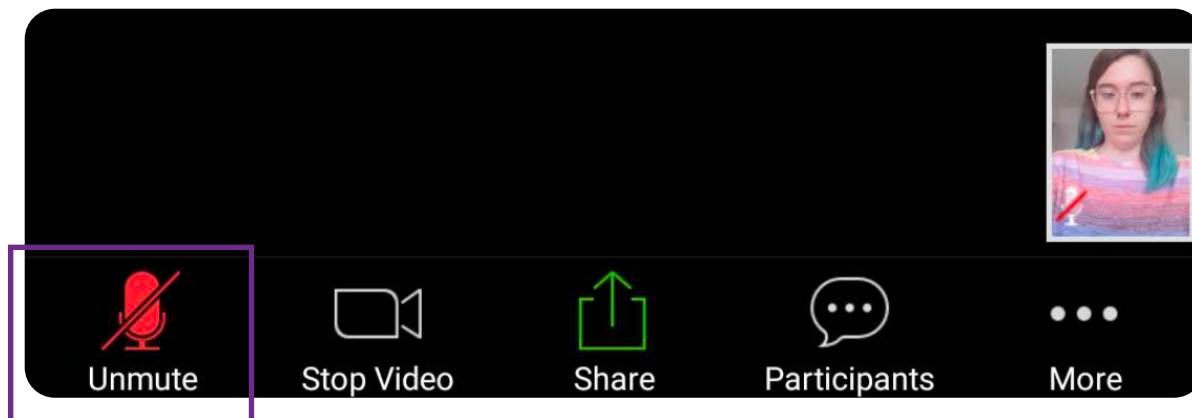
- Tap the screen
- If you see a headphones symbol that says 'Join Audio' in the bottom left, your audio/microphone is not on.
- Tap this button
- Select 'Call Via Device Audio'
- Audio is now set up and you should hear the group.



Step 12

Checking your **Mic**

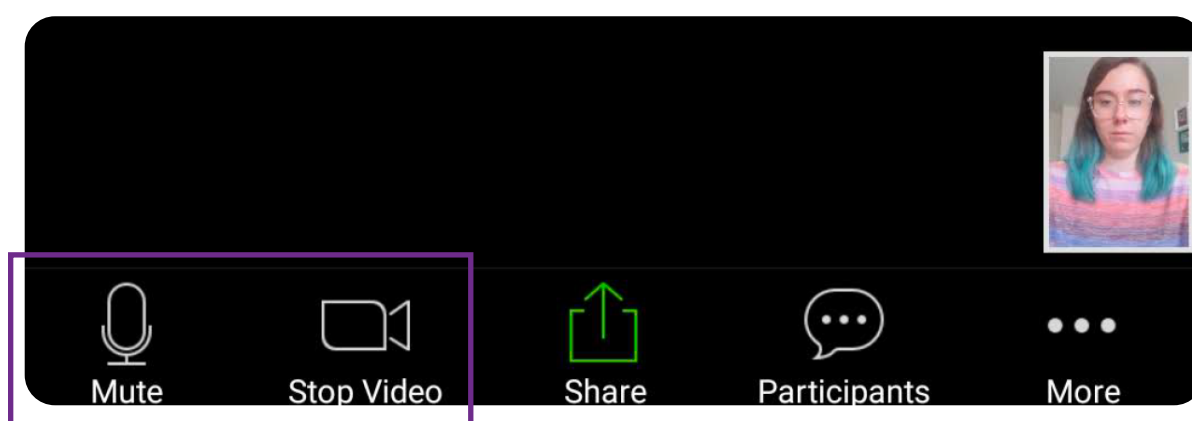
Check that your microphone is unmuted. If you are muted you will see the red 'Unmute' button in the bottom left. Tap this and the group can now hear you speak.



Step 13

Checking your **Mic and Video**

If both your video and audio are working, the buttons will look like this. You can tap these buttons to turn your video off and mute yourself at any time.



Gallery View and Speaker View

There are two visual layouts on Zoom:

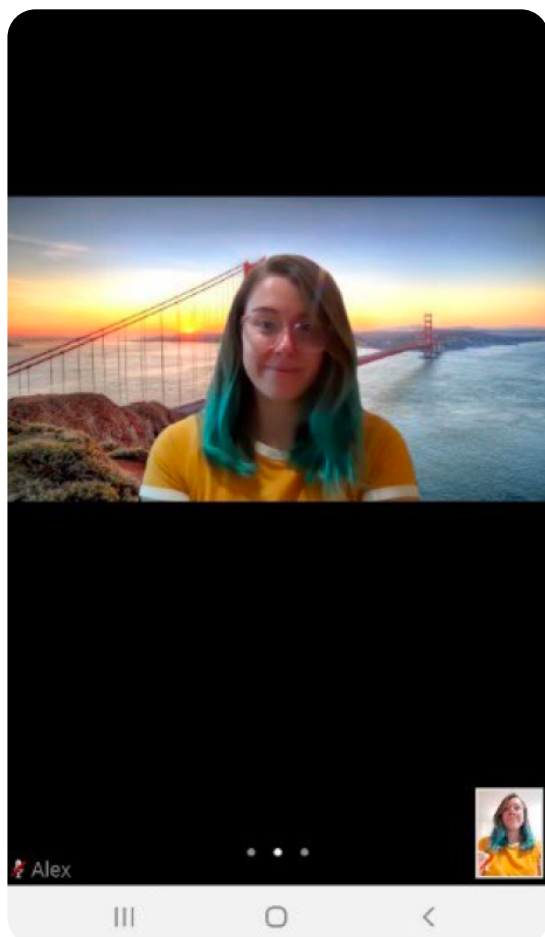
1. Speaker View

- This displays a large view of the person currently speaking.
- You will not see others' videos.
- Your device will be automatically set to Speaker View.
- Turning your device landscape may increase the size of the speaker's video.

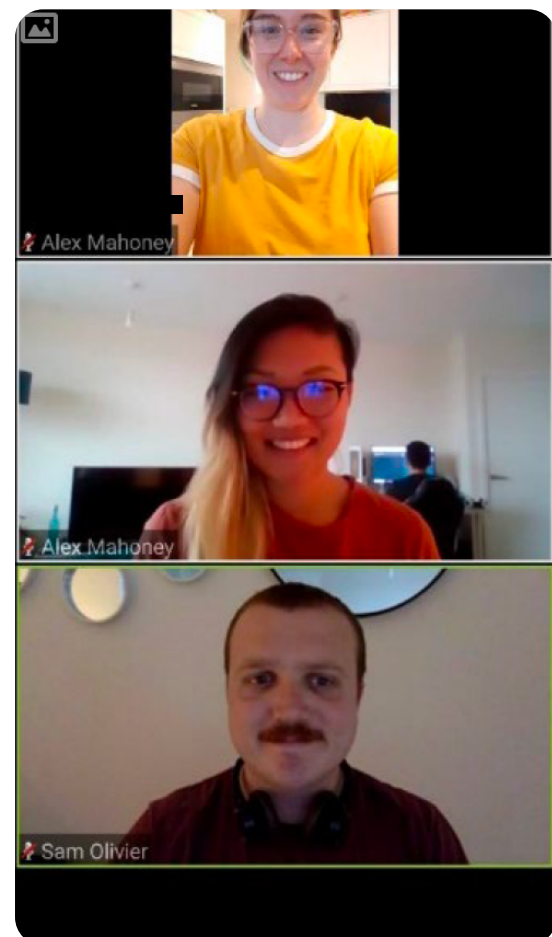
2. Gallery View

- This allows you to see multiple people on screen at the same time.
- Swipe left to access this view.
- You will only see a certain number of people depending on your screen size (i.e. you will see more on a tablet).
- Swipe left to see more people.

1



2

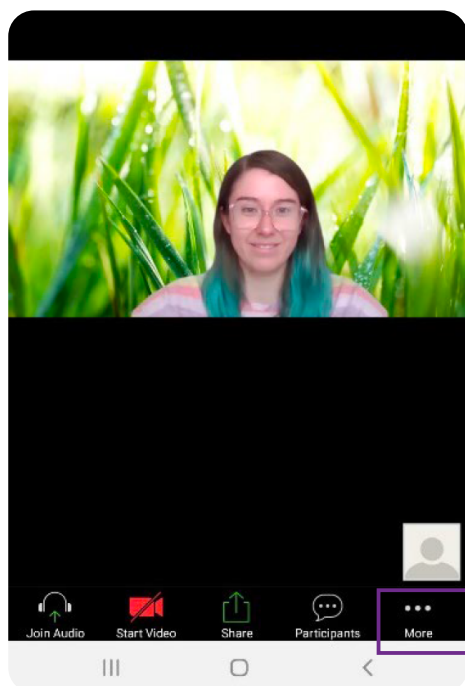


Chat Box

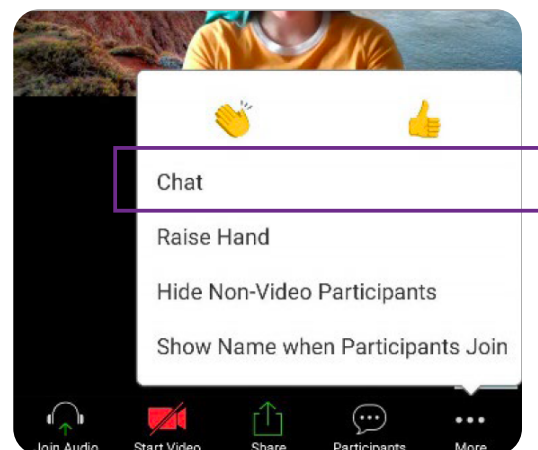
To send typed messages to the group:

1. Tap your screen
2. Tap the three dots in the bottom right
3. Select Chat
4. This will bring up the chat box where you can type your message to everyone
5. Tap Close to go back

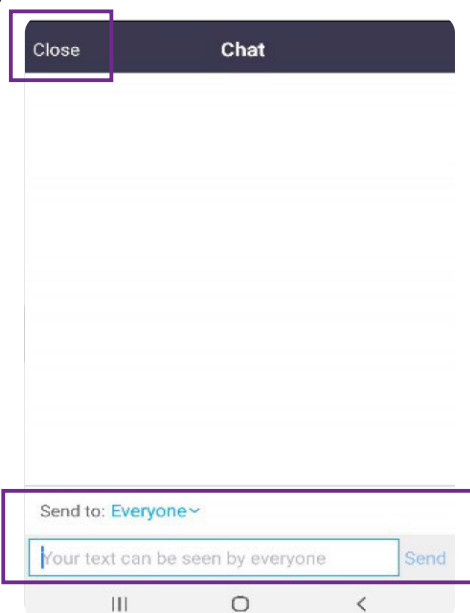
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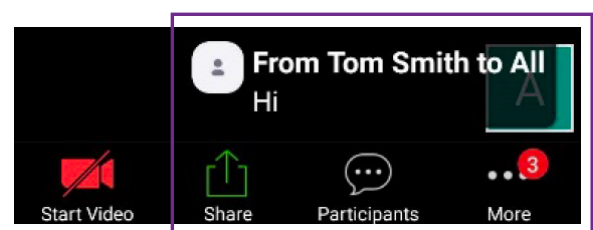
3



4/5



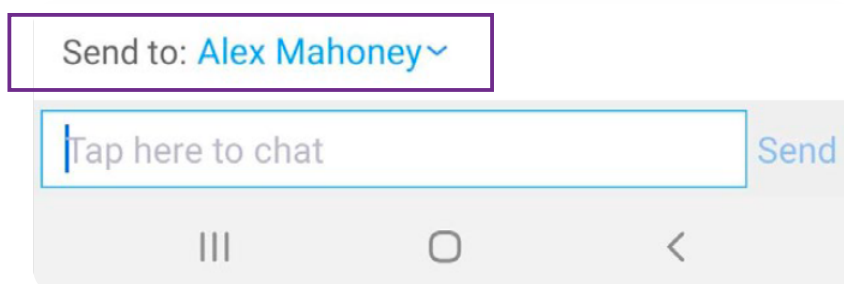
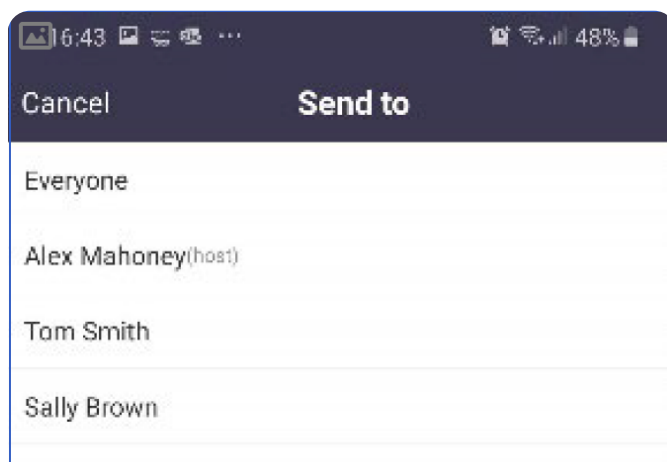
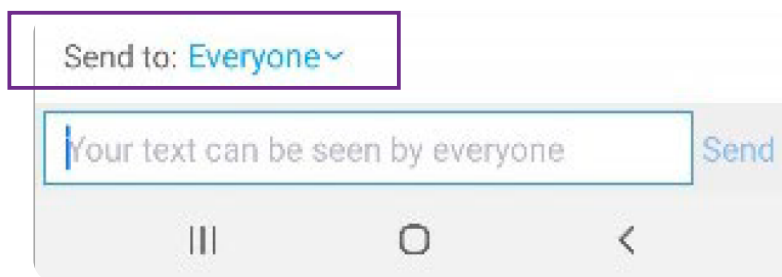
If someone else sends a message, you will receive a pop up like this. Tap the three dots to read the message.



Sending Private Messages

In the chat box you will see your messages are currently addressed 'To: Everyone'. If you would like to send a private message to someone in the meeting:

1. Click on 'Everyone', this will bring up the list of everyone in the meeting.
2. Select the name of the person you wish to message i.e. Alex Mahoney. You can now message that person privately. Your messages will appear in the main chat box, but don't worry only your selected person will see them.
3. Change it back to 'Everyone' if you want to message the whole group again.
4. Tap Close to go back



Leaving a Meeting

At the end of a meeting the host will end the meeting for everyone, but if you need to leave early, simply click 'Leave' in the top right-hand corner.

