

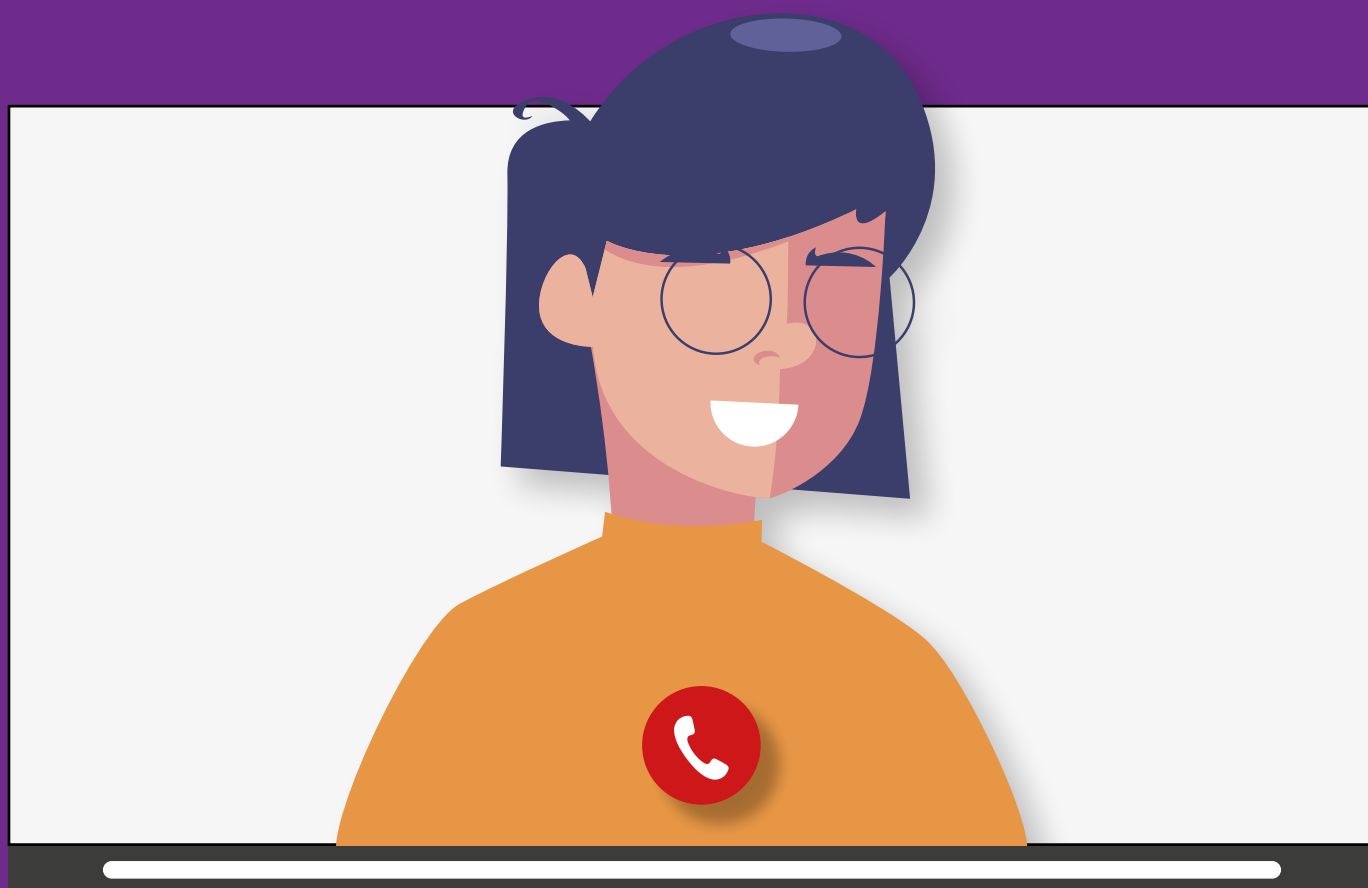


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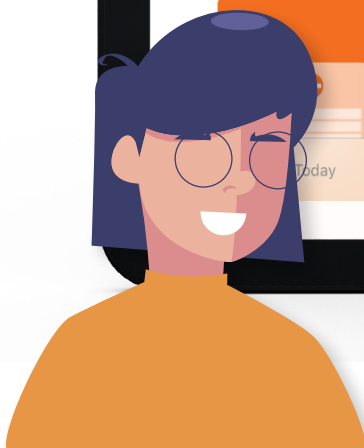
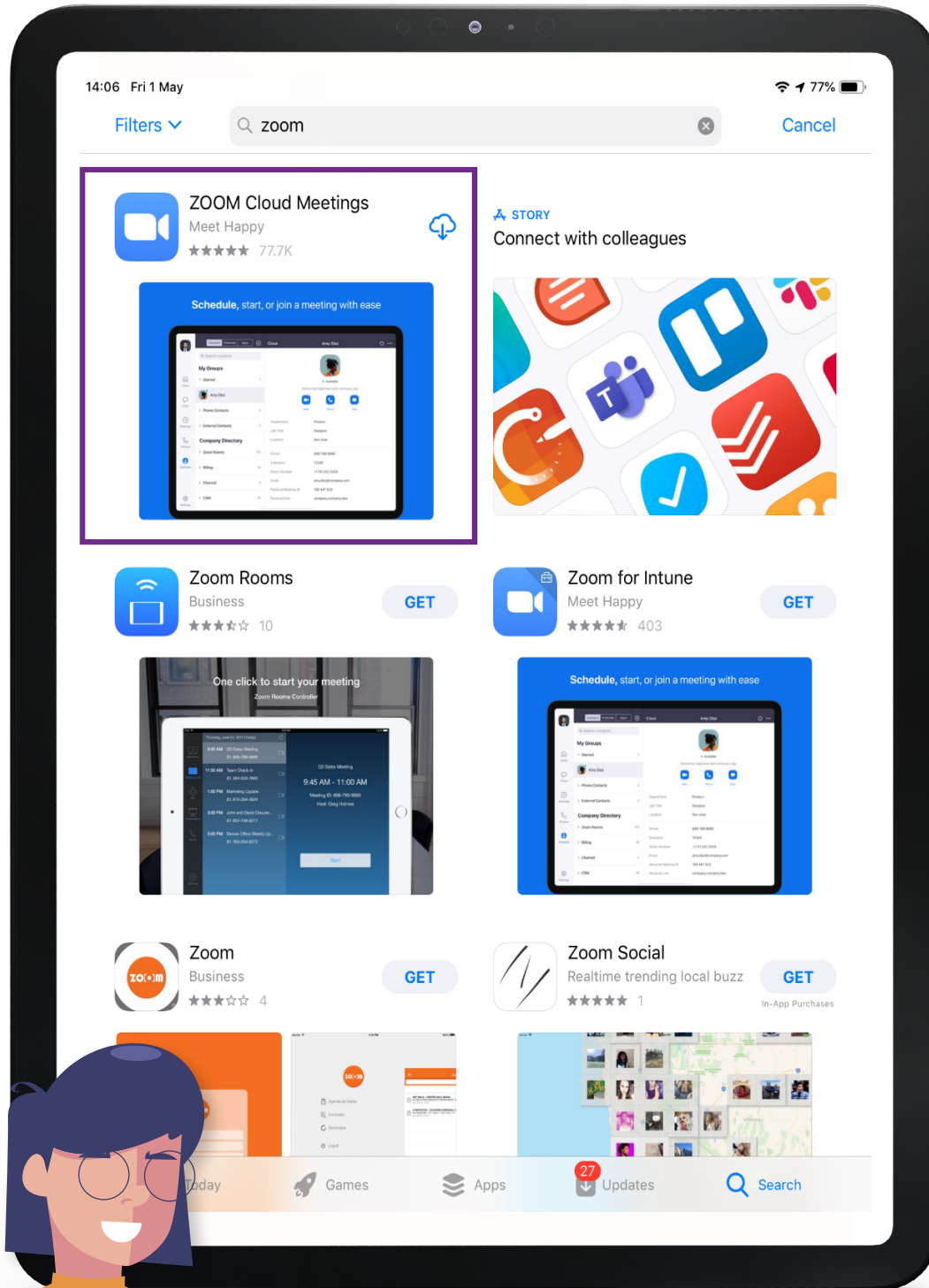
Zoom How To Guide

JOIN A MEETING - IPHONE OR IPAD



Step 1

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



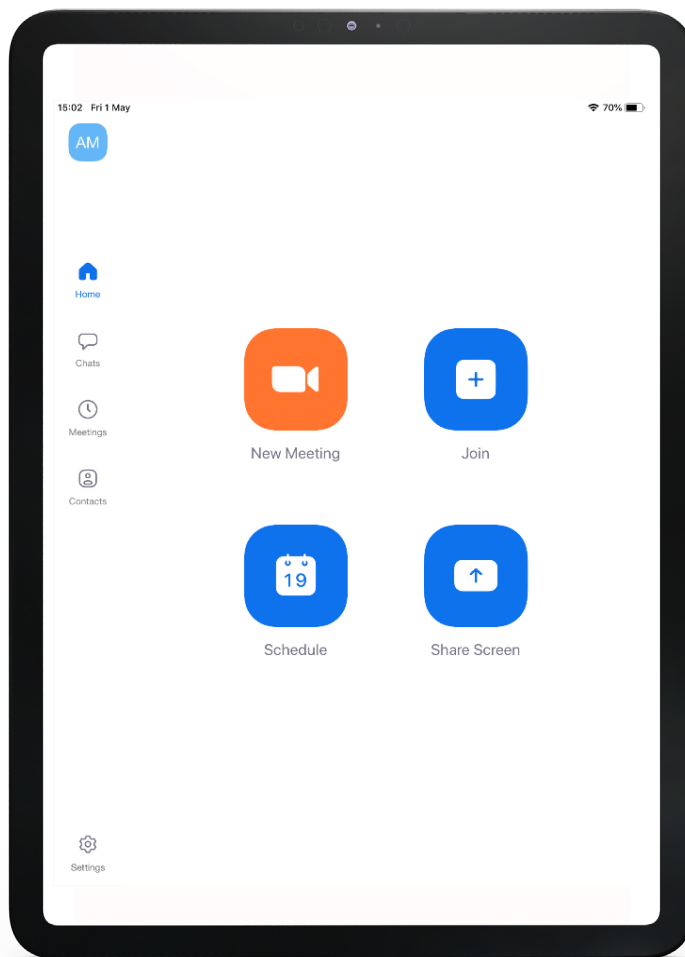
Step 2



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



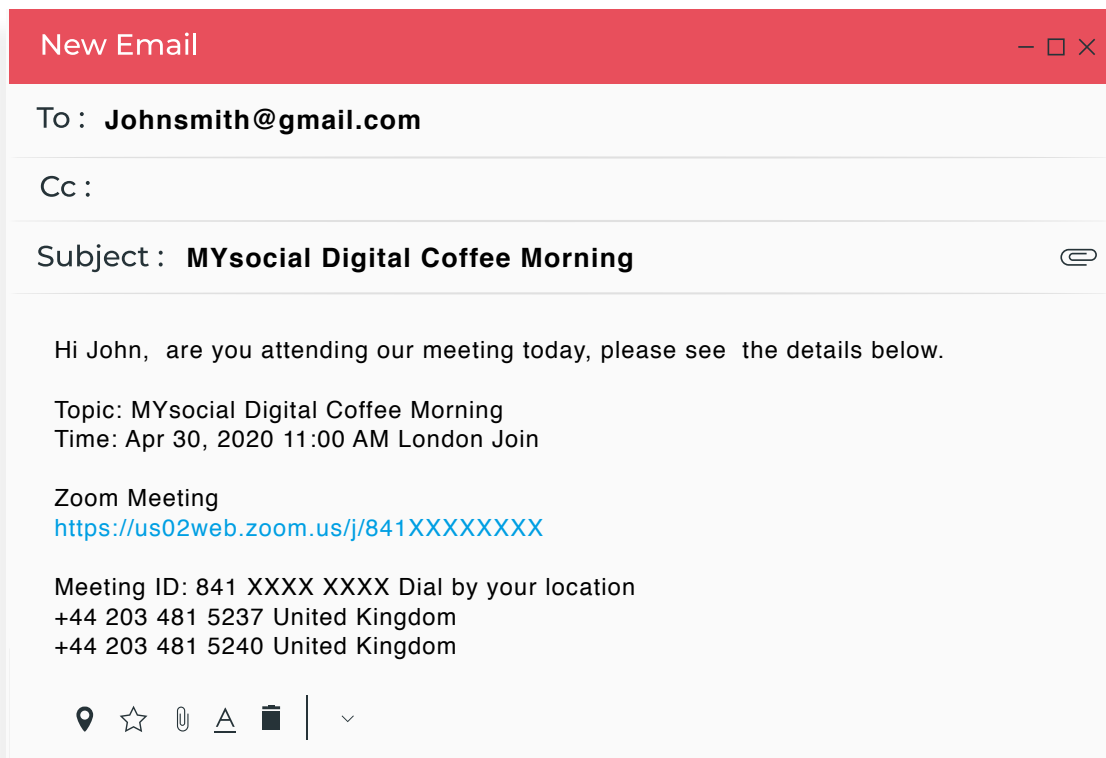
If you **don't have an account** your Zoom App homepage will always look like this:



Step 3



Click the join **link in your email**

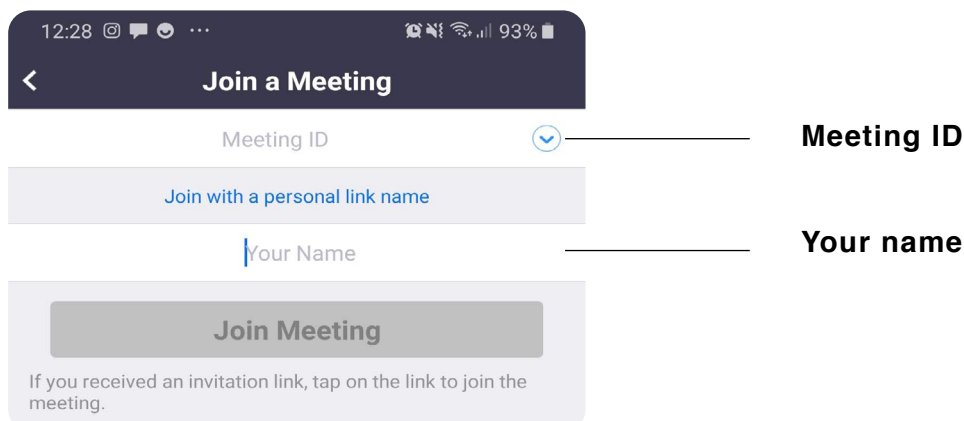


To join a meeting using the Meeting ID number instead, skip to step 4. This is useful if you would like to use a device that does not have access to your email.

Step 4

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



Step 5



Waiting for **host**

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

MYsocial Digital Coffee Morning [Leave](#)

 Waiting for the host to start this meeting

Meeting ID -7830

Time 11:00 British Summer Time

Date 2020-04-30

IF YOU ARE THE HOST, SIGN IN TO START THIS MEETING

[Sign In](#)

Step 6

Enter your **name**

Once the meeting has started, if you used the link, but haven't 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.

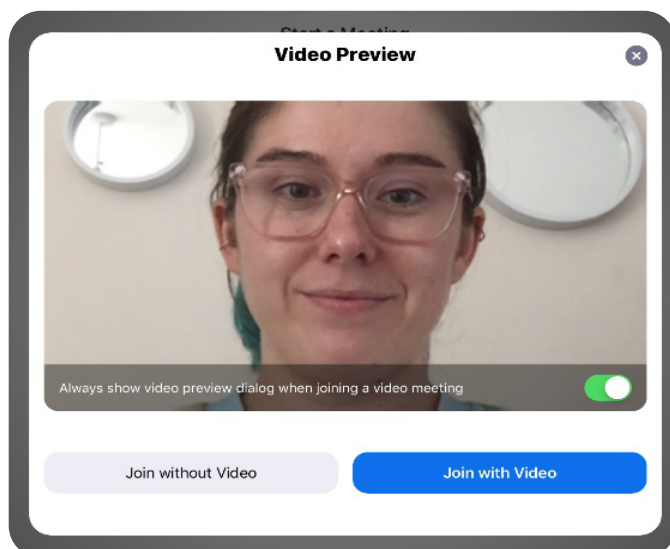
Please enter your name

[Cancel](#) **OK**

Step 7

Video Settings

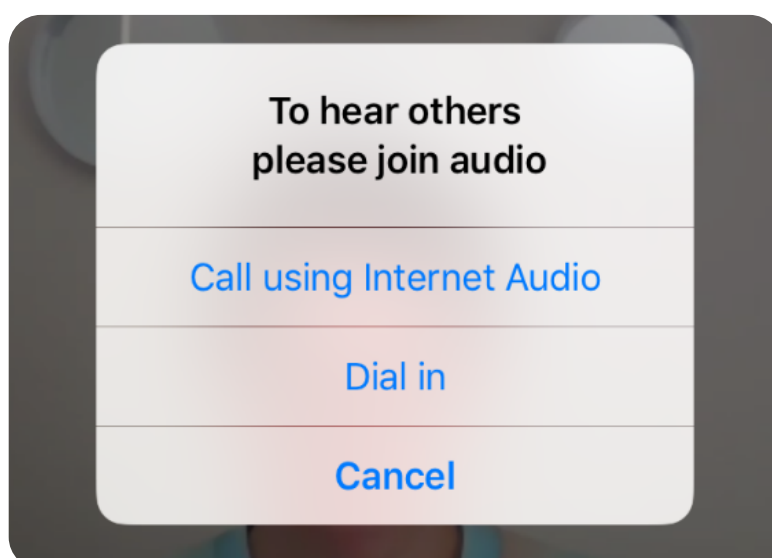
Allow Zoom to have access to your camera and press 'Join with Video'. If you would prefer to join without your video, please press 'Join without Video', but we would love to see you!



Step 8

Audio Settings

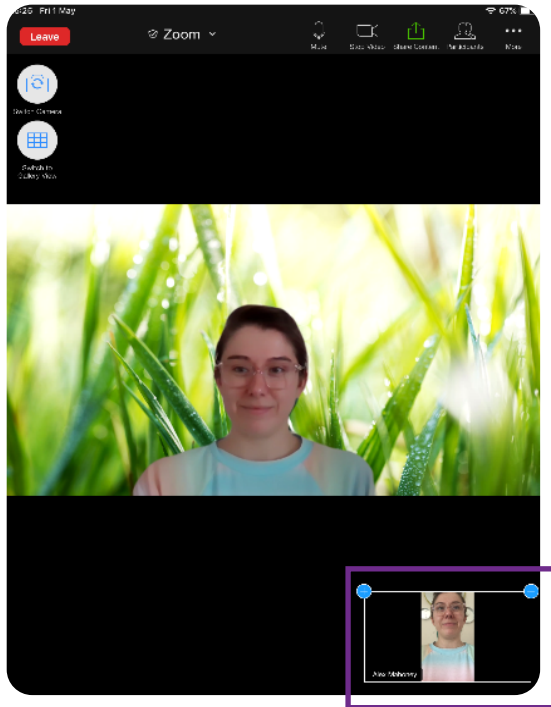
Allow Zoom to have access to your microphone and then press 'Call using internet audio'.



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.

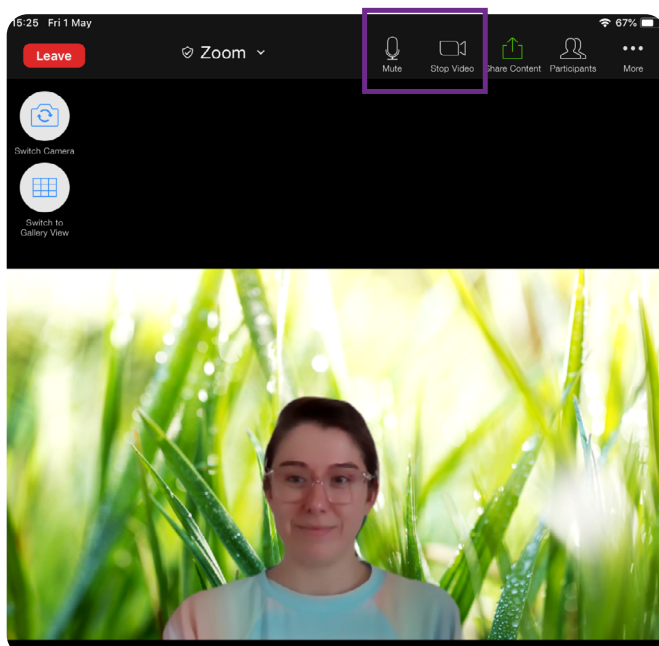


Step 10

Toggle your video & audio

To turn your video on and off. Tap the 'Stop/Start Video' button along the top.

To mute or unmute your microphone. Tap the 'Mute/Unmute' button next to the video button.

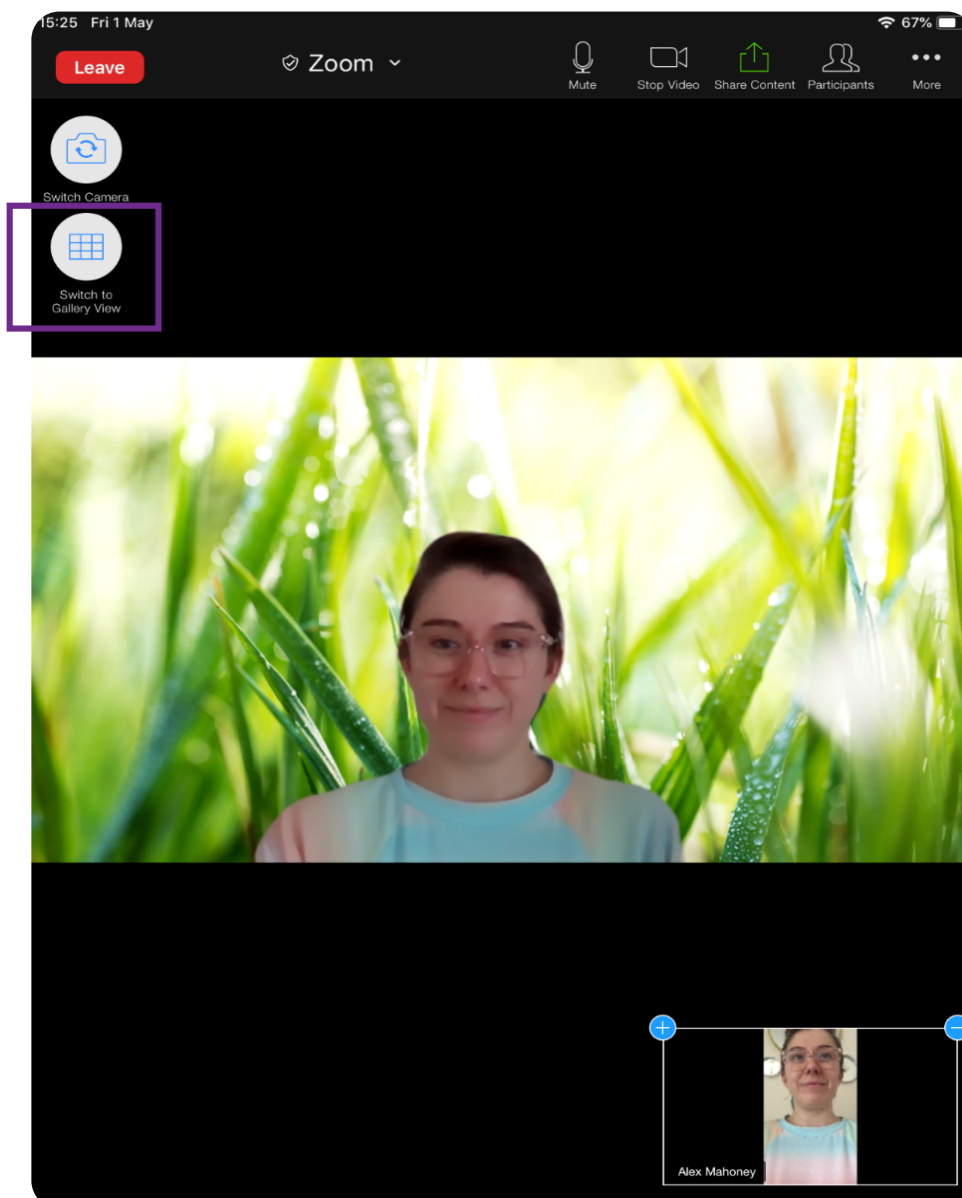


Gallery View and Active Speaker View

Active Speaker View is one of two visual layouts on Zoom:

Active Speaker View

- This displays a large view of the person currently speaking.
- Your device will be automatically set to Active Speaker View.
- Turning your device landscape may increase the size of the speaker's video.

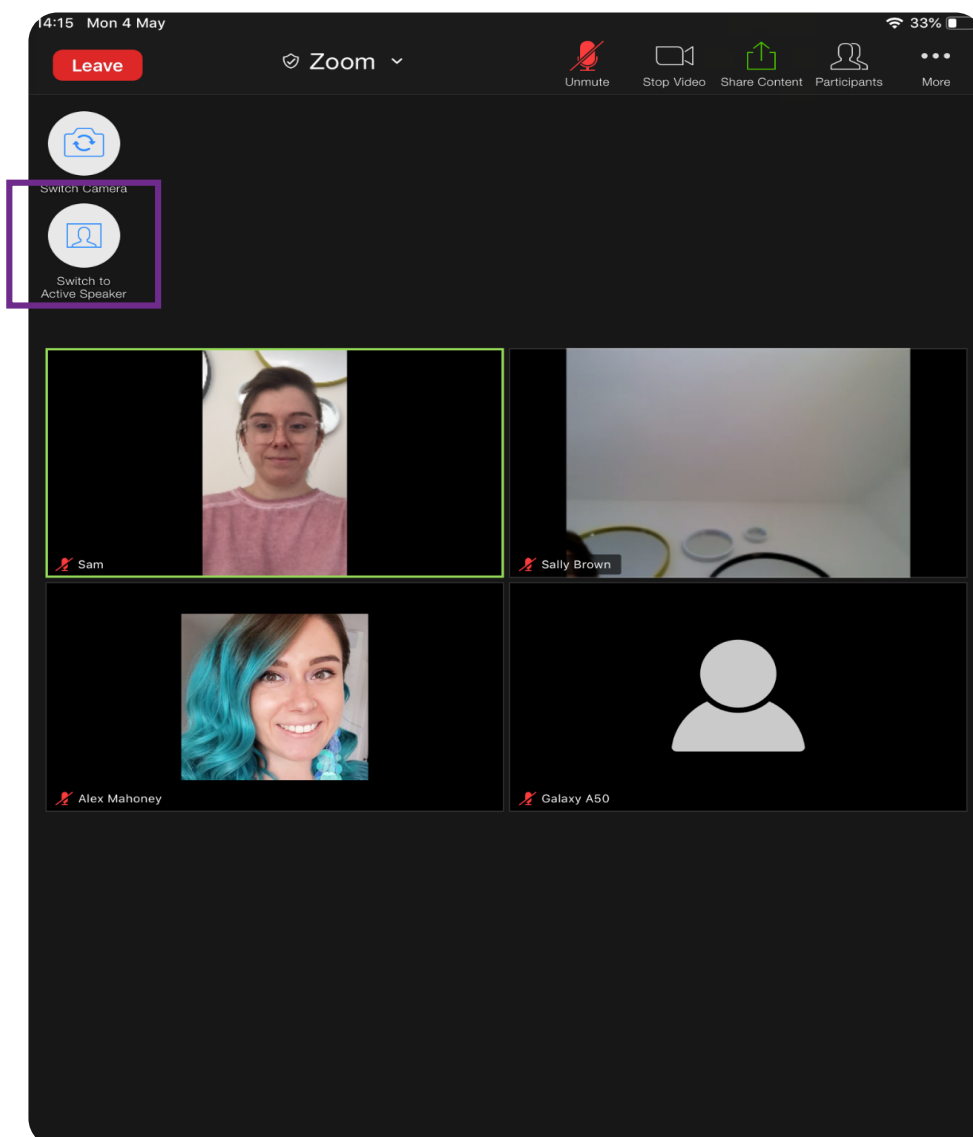


Gallery View and Active Speaker View

Gallery View is the other visual layout on Zoom:

Gallery View

- This allows you to see multiple people on screen at the same time.
- To switch to Gallery View:
 1. Tap your screen
 2. Tap 'Switch to Gallery View' in the top left corner
 3. You may only see a certain number of people depending on your screen size (i.e. you will see more on an iPad).
 4. Turning your device landscape may increase the size of everyone's video
 5. To switch back to Active Speaker View tap 'Switch to Active Speaker' in the top left.

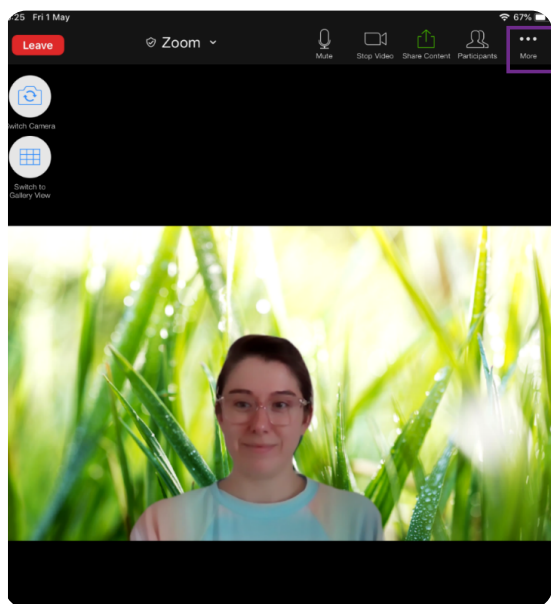


Chat Box

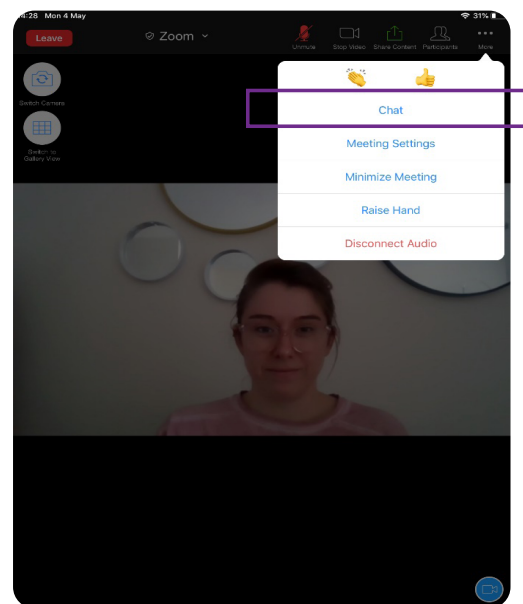
To send typed messages to the group:

1. Tap your screen
2. Tap the three dots in the top 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

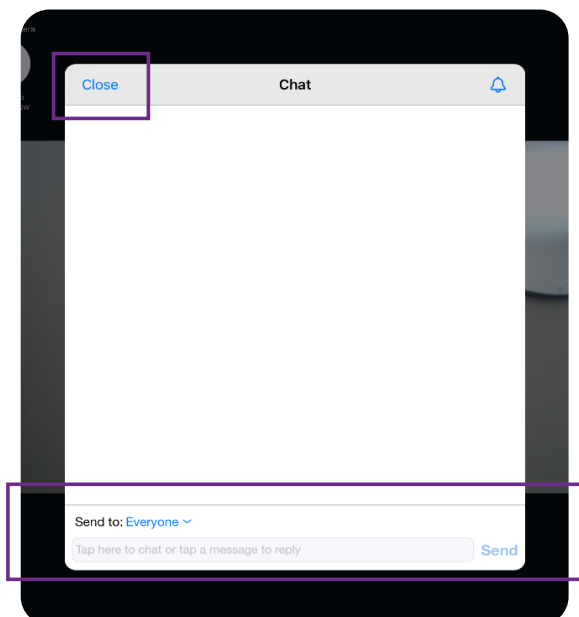
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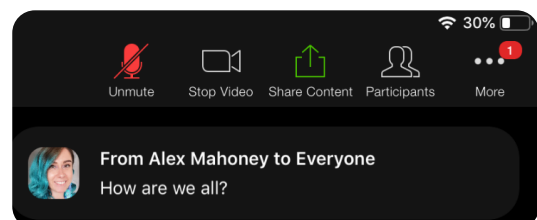
3



4/5



If someone else sends a message, you will receive a pop up like this. Click 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. Tom. 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

Send to: **Everyone** ▾

Tap here to chat or tap a message to reply

Send

Cancel

Send To

Everyone

Sally Brown

Alex Mahoney (Host)

Tom

Send to: **Tom** ▾

Tap here to chat or tap a message to reply

Send

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 Meeting' in the top left-hand corner.

