Staying Connected

A Guide to Using Zoom

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I. What is Zoom?

Zoom is an online video conference system that allows users to virtually communicate with others and offers a way to stay connected when in-person meetings are not an option. It can be used on multiple platforms such as smart phones, laptops, or tablets. Users have the option to communicate with each other through video, audio, or both. Zoom can be used to come together for any occasion such as family get togethers, work or volunteer meetings, and for virtually attending activities in the community like exercise classes, book clubs, and church.

This guide is intended to be used by Zoom users to provide step by step instructions on how to sign up for a Zoom account, sign into a Zoom account, and join Zoom meetings from a tablet. For the sake of this guide, the tablet section steps are specific to using Zoom on Apple products (i.e., iPhone and iPad); However, Zoom can be used on most tablets with very similar steps.

Before you Start

Before beginning the process of signing up for and using Zoom, there are a few things you will need:

- Internet connection
- An email address
- An internet accessible tablet

Once you have these things, you are ready to go!
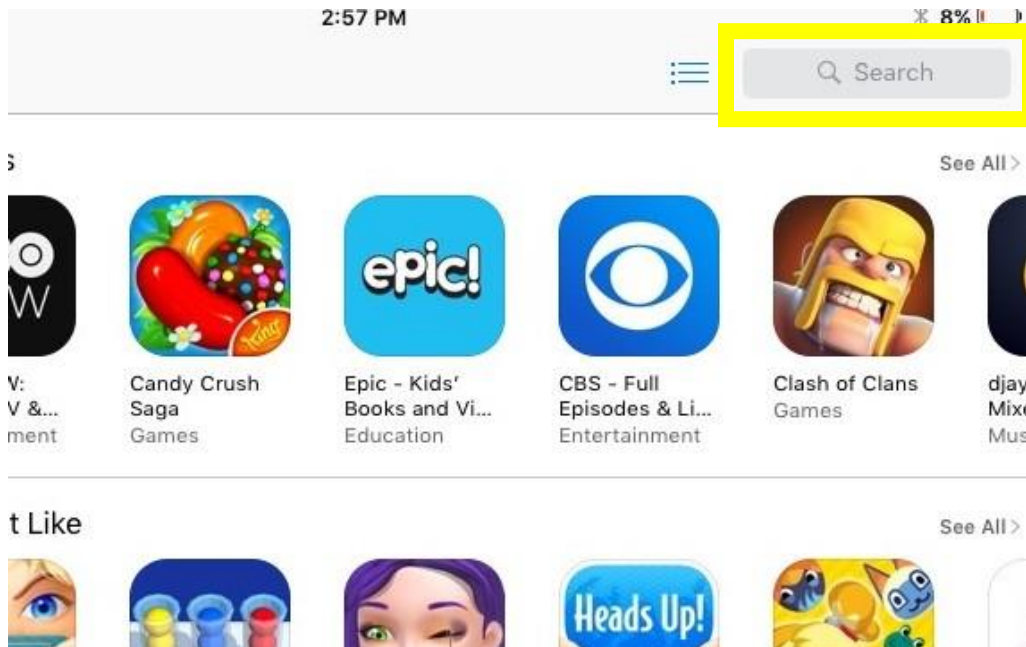
II. Using Zoom on a Tablet

Downloading the Zoom App

*Pictures shown are for using Zoom on an iPad and may look different if using another type of tablet; However, the steps for downloading and using Zoom on any tablet are similar.

1) Unlock your tablet and find the 'App Store' icon on your tablet. Tap it to open. *On Androids, this app is titled 'Play Store.'*
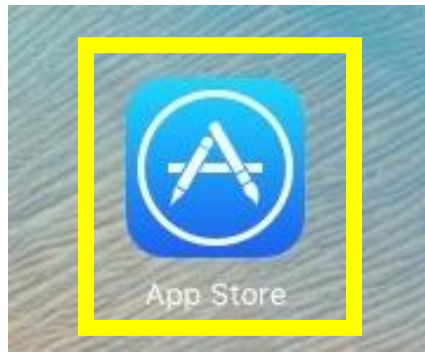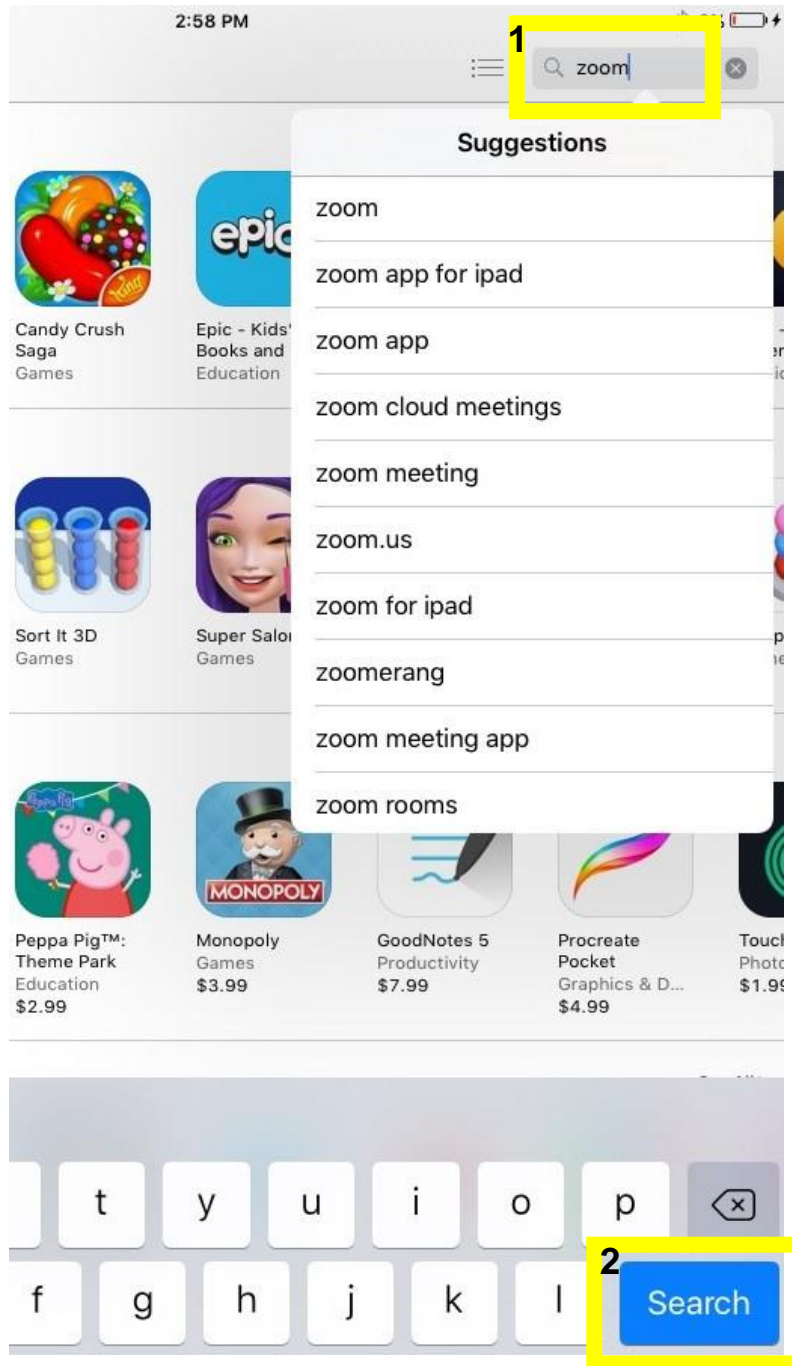

2) Once the App Store is open, tap 'Search' at the top right.

3) On the search page, type "Zoom" into the search bar. Then tap 'Search' on the keyboard.
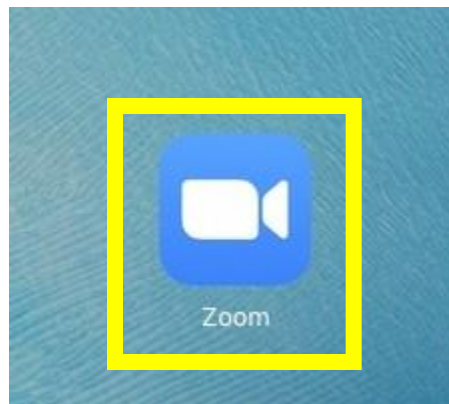
4) The app 'ZOOM Cloud Meetings' should appear first. Tap 'GET' to download the app onto your tablet.

*If you are not using an iPhone, the app may appear differently. Still, look for the app with the blue Zoom camera logo.

5) Once the Zoom app is downloaded, it will appear on a page on your home screen. Locate the Zoom app on your home screen, and tap it to open the app.

Creating a Zoom Account

1) Once the app is open, the login page will appear. Tap 'Sign Up' to create a Zoom account.

   If you already have a Zoom account, skip to page 13.

Start a Meeting

Start or join a video meeting on the go

Join a Meeting

Sign Up   Sign In

2) The following screen will ask you for your birthday. Use the touchpad to swipe up or down to select your birth month, date, and year. Once you have entered your birthday, tap 'Confirm.'

3) Once your birthday is confirmed, the following screen will appear. Enter your first and last name and email address in the corresponding boxes.
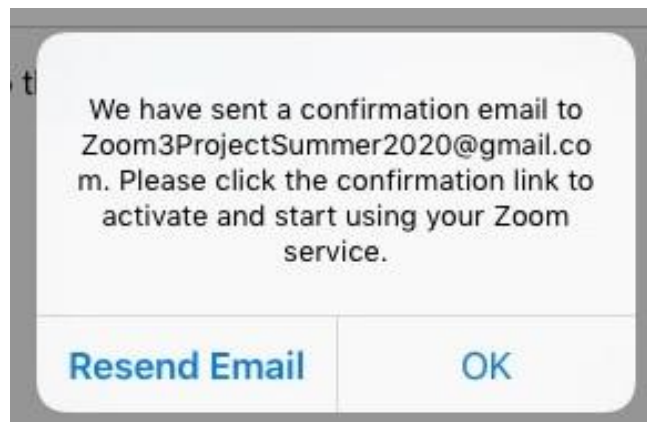
4) Once your first and last name and email are entered, ensure that you have checked 'I Agree' to terms and services. Then, tap 'Sign Up' in the top right-hand corner.
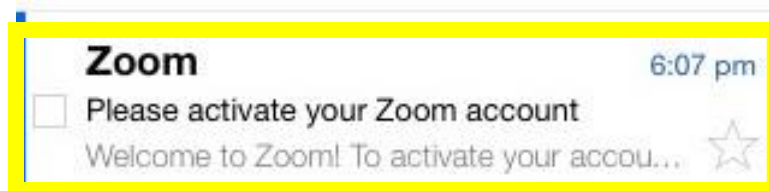

5) After tapping 'Sign Up,' a message should appear notifying you that a confirmation email was sent to your email.
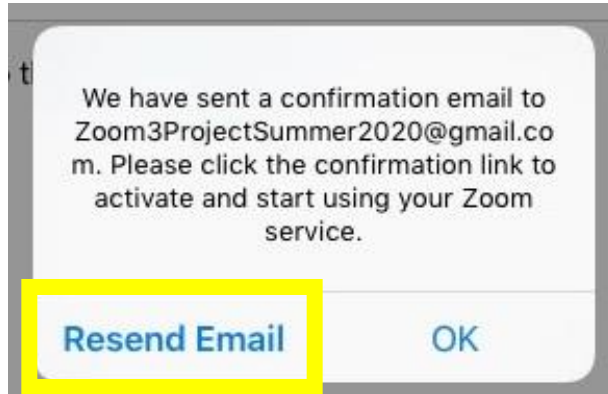

6) Go to your email and look for the activation email from Zoom. Allow a couple of minutes for the email to appear in your inbox. When you receive the email, tap it to open.
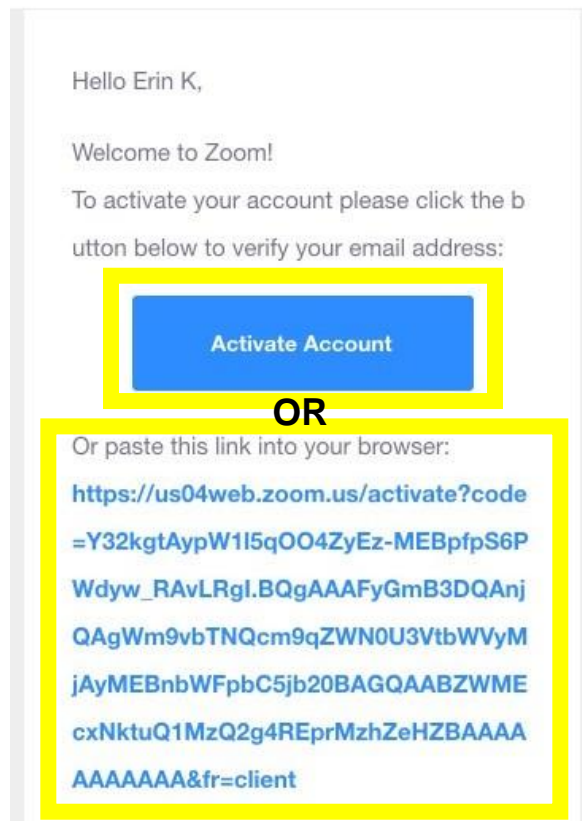
*If after waiting you still have not received an activation email, return to the Zoom app and tap 'Resend Email.' Then, go to your email and look again for an activation email from Zoom.

7) Upon opening the email, tap 'Activate Account,' OR copy and paste the link provided into your search browser to finish activating your Zoom account.

8) After tapping 'Activate Your Account' or copying the link into your browser, you will be taken to a page in your web browser. On this page, type your preferred password into the 'Password' box.

Zoom passwords must:

- Have at least 8 characters
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Include both Upper case and Lower case characters

Then, type this same password into the 'Confirm Password' box. Write down and keep this password for safe keeping.

Erin
K
1 Password
2 Confirm Password

By signing up, I agree to the Privacy Policy and Terms of Service.

Continue

9) Once you have typed your password into both boxes, tap 'Continue.'

Erin
K
••••••••••

Password must:

- Have at least 8 characters
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Include both Upper case and Lower case characters

••••••••••

By signing up, I agree to the Privacy Policy and Terms of Service.

Continue

10) You will then be taken to this page. Tap 'Skip this step.'

11) Congratulations, you have now activated your Zoom account! Return to the Zoom app to sign into your account.

Signing into your Zoom Account

1) To sign into your Zoom account, open the Zoom app and from the login page tap 'Sign In.'

Start a Meeting

Start or join a video meeting on the go

Join a Meeting

Sign Up   Sign In
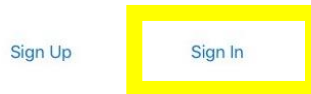
2) On the next page, type your email address and password into the corresponding boxes.

Cancel   **Sign In**

Email Address

Password

Sign In

Forgot password?

13

3) Once you have entered your email address and password, tap 'Sign In.'
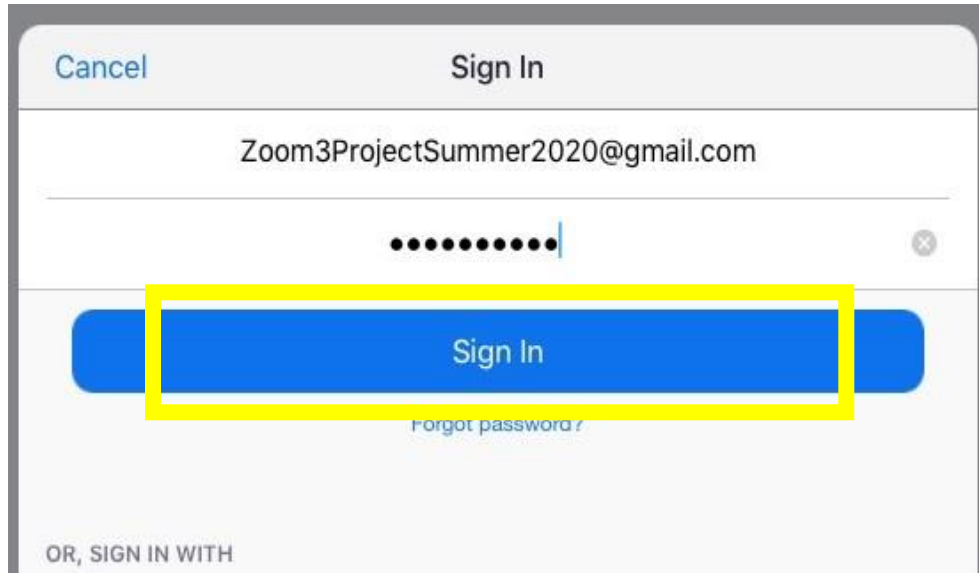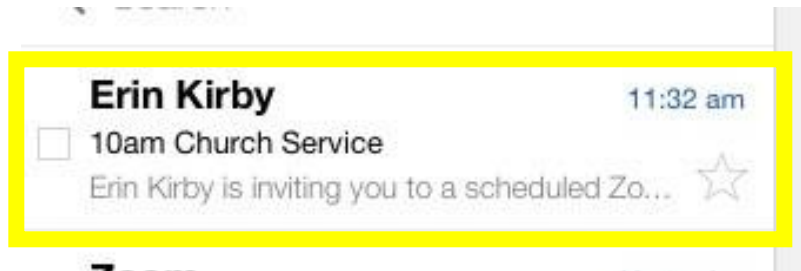

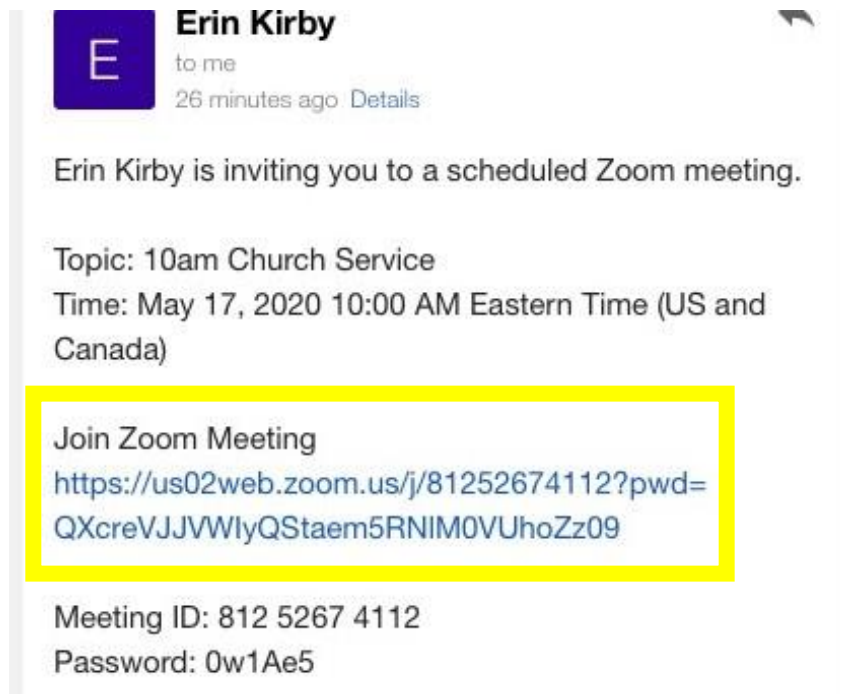4) Once complete, you will now be signed into your account on the Zoom app and see a page like this.
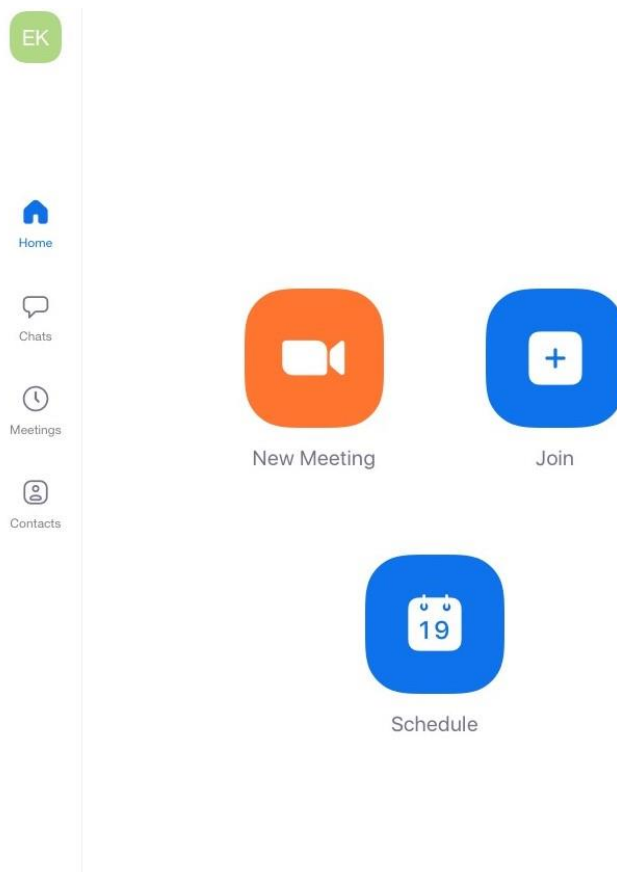
Joining a Zoom Meeting

1) Open your email on your tablet and look for the email from the sender of the Zoom meeting you wish to join. Tap on the email to open it.
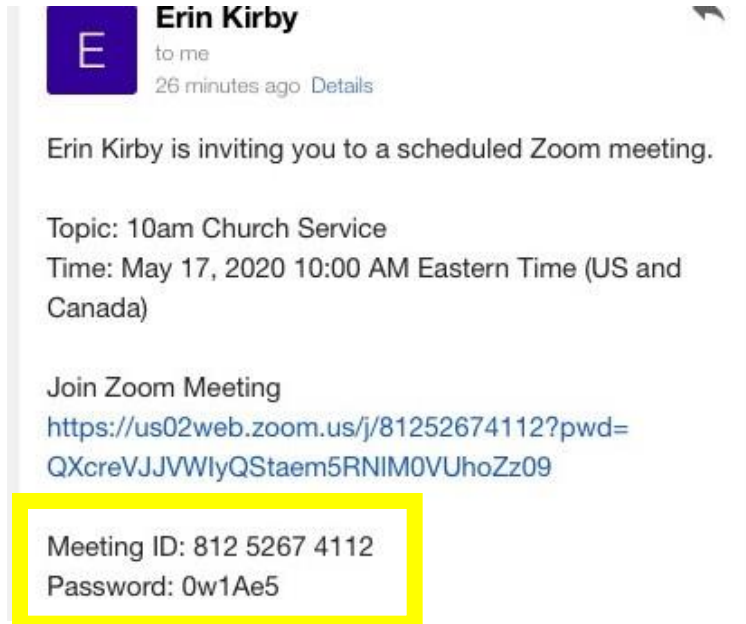

2) Once open, look for the blue link in the email. This is the link to join the Zoom meeting. Tap on the link.
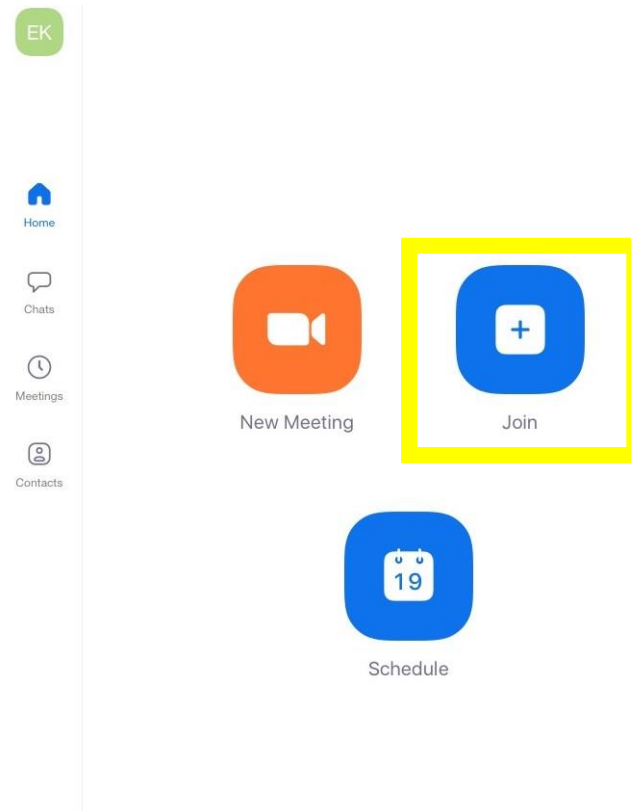

***Sometimes, as is what happens with most technology, the Zoom link will not work and will not take you to the meeting. *If the Zoom link does not work*, use the following steps as an alternative way to join a meeting.

a. Within the email, locate the 'Meeting ID' and 'Password.' Write these down.

> **Erin Kirby**
> to me
> 26 minutes ago Details
>
> Erin Kirby is inviting you to a scheduled Zoom meeting.
>
> Topic: 10am Church Service
> Time: May 17, 2020 10:00 AM Eastern Time (US and Canada)
>
> Join Zoom Meeting
> https://us02web.zoom.us/j/81252674112?pwd=
> QXcreVJJVWlyQStaem5RNlM0VUhoZz09
>
> Meeting ID: 812 5267 4112
> Password: 0w1Ae5

b. Open the Zoom app. From the home page, tap 'Join'.

Home
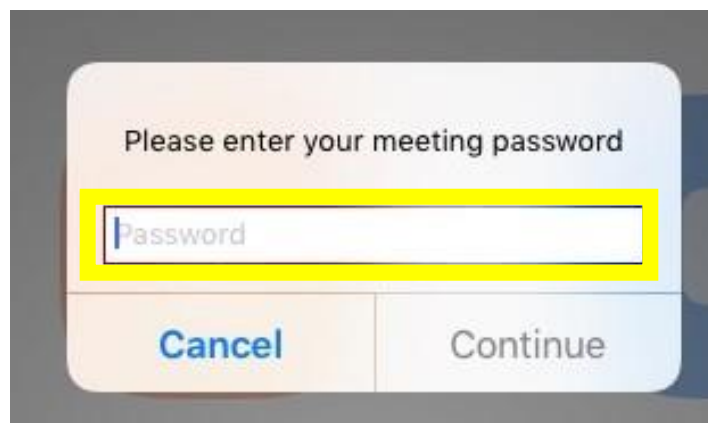Chats
Meetings
Contacts

New Meeting   Join

Schedule

c. On the next screen, type the Meeting ID retrieved from the email into the corresponding box.
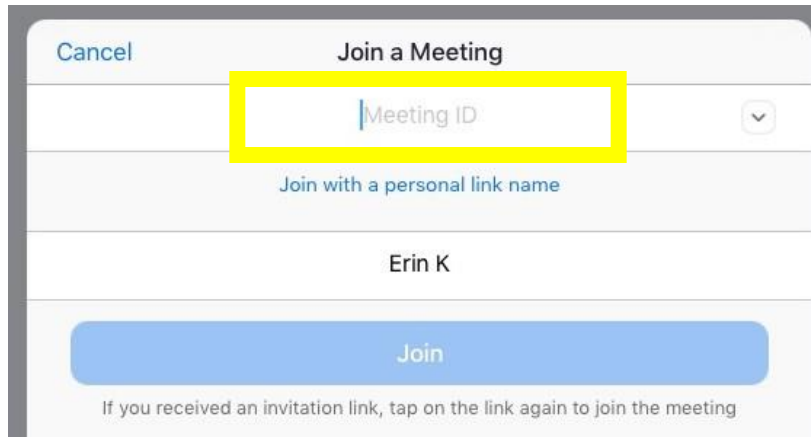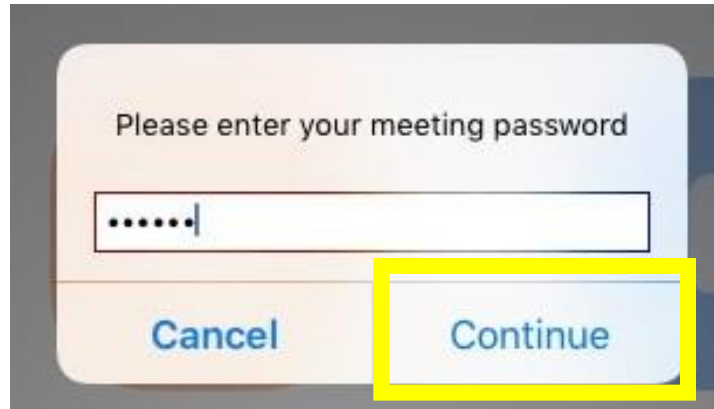

d. Once you have typed in the Meeting ID, tap 'Join.'
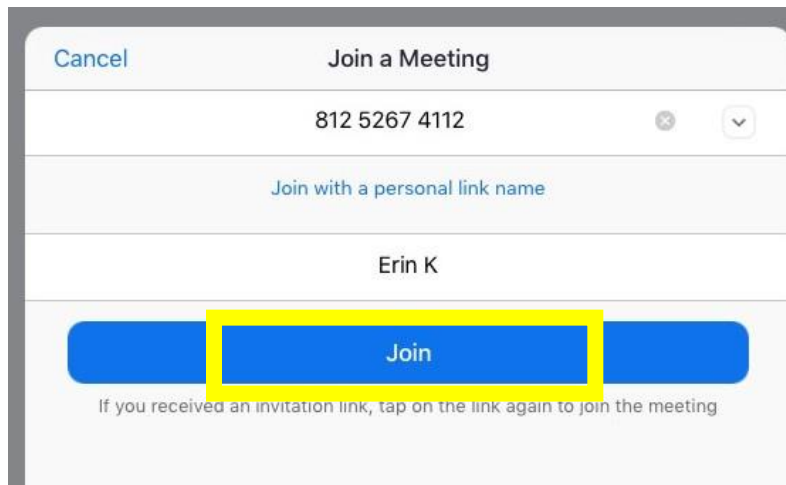
e. The next screen will ask you for the password. Type the password retrieved from the email into the corresponding box.
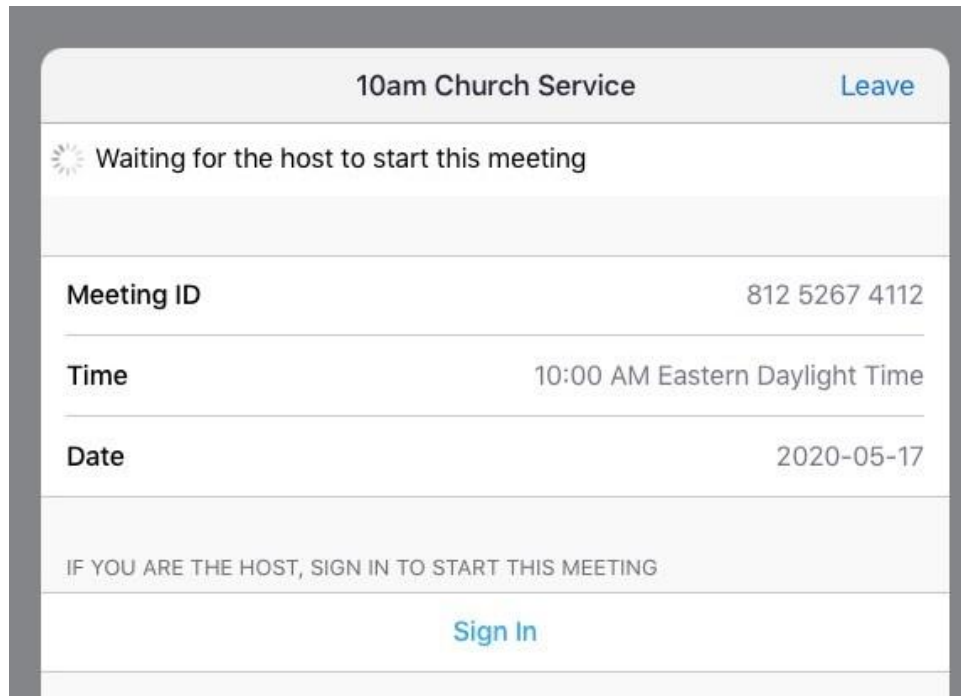
f. After typing in the password, tap 'Continue.'

3) Tapping the link from the email OR entering the Meeting ID and Password will then take you to the meeting. If the 'Host,' or person who sent the invitation, is not on Zoom yet, this screen will appear and notify you that you are waiting for the host to start the meeting.

4) If the host has already started the meeting, or once the host starts the meeting, a screen will appear asking for access to your microphone. If you want to speak and for others to hear you during the meeting, tap 'OK.' If you do not want to speak and do not want others to hear you, tap 'Don't Allow.'
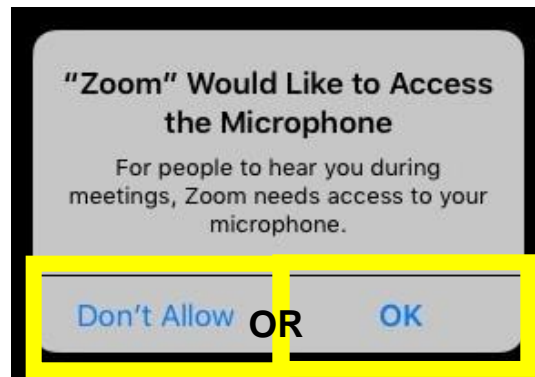
5) Once in the meeting, you can also control whether you want your video on (i.e., so others can see you) or off (i.e., so you cannot be seen). To turn your video on, tap 'Start Video' at the top right of the screen.
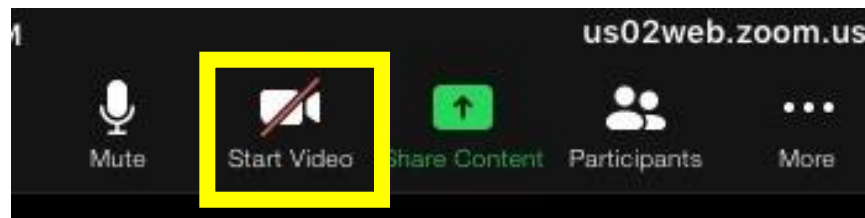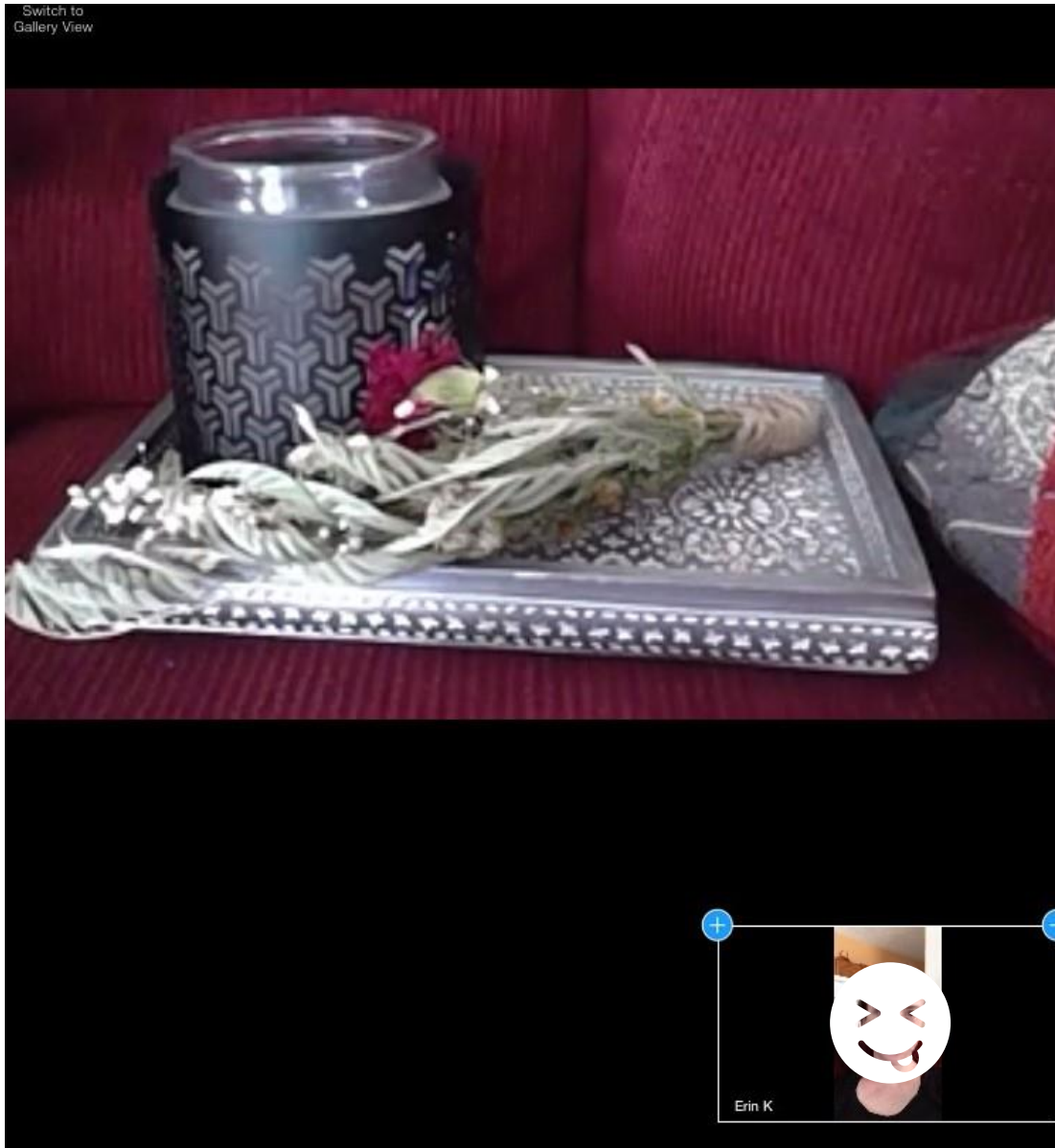

6) If you want to turn on your video, after tapping 'Start Video' tap 'OK' on the pop-up to allow Zoom access to your camera.
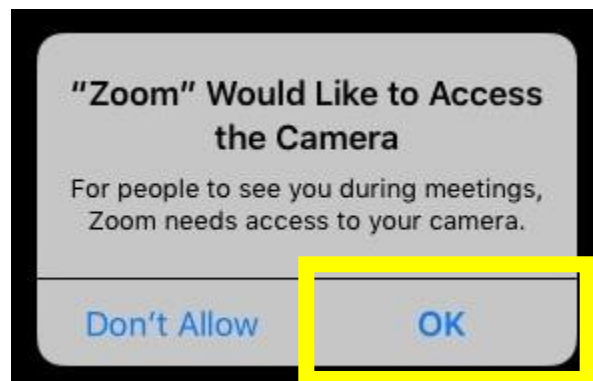
7) If you choose to turn your video on, others will now be able to see you and you can see yourself as well.

8) You are now in your meeting! On the next page are some important controls to use for when in your meeting.
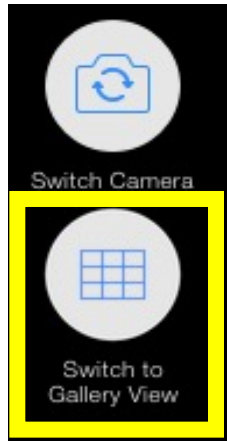
Zoom Controls

- There are different ways you can view Zoom meetings. This screen
  shows the meeting in active speaker view. Active Speaker view
  shows the Zoom user's video who is speaking as larger than others in
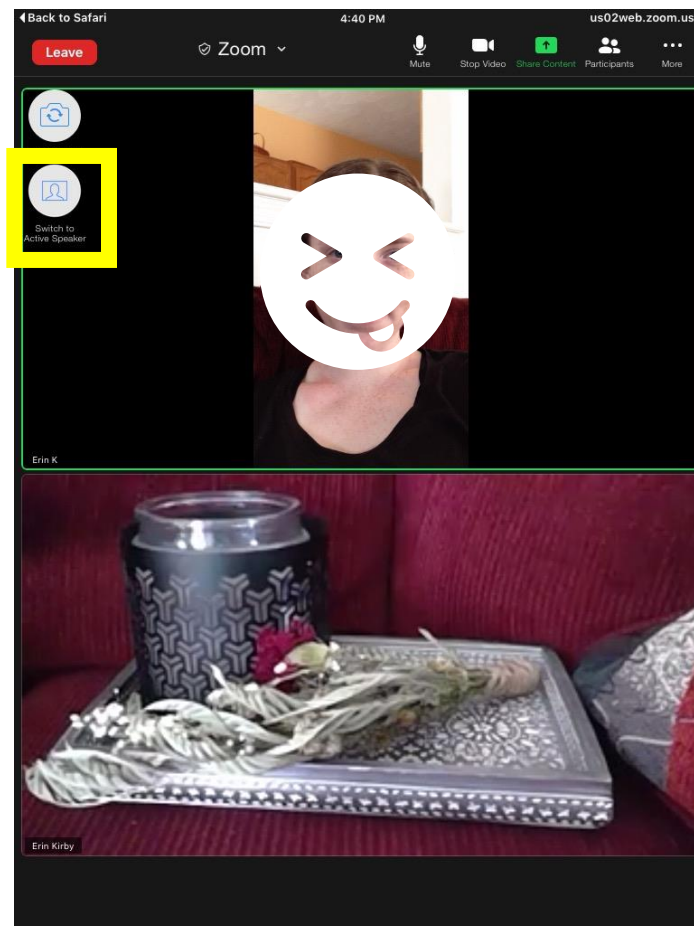 the meeting.
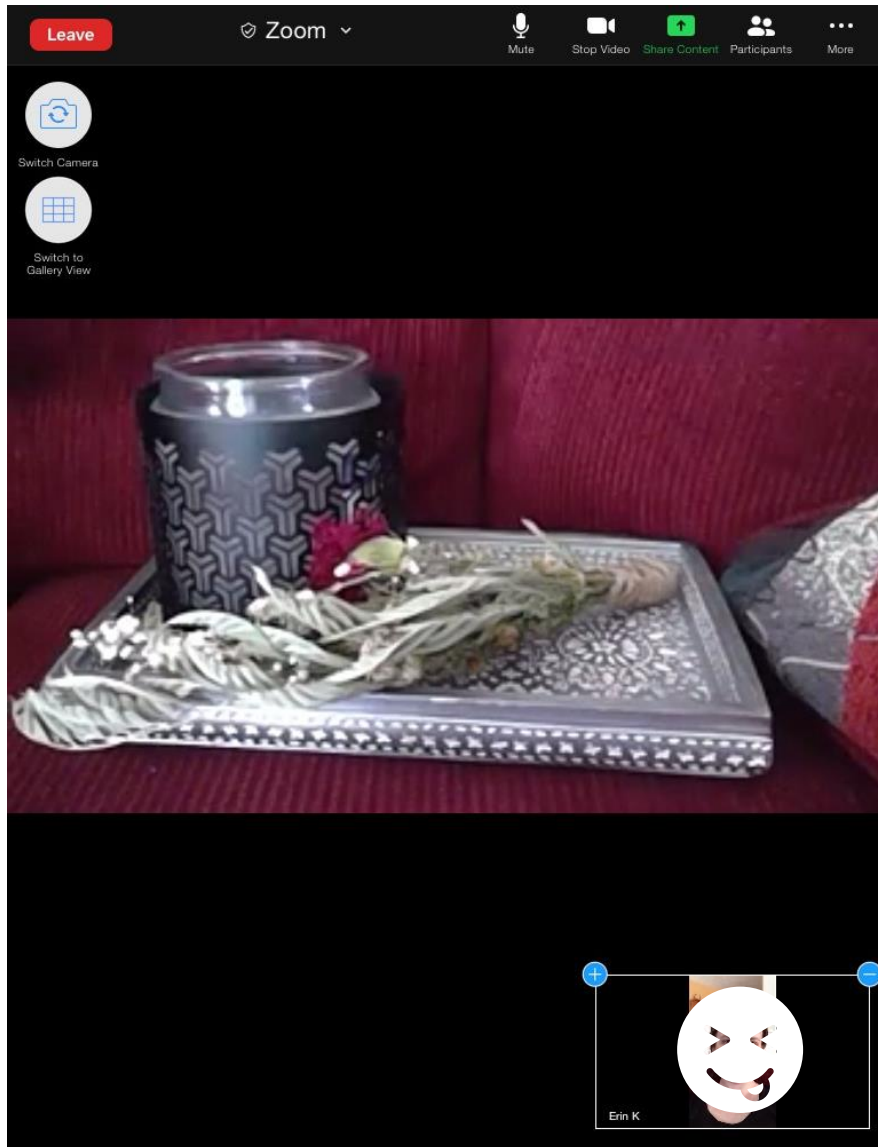
- To change the view of the meeting, tap 'Switch to Gallery View' at the left-hand corner of the screen.
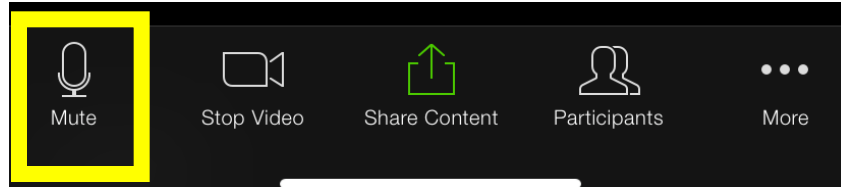

- This will change the view to gallery view. This will allow you to see all participants (up to 49 at a time) in the Zoom meeting. To switch back to active speaker view, tap 'Switch to Active Speaker' at the left-hand side of the screen.
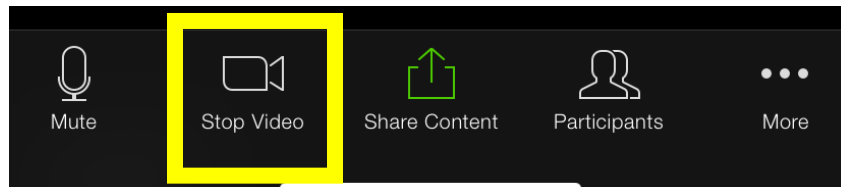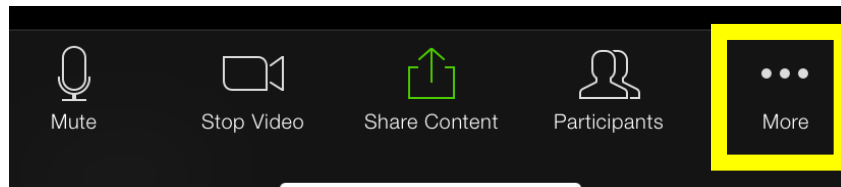
- To mute yourself so others cannot hear you, tap 'Mute.'
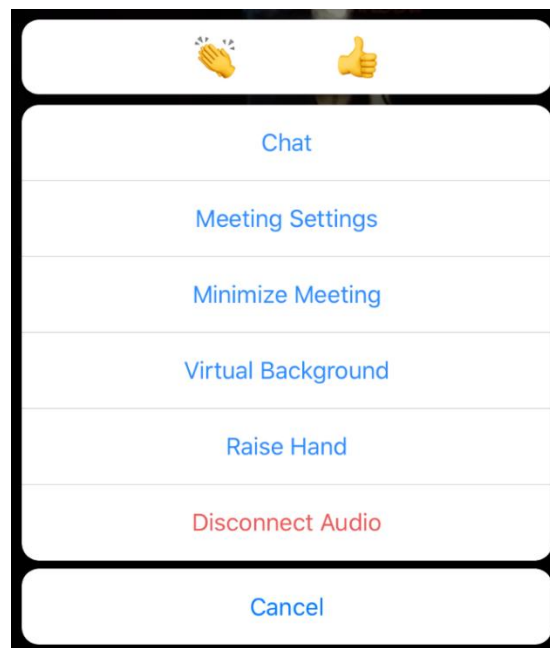

- To hide your video so others cannot see you, tap 'Stop Video.'

- To discover more controls, tap 'More.'

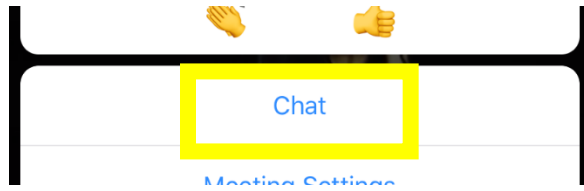

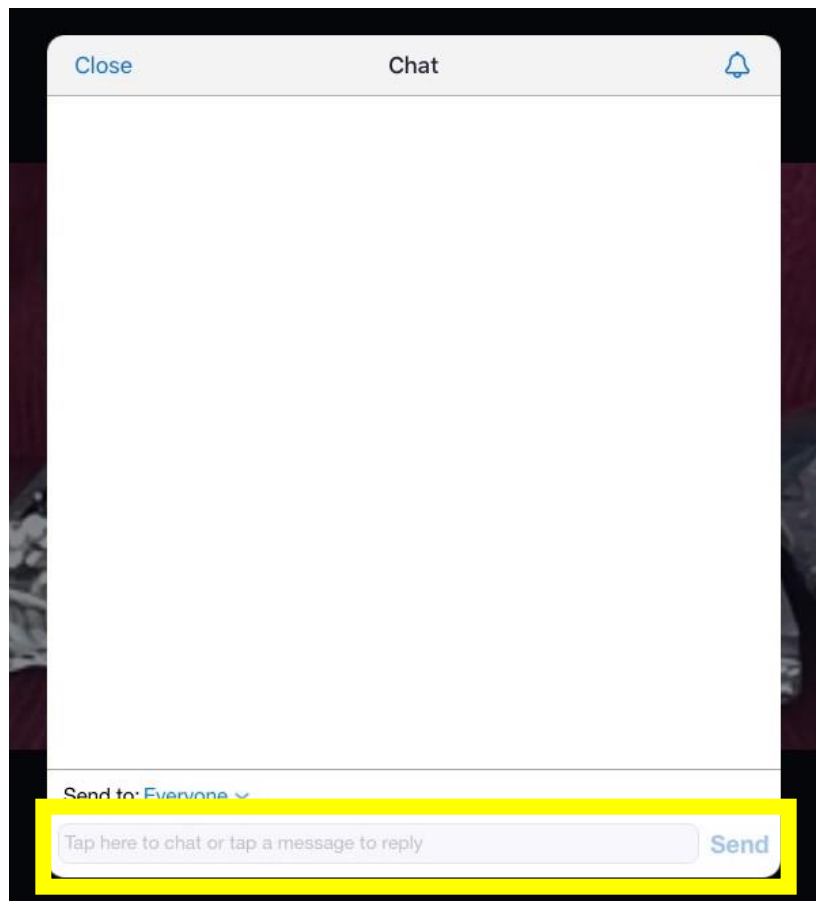Once 'More' is tapped, this screen will appear.

- You can send a reaction in the meeting by tapping an emoji.

- To type messages in the meeting, tap 'Chat.'

The following screen will appear. Here, you can tap on the bottom chat bar to type and send messages in chat.

- Once the meeting is over or when you would like to leave the meeting, tap 'Leave' at the top left-hand corner of the screen.