

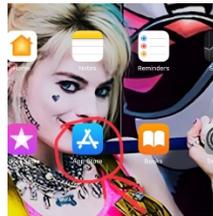
Using Zoom on a phone or tablet

This tutorial will show you how to use the Zoom app on your tablet or smartphone. Note: All screenshots were taken on an iPhone and iPad. The Android apps should work similarly though.

Getting Started

If you don't have the app installed on your device you will need to do so before you can join any meetings.

- Go to the App Store on your phone or tablet. This is the Google Play store on Android and the App Store on iOS.
- There should be a search box or **Zoom cloud meetings**.



at the top of the screen. Type in **Zoom**

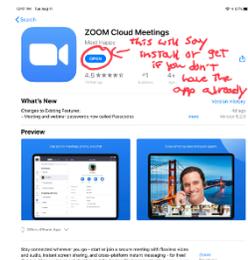


- You should then get a screen like this:

Click on the app shown above. (It won't have the box that says "open" if it's not installed.)



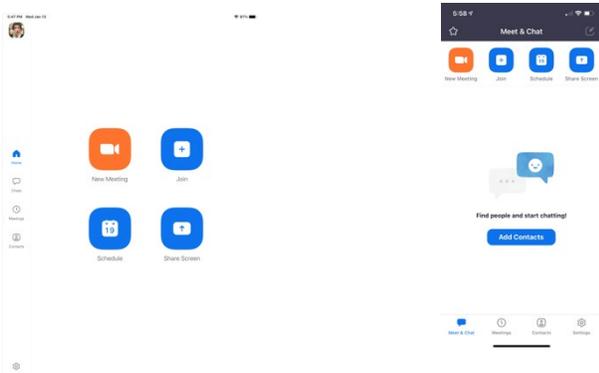
- You will be taken to the screen for the Zoom app. Click on the button that says "get" or "install" and the app will install. (You May have to click on a box to approve the install or enter your device password depending on your security settings.)



The process is the same on phones and tablets. (The app looks pretty similar on both as well. You are now ready to attend a meeting.)

Using the app

Tap on the Zoom icon on your phone or tablet and you will see this screen.

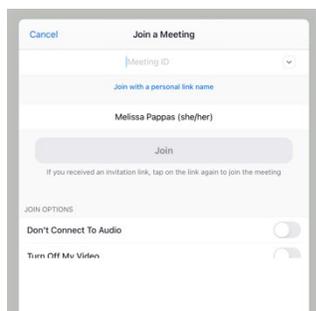


Here is the tablet version.

Here is the smartphone version.

Tap on the “Join” button to enter a meeting ID.

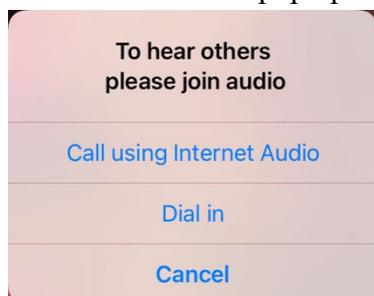
You should then see a screen like this.



Type in the meeting ID you were sent. Alternatively you can click on the meeting link if you received one in an email and the app will open up to the meeting for you.

If there is a passcode you will be asked to enter it now.

You will then see a pop up box asking you to connect audio.



It is simpler to use the Internet Audio option. (I've found that works well and is simpler than dialing in.)

You now should be in the meeting.

The screen is similar on both phones and tablets. (All the options are the same. The placement is just slightly different on a phone.)

Here is what the screen looks like on a phone and on a tablet. (These caps were taken from a sample meeting I set up. As a result, there are not multiple participants.)

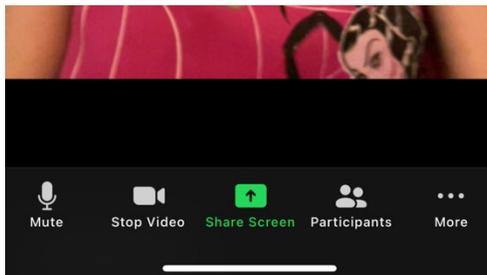


Here is the tablet version.



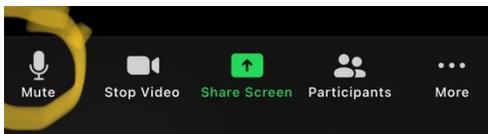
Here is the smartphone version.

This is the toolbar with your options.



It usually disappears from the screen after a few seconds. To bring it back, just tap lightly on the screen.

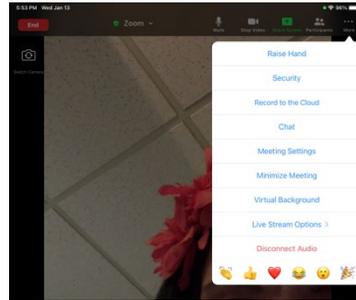
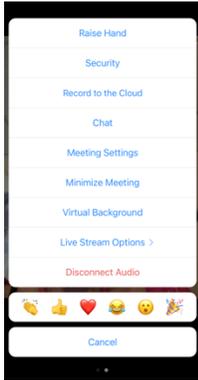
The mute option turns off your microphone.



This is one of the things you will probably use most during meetings.

The stop video button turns off your camera. (Tapping on it again will turn video back on or turn it on if the meeting host has it set that participants have video off when they join.)

The “More” button at the far right of the toolbar brings up additional options for you.



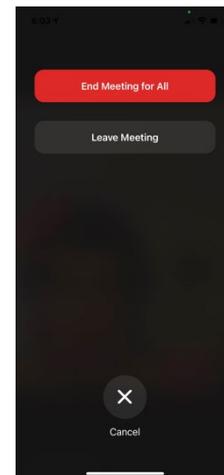
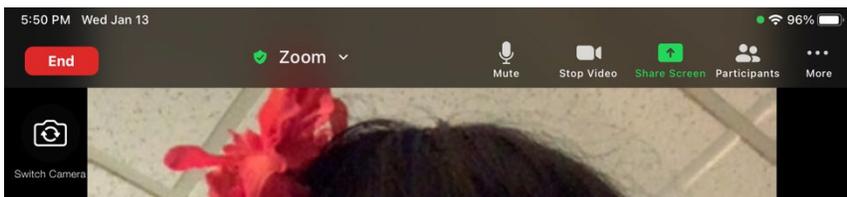
The options you would likely be using are the chat box and “raise hand”. There also is the option to use a virtual background. (This might only be available if you are signed into a Zoom account.)

Here is what one such virtual background looks like.



The other thing you should know about is how to leave a meeting.

Tap on the red “leave” button at the top of your screen. (It says end here because I am hosting the meeting. It will say leave if you are just an attendee.)



You will see a box like this pop up. (Minus the end meeting for all option.) Tap on leave meeting.

