

Video Conferencing with the Zoom App

Zoom is a video chatting platform that allows users to connect online. Zoom is available on smartphones, tablets, and computers. Zoom is free to use. The free version of zoom limits meetings to 40 minutes when there are three or more participants. With Zoom, you can create and host your own meetings or join meetings created by others. To join a Zoom meeting, a meeting link or ID number is required. This handout offers step-by-step instructions for using the most commonly used features within Zoom.

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Zoom

Downloading Zoom on Your Device

1. On the home screen, tap on the App Store app (iPad/iPhone) or Google Play app (Android, Samsung, Google Pixel, etc.).

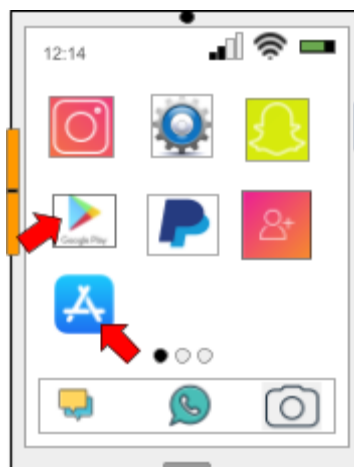
iPhone/iPad



Android

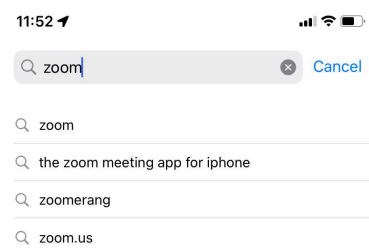
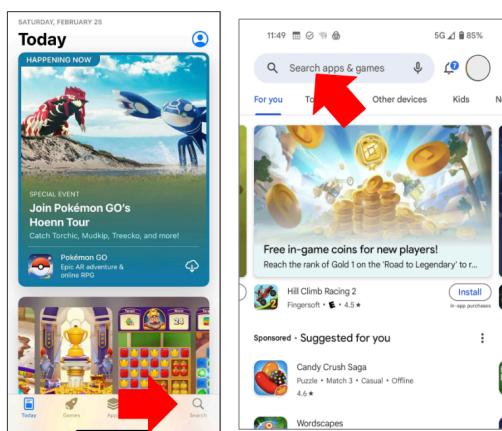


Google Play



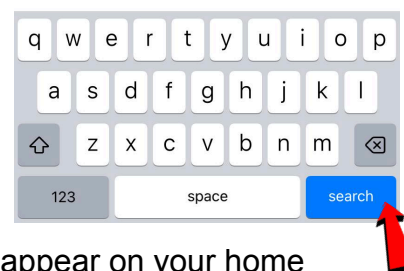
Home Screen

2. Tap on the search icon to display the keyboard.

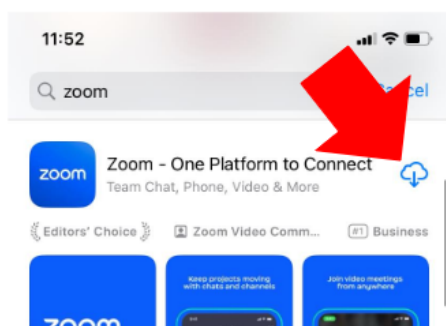


3. Type "Zoom" into the search bar (pictured right).

4. Tap "search"/"enter" at the bottom of the screen



5. Locate "Zoom - One Platform to Connect" and tap on the download icon. Once downloaded the Zoom app icon will appear on your home screen.

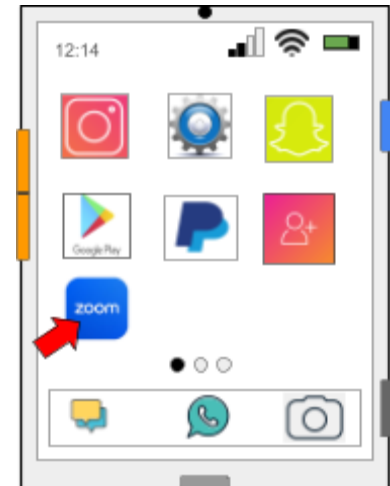
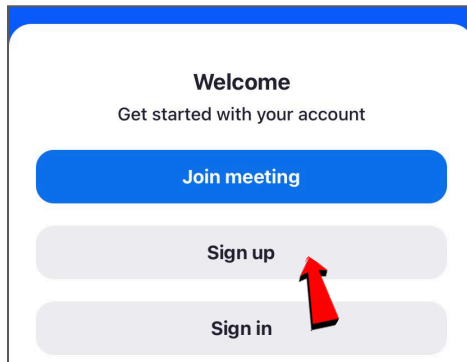
**Tech Tip**

If you do not see Zoom on your device, scroll down by dragging a finger from the bottom to the top of the screen

Zoom

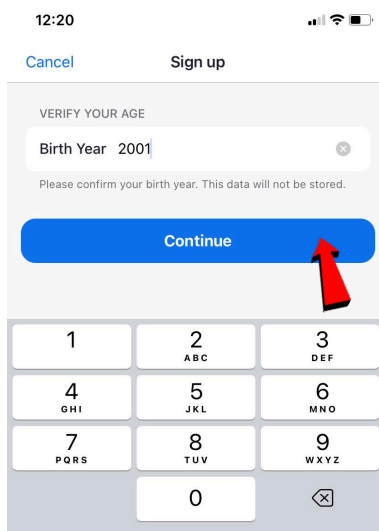
Creating a Zoom Account

1. Tap on the Zoom app icon on the home screen.
2. Tap on the “Sign Up” button.

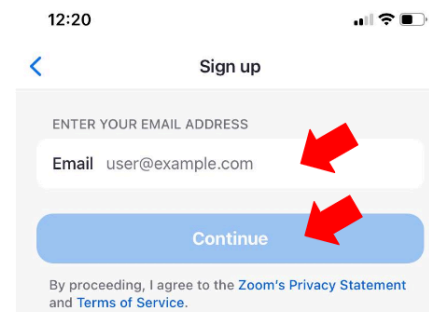


Home Screen

3. Type in your birth year.
4. Tap on the blue “Continue” button.

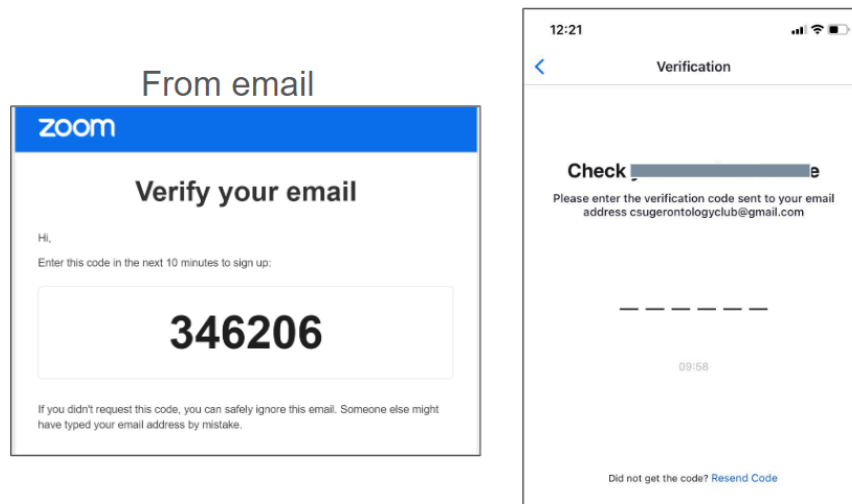


5. Tap on the “Email” text box to display the keyboard, then type in your email
6. Tap on the blue “Continue” button.



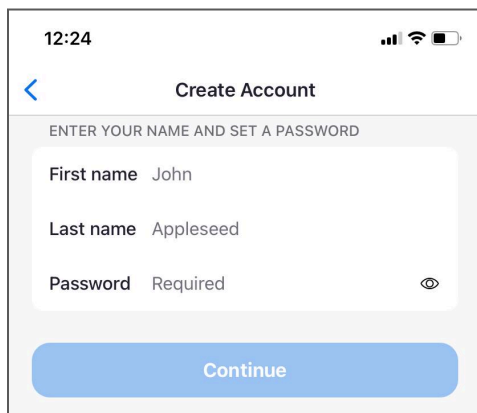
Zoom

7. Go to your email app to locate an email from Zoom with the verification code.
Write down the verification code.
8. Tap on the dotted lines and type in the verification code.

**Tech Tip**

You may need to return to the Home Screen to open the gmail app, then return back to the home screen to open the Zoom app

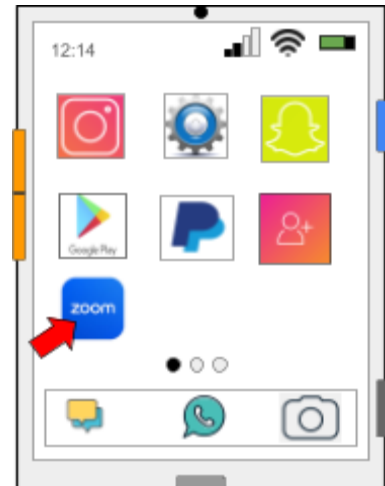
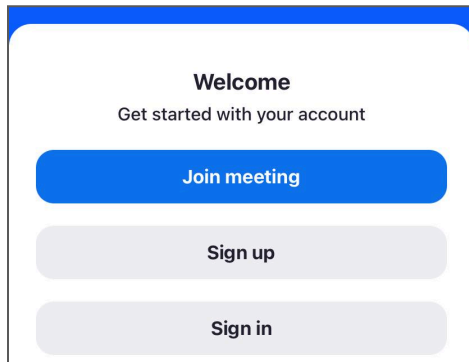
9. Tap on each textbox to type in your first name, last name, and password.
10. Tap "Continue" to finish creating an account.



Zoom

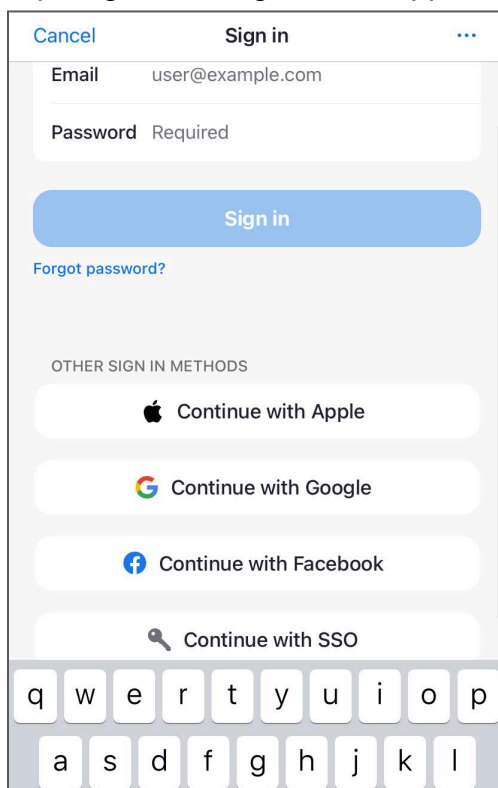
Signing in on Zoom

1. Tap on the “Zoom” app on the home screen.
2. Tap on “Sign in” located at the bottom of the screen.



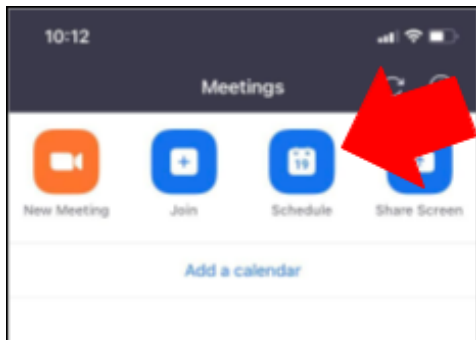
Home Screen

3. Tap the email text box to type in your email associated with your Zoom account.
4. Tap the password text box to type in your password for your Zoom account.
5. Tap “Sign in” to log into the app.

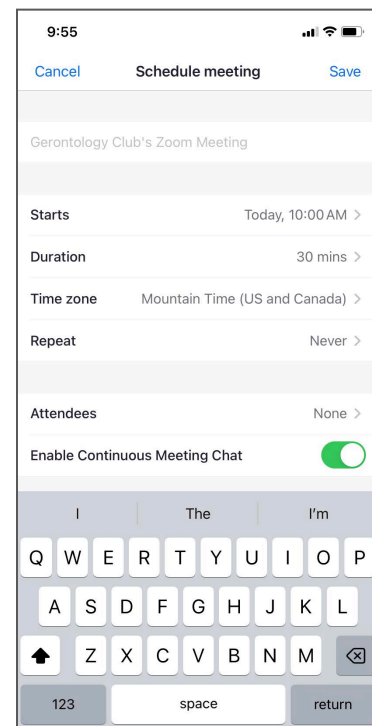


Creating a Zoom Meeting & Inviting People

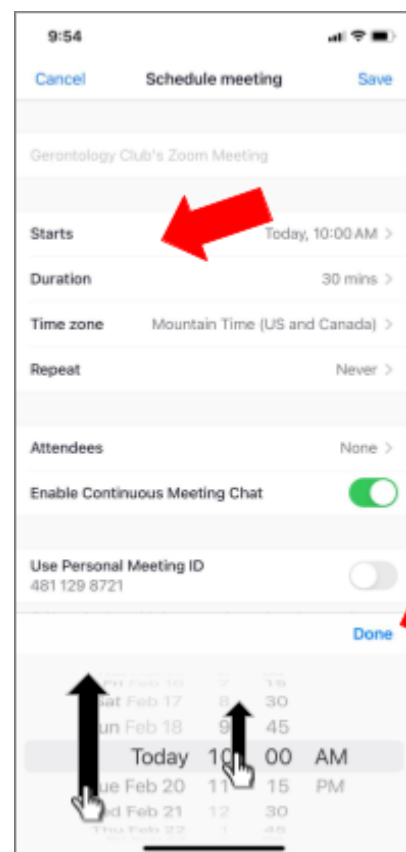
1. Open the Zoom app from the home screen and tap on the “Schedule” calendar icon located at the top of the screen.



2. Tap on “(Your name’s) Zoom Meeting” to type in the meeting name (optional). Then, tap on “enter”/”return” on the keyboard. (Pictured right)
3. Tap on the “Starts” text box. Then, utilize the date and time to pick when the meeting will start by scrolling vertically on the date, hour, and minute. You can set it for AM or PM. Once the correct date and time is selected, tap on the “Done” button.

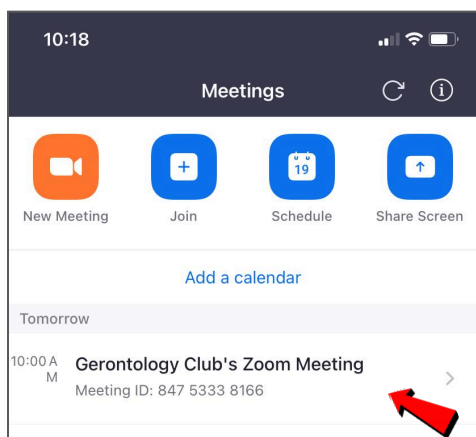


4. Tap on “Duration” and use the duration tool to pick how long the meeting will be by scrolling. Once the meeting length is selected. Tap on “Done.” If your meeting runs longer than the set duration, the meeting will continue to run. Zoom will not stop it unless the meeting is longer than 40 minutes with 3 or more people in the meeting.
5. Tap on “save” located at the top right corner to finish creating the meeting. The meeting will be added to your calendar on the Zoom home screen.

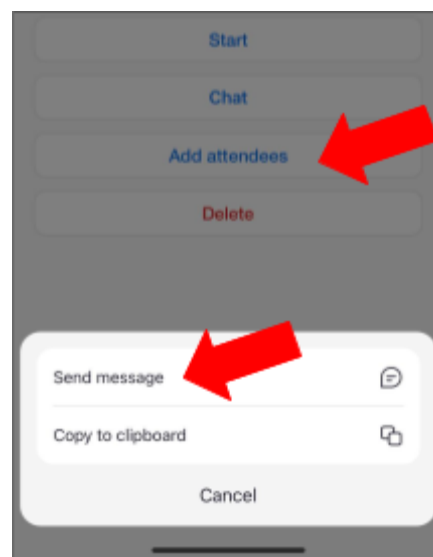


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6. To invite people, tap on the meeting you just created. A menu will display with options to start or join the meeting, chat, and other options.



7. Tap on “Add attendees.” Two options will appear to send a meeting invitation. “Send Message” will send a meeting invitation via text. “Copy to clipboard” will allow you to paste the meeting invitation to any messaging or emailing app or website.



8. To **text** the meeting invitation, tap on the “Send Message” button. This will open the Messages app within the Zoom app.

9. Type in a phone contact name or phone number.

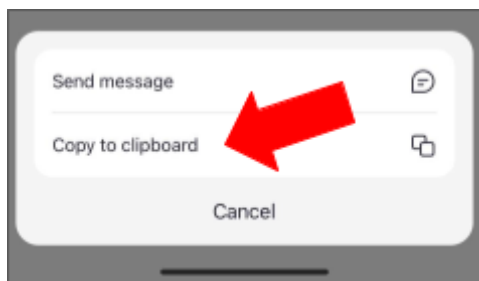
10. To add another recipient, tap the “return”/”enter” on the keyboard, then type the name or phone number of the other recipients.

11. Once all recipients have been added, tap on the “Send” icon.



Zoom

12. To **send via email or other messaging app** the Zoom meeting invitation, tap on “Copy to Clipboard.”

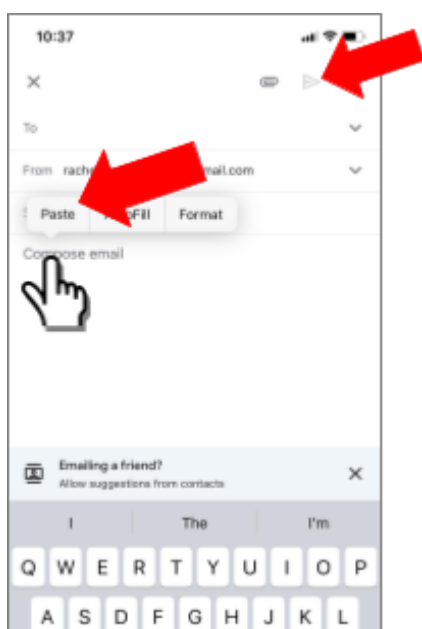


13. Navigate to the home screen and tap on a messaging or emailing app.
14. Open or start a message or email
15. Tap on the message text box until a menu appears. Depending on your device you may have to hold a finger down on the screen for a few seconds.



Home Screen

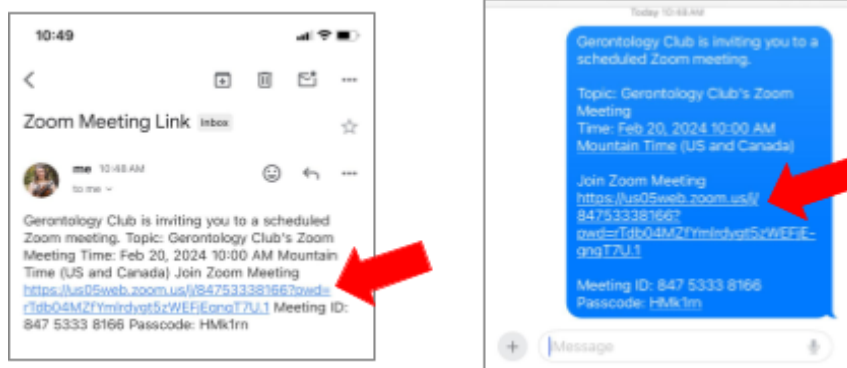
16. Tap on the “Paste” button.
17. Type in the recipient’s name, phone number, or email. Then, tap the “Send” icon.



Joining a Zoom Meeting: 2 Methods

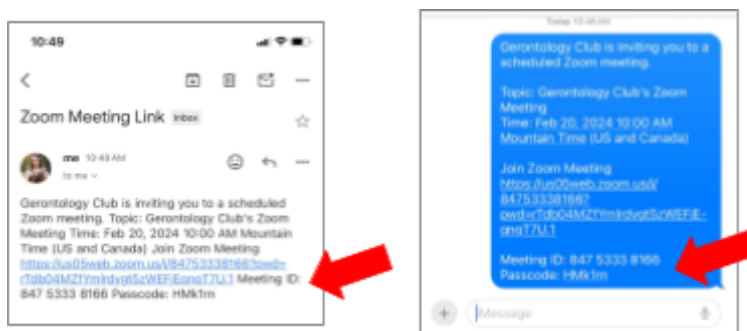
Joining a Zoom Meeting using a Zoom link

1. Locate a Zoom meeting invitation on a messaging or emailing app or website.
2. Tap on the link located after the words “Join Zoom Meeting.” After tapping on the link, the Zoom app will open and you will automatically join the meeting.

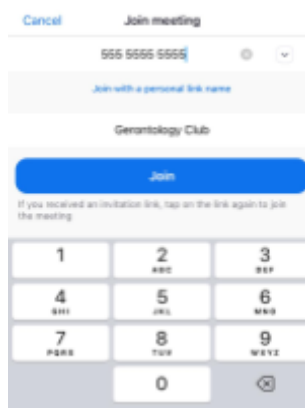
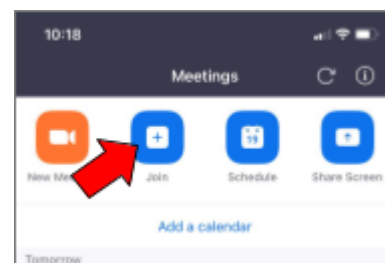


Joining a Zoom meeting using the Meeting ID

1. Locate a Zoom meeting ID number and passcode (if needed). This information can be found at the end of a Zoom meeting invitation or provided by the Zoom meeting host. Once the meeting ID and passcode has been found, write it down.



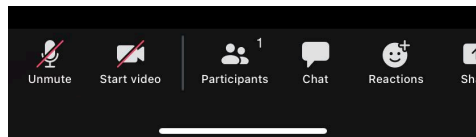
2. Tap on the Zoom app on the home screen.
3. Tap on “Join” located at the top of the screen.
4. Type in the Meeting ID number and tap the “Join” button. If the meeting requires a password, you will type it in after tapping “Join.”



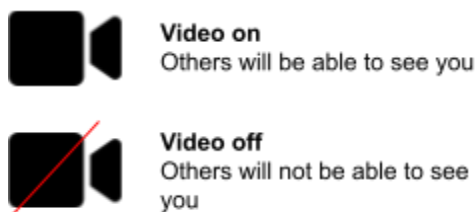
Zoom

Key Features of Zoom Calls

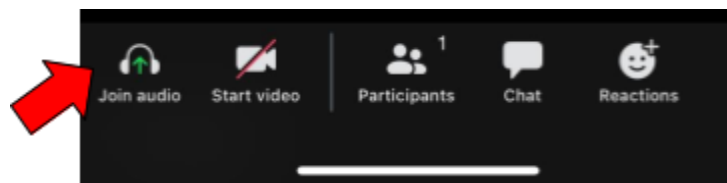
Most features, except “Leave/End Meeting,” can be found at the bottom of the screen on the “hot bar.” To view more features drag a finger horizontally on the hot bar. See below for a description of each feature and its associated icon.

**Video**

The “Video” feature allows for others in the Zoom meeting to see you as long as your device has a camera. When there is a red slash through the video icon, no one will be able to see you. When there is not a red slash through the video icon, people will be able to see you.

**Mute/Unmute**

When you first join a Zoom meeting, tap on “Join Audio” with the headset icon to connect your device’s microphone to Zoom. After tapping on “Join Audio” the headset icon will become a microphone.



When there is a red slash through the microphone icon, you are muted and others will not be able to hear you. When there is not a red slash, people will be able to hear you.

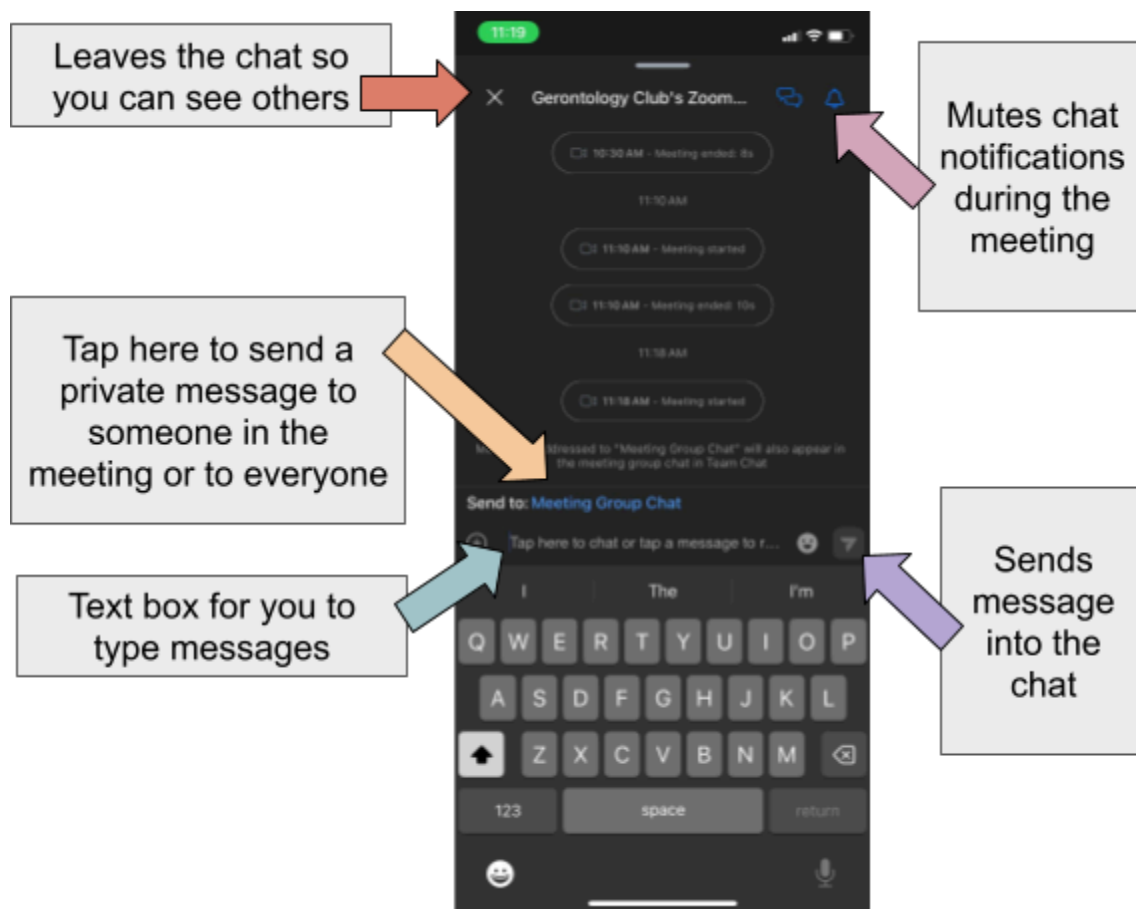
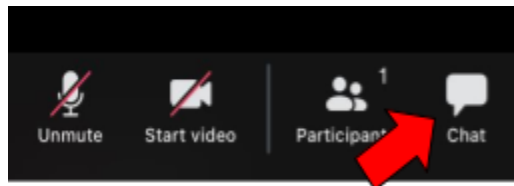
In Zoom meetings with several people, it is customary to stay muted to limit the occurrence of echoing. Echoing occurs when someone’s microphone is picking up what someone else is saying, which leads to your device’s microphone to repeat what the person is saying.



Zoom

Chat

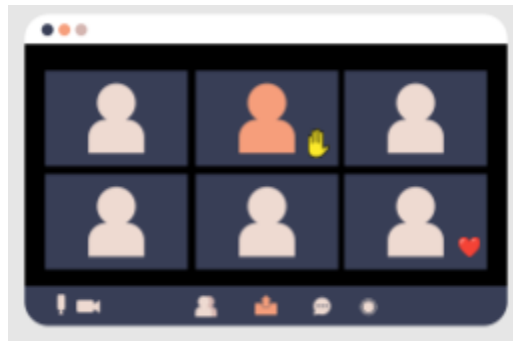
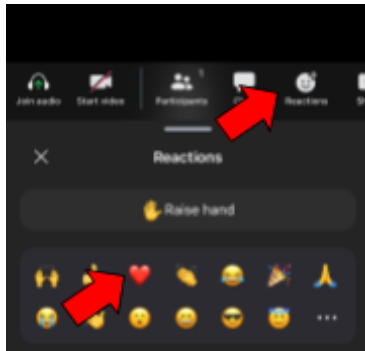
The chat feature allows participants in the meeting to send a written message. The chat feature is a great tool when a Zoom meeting has many participants with limited opportunities to speak.



Zoom

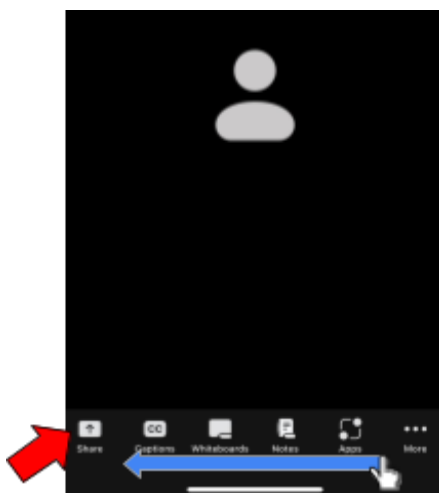
Reactions

The reactions feature allows participants to display an emoji in their video box for a short period of time. To send an emoji, tap on “Reactions,” then tap the emoji you would like to express.



Screen Share

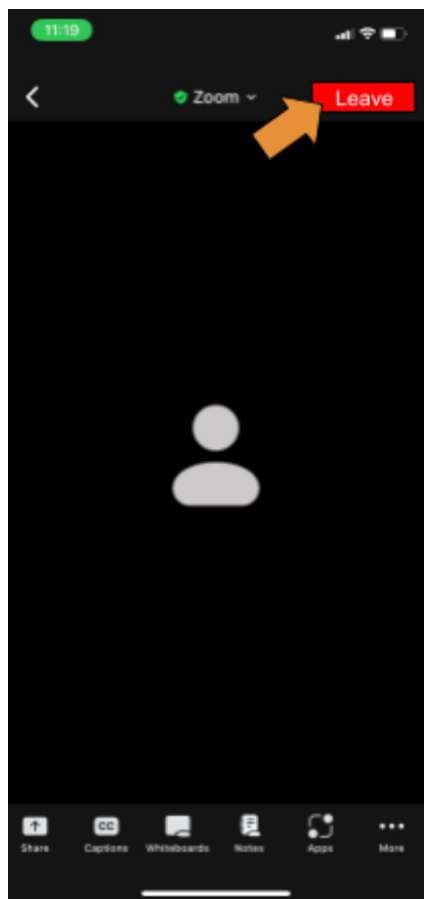
Screen share allows users to show all participants the contents of their screen in a meeting. By tapping “Share Screen” at the bottom of the screen, the user can navigate to other apps while sharing their screen.



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Leave/End Meeting

The “Leave/End Meeting” feature is located on the top right corner on smartphones. On some tablets and laptops, the Leave/End button is located at the bottom right corner.



When the user is the host of the meeting, tapping the “End Meeting” button will provide the option to the user to either end the meeting for everyone or leave the meeting without making everyone else leave.

When the user is not the host, tapping on the “Leave Meeting” button will exit the meeting. The user will no longer be able to engage with the other participants or hear what others are saying. However, as long as someone in the Zoom meeting is still present, the user can rejoin.

Leave	Leaves the meeting if you are not meeting host; the meeting will continue without you.
End	Gives the host the option to end the meeting for everyone or leave the meeting while it continues.