

# Getting Started with Zoom Guide (iPad)

Coffee & Computers: <http://coffeecomputers.org/>

View or Download This Guide: <http://coffeecomputers.org/zoom/>



## What is Zoom?

- Zoom is a popular communications tool that enables you to make video calls and join group meetings using your computer, tablet or smartphone.
- The Zoom system is free for basic use and is fairly quick and easy to setup so you can join a meeting that you have been invited to.
- This might be a Coffee & Computers help session, an online Yoga class, or a council meeting that is open to the public.
- You can also organise or “host” meetings of your own with Zoom. This is a bit more advanced, so will be covered in a separate guide.



## Installing Zoom

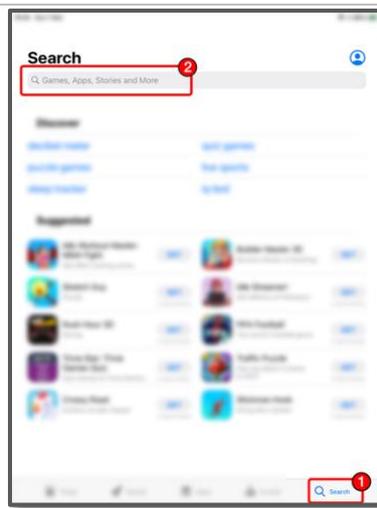
- Before you can participate in a Zoom meeting you will need to install the Zoom app onto your iPad. (app is short for ‘application’, also called software or program).
- This only needs to be done once, the app will be stored on your iPad for future use.
- The process will take a few minutes, so if you are planning to join a Zoom meeting for the first time, it is recommended to follow these steps in advance.
- If you have already installed Zoom and are looking for help with connecting to meetings and how to use the main features, please skip over this section.
- A summary of the steps is listed below, and full instructions (with screenshots) for each stage on the following pages.

1. Open App Store
2. Search for Zoom app
3. Install Zoom app
4. Open Safari (web browser) app
5. Go to Zoom test meeting link (or just click this link) – [zoom.us/test](https://zoom.us/test)
6. Enter your screen name (this is the name others in the meeting will see)
7. Enable Zoom to access camera
8. Enable Zoom to access microphone and allow notifications
9. Connect microphone to Zoom meeting
10. Adjust Zoom settings (to keep controls always visible)

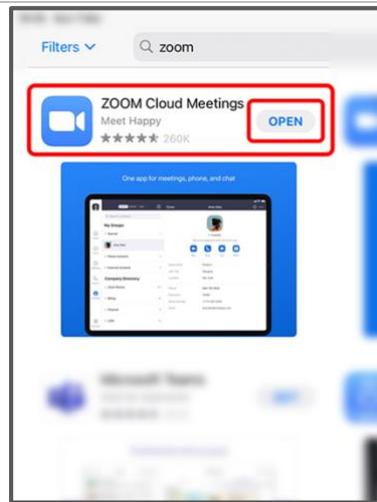
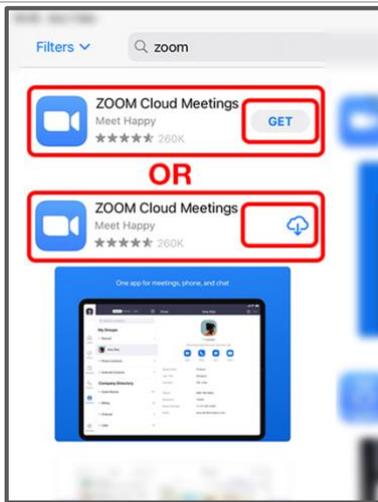
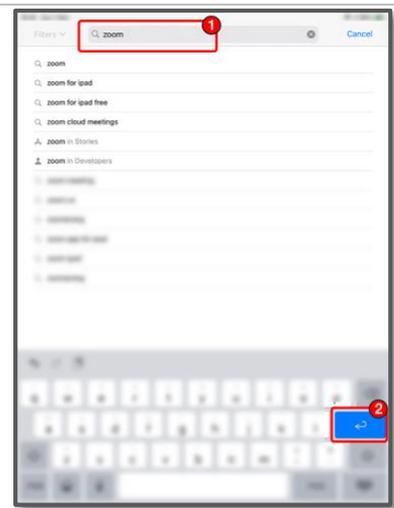




1. On iPad homescreen, find "App Store" icon & tap to open.



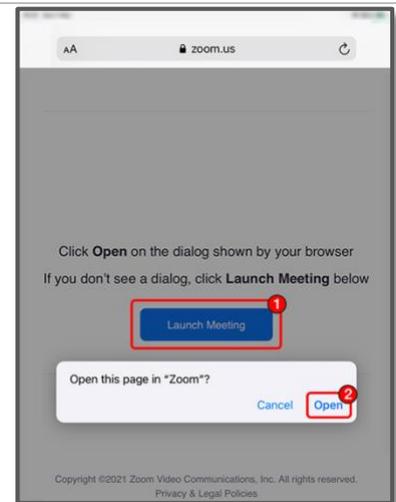
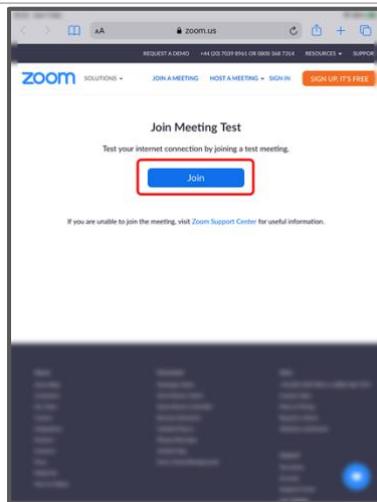
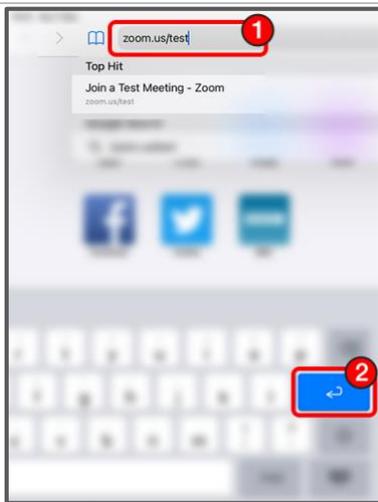
2. (a) Tap 'Search' (bottom right), then tap in search box at top... (b) Type 'zoom' then tap blue 'Enter' key (↵ symbol) to search.



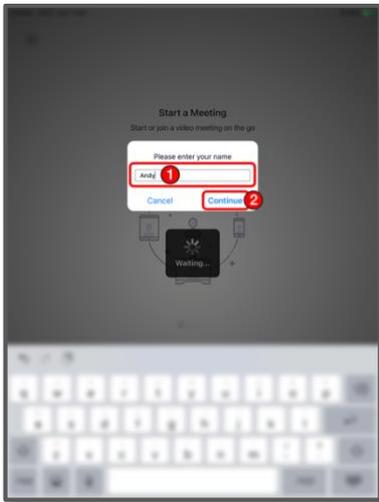
3. (a) Look for 'ZOOM Cloud Meetings' app (usually listed first). Tap 'GET' or download icon (cloud with downward arrow) to install... (b) Once finished (or if already installed), tap 'OPEN'.



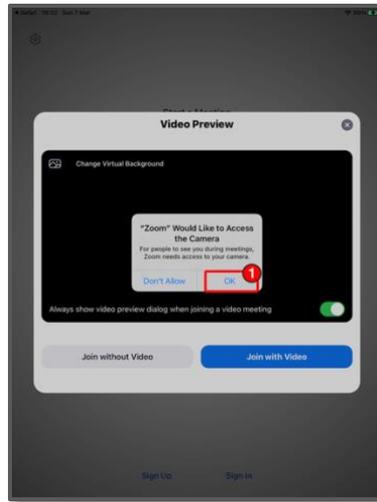
4. Press iPad home button (physical button below screen), then find and tap 'Safari' icon.



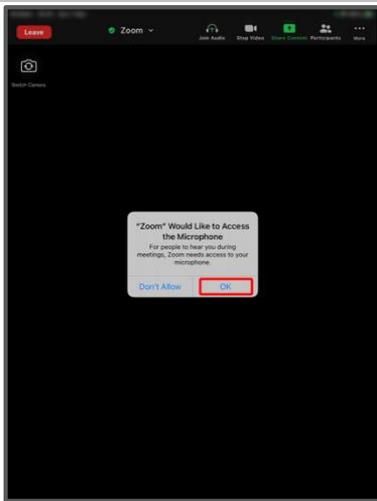
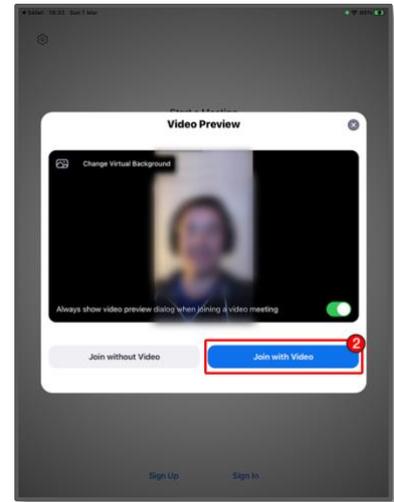
5. (a) Tap in 'Search...' box at top, then type 'zoom.us/test' and tap 'Enter' key (or click [THIS LINK](https://zoom.us/test))... (b) Tap 'Join', then (c) 'Launch Meeting' (if required), and then 'Open' in the dialog box that appears.



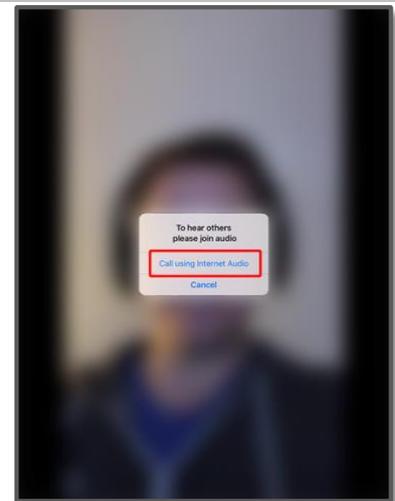
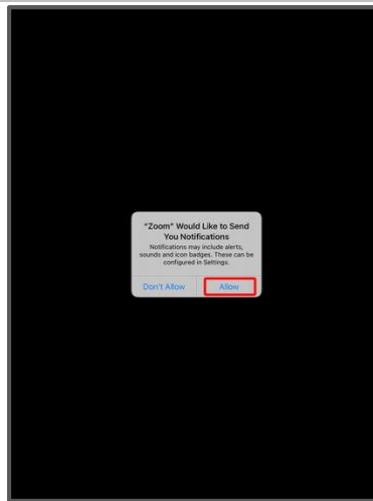
6. Using keyboard, enter your name then tap 'Continue'.



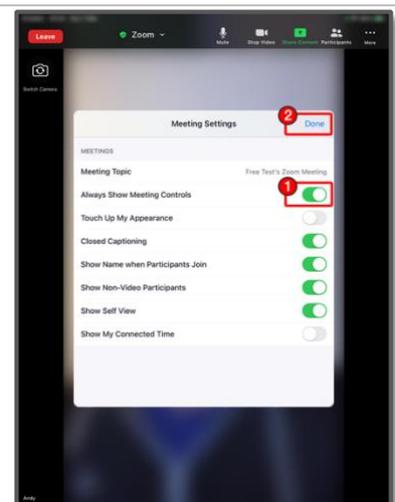
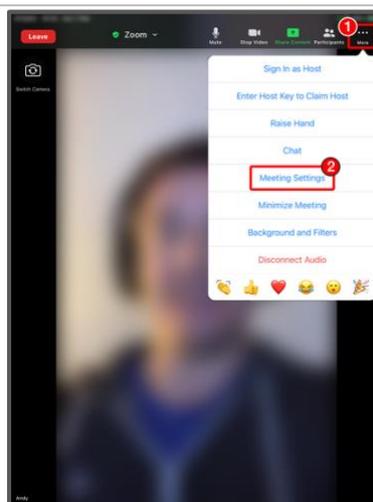
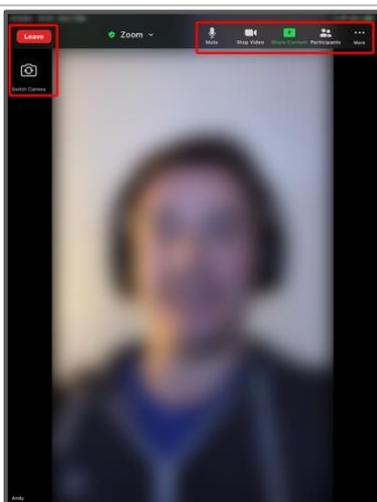
7. (a) Tap 'OK' to allow Zoom to access your camera... (b) You should see yourself on screen. Now tap 'Join with Video'.



8. Tap 'OK' to allow Zoom to access your microphone... then tap 'Allow' to enable Zoom notifications.



9. Tap 'Call Using Internet Audio' to connect microphone.



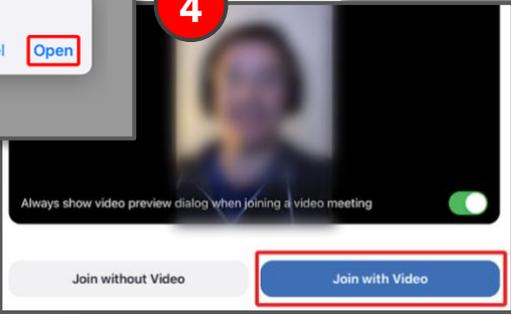
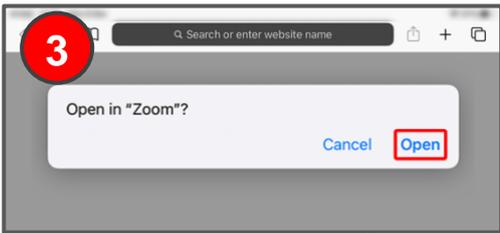
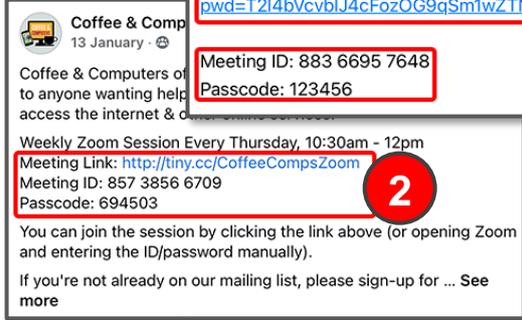
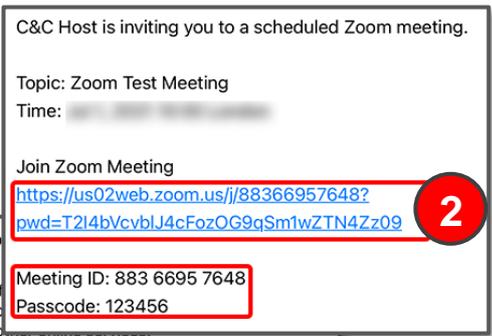
10. CONGRATULATIONS... You have now successfully joined Zoom (test) meeting! The main controls will hide every few seconds, but simply tap the screen to display them. To keep them always visible, tap '... More', then 'Meeting Settings', then tap the 'Always Show Controls' switch, then 'Done'.

# Connecting to a Zoom Meeting

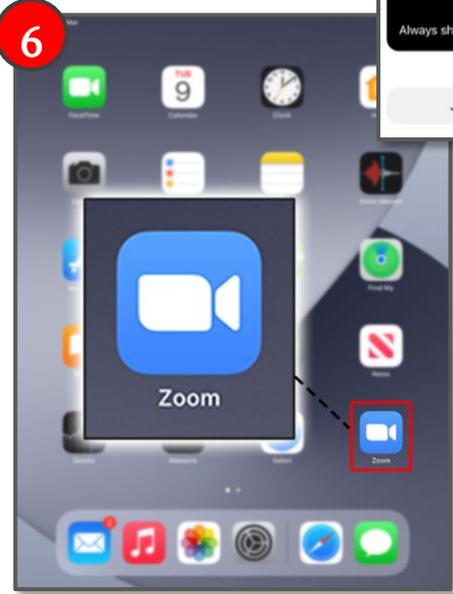
1. The easiest way to join a Zoom meeting is via an invitation link. This invitation may have been sent to you by email or message or posted to an online forum.

2. Tap the link (underlined/highlighted text) to open Zoom and join the meeting.

3. If you see an 'Open in Zoom' message, tap 'Open' to continue.

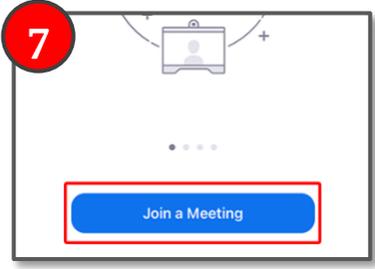


4. Tap 'Join with Video' then 5. 'Call using Internet Audio'

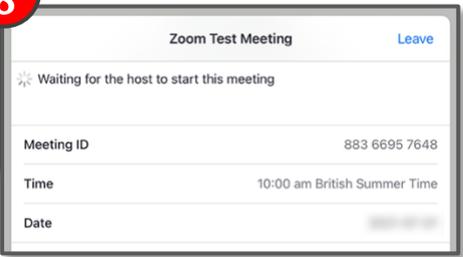
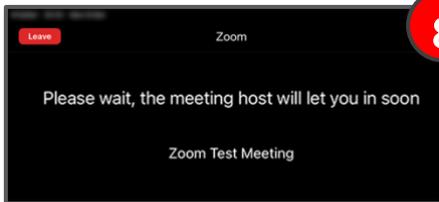


6. If you don't have a link, or it doesn't work, you can join a Zoom meeting manually instead. To do this, from the iPad homescreen, find and tap the Zoom app icon.

7. Open opened, tap 'Join a Meeting', then enter the Meeting ID (11/12 digits). If asked for a Meeting Passcode (6 digits), enter that now.



8. If you try to join a meeting too early, you may see a message saying 'Waiting for the host to start...'. Some meetings also use a 'Waiting Room' to screen attendees. In either case, the host will know you have joined, and will let you in when they are ready. This will happen automatically, you don't need to do anything more, just be patient.

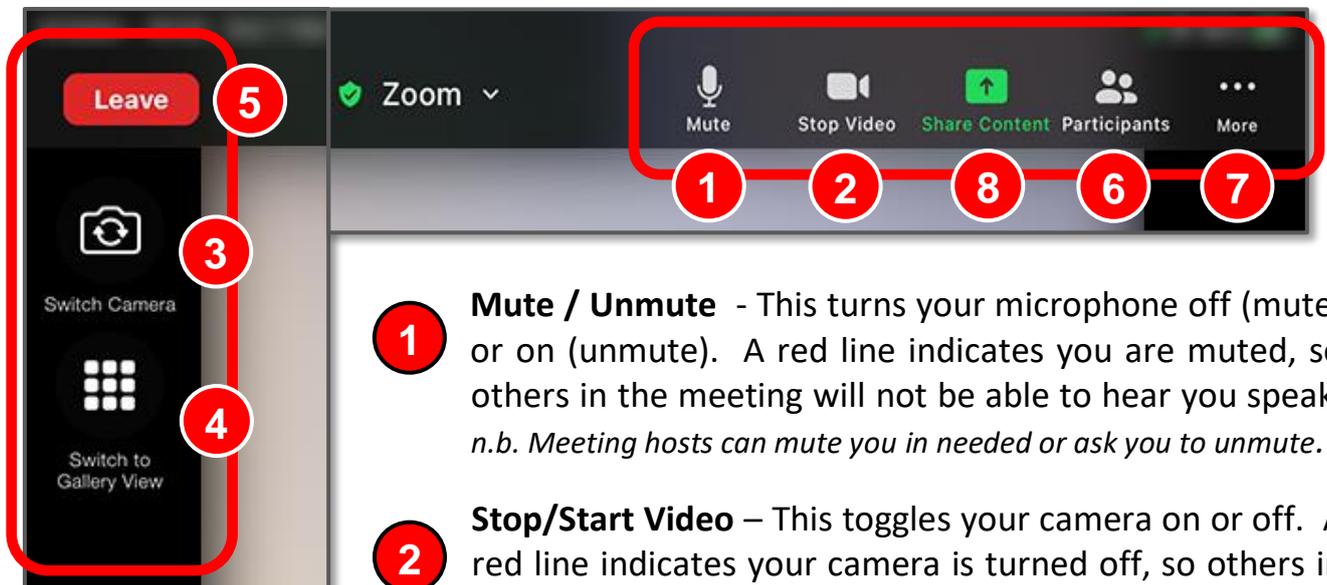


Some Zoom meetings may require prior registration. For these you will probably receive instructions (by email) to register, then the process to join the meeting will be as above.



## Zoom Controls and Main Features

The main Zoom controls are at the top of the screen. These controls will hide after a few seconds, but simply tap the screen to redisplay them. You can change the settings so the controls are always visible (see section 7).



**1 Mute / Unmute** - This turns your microphone off (mute) or on (unmute). A red line indicates you are muted, so others in the meeting will not be able to hear you speak. *n.b. Meeting hosts can mute you in needed or ask you to unmute.*

**2 Stop/Start Video** – This toggles your camera on or off. A red line indicates your camera is turned off, so others in the meeting will not be able to see you. *n.b. Meeting hosts can turn off your camera or ask you to turn it on.*

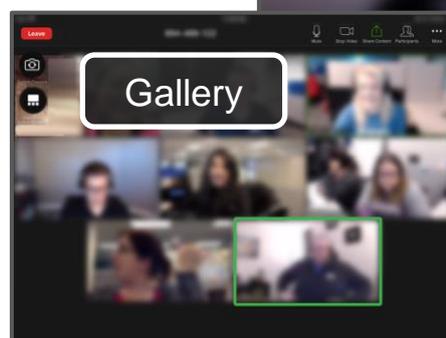
**3 Switch Camera** – On a tablet or phone this switches between the front and rear facing camera.

**4 Active Speaker / Gallery View** – This switches between the two main view modes...

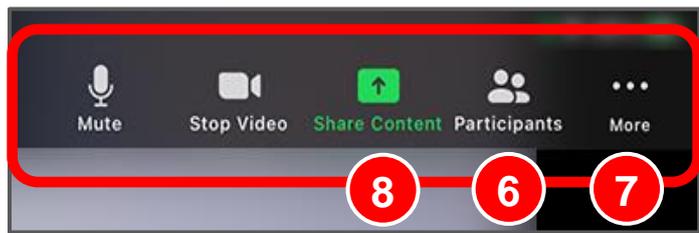
**Active Speaker** - Fills the screen with the video of whoever is speaking. You can display and adjust a strip of small images for other people using the blue buttons.

**Gallery** – Fills screen smaller videos for each participant. Current speaker has highlighted box. *n.b. If many participants video images may span multiple pages, swipe left or right to see extra screens.*

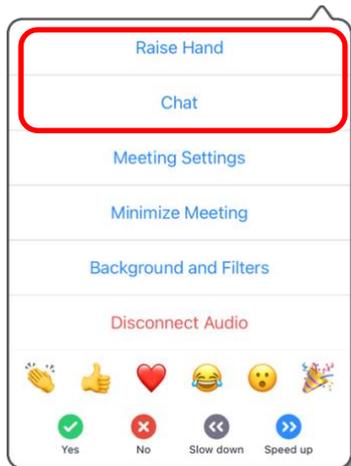
**5 Leave** – Tap here to leave the meeting. As long as the meeting is still running, you can re-join at any time by clicking on the original invitation link (or manually entering the Meeting ID & Passcode as described on the preview section. If you are in a breakout room (see section 9), you will have the option to leave the breakout room (and return to the main meeting room), or leave the whole meeting.



## Zoom Controls and Main Features (continued...)



**6 Participants** – This shows a list of people in the meeting (with you at the top). The symbols on the right indicate if the person is muted or has their video disabled (red = off).



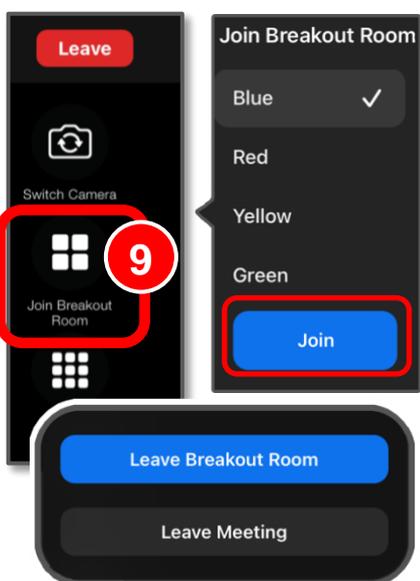
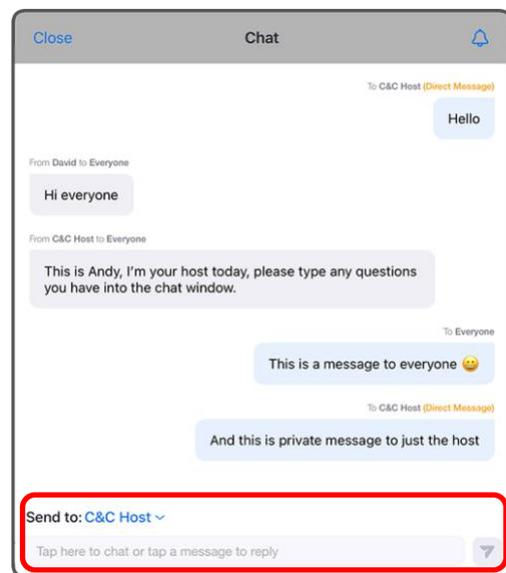
**7 More** – This displays a menu of options...

**Raise Hand** can be used in meetings to indicate you would like to say something.

**Chat** brings up a text chat for the meeting where you can send messages to other attendees of the meeting. First select their name from

the drop down list (or choose 'everyone' to send a message that everyone can see), tap in the box below, type your message, then click the blue 'send' button.

**8 Share Content** – This can be used to share files, documents or even your whole screen with other attendees of the meeting. The main way you might use this in a Coffee & Computers session, is so a helper can see what you see on the screen, and even temporarily take control of your iPad, to help fix an issue or show you how to do something.



**9 Breakout Rooms** – These are separate areas away from the main meeting room that can be used for smaller group discussions. We use these to pair up learners and helpers in a "private" area to give 1-to-1 technical support.

Breakout rooms are managed by the meeting host, and can be setup to automatically move attendees to specific rooms, or allow attendees to choose the room themselves. Tapping 'Join Breakout Room' (if visible) will show a list of rooms you can join (or take you to the room you have been assigned to).

Tapping 'Leave' when in a breakout room will give you the option to leave the breakout room (and return to the main room) or leave the whole meeting.

# Jargon Buster – Glossary of Tech Terms (Zoom)

<b>Zoom</b>	A popular communications app that enable you to make video calls and join group video meetings using your <b>smartphone, tablet or computer</b> .
<b>Host (or Organiser)</b>	The person or organisation who initiates a Zoom meeting. This will usually be the same person or group who has sent you the invitation for the meeting. The meeting host will have access to additional controls to be able to manage attendees within the meetings such as turning off your microphone or video, organising breakout rooms, or removing attendees from the meeting if required.
<b>Guest (or Attendee)</b>	Any other participant of the <b>Zoom</b> meeting.
<b>Waiting Room</b>	A “private” area that meeting hosts can enable to help manage when (or which) attendees join a meeting. The meeting host will get sent a message when someone joins the waiting room, and can then admit them into the meeting proper (or decline them if they so choose). Waiting rooms are often used if a meeting has a specific start time, so the host will only admit attendees when they are ready.
<b>Speaker View / Gallery View</b>	The two different “view” modes in Zoom. <b>Speaker View</b> shows a full screen of the current speaker (with smaller pictures of other attendees) and <b>Gallery View</b> shows a tiled wall of all the attendees in the meeting,
<b>Mute / Unmute</b>	The general term used for turning your microphone on and off (muted = mic off!)
<b>Meeting Link</b>	The weblink for a Zoom meeting, which will usually be sent to you by email or message, or posted on a web page or social media. Will usually look similar to below, which you can click on (at the appropriate time) to open Zoom and join the meeting. <a href="https://us02web.zoom.us/j/88366957648?pwd=T2I4bVcvbJ4cFozOG9qSm1wZTN4Zz09">https://us02web.zoom.us/j/88366957648?pwd=T2I4bVcvbJ4cFozOG9qSm1wZTN4Zz09</a>
<b>Meeting ID &amp; Passcode</b>	If have issues with a Zoom meeting link, or you can also join “manually” using the Meeting ID and Passcode (this is usually included with the invitation). To do this open the Zoom app click ‘Join Meeting’ then enter the <b>Meeting ID &amp; Passcode</b> when asked. E.g. Meeting ID: 890 1234 5678    Passcode: 123456
<b>Breakout Room</b>	A separate area away from the main meeting room for smaller group discssions. You can only be in one breakout room at the same time.



# Jargon Buster – Glossary of Tech Terms (General)

<b>Device</b>	The general term for <b>smartphones, tablets or computers</b>
<b>Smartphone</b>	A modern mobile phone, which as well as normal phone capabilities of making and receiving calls and text messages, can also connect to the internet and access services like email, shopping, banking, social media, and video calls/meetings. There are two main types of <b>Smartphone</b> ... <b>iPhone</b> (made exclusively by Apple) and <b>Android</b> (made by Samsung, Google, Moto, Hauwei, OnePlus, etc).
<b>Tablet</b>	A handheld device with a touchscreen that can connect to the internet and access online services like a smartphone. Tablets are usually larger than a smartphone, but smaller than a full computer or laptop. There are two main types of <b>Tablet</b> device... <b>iPad</b> (made exclusively by Apple) and <b>Android</b> (made by all others).
<b>Computer</b>	A full sized device for performing a wide range of digital activities and accessing online services via the internet. A <b>laptop computer</b> is a portable computer with a built in screen. A <b>desktop computer</b> is usually larger and less portable, with a separate screen or monitor. There are two main types of computer... <b>Mac</b> computers (made exclusively by Apple) and <b>Windows</b> based computers (made by Dell, Lenovo, Asus, Acer, etc).
<b>Chromebook</b>	A simple <b>laptop computer</b> made by <b>Google</b> . <b>Chromebooks</b> have limited features compared to a Mac or Windows laptop computer, but are generally much cheaper.
<b>App / Application (or Software)</b>	A <b>computer program</b> or package that you use on your smartphone, tablet or computer. Most apps are focussed on performing a specific activity and there are 1000's of different apps available for different purposes. You can <b>download</b> apps for <b>Apple</b> devices (iPhones, iPads, Macs) from the <b>App Store</b> , and for <b>Android</b> devices from the Google <b>Play Store</b>
<b>Download</b>	The process of transferring files (documents, videos, apps, data etc) from the internet onto your smartphone, tablet or computer. Once <b>downloaded</b> files are then usually stored "locally" on your device.
<b>Install</b>	Once <b>downloaded</b> , programs or apps will usually then need to be <b>installed</b> on your device before you can use. In the case of apps on smartphones and tablets this is usually done automatically by the app management system on your device.

