



Zoom with an iPad

How to use Zoom to join a meeting
and hints for the Host.

To Start

Please go to the App Store and Download the App 'ZOOM Cloud Meetings'



ZOOM Cloud Meetings

Meet Happy

Zoom

#1 in Business

★★★★★ 4.3 • 74.5K Ratings

Free

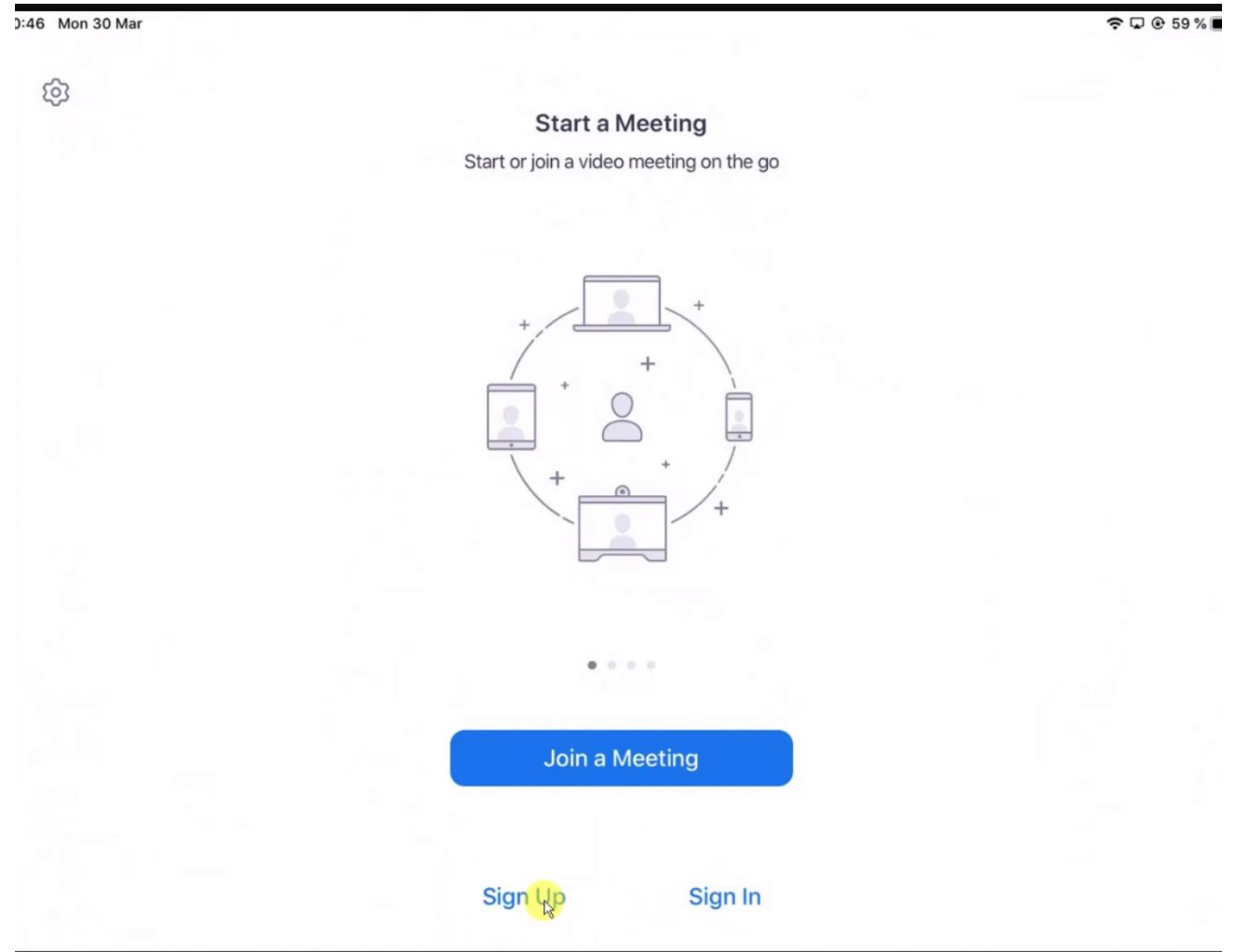
Sign up – Sign in

Then screen to right will open and there are 3 options.

- 1) Join a meeting
- 2) Sign up
- 3) Sign in

If you are going to 'Host' a Meeting then you need to sign up with free account.

In the next few screens we will show you how to Sign up for a Zoom account but be aware you can just simply touch 'Join a Meeting' if you have Meeting ID and Passcode. Go to Screen 8



Verification

Touch Sign up for a free account

You will then be asked to confirm your DOB
then touch Confirm.

n 14 Sep VP

Start a Meeting

[Cancel](#)

For verification, please confirm your date of birth

21 Mar 1947

This data will not be stored

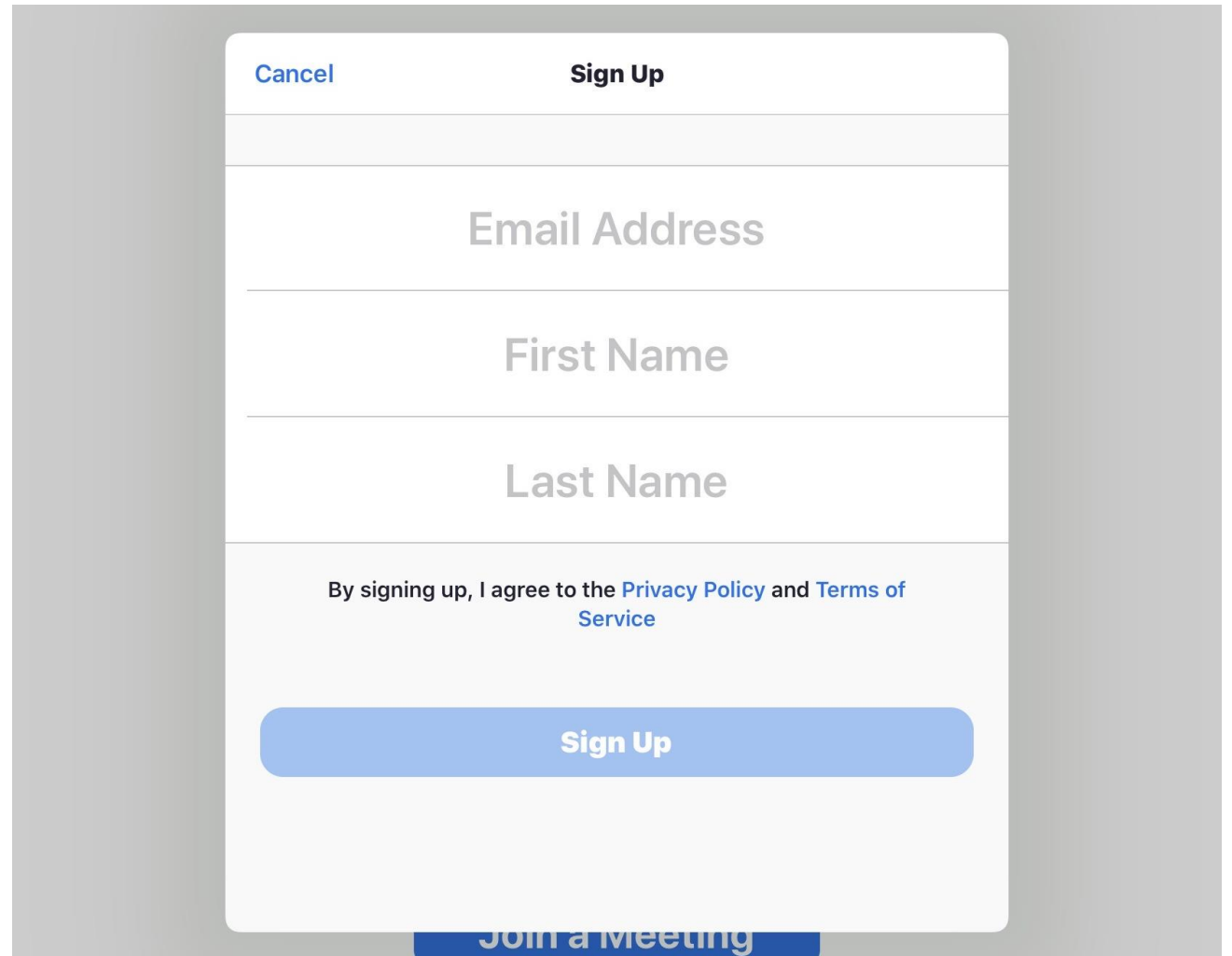
[Confirm](#)

18	December	1944
19	January	1945
20	February	1946
21	March	1947
22	April	1948
23	May	1949
24	June	1950

[Sign Up](#) [Sign In](#)

Sign up

Fill in your details
on this screen and touch 'Sign up'.



The image shows a mobile application interface with a modal sign-up screen. The modal is a white rounded rectangle with a light gray background. At the top left of the modal is a blue 'Cancel' button, and at the top right is the title 'Sign Up'. Below the title is a horizontal separator line. The form contains three text input fields, each with a light gray placeholder label: 'Email Address', 'First Name', and 'Last Name'. Below these fields is a line of text: 'By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#)'. At the bottom of the modal is a large blue button with the text 'Sign Up' in white. Below the modal, a portion of a blue button with the text 'Join a Meeting' is visible.

Cancel Sign Up

Email Address

First Name

Last Name

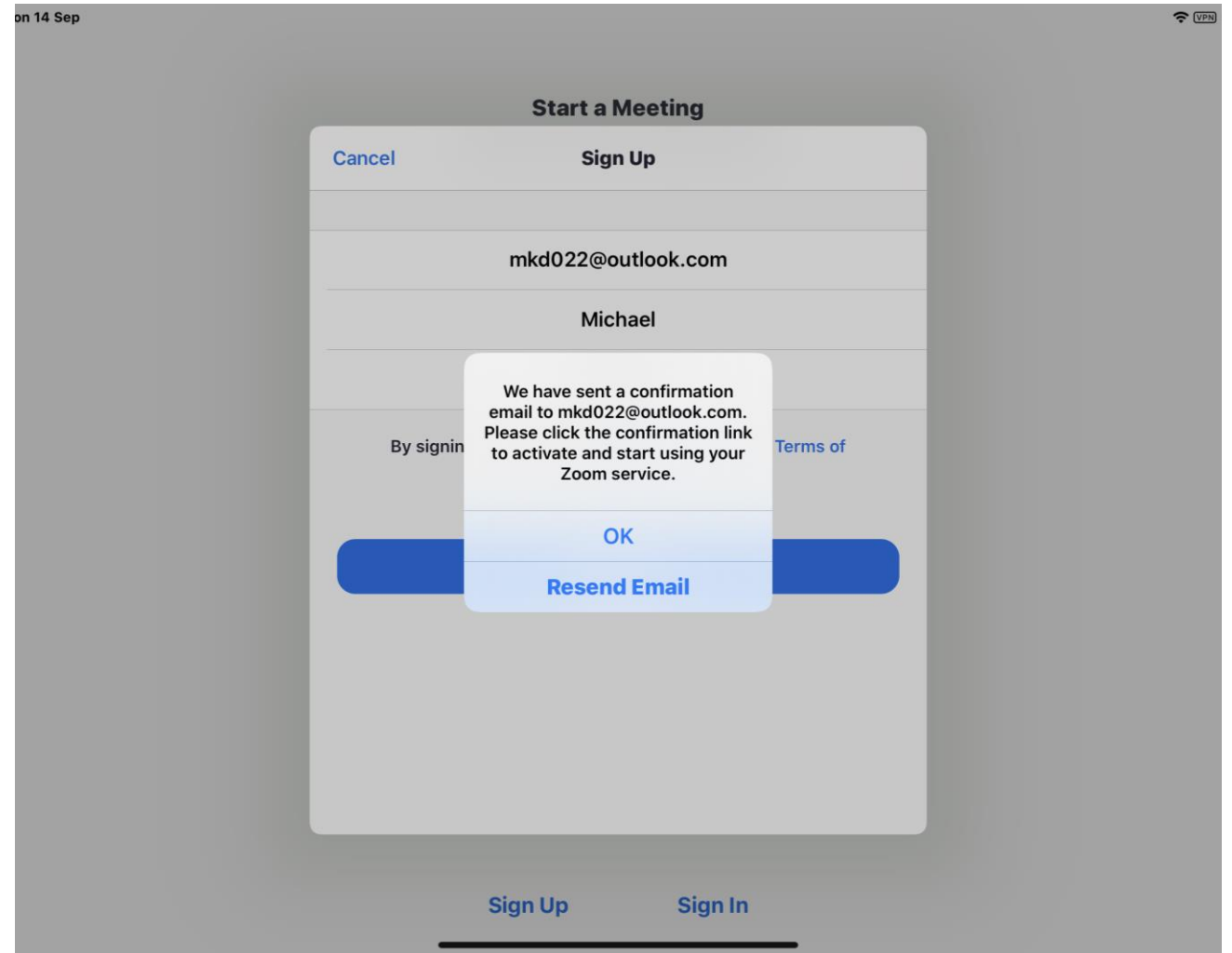
By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#)

Sign Up

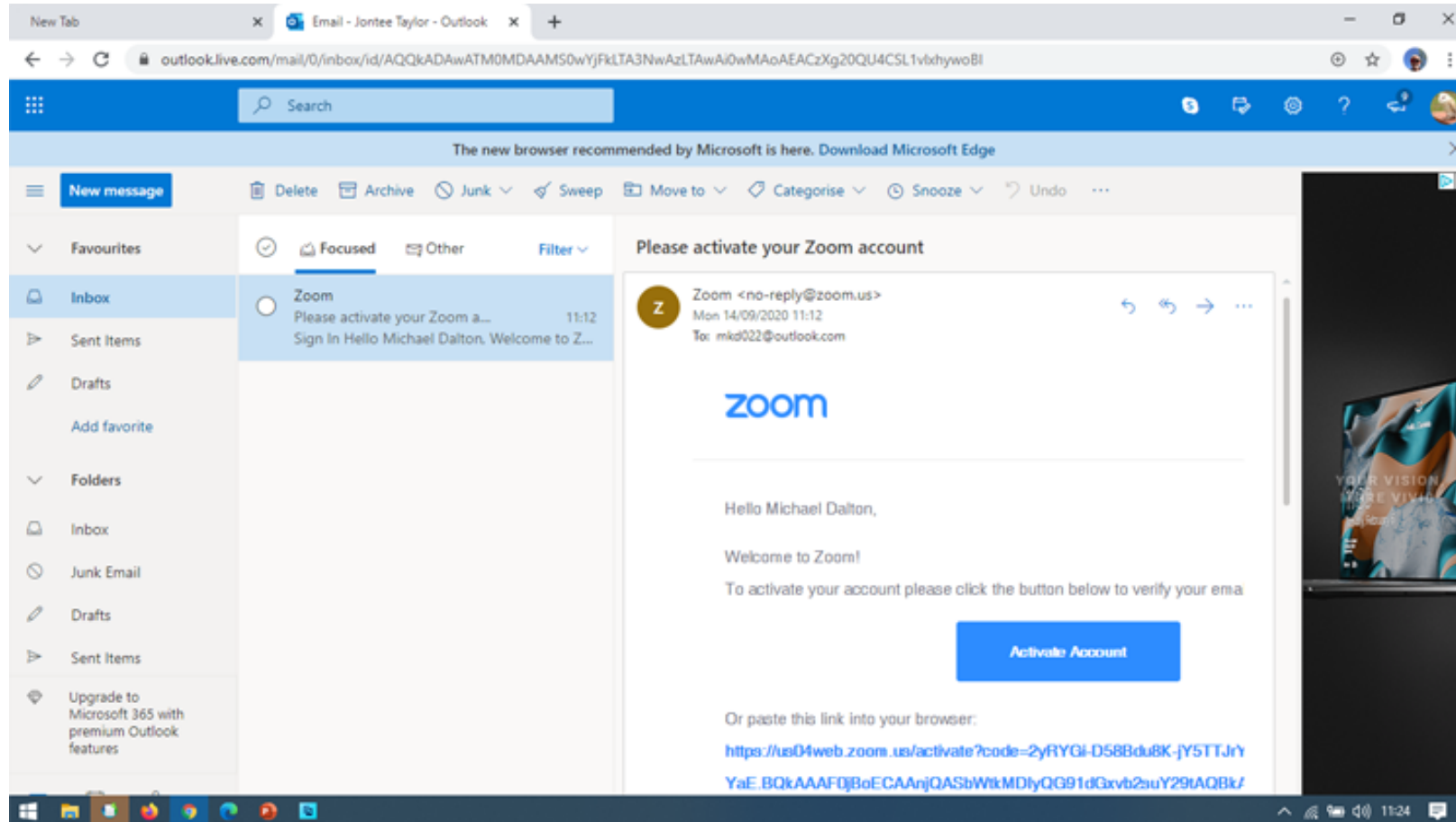
Join a Meeting

Activate

When your details are added and you touch 'Sign up' a confirmation email is sent to your email address to Activate you account.



Go to your email Inbox, open email and click 'Activate Account'
You are now set to Host Zoom Meetings, or Join a Meeting.

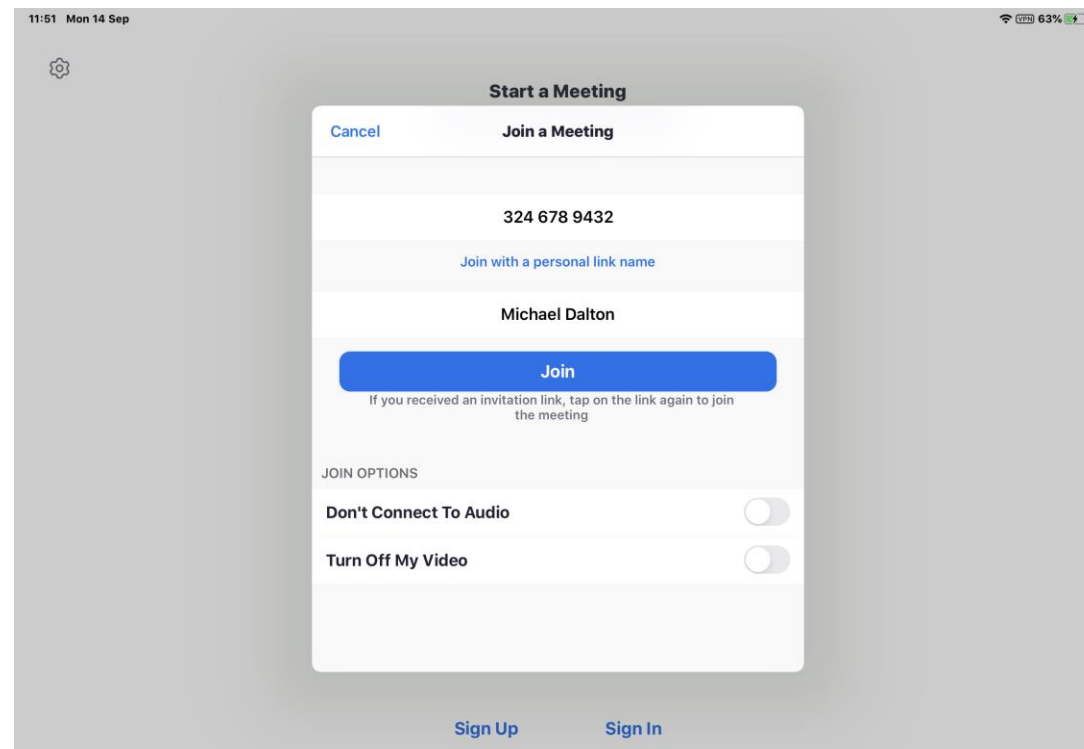
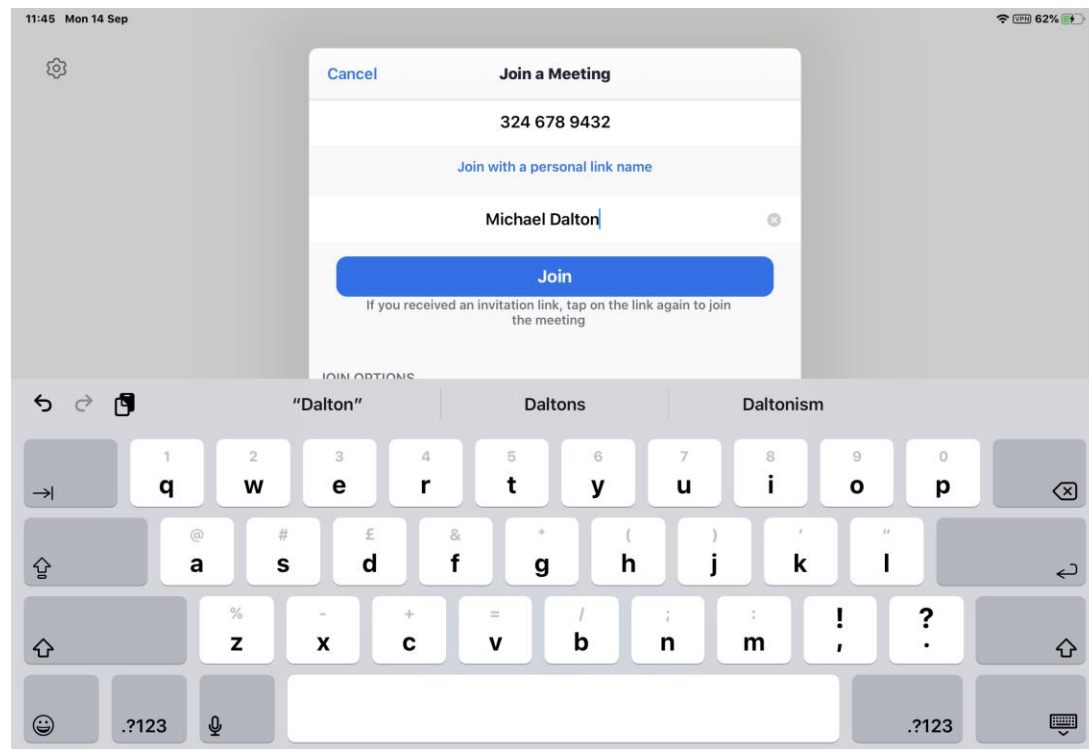


Joining a Meeting

You have 2 options on this screen.

You can choose 'Don't Connect to Audio' and also 'Turn Off My Video'

On most meetings the 'Host' will mute your Audio as you join to keep the noise level down in the meeting.



Passcode / Link

The 'Host' should send you the details of the meeting by email with the joining details.

They send you the ID and Passcode also there is a clickable link; like this example:-

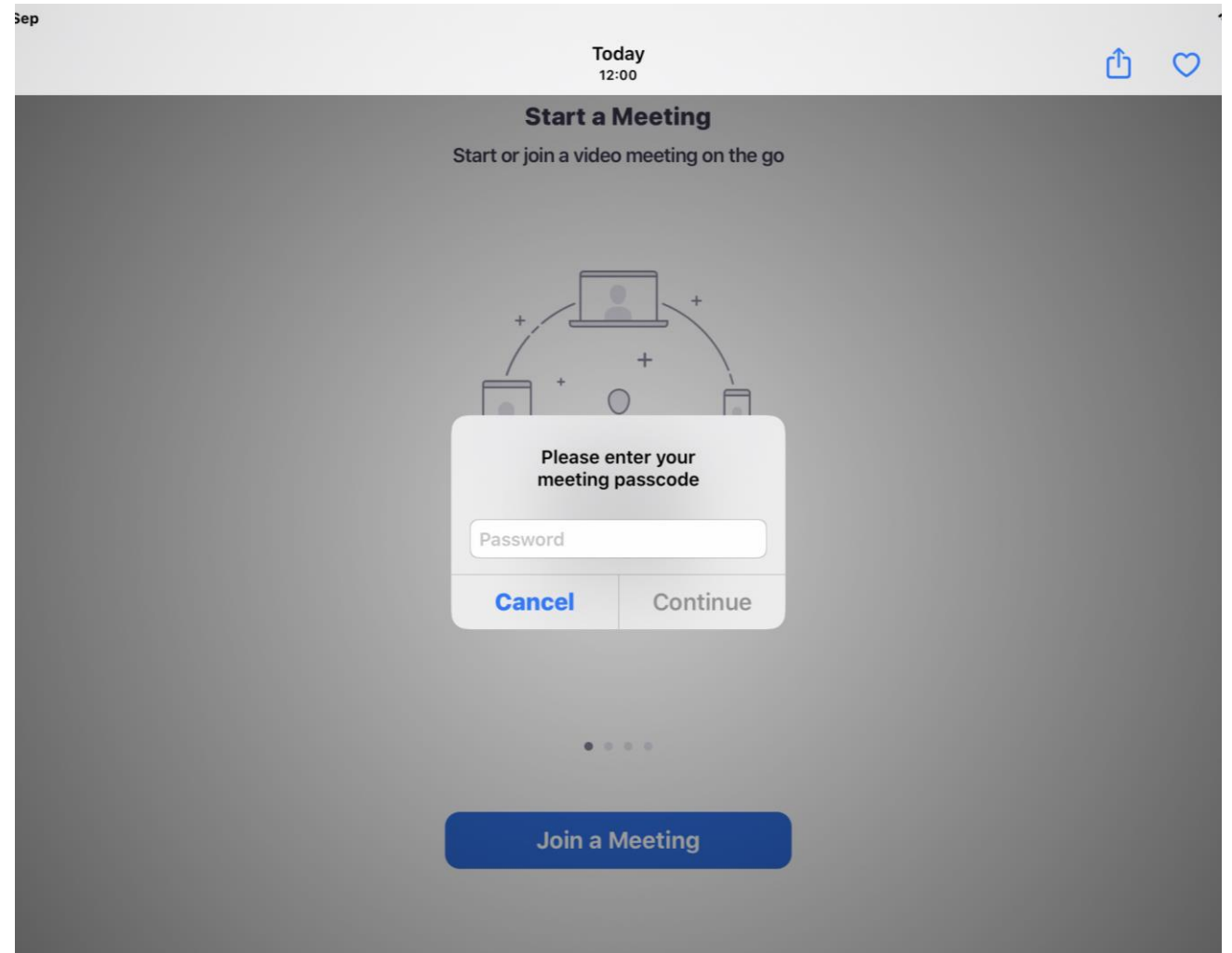
To Join the Zoom Meetings at 2.00pm on the 1st September click on link

<https://us02web.zoom.us/j/89600976402?pwd=WVFLSGt0Q01LWGNBU0VrdkYyWmRRUT09>

Meeting ID: 896 1297 6402

Passcode: 8vuPxU

Using the 'link' or Meeting ID and Passcode could take you into a 'Waiting Room' where you are admitted by the host into meeting, or you go directly into the meeting.



Zoom Meetings

After the initial login when you again open Zoom this screen will open.

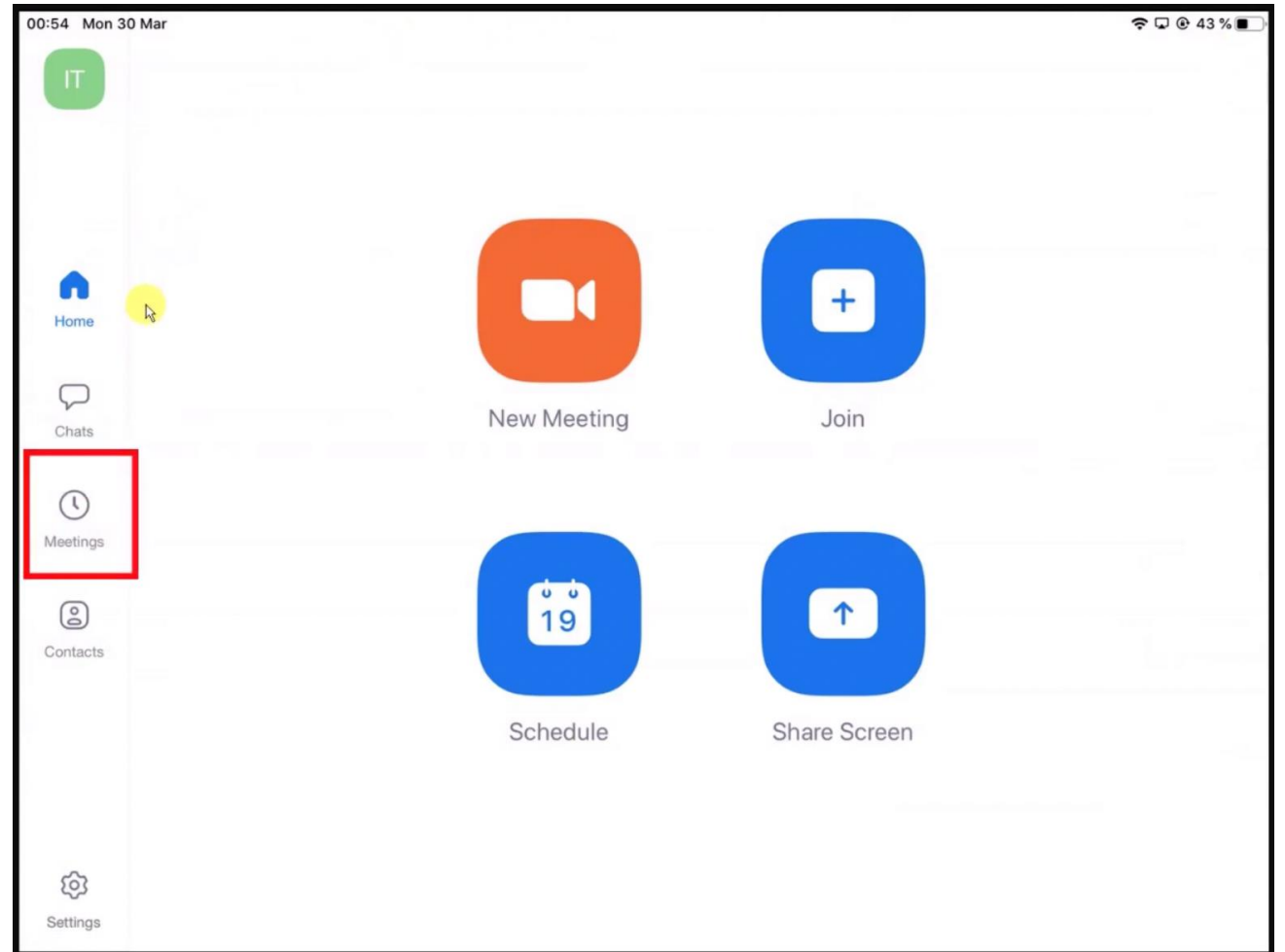
If you have an account you can either

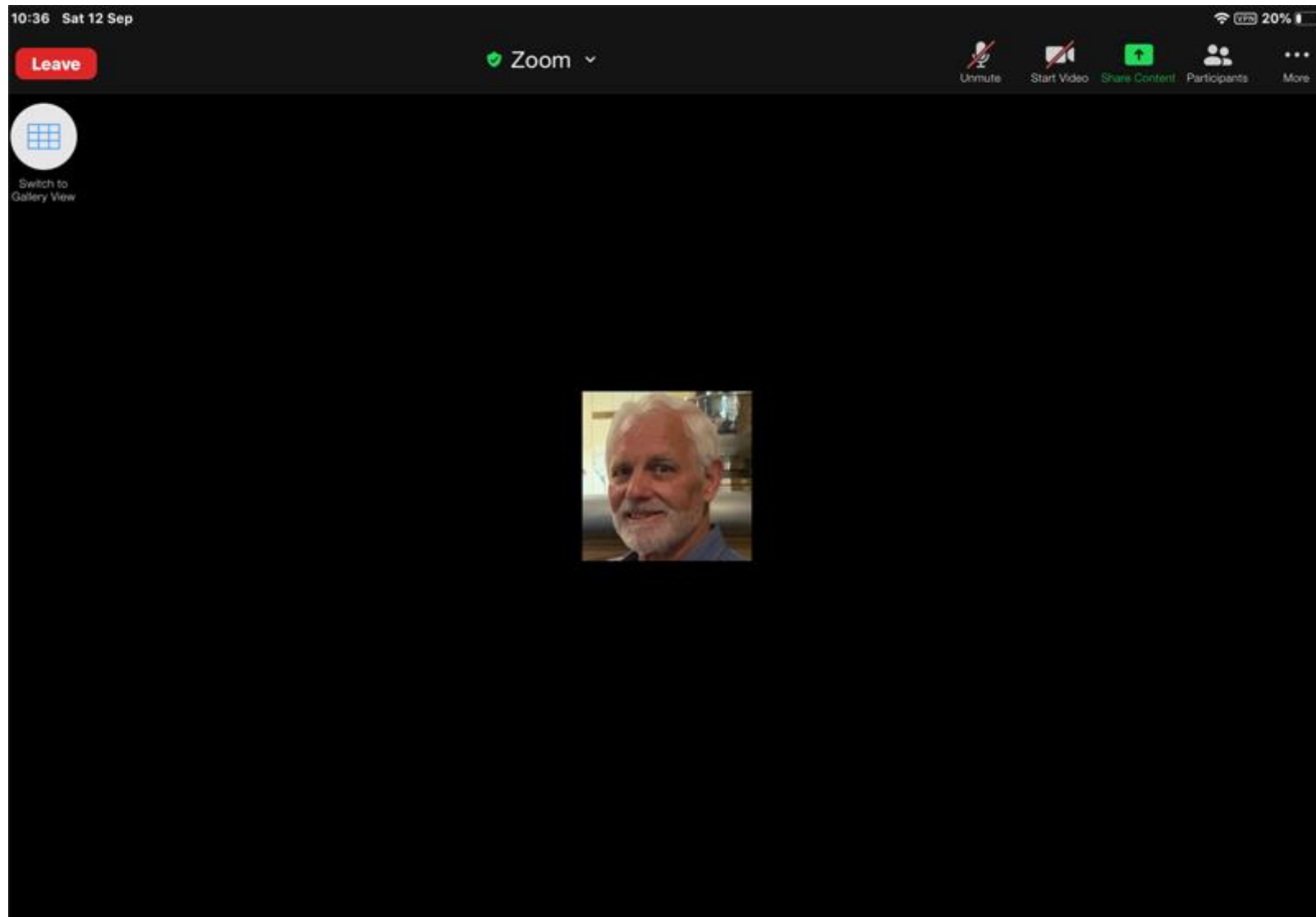
'Schedule' a meeting.

Start a 'New Meeting'

Join a meeting.

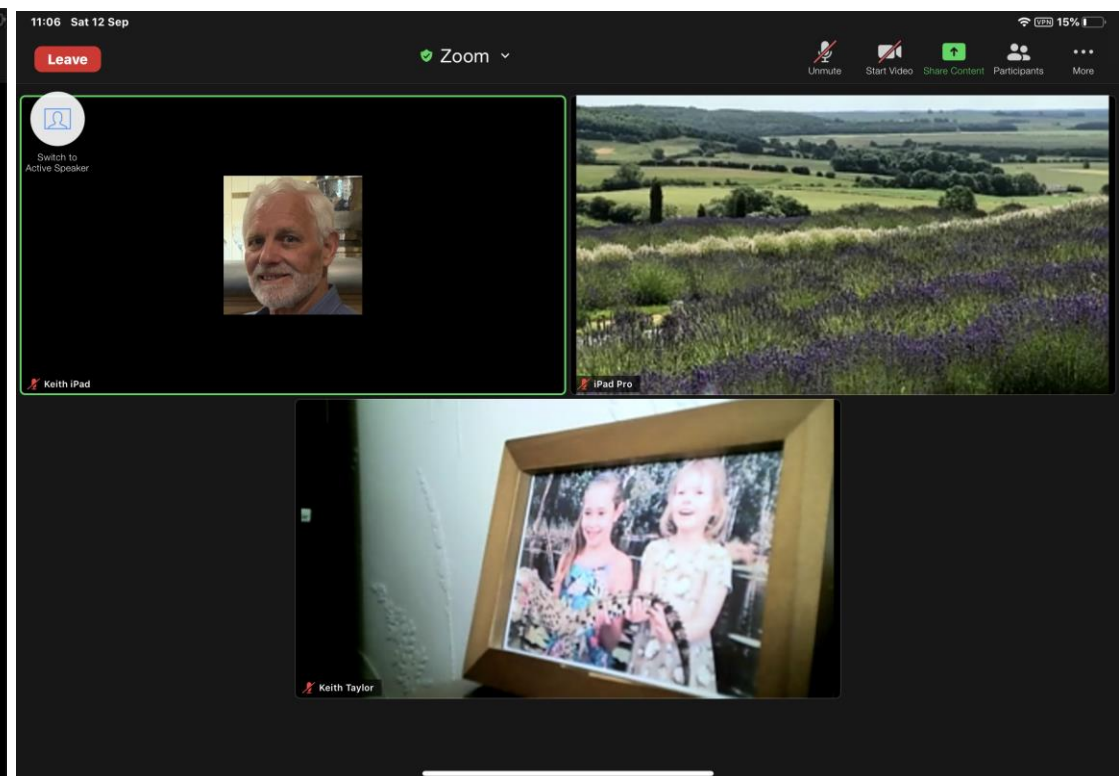
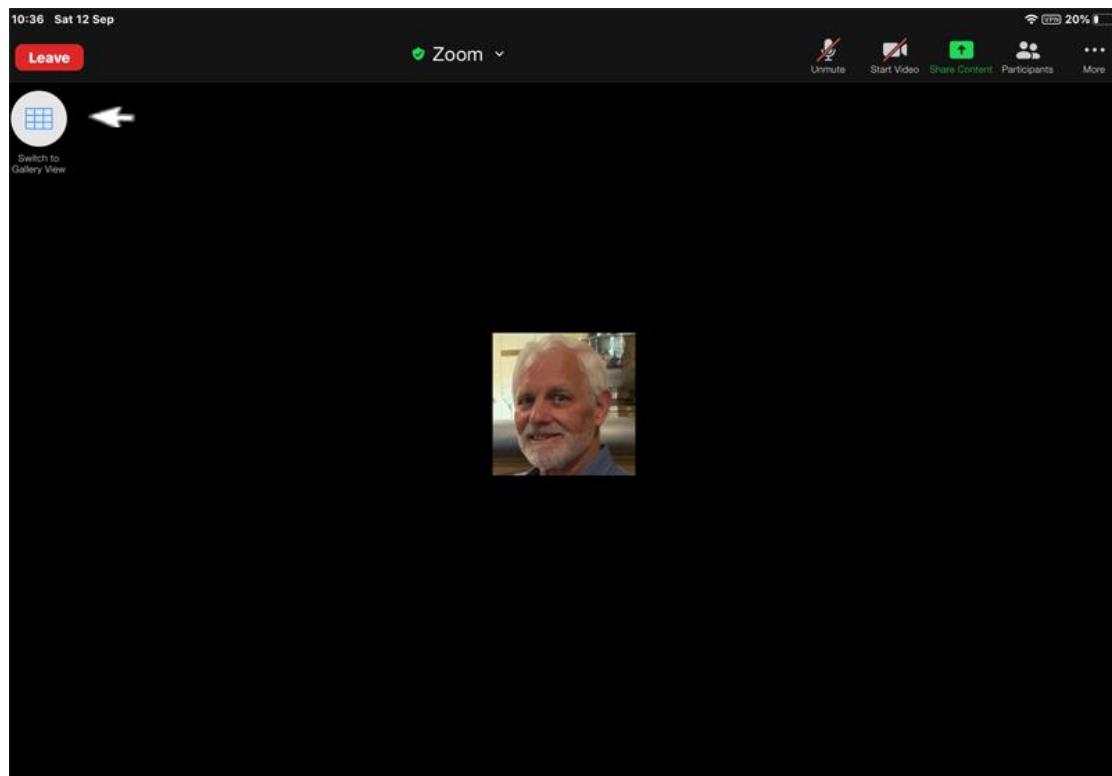
Share Screen





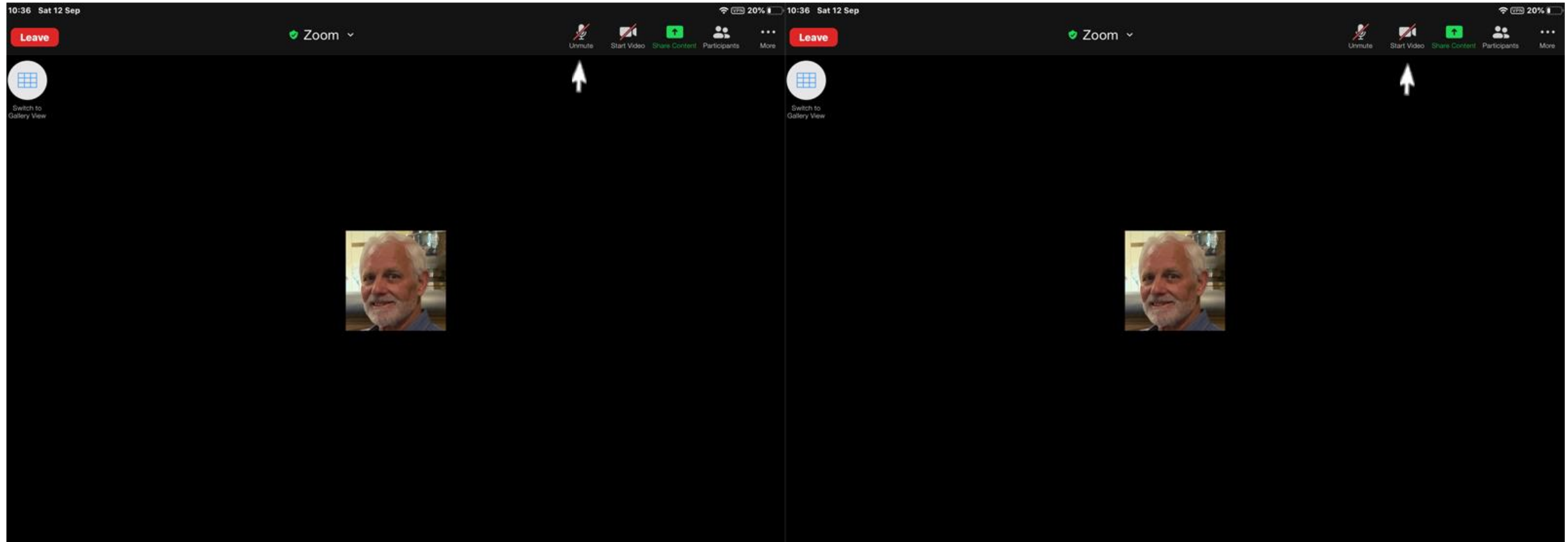
This will be Full screen in Zoom. When Video is off your Profile picture it will show, otherwise your name will be there.

Touch 'Gallery View' by touching button

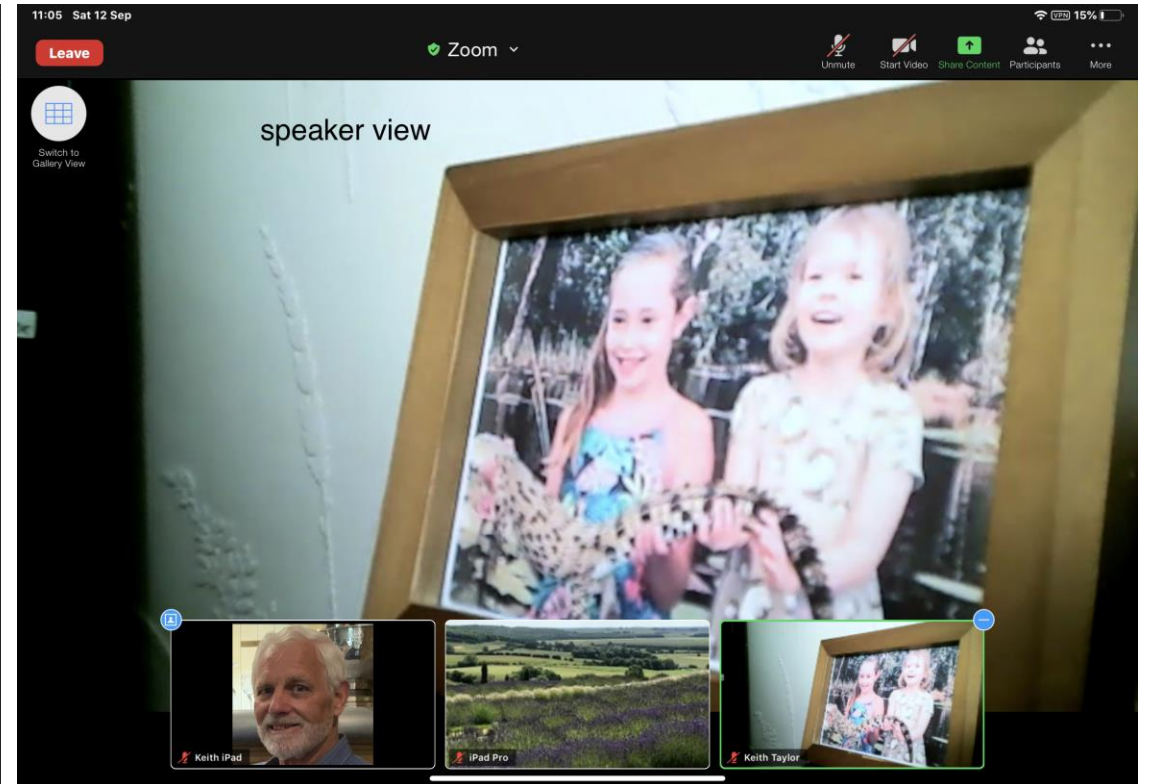
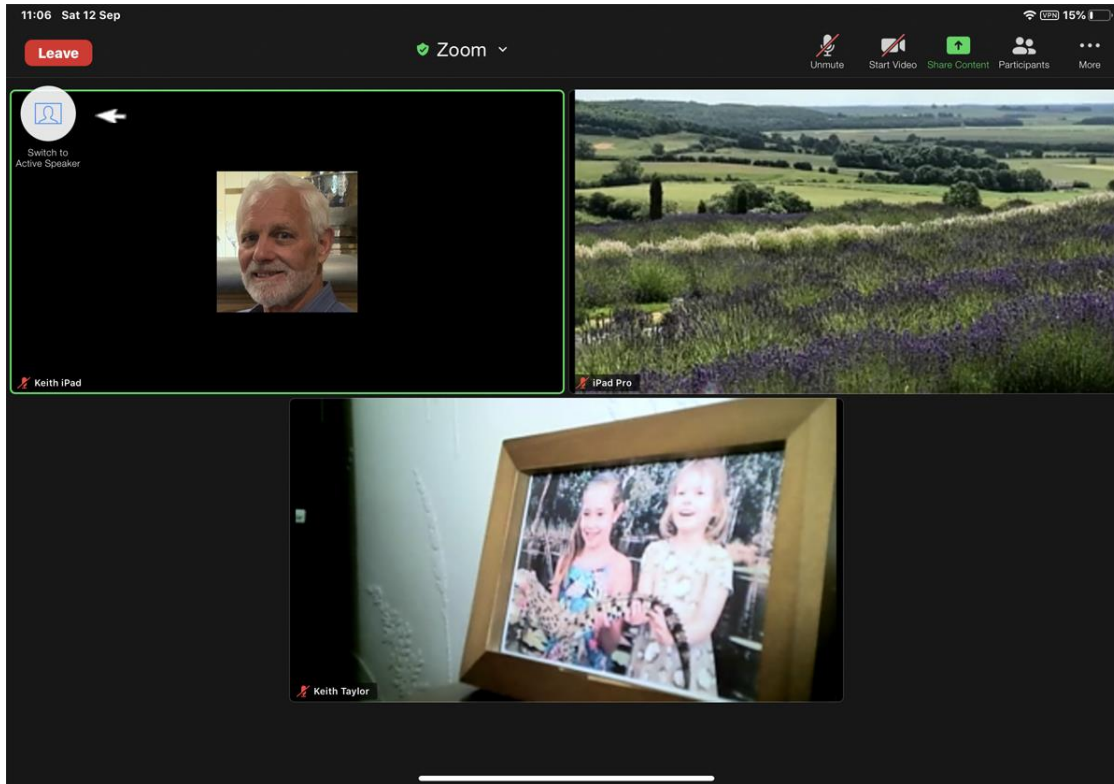


Mute / Unmute Microphone

Start / Stop Video

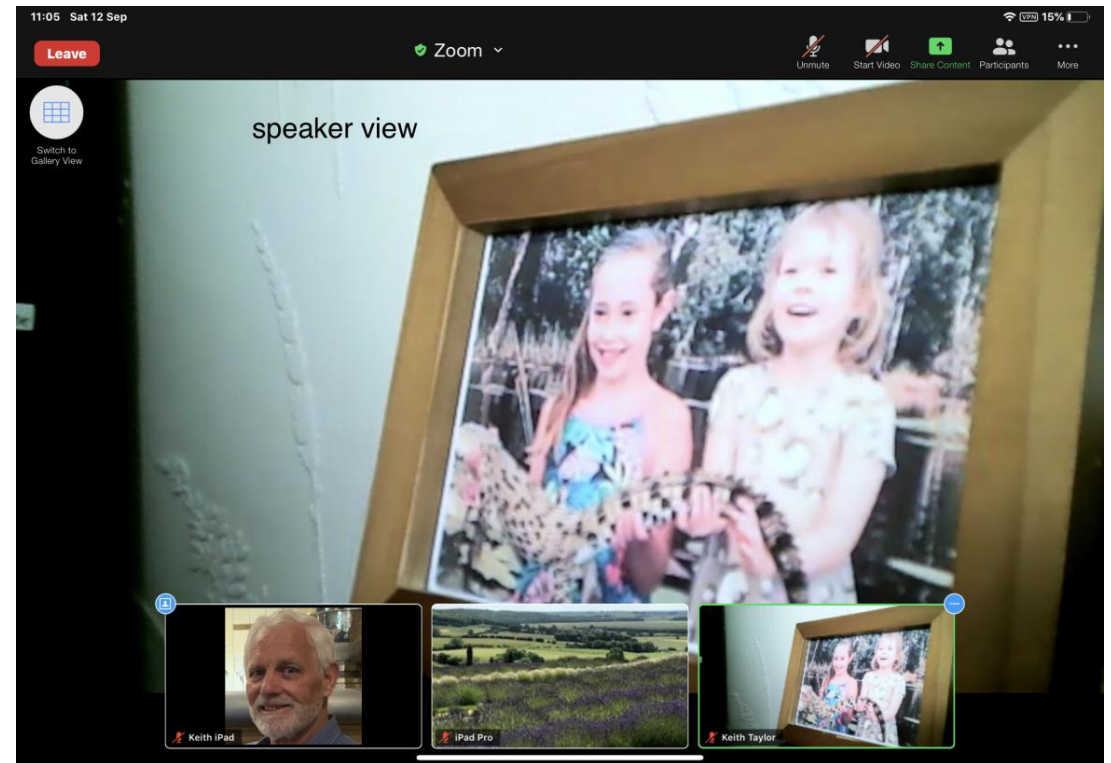
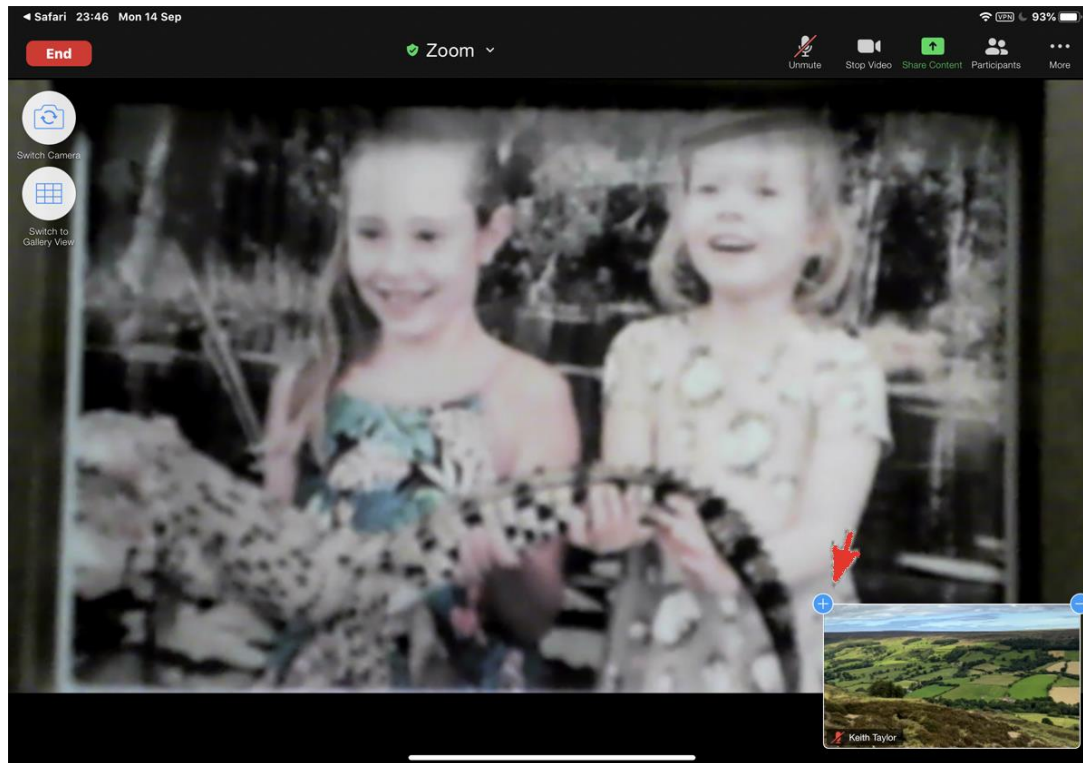


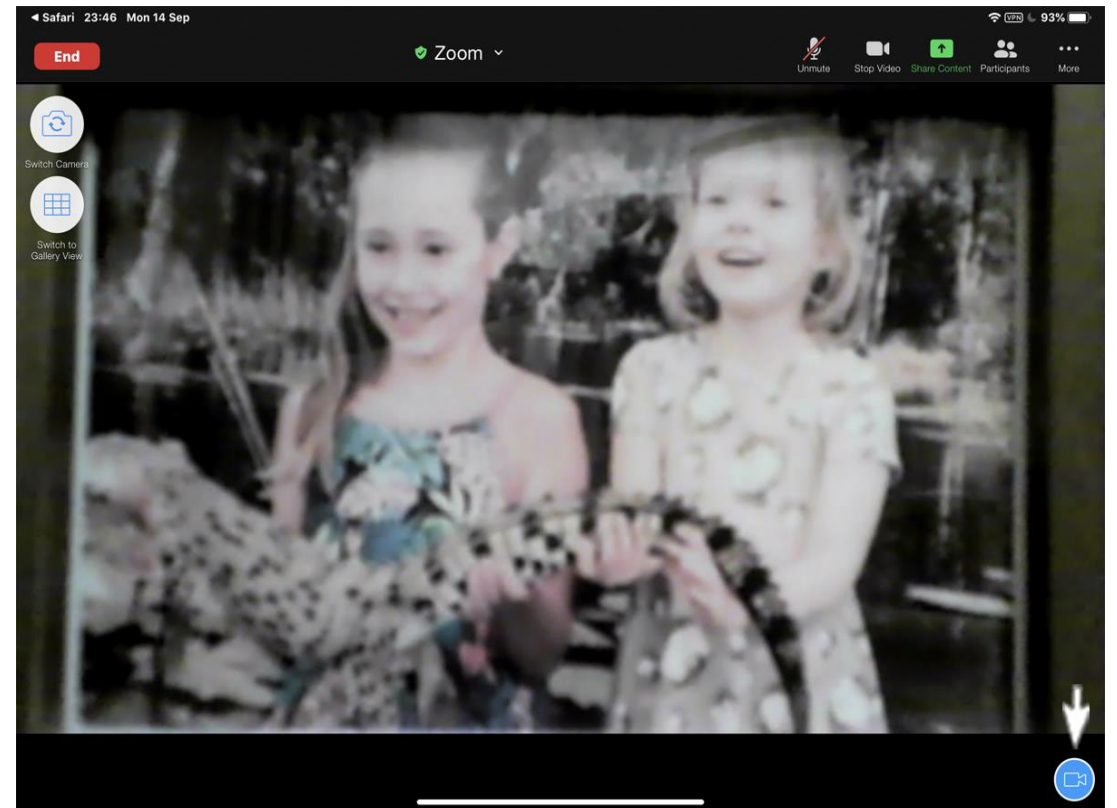
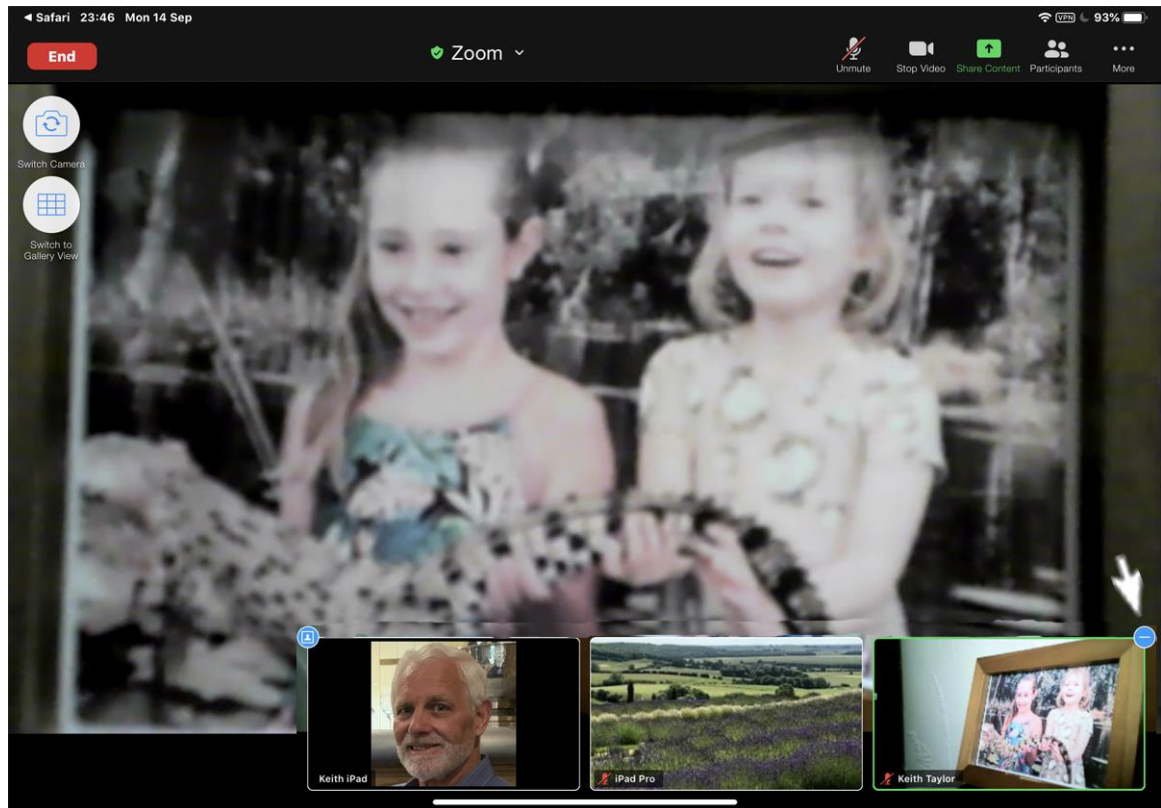
Speaker View. Touch button and whoever is speaking fills screen and participants are on bottom of screen



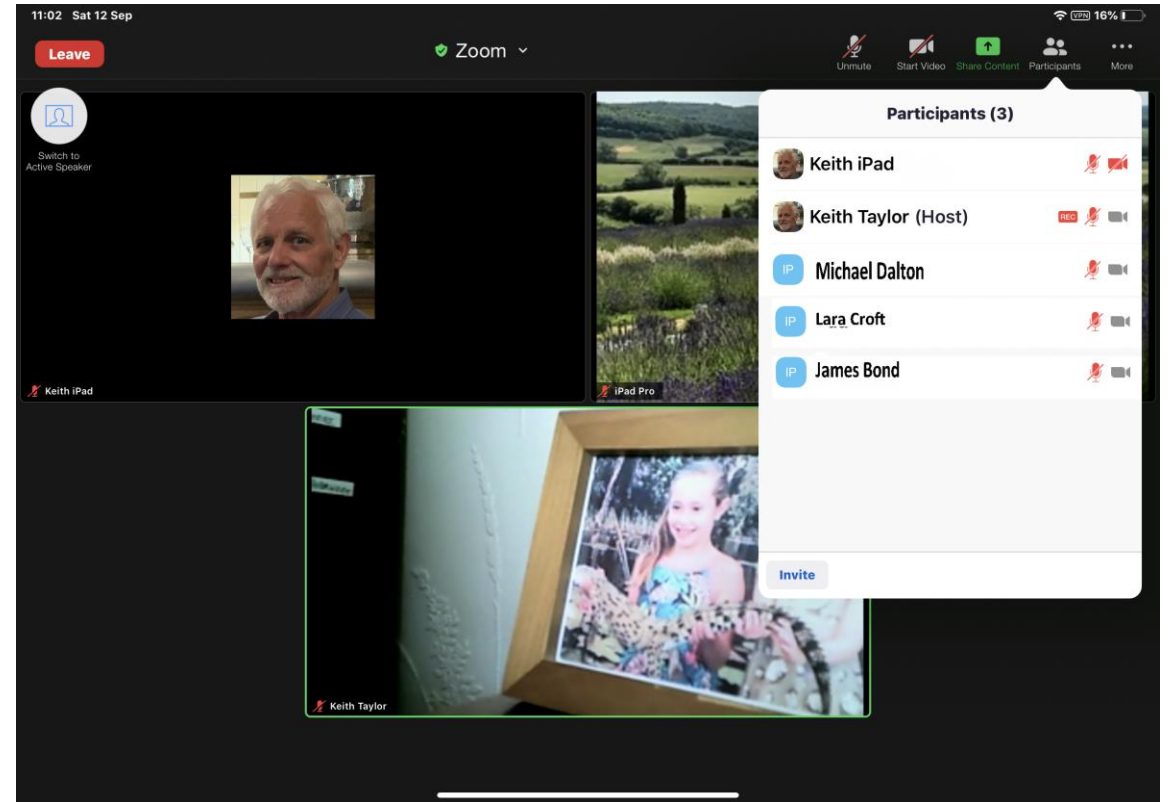
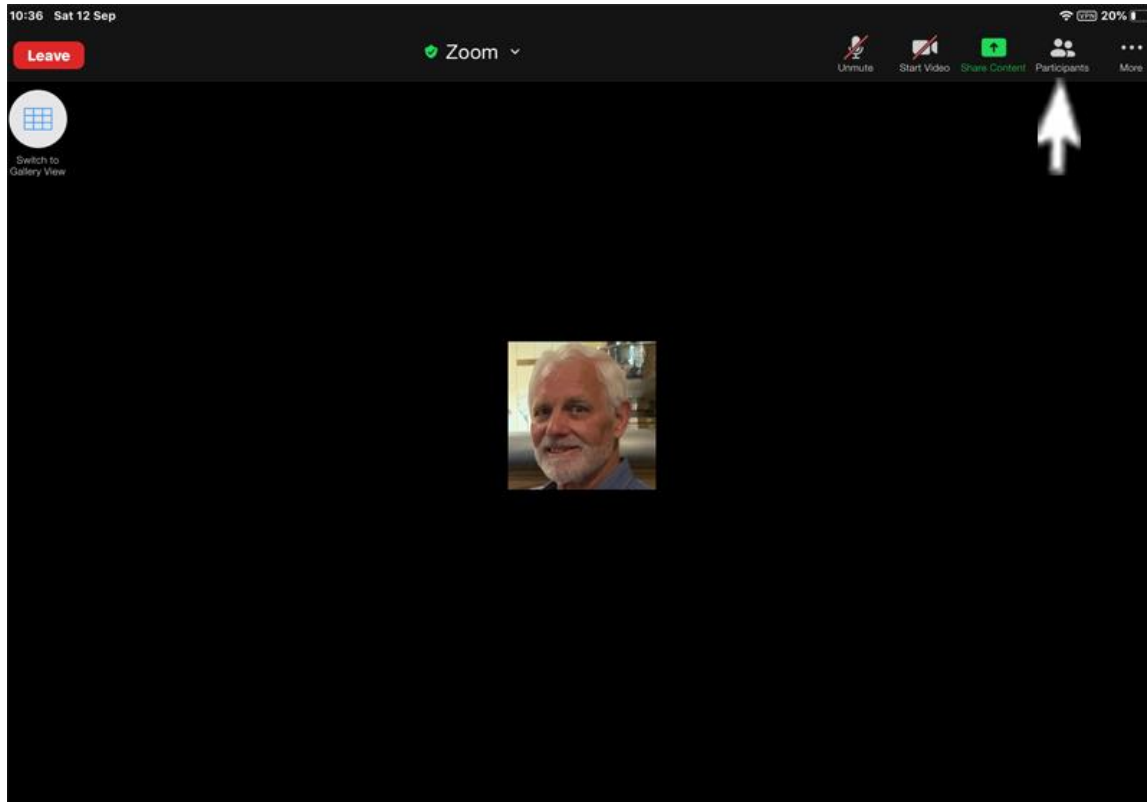
When in 'Speaker View' participants go to bottom of screen if it shows one go to top left of Participant picture and touch + sign and a maximum of 4 participants will show.

On the majority of iPads in 'Gallery View' there is an maximum of 9 participants shown. To get to next screen of participants touch at side of screen (left – back: right – forward) you should be able to go to next 9 participants.



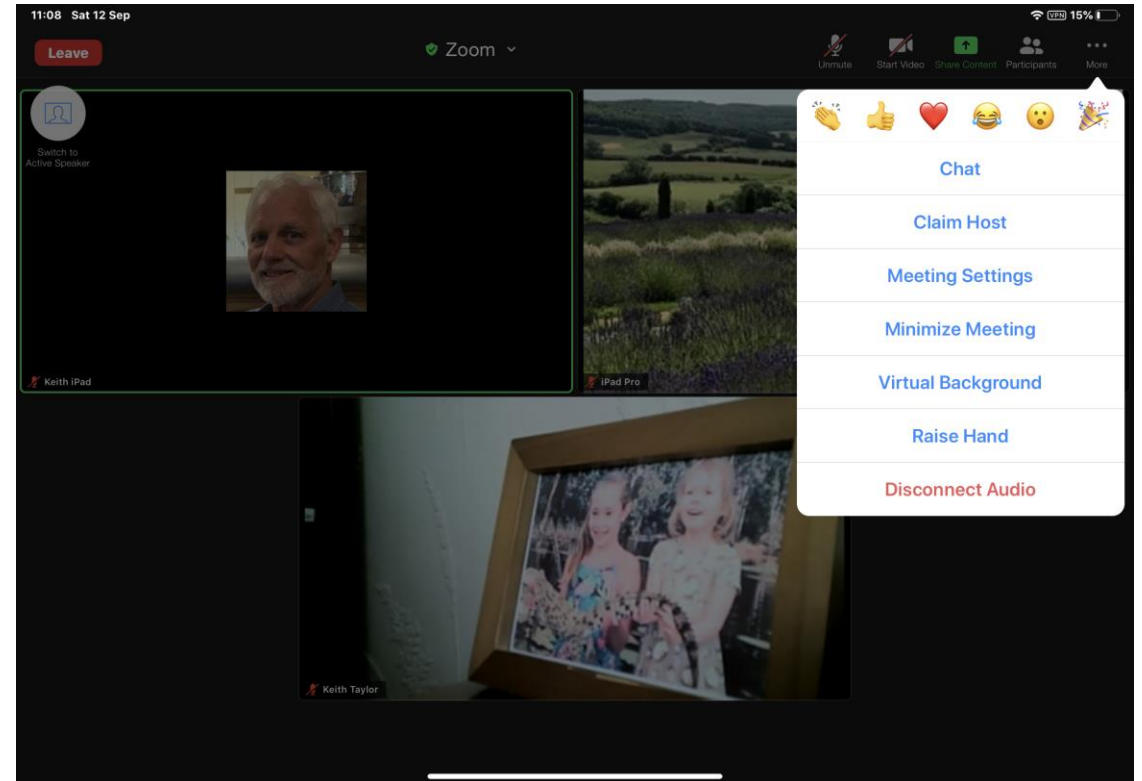
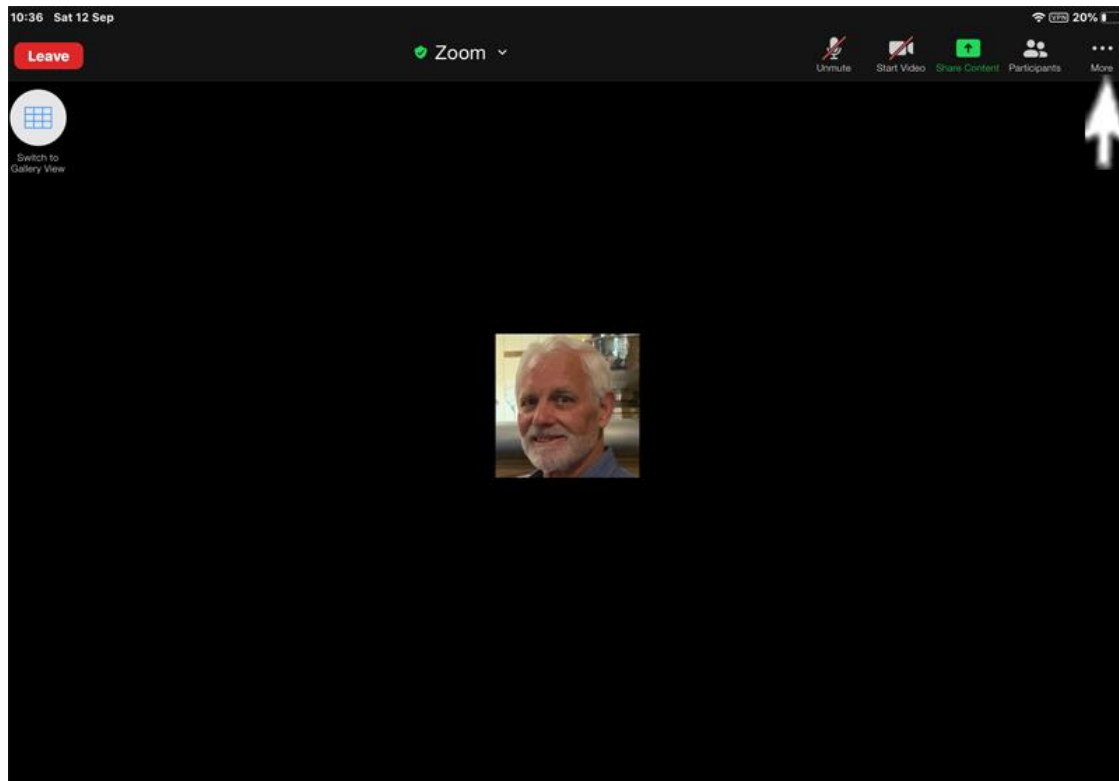


If the line of participants is obscuring something then you can remove them all by tapping the – sign.
To get participants back touch video icon shown, this will replace one participant, then tap + sign for rest.



Participants

Tapping the participants button gives you a complete list and also showing if their Microphone or Video are off (red) or on.



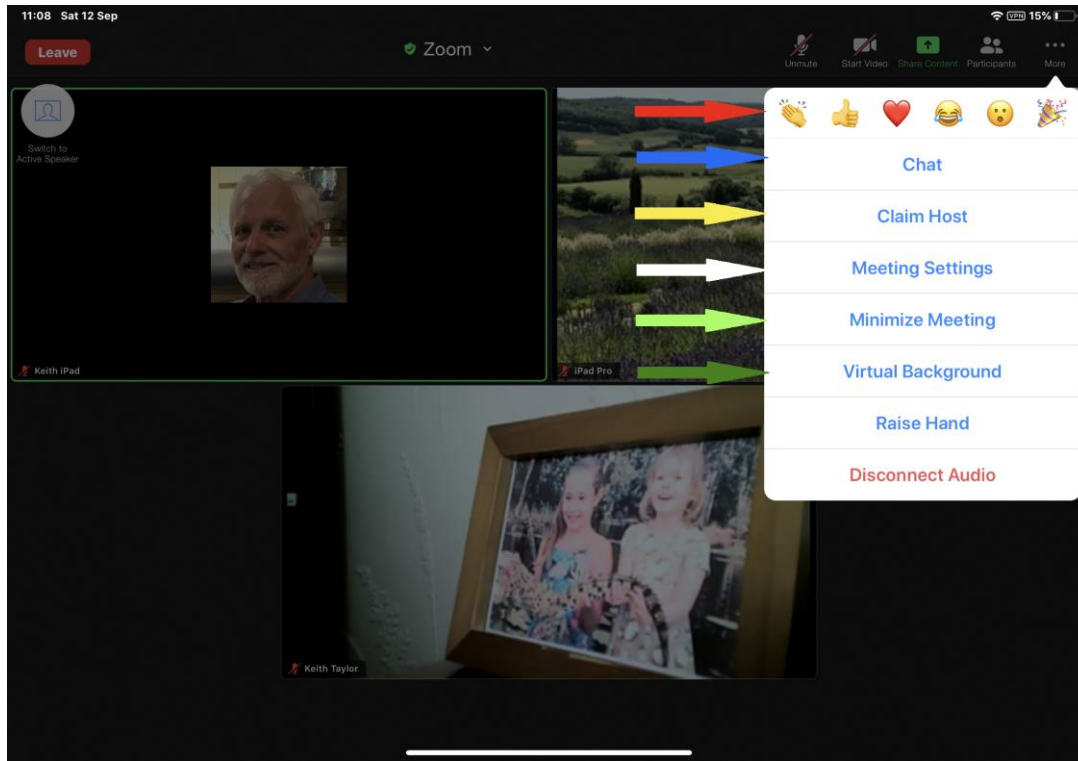
...

More

Reactions tap either 'Clap Hands' or 'Thumbs up' all participants see it on your screen and they stay visible for 10 secs.

Tap Chat and then type your message and tap Send. If you want to send to a specific person, tap the arrow next to 'Everyone' and choose from the list of participants.

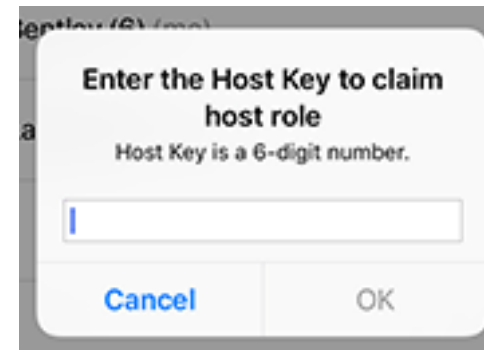
Meeting Settings for more choice login to Zoom with a browser (Firefox, Chrome or Edge)



Explanations

- Participants react during a meeting by an emoji to communicate without interrupting the meeting. Reactions will disappear after approx 10 seconds.
- Tap Chat and then type your message and tap Send and Everyone will receive it. If you want to send to a specific person, tap the arrow next to 'Everyone' and choose from the list of participants.

- The host key is a 6-digit PIN used to claim host controls at a meeting. You can edit or view your host key in your profile. This host key is applied to meetings you schedule.
- Meeting Settings are usually set by the Host before a meeting, during the meeting they can be amended by the host or co-host.
- The **host** key is a 6-digit PIN used to **claim host** controls at a meeting. You can edit or view your **host** key in your profile. This **host** key is applied to meetings you schedule.



- Tap Virtual Background, then choose and Tap the background you would like to apply or tap + to upload a new image. ... Tap Close after selecting the background to return to the meeting.

Screen Sharing

Zoom allows for screen sharing on desktop, iPad and mobile devices running Zoom.

The host screen share by clicking on the Share Screen icon. A participant also screen share if the Host allows it.

