

Getting started with Zoom on Android

How to join a Zoom meeting

The **easiest** way to join a Zoom call is by clicking the invite link emailed to you. If the link doesn't work, you can try using the Meeting ID.



You can manually join a Zoom call by following the steps below

1. Find and open **Zoom**. The app looks like this:

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2. When the app opens, you should be greeted by the home screen. You press the blue "**Join a Meeting**" button to begin the process of joining a meeting.



Start a Meeting

Start or join a video meeting on the go



3. A smaller window should now appear like this. Enter the **Meeting ID, your name** (full name isn't necessary!) and tap **Join**.

3

A screenshot of the "Join a Meeting" screen in the Zoom app. It has a "Cancel" button at the top left. Below it are three input fields: "Meeting ID", "Join with a personal link name", and "Your Name". A "Join" button is at the bottom. A small note at the bottom says "If you received an invitation link, tap on the link to join the meeting". A red arrow points from the "Join" button to the next step.

4. Enter the **passcode** and, if asked, give Zoom permission to use your audio and video devices. This lets people see and hear you during the meeting.

4

A screenshot of the "Please enter your meeting passcode" screen. It has a "Cancel" button at the top left and an "OK" button at the bottom right. In the center is a "Meeting Passcode" input field. A red arrow points from the "Join" button in the previous step to this screen.

2

Join a Meeting

Sign Up

Sign In

5. That's it! You should now be placed in the waiting room and the host will let you in to the meeting shortly. While you wait, you can check on your sound and video to make sure they're working correctly.

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Navigating the Zoom room

Once you have joined the Zoom meeting you will see these menu bars at the top and bottom of your screen. What does each button mean? They will disappear after a short while, so tap the centre of the screen to make them appear again.

The diagram illustrates the Zoom mobile interface with two main menu bars. The top bar contains five buttons: Mute (with a microphone icon), Stop Video (with a video camera icon), Share (with a green square and an upward arrow icon), Participant (with a group of people icon), and More (with three dots icon). The bottom bar contains three elements: a speaker icon for volume, a camera switch icon (with a front and back camera icon), the Zoom logo with a checkmark and a dropdown arrow, and a red End button.

Starts and stops sending your video to the room

Options to share a photo or video from your phone or tablet

Shows a list of everyone in the meeting, and you can send a 'chat message' to the room if you're unable to talk.

Mute

Stop Video

Share

Participant

More

Turns off (mute) and turns on your mic (unmute). If there's a red line through the icon, it's muted!

Tapping the three dots will open a menu (a list of options) that gets to the text chat or lets you send a smiley face or thumbs up to the room

Adjust the meeting room volume. This is what you hear, not how loud you are to everyone else

Switches between the camera on the front of your device and the camera on the back of your device. Front is preferred!

End

End the meeting and leave the room

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Jargon Buster

- **Host** - The host sends an email to everyone inviting them to a 'Zoom room meeting' so that people as a group can join in to learn, be active or be part of an event, etc. Hosts can mute everyone, and remove them too.
- **Speaker View** - A full screen picture of the person speaking. It can get confusing if everyone talks together. Swipe across the screen left to right will change from *Speaker view* to *Gallery View*.
- **Gallery View** - Everyone can be seen together like moving pictures on a 'video wall'. The person speaking has a coloured box around their 'video box'.
- **Mute** - Muting turns off your microphone so you cannot be heard.
- **Chat** - Sending text messages within a meeting. Chat messages can be direct to somebody or sent to everyone!
- **Meeting ID and Passcode** - These details are the 'room' number and 'key to the door' to let you join in.
- **Video / Audio toolbar buttons** - These are switches, turning the camera and microphone on or off.
- **Meeting** - What we have when you can get some exercise, join a prayer meeting or painting class.
- **Waiting Room** - When you join a Zoom meeting, you'll be placed in a 'Waiting Room' until the host lets you in. It is there so the host knows who is coming to the meeting, please be patient!