

# Getting started with Zoom on iPad

## How to join a Zoom call

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.

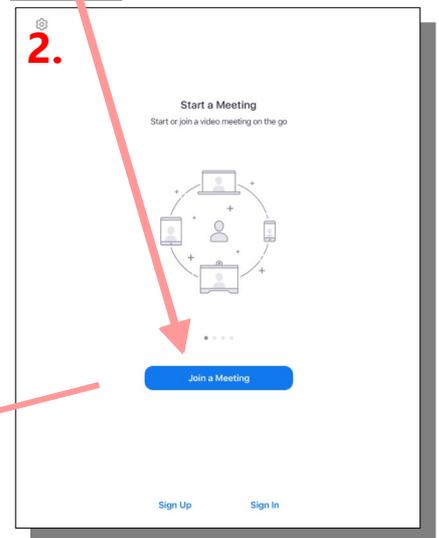


## You can manually join a Zoom call by following the steps below.

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

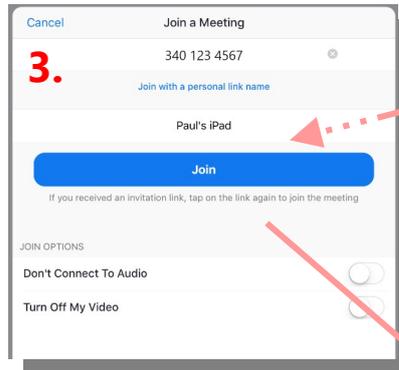


2. When the app opens, you should be greeted by the home screen. You can press the blue "Join a Meeting" button to begin the process of joining a call.

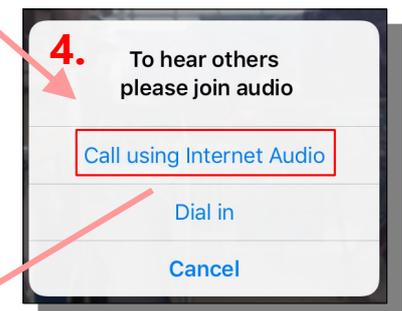


Don't worry about signing up – you don't need an account to join a call!

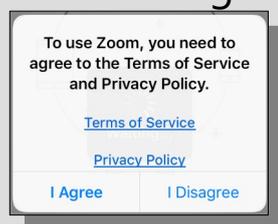
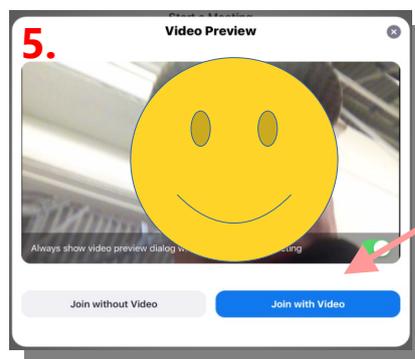
3. After tapping Join a Meeting a smaller window should appear like this. Enter the **Meeting ID** and tap **Join**.



4. Enter the password and a message will pop up asking which audio to use, pick "**Call using Internet Audio**"



5. Tap "**Join with Video**" so you can also be seen in the meeting

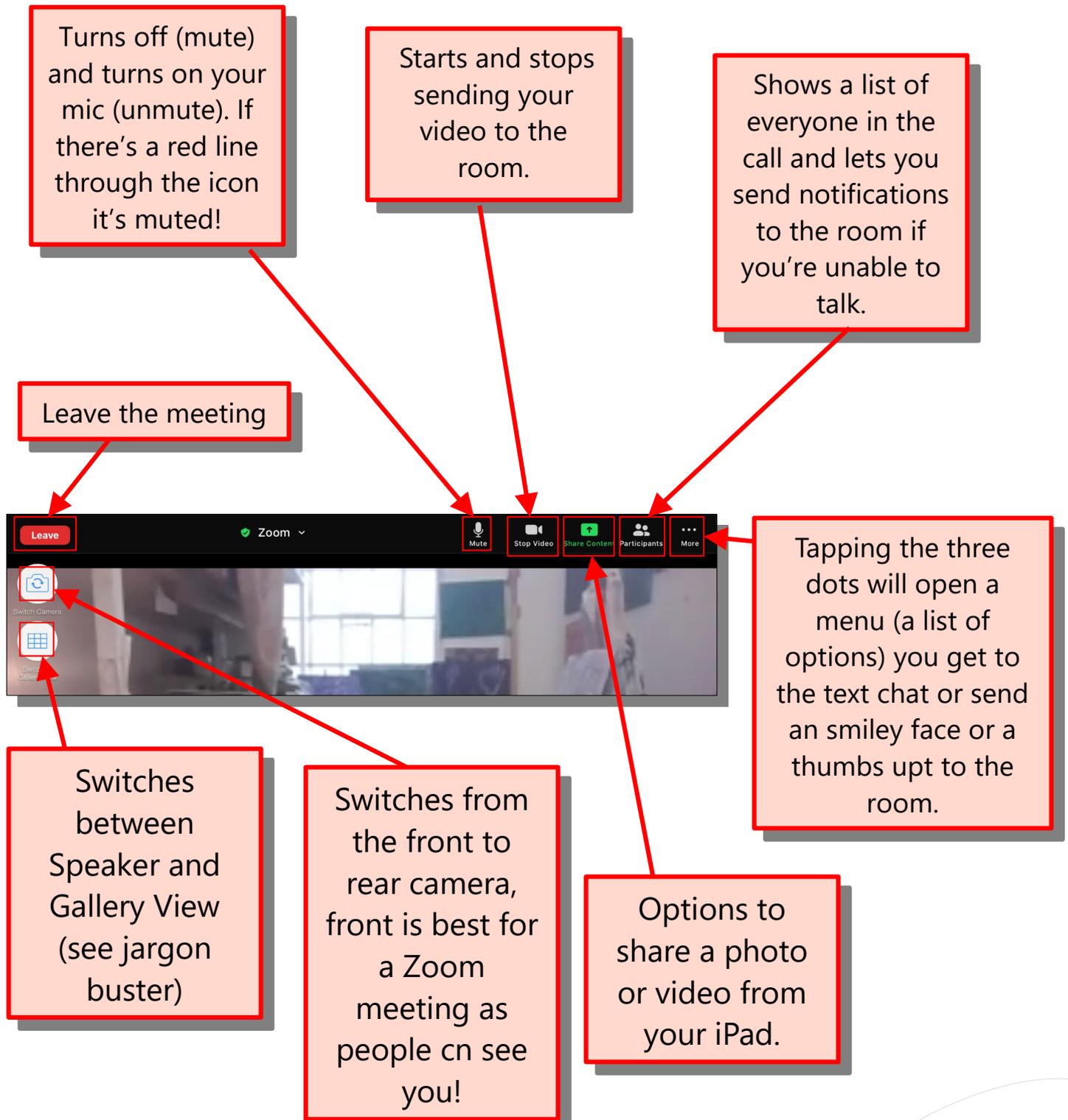


If you see this, it will be the first time using the app. This is a standard terms of service and privacy policy agreement, you will have to agree in order to continue using Zoom. You can tap the underlined blue text to read the full documents but no one does that!

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## Navigating the Zoom room

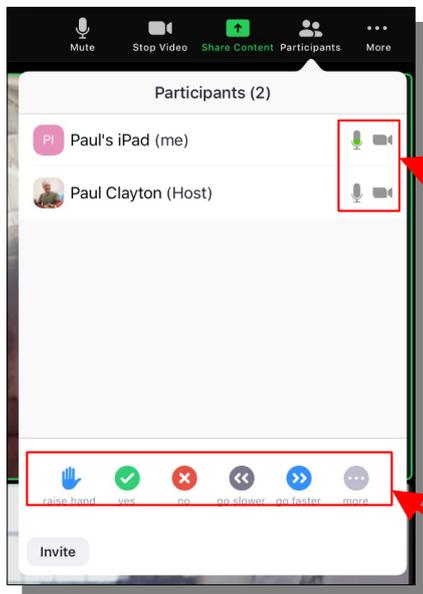
When you join the Zoom call you will see this menu bar at the top of your screen. What do buttons mean? It will disappear after a short while, so tap the centre of the screen to make it appear again.



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## Looking at menus

The Participants menu looks like this. Here you can see a list of all the people in the meeting.



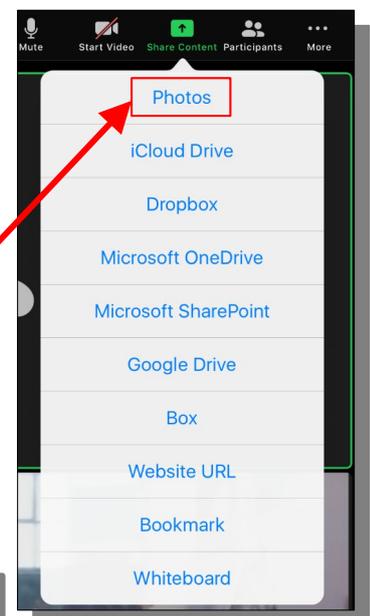
The mic and camera icons let you know if a person is muted or has their video off.

The mic icon next to the person currently speaking will flash a green colour.

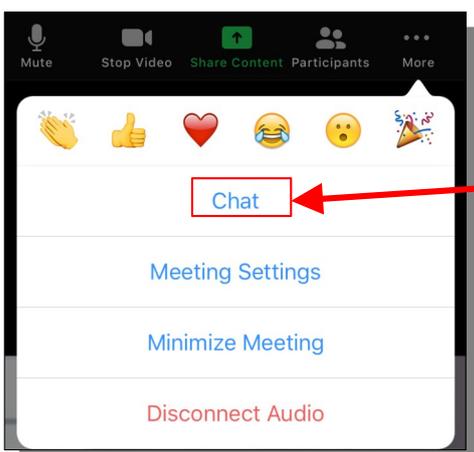
The buttons at the bottom let you send a non verbal message. For example, you can use the "raise hand" button to let the host know you want to ask a question while they are speaking.

The Share Content menu will let you share photos or videos with the room.

The easiest way to find the photos you want to share from your device is by selecting "Photos" from the list.



Opening the More menu let you get to the text chat for the room. This can be handy if you are having difficulty with audio and need to communicate.



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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
- **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. Messages can be directed to somebody in particular or everybody!
- **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. 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.
- **Waiting Room** – When you join a Zoom meeting, you'll be placed in a 'Waiting Room' until the host lets you in. Its there so the host knows who is coming to the meeting, please be patient!