

Using ZOOM on Your Smartphone/Tablet

Accessing A Meeting

- To access the meeting:
 1. Click the JOIN link provided in your confirmation email or meeting notification.
OR
 2. Open the ZOOM app on your device.
 - Click JOIN A MEETING
 - Enter the meeting ID number, your name and local #
 - Check your audio and video settings before clicking JOIN
- Upon entering the meeting, you will be placed in a waiting room until the Host opens the meeting.

Updating Your Name and Local Information

1. Tap screen and select the PARTICIPANTS icon
2. Select and hold your name
3. Choose RENAME option
4. Update the information in the name field
5. Click DONE

Muting/Unmuting Your Audio

1. Tap your screen to view the in-meeting features menu
2. Select the MICROPHONE icon to turn off (red line) or on your audio.

Turning On/Off Your Camera/Video

1. Tap your screen to view the in-meeting features menu
2. Select the CAMERA icon to turn off (red line) or on your camera.

Changing Your View Settings

- ZOOM Meetings provide two (2) options for setting your screen view – gallery view or speaker view.
 - Gallery view will show multiple video feeds at one time on one screen.
 - [Active] Speaker's view will only stream the video feed from the individual speaking.
- To change your view settings while on your smartphone/tablet, simply swipe left to change your view set up. You will only be able to see a maximum of four (4) video feeds on the screen at one time.
 - Swipe left again, to see more connections.

Leaving A Meeting

1. Tap your screen to view the in-meeting features menu.
2. Select LEAVE MEETING (red text) in the top right-hand side of screen.
3. Confirm your request to leave the meeting.

IN MEETING FEATURES

Participants List – A listing of everyone who has joined the meeting

1. Tap your screen to see the in-meeting features menu.
2. Select the PARTICIPANTS icon to open the list of attendees; this menu will take over your screen.
3. To close the list, select DONE at the top left-hand corner of your screen.

Non-verbal Cues

- Participants can raise their hand if they have a question, agree or disagree, or tell the host to slow down.
- To access the non-verbal cues:
 1. Tap on the bottom of the screen to see the in-meeting features menu.
 2. Select the MORE (...) icon and select the cue required.

Chat Room

- Participants can ask questions or leave a note for the group or individual participants through the Chat Room feature.
- To access the Chat Room:
 1. Tap your screen to see the in-meeting features menu and select the PARTICIPANTS icon.
 2. Select CHAT from the bottom left hand corner of your participants window to open the chat window
 3. Select EVERYONE in the SEND TO field to send a message to all participants
OR
Select an INDIVIDUAL participant's name from the drop-down list of names.
 4. To close the list, select CLOSE at the top left-hand corner of your screen.