

# GENERAL GUIDE

# ZOOM

CREATED BY  
SYED OMAR FARUK TOAWHA  
BARBORA VYKlickA





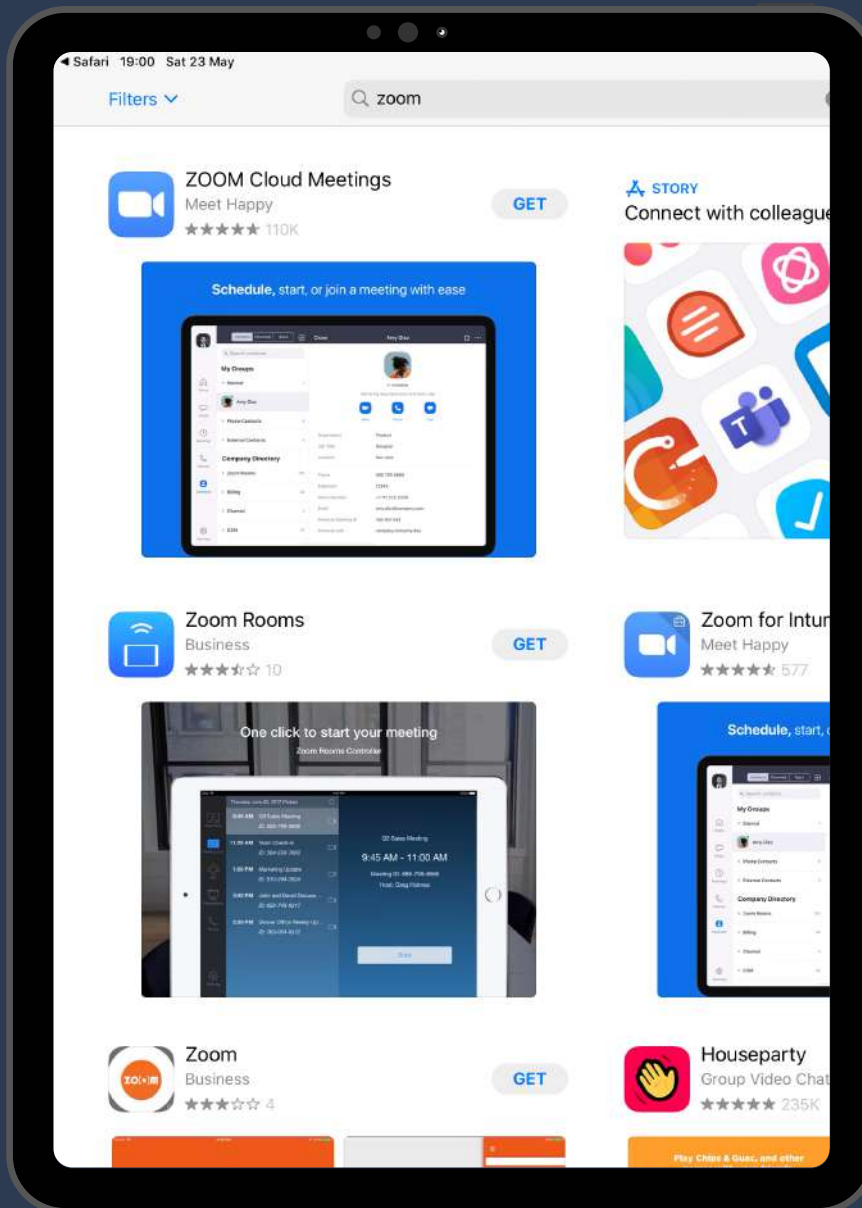


# — USING ZOOM ON TABLETS

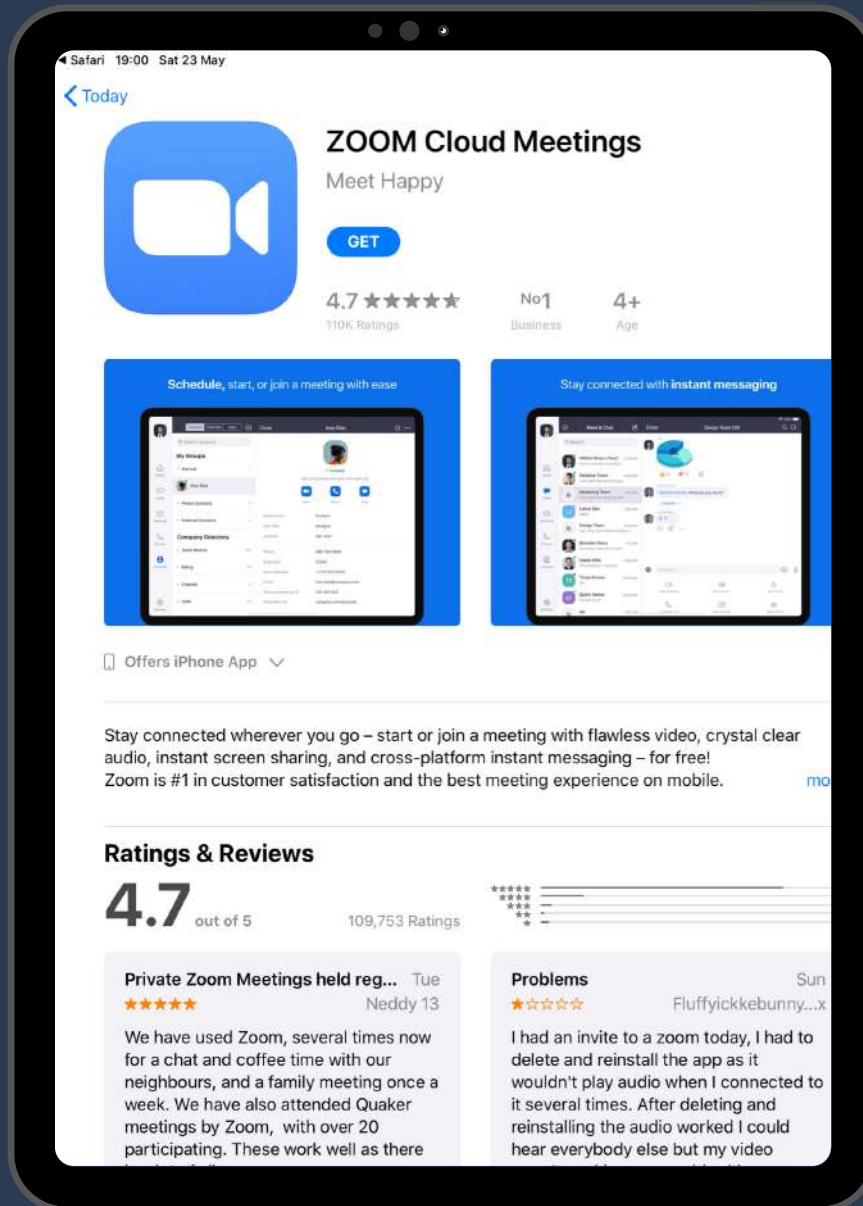
# Using Zoom on Tablets

## Getting Zoom application on your Apple device

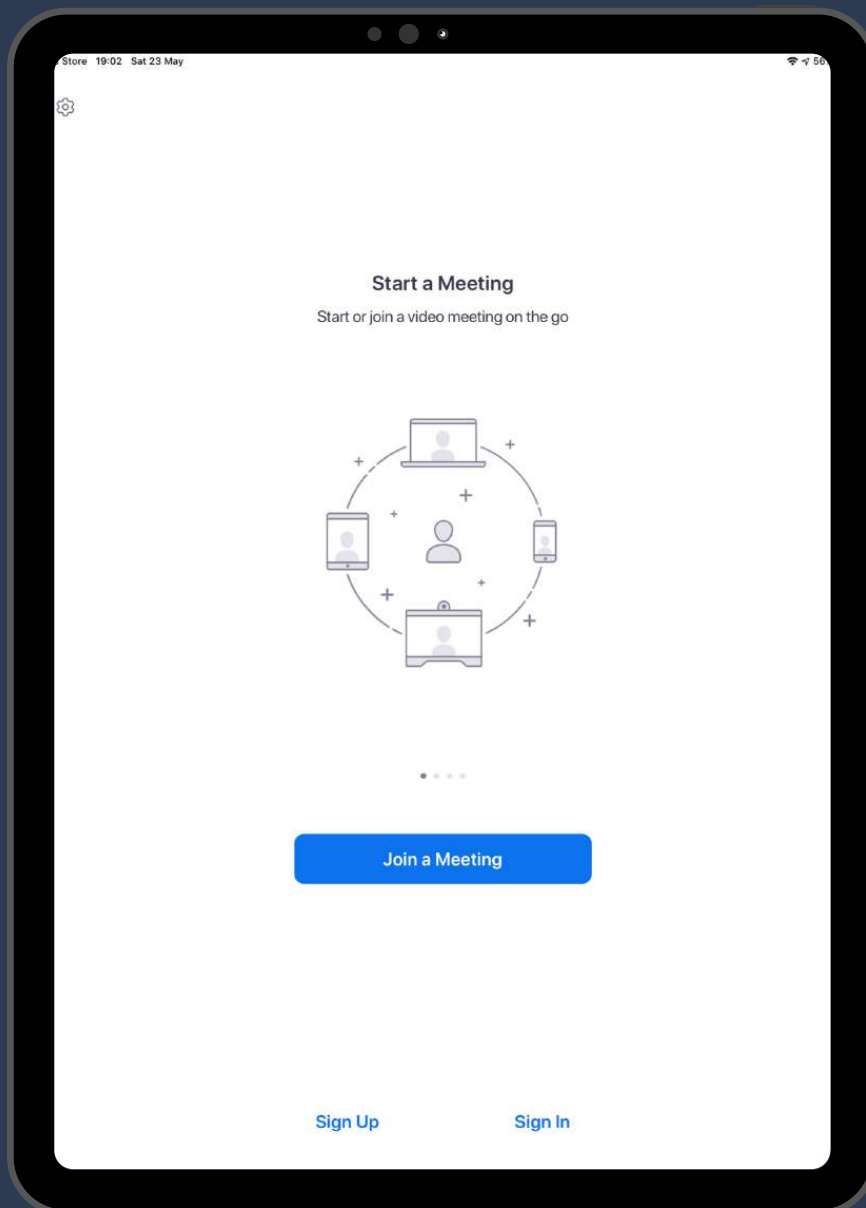
To start using Zoom, you first need to download the Zoom Cloud Meetings application. To do that you need to open the App Store on your Apple device. In the App Store, you can search for "zoom", and you will see the Zoom Cloud Meetings.



When you find the Zoom Cloud Meetings application, you can tap on it, and you will be able to see more information about it. Please make sure you are looking at the correct application. To download the application, simply tap the blue get button.

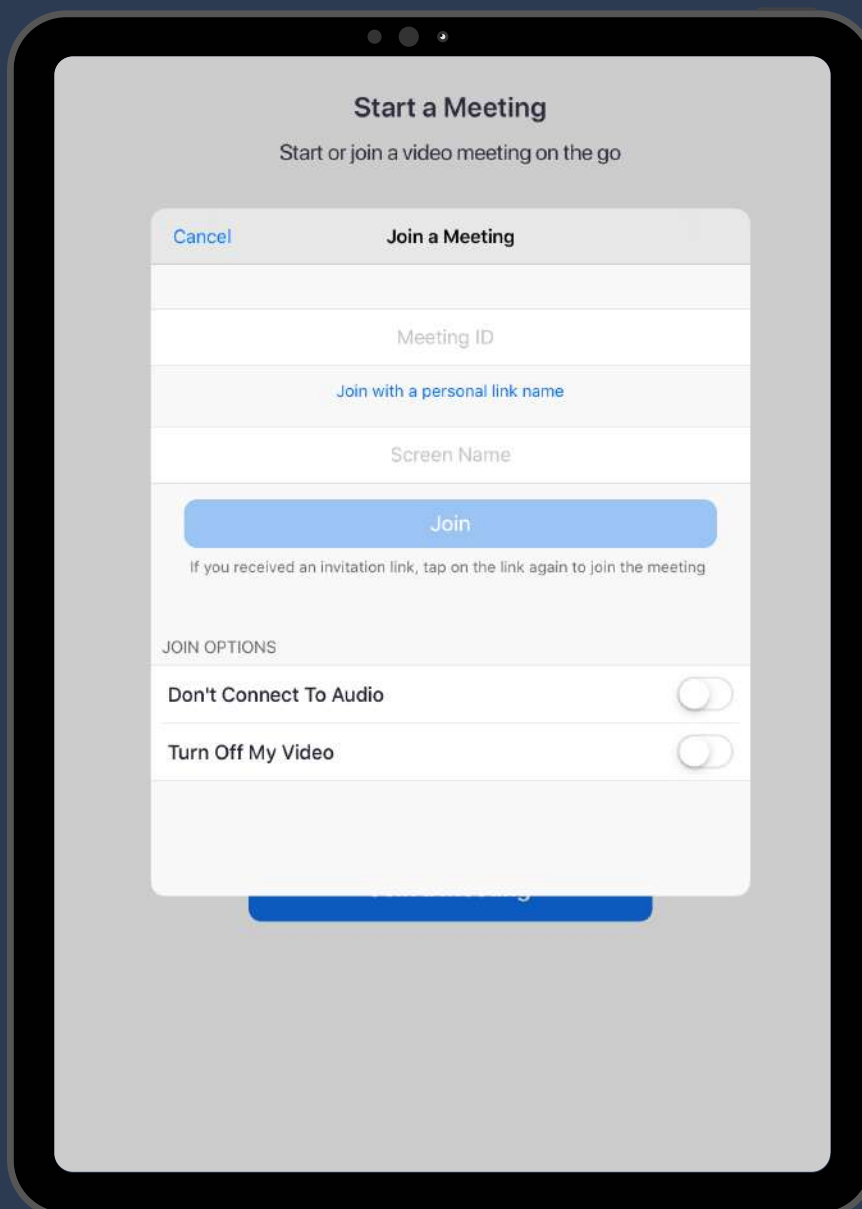


Once the application downloads to your device, simply click on open. After you open Zoom, you will see the following screen. From there you can either Sign Up, Sign In or Join a Meeting straight away.

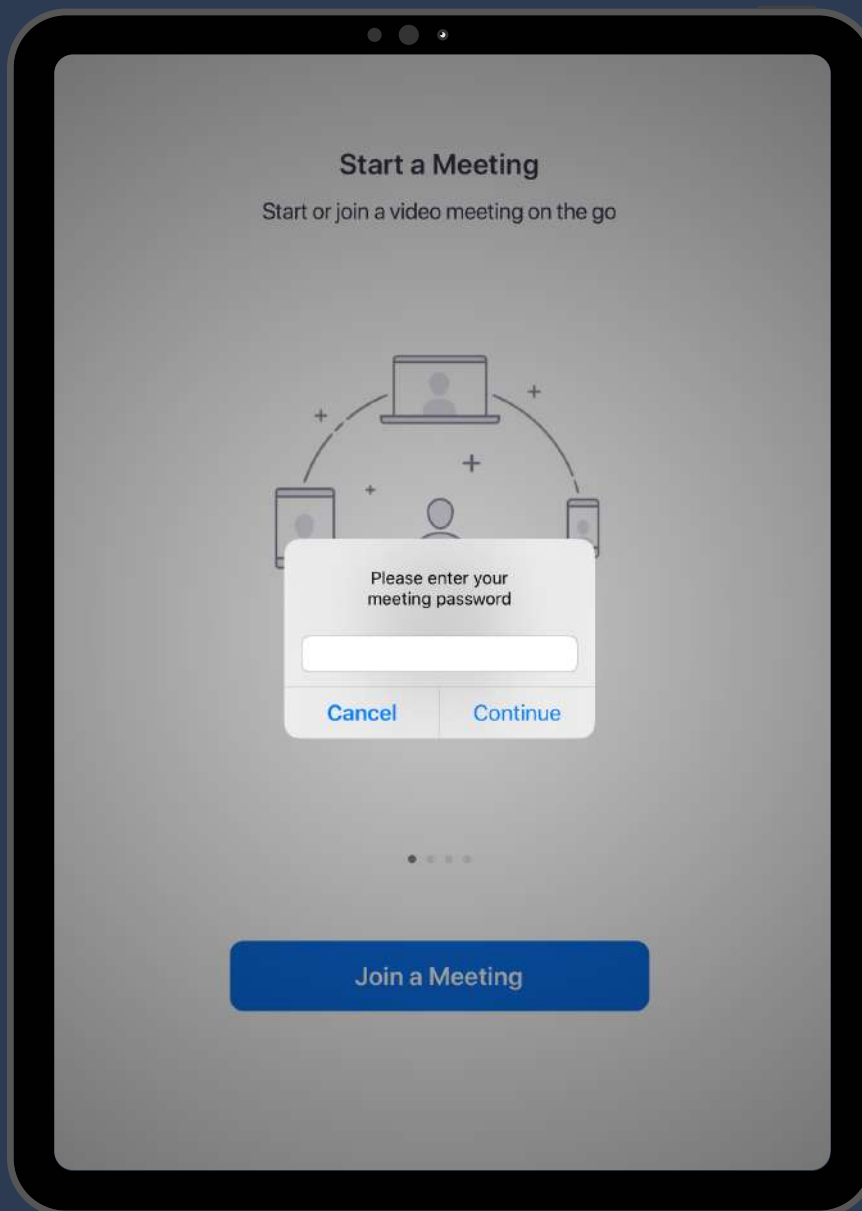


## Joining a meeting on your Apple device

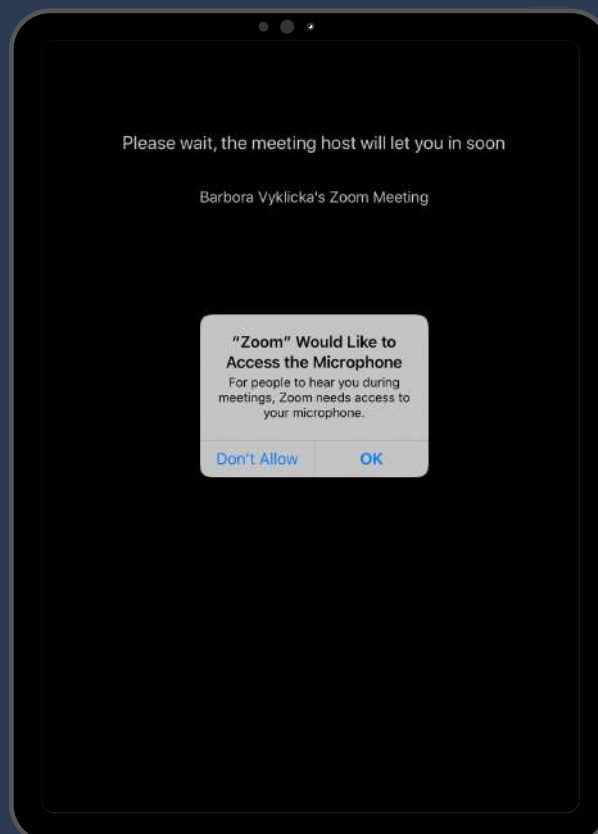
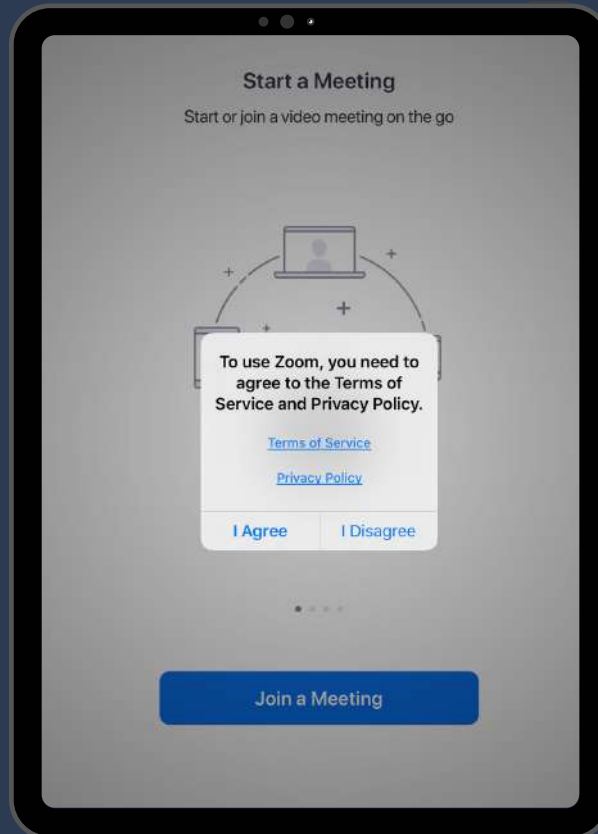
If the person who created a meeting gave you a Meeting ID, you will be able to join a meeting without creating an account. After you opened the application, simply click on Join a Meeting. The following screen will show up. First, you need to type in the Meeting ID given to you. Second, you need to type in your name. Here you can also set up whether you want to join with the camera on, so others will see you, and with the audio on, so others will hear you.



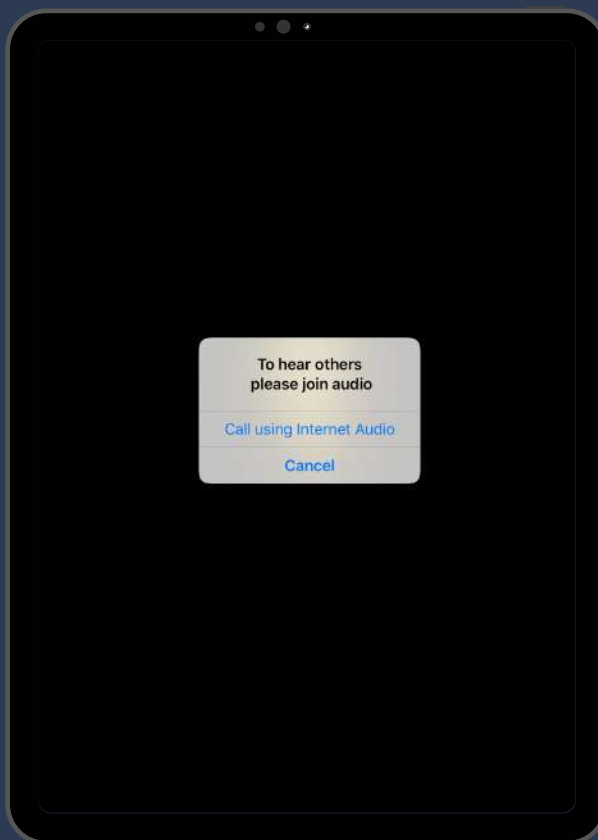
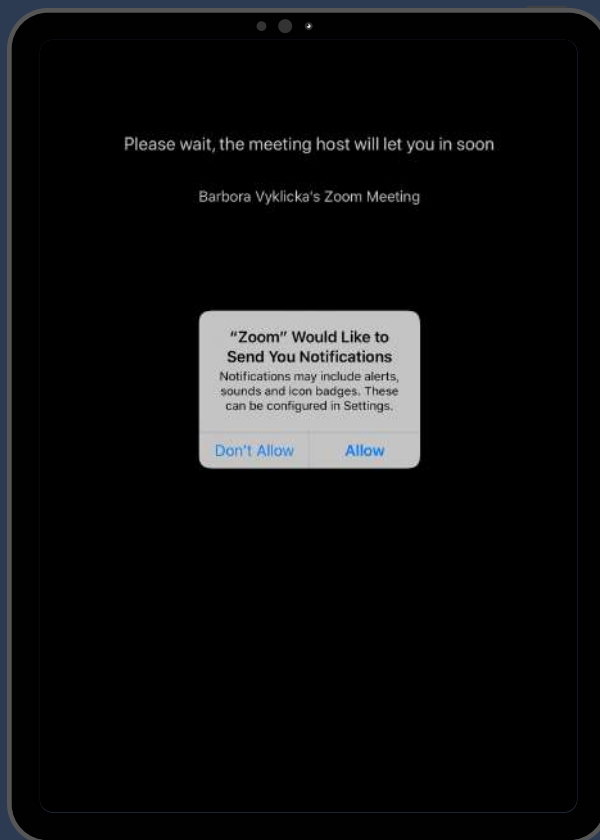
Meetings on Zoom can also be secured with a password/passcode. The person hosting the meeting have the choice to either use or not use a password/passcode. Therefore, if the following screen does not show up on your device, please just continue. If, however, you will be asked to enter a password, the person hosting the meeting will have to provide you with that password/passcode.



To join the meeting, the Zoom application will then ask you to agree to their terms and conditions. Furthermore, your device will ask you to access the microphone, to send you notifications, and to join using internet audio. To hear and be able to speak at the meeting, you need to allow for microphone access, and you need to join using audio. You do not, however, need to enable notifications.

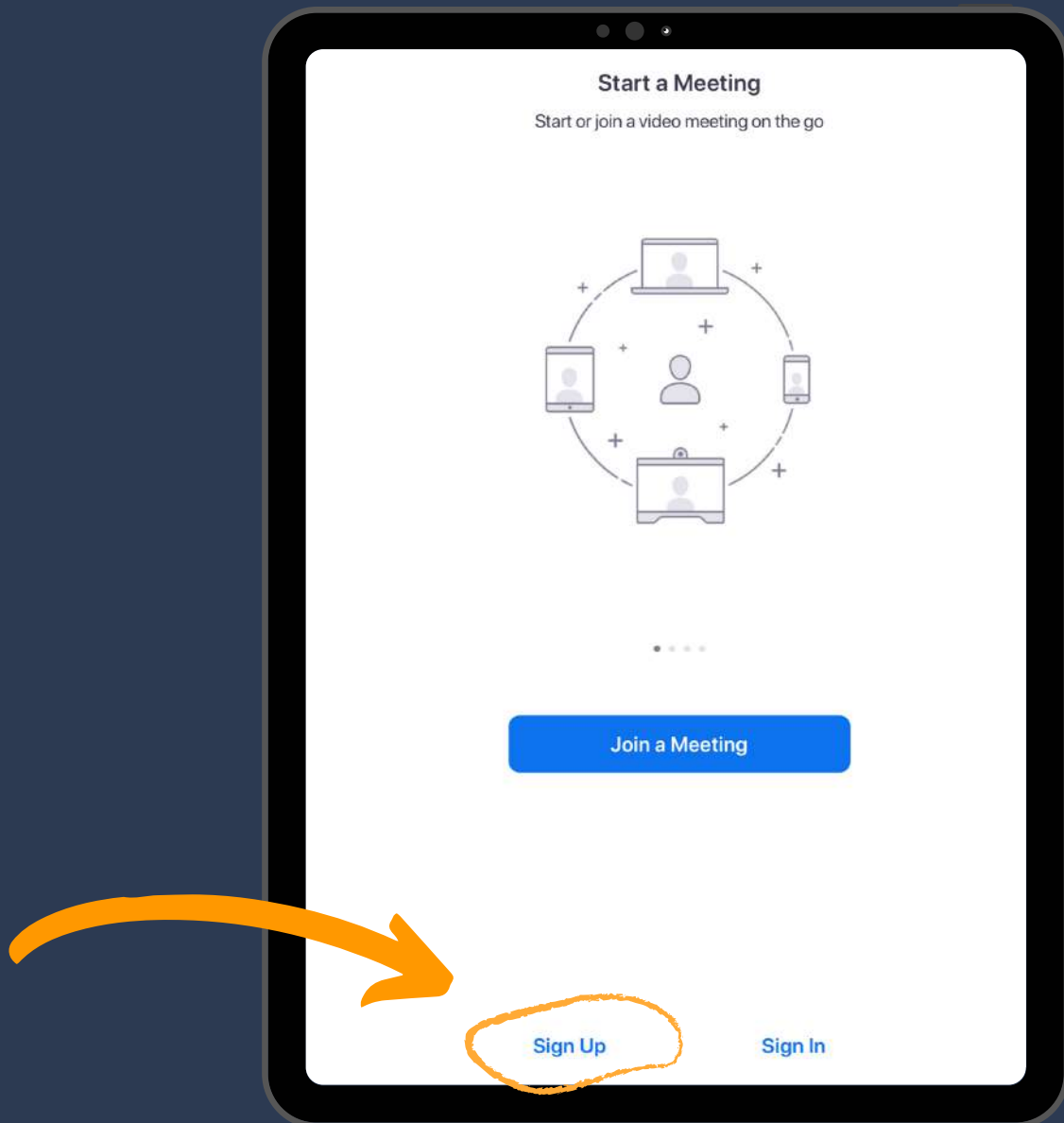






## Creating an account on your Apple device

After you open the Zoom application on your device, you can also Sign In, if you already have an account or you can create an account by tapping on Sign Up.



Firstly, you will need to enter your date of birth. Secondly, you will be asked to enter your email address, your first name and your last name.

**Start a Meeting**  
Start or join a video meeting on the go

[Cancel](#) **Sign Up**

Email Address

First Name

Last Name

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

**Sign Up**

**Start a Meeting**  
Start or join a video meeting on the go

[Cancel](#)

**For verification, please confirm your date of birth**

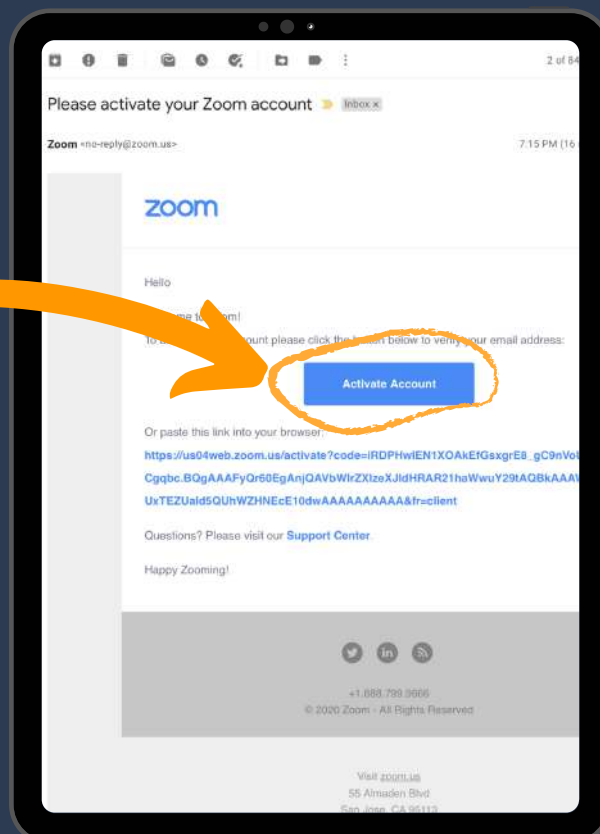
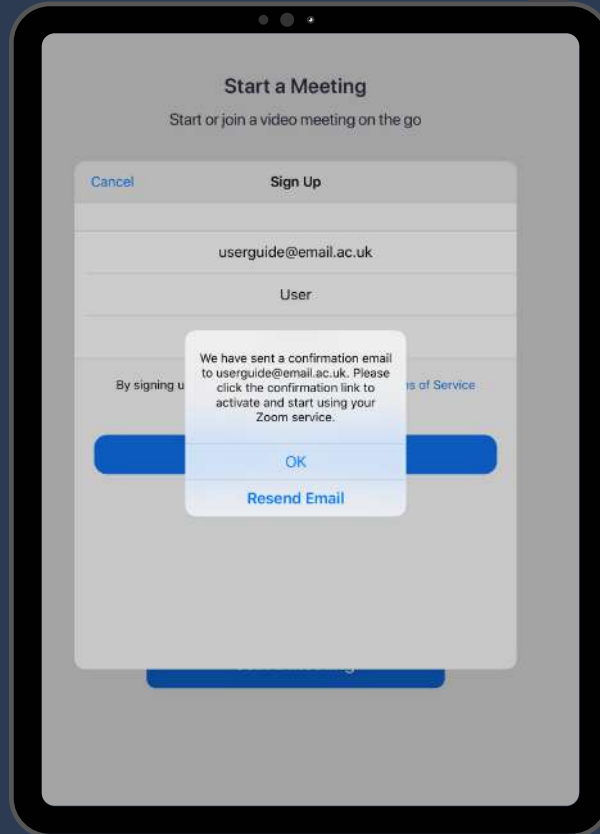
23 May 2020

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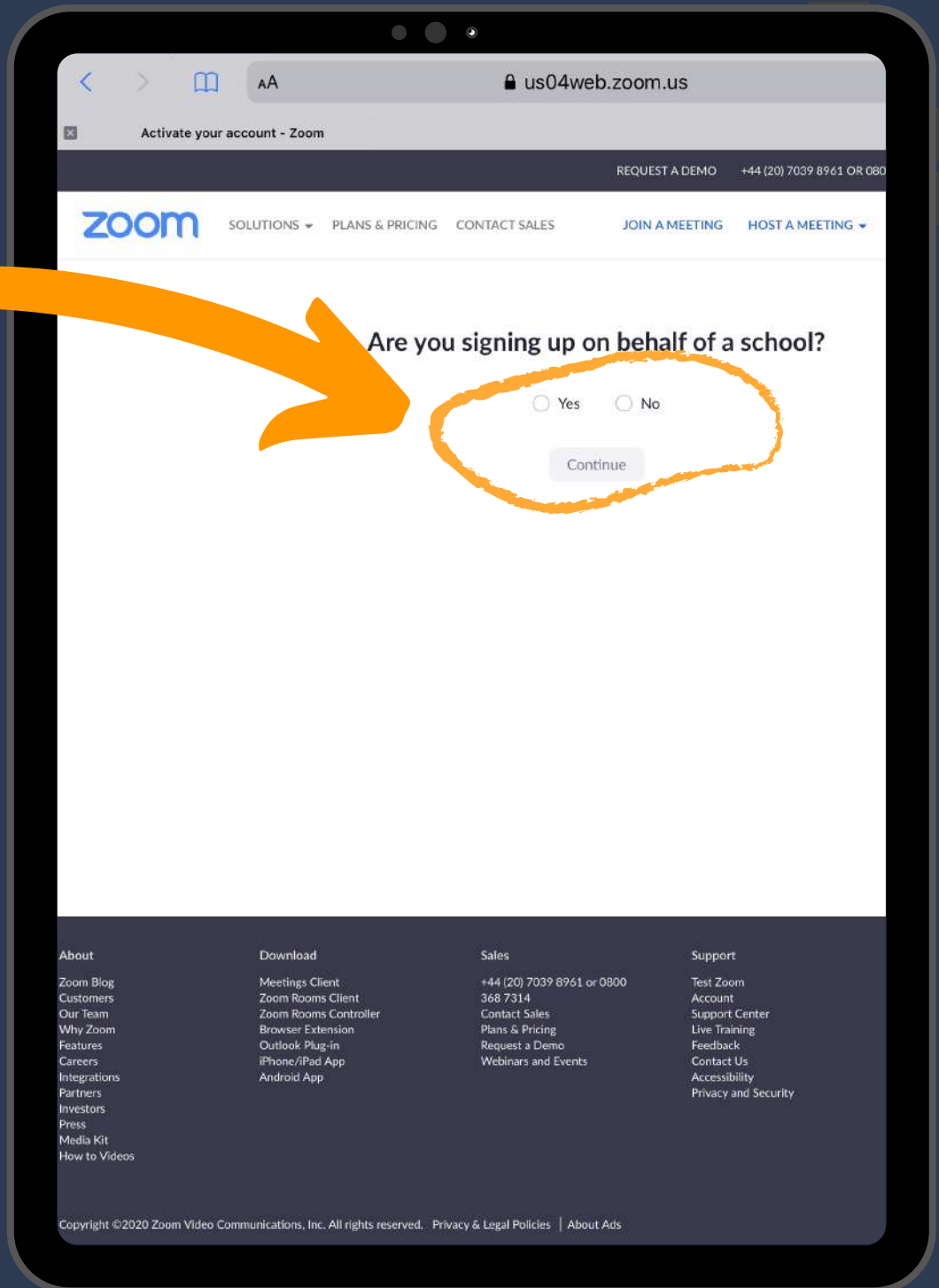
[Confirm](#)

20	February	2017
21	March	2018
22	April	2019
23	May	2020
24	June	2021
25	July	2022

The Zoom application will send you a verification email within a few minutes. You then need to open that email and tap on Activate Account. Alternatively, you can tap on the long blue text.



You will be automatically taken to a Zoom website and asked whether you are signing on behalf of a school. Then you will be asked to create a password for your account.





You will be then asked to setup your profile and a password/passcode. Use a secure password and press continue button.

Zoom

REQUEST A DEMO +44 (20) 7039 8961 OR 0800 368 7314 RESOURCES ▾ SUPPORT

PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING ▾ SIGN IN SIGN UP, IT'S FREE

1 Account Info ---- 2 Invite Colleagues ---- 3 Test Meeting

## Welcome to Zoom

Hi, Barbora Vyklicka. Your account has been successfully created. Please list your name and create a password to continue.

Barbora

Vyklicka

Password

Confirm Password

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

Continue

Downloads

- Zoom Client
- Rooms Client
- Rooms Controller
- Zoom Extension
- Zoom Plug-in
- Zoom/iPad App
- Zoom Android App

Sales

- +44 (20) 7039 8961 or 0800 368 7314
- Contact Sales
- Plans & Pricing
- Request a Demo
- Webinars and Events

Support

- Test Zoom
- Account
- Support Center
- Live Training
- Feedback
- Contact Us
- Accessibility
- Privacy and Security

Language

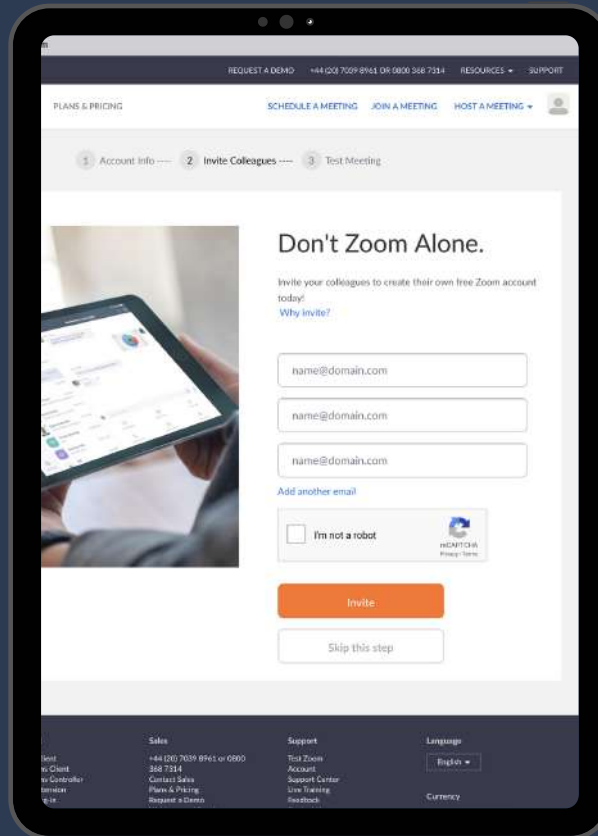
English ▾

Currency

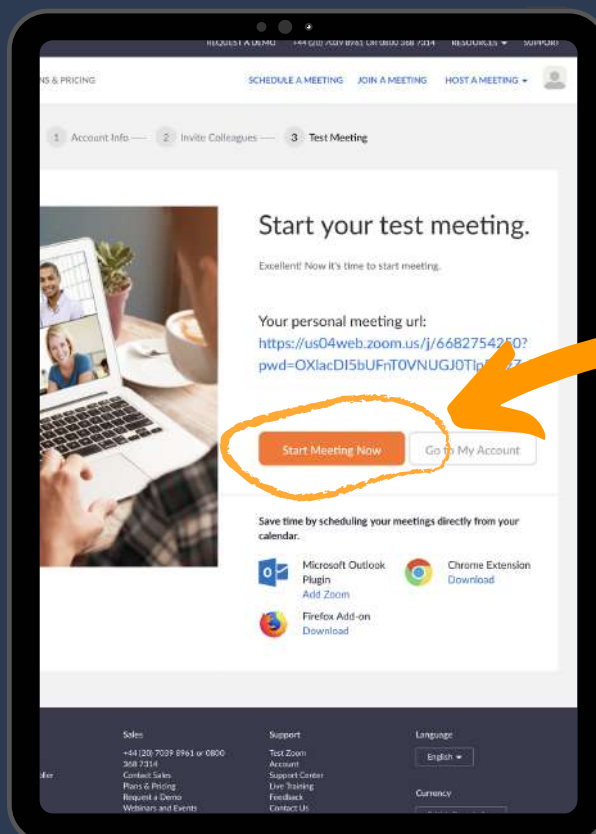
British Pounds £ ▾

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After you created your password, tap on Continue, Zoom will then ask you to invite your friends or colleagues. You can skip this step, or you can type in email addresses of people you would like to invite to use Zoom.

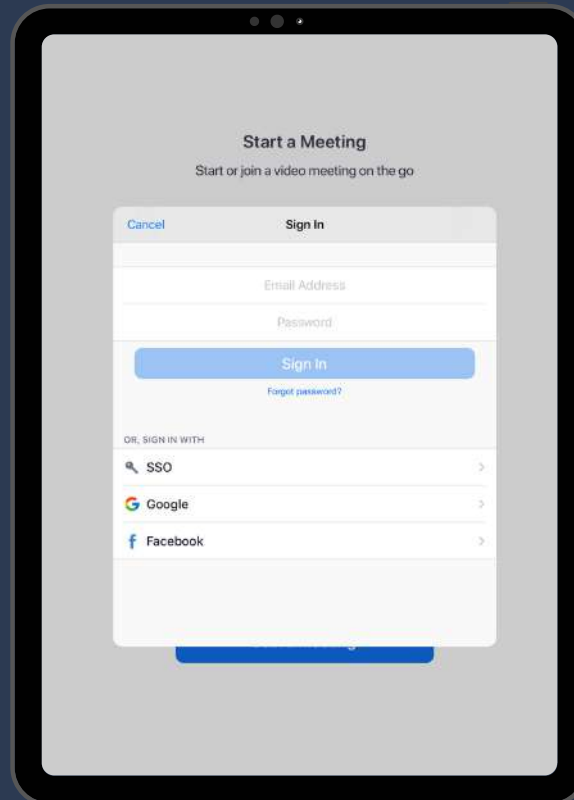


Lastly, you will be offered to start a test meeting. You can skip this step and close the web browser, or you can try the test meeting.

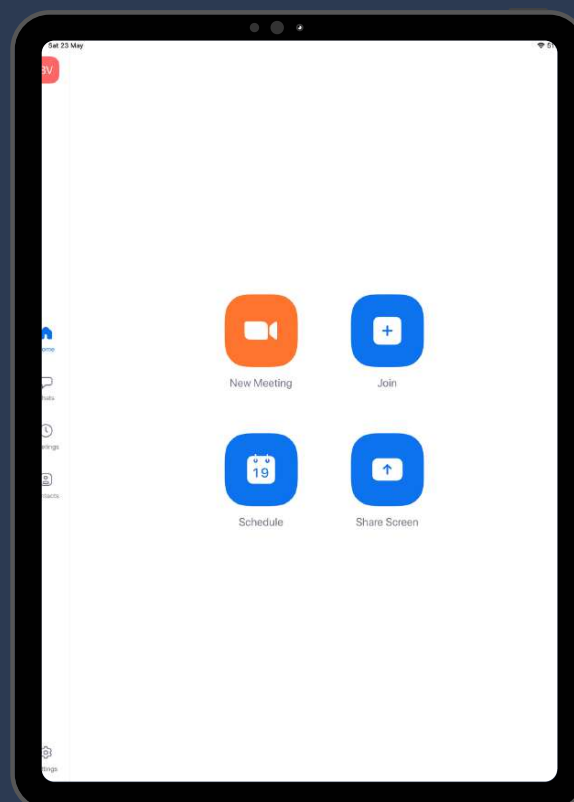


## Using Zoom on your Apple device

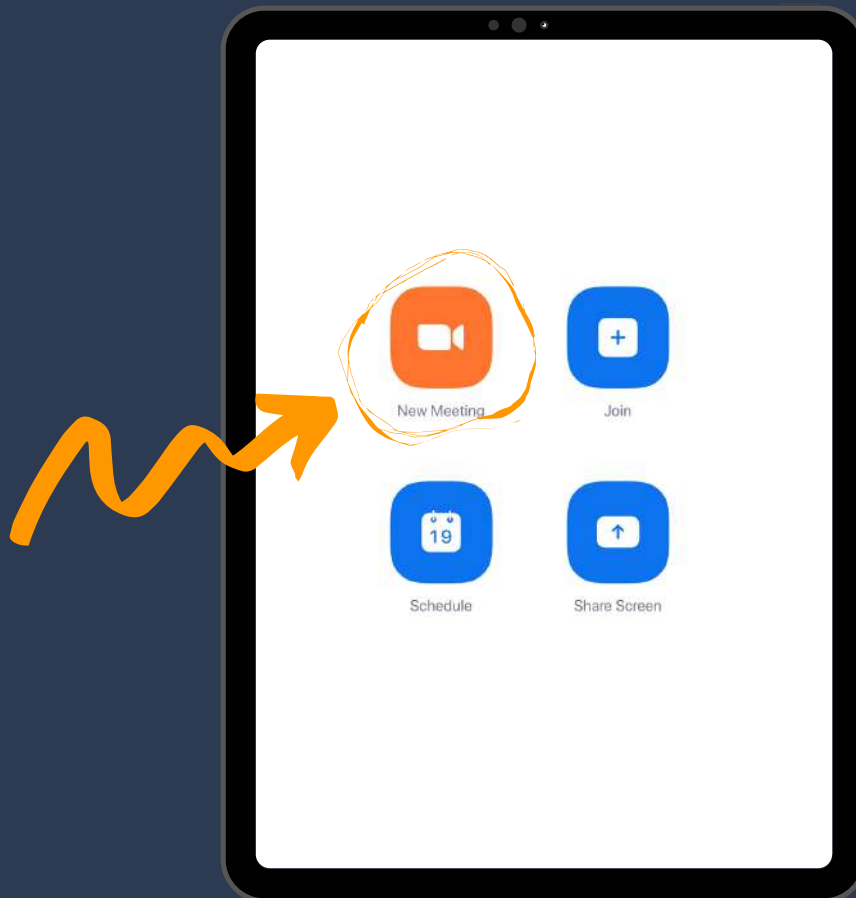
Once you created an account, you can return to the Zoom application. To log into your account, tap on Sign In and enter your email address and password.



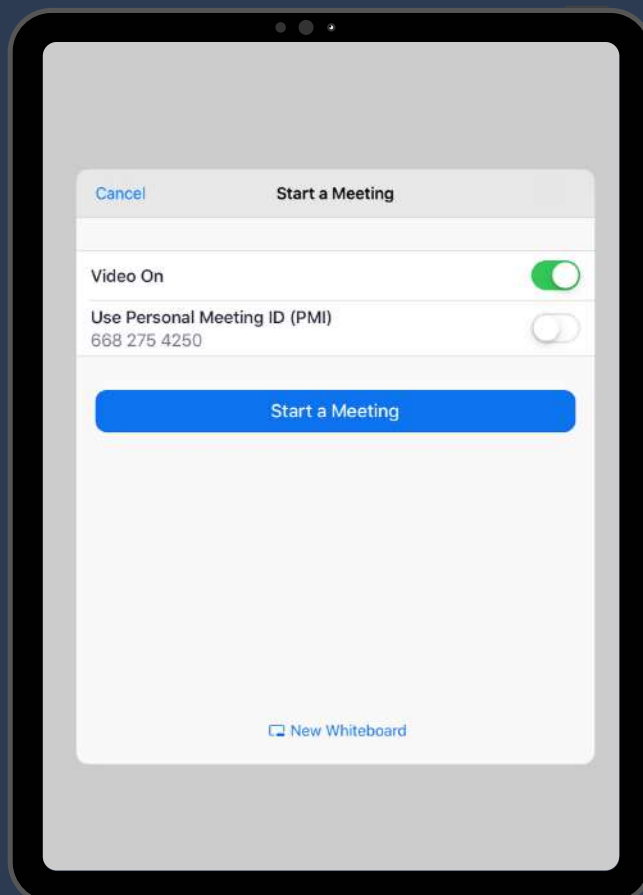
After you sign in you will see this page. From this page, you can join a meeting, create a meeting, add your contacts and much more.



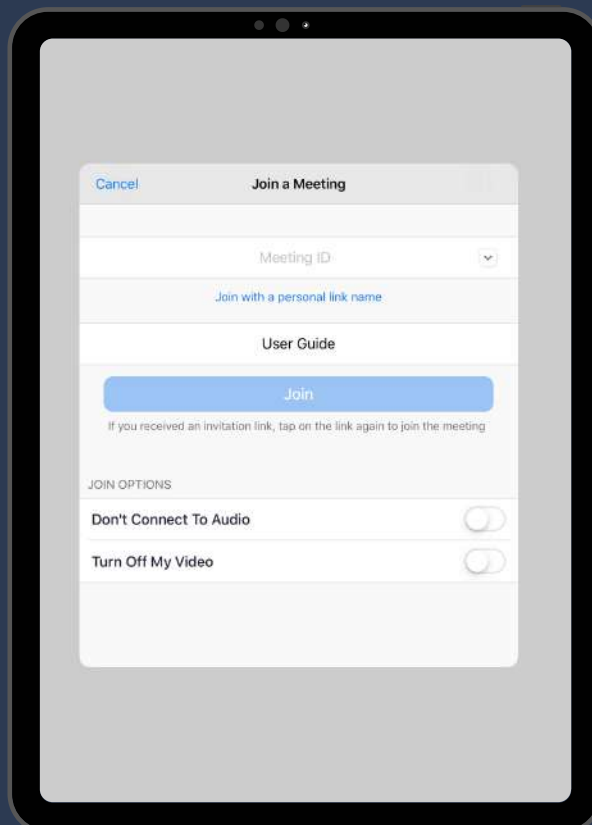
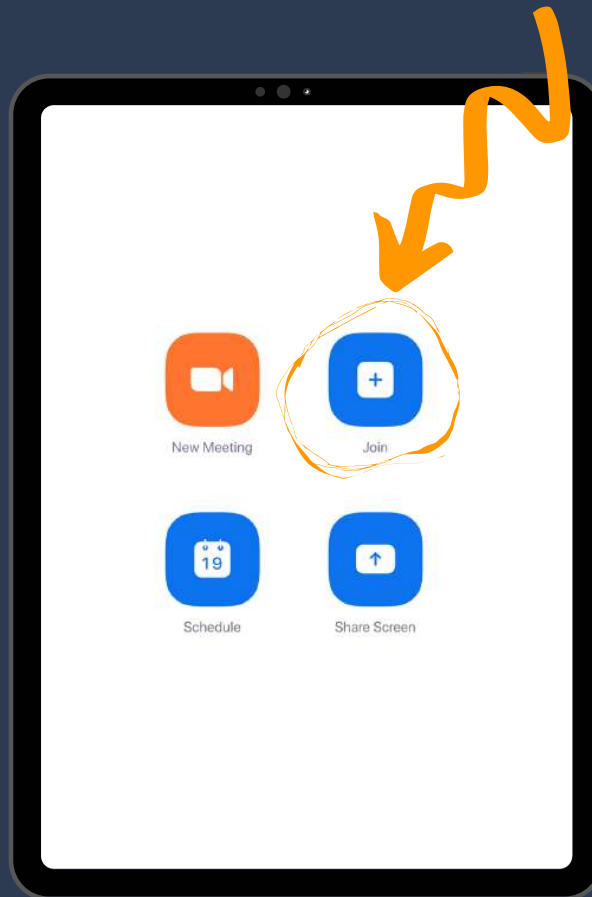
By tapping on New Meeting, you can create a new meeting straight away.



You can keep the camera turned on or off for your new meeting and then send your meeting ID to other people you want to join your meeting.

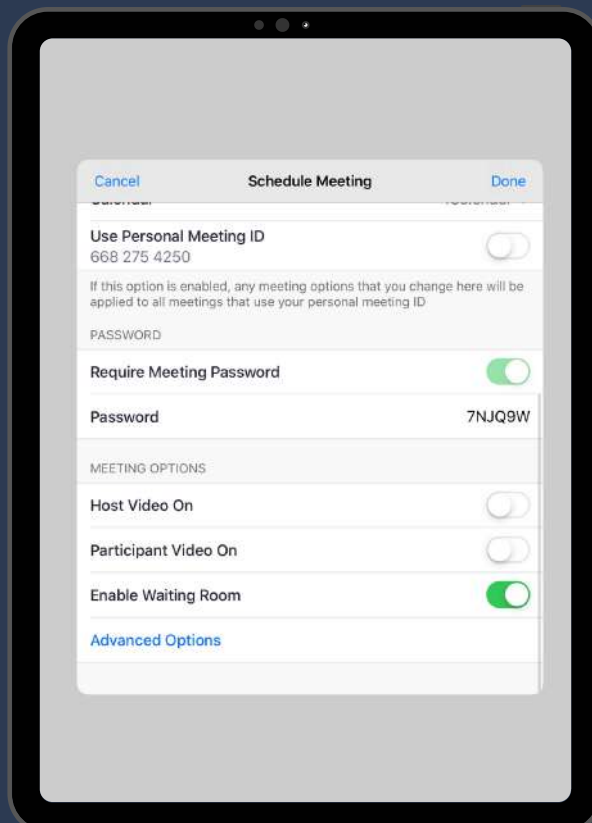
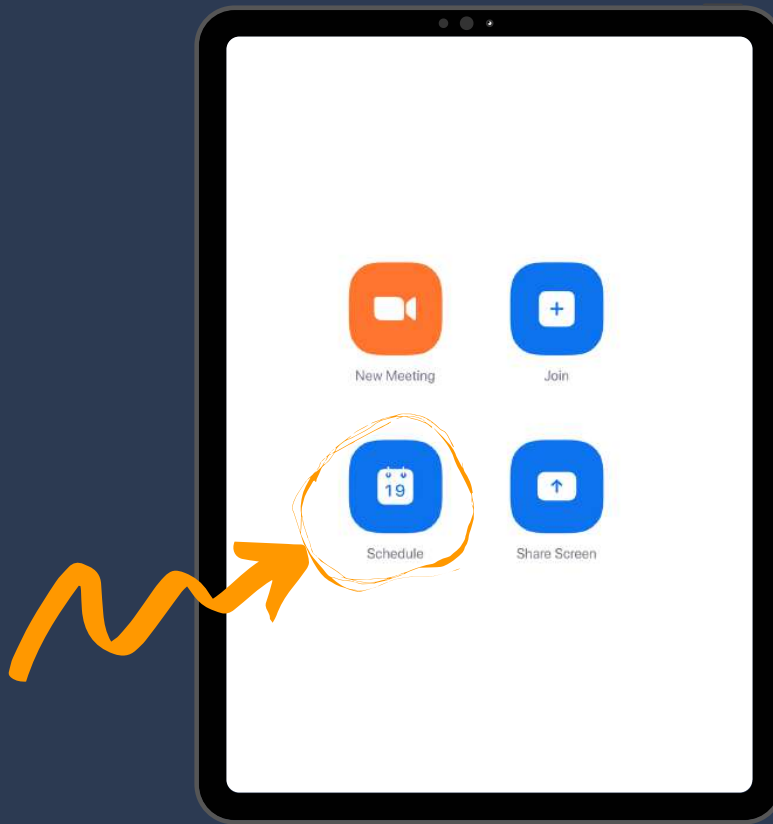


By tapping on Join, you can join a meeting. You will be asked for a Meeting ID, and possibly password as well.





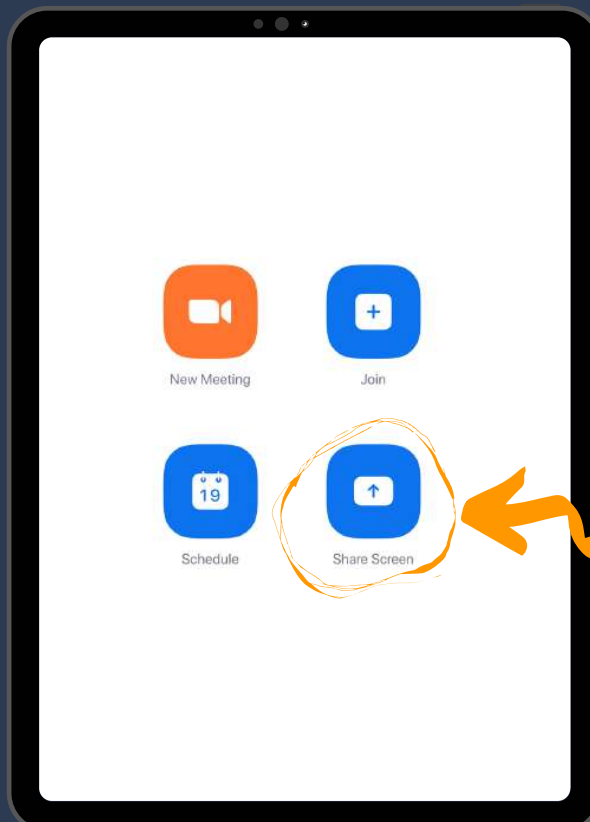
By tapping on Schedule, you can plan your meeting.



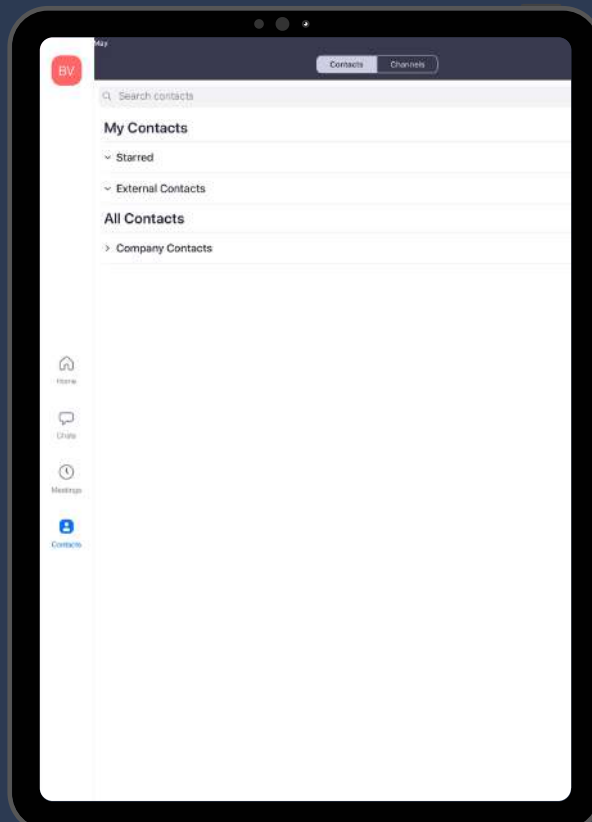
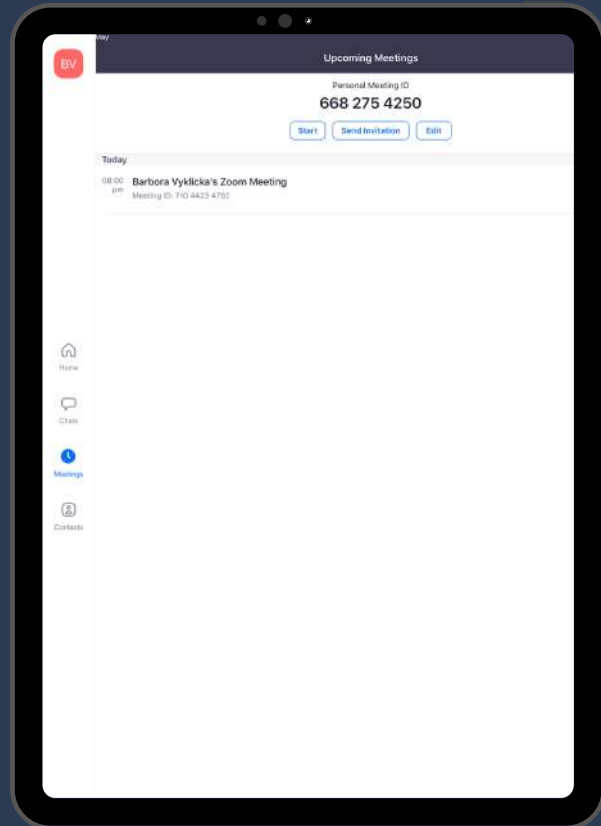
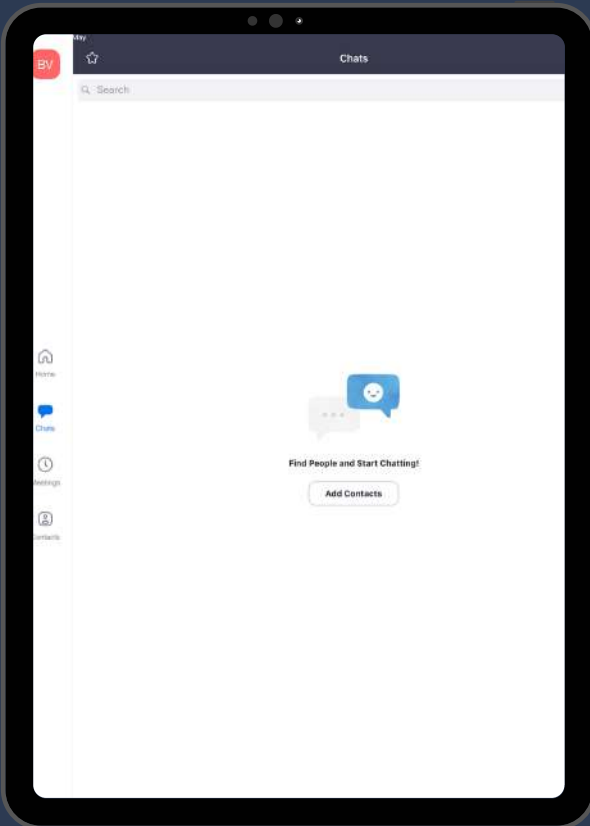
Here you can pick a date, time, name of the meeting and so on.



By tapping on Share Screen, you can join a meeting while sharing your screen to others.

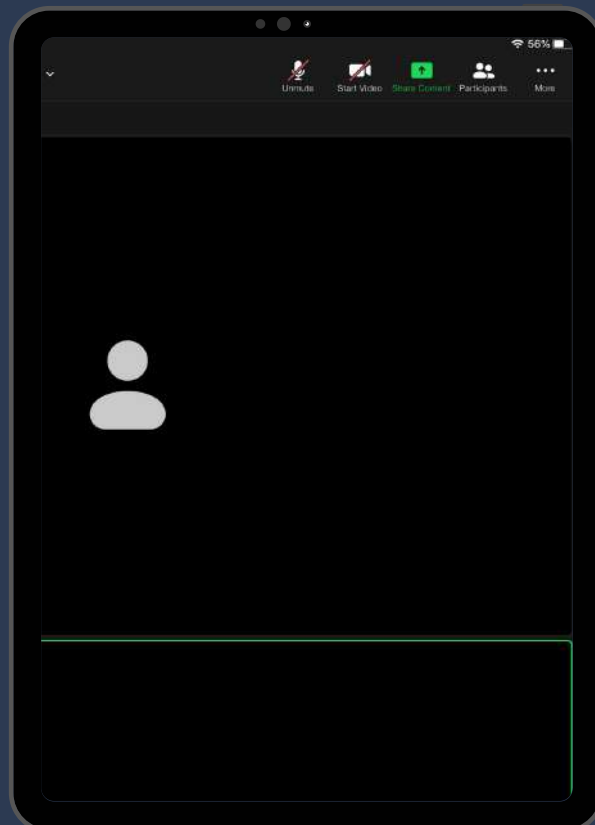
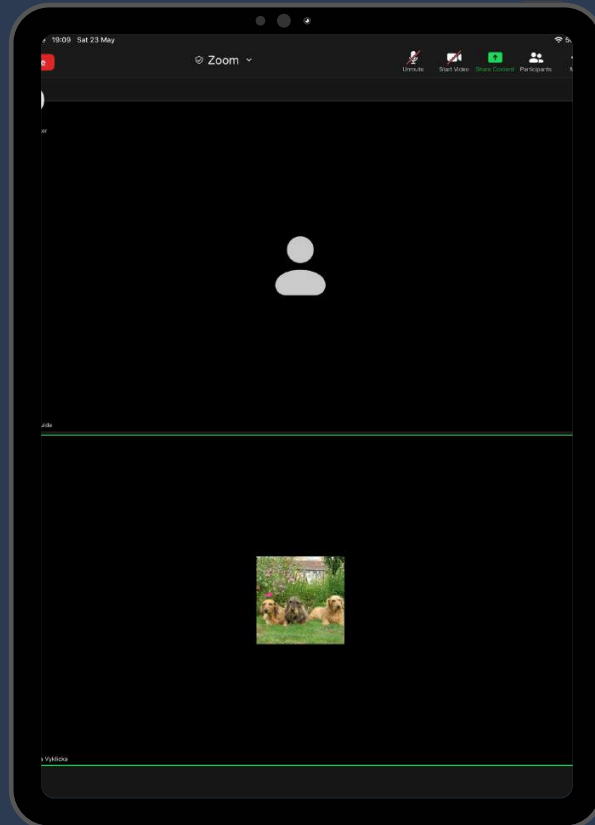


On the left-hand side, you can also see five small icons. Home, which is the main page of Zoom. Chats, where you can see your previous conversations with your friends and colleagues. Meetings, where you can see your scheduled meetings. Contacts where you can add and see all your contacts. Lastly, Settings, where you can log out of Zoom, set up more advanced settings for your meetings and so on.



## While on a meeting

During a meeting, you will be able to see your friends and colleagues. The next few pictures will show you what you can do while at a meeting.

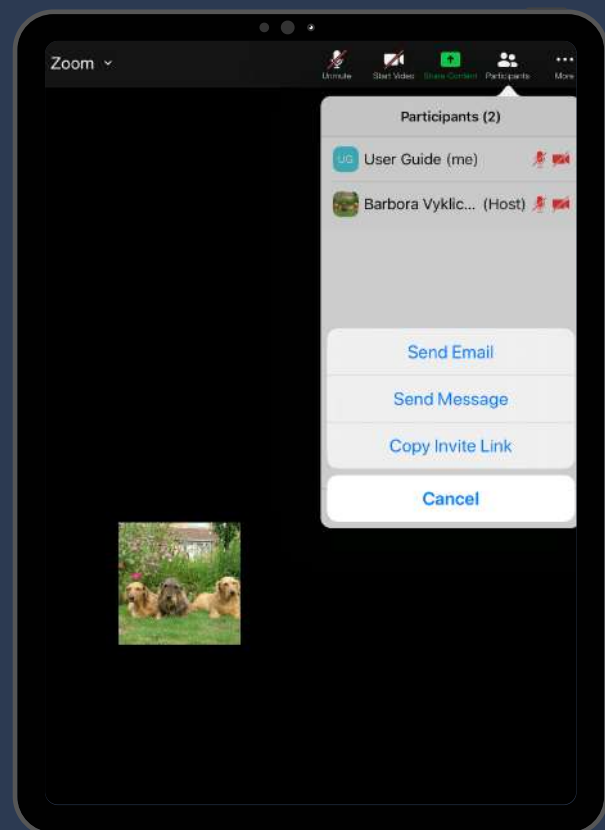
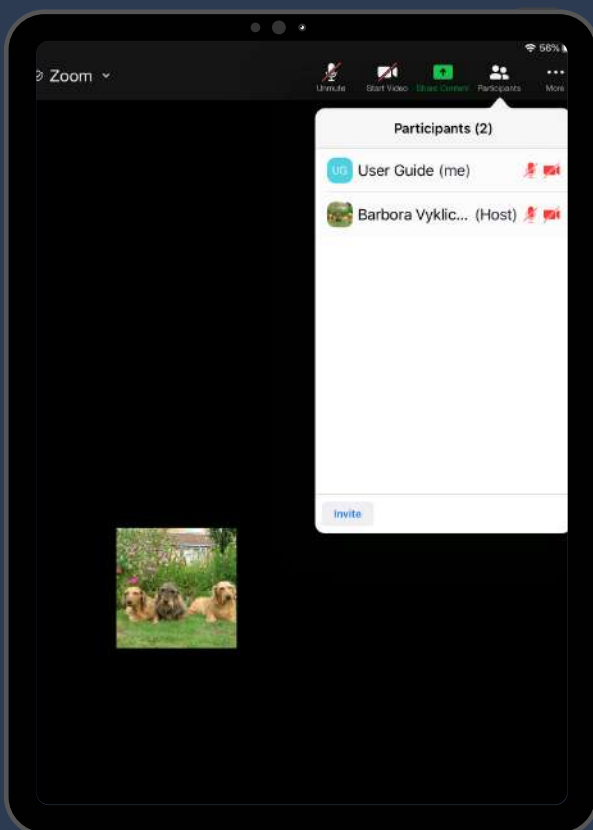


In the up-right corner, you will see several small pictures. The microphone shows you whether others can hear you. If the microphone is crossed with a red line, others will not be able to hear you. By tapping on this picture, you will turn on your microphone.

The camera picture shows you whether others can see you. If the camera is crossed with a red line, your camera is turned off. By tapping on the camera, you can turn it on, and others will be able to see you.

The Share Screen button allows you to share your device's screen with others. When you do share your screen, please be careful not to share any personal information or things you do not want others to see. You can read more about safety while using Zoom in chapter 7 of this guide.

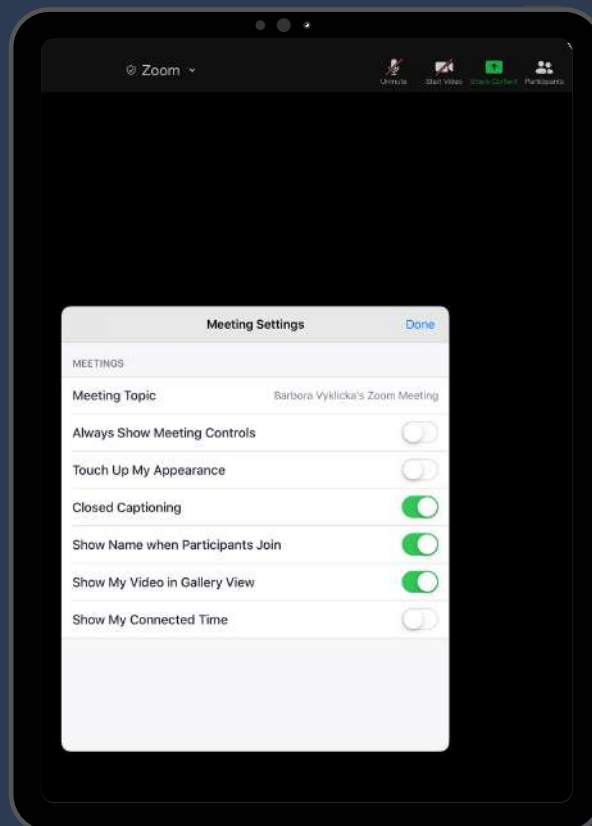
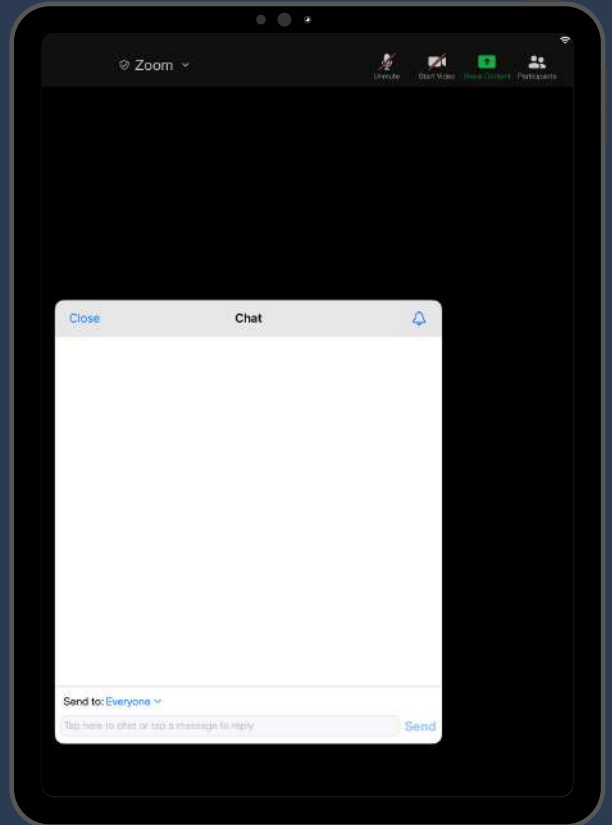
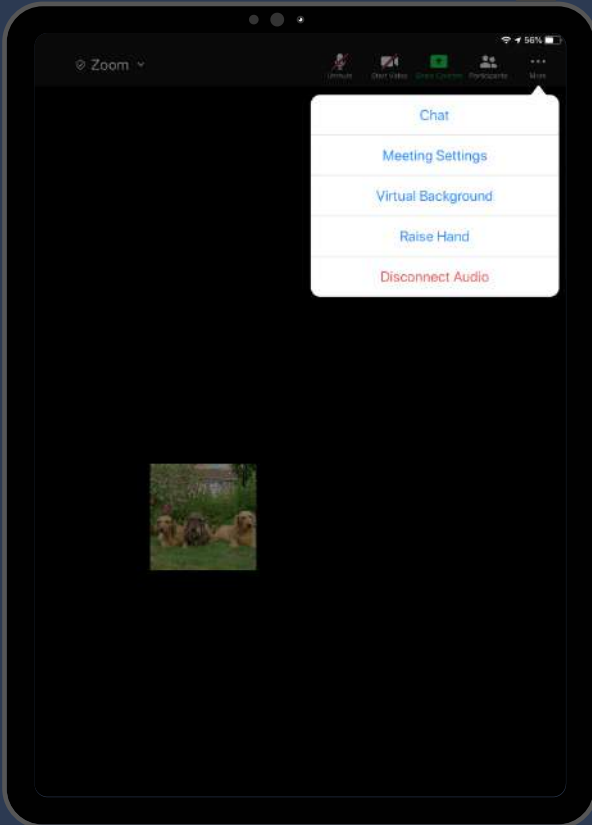
The Participants icon will allow you to see who is in the meeting. You will also be able to see whether the camera and the microphone of the meeting participants are turned on. Furthermore, by tapping on participant's name, you can choose to either send them an email, message or to send them an invite to a meeting.



The three dots picture allows you to write a message to others during a meeting by opening Chat, changing the settings of the meeting by tapping on Meeting Settings. Furthermore, by tapping on Virtual Background, you can pick a picture so others will not be able to see where you are



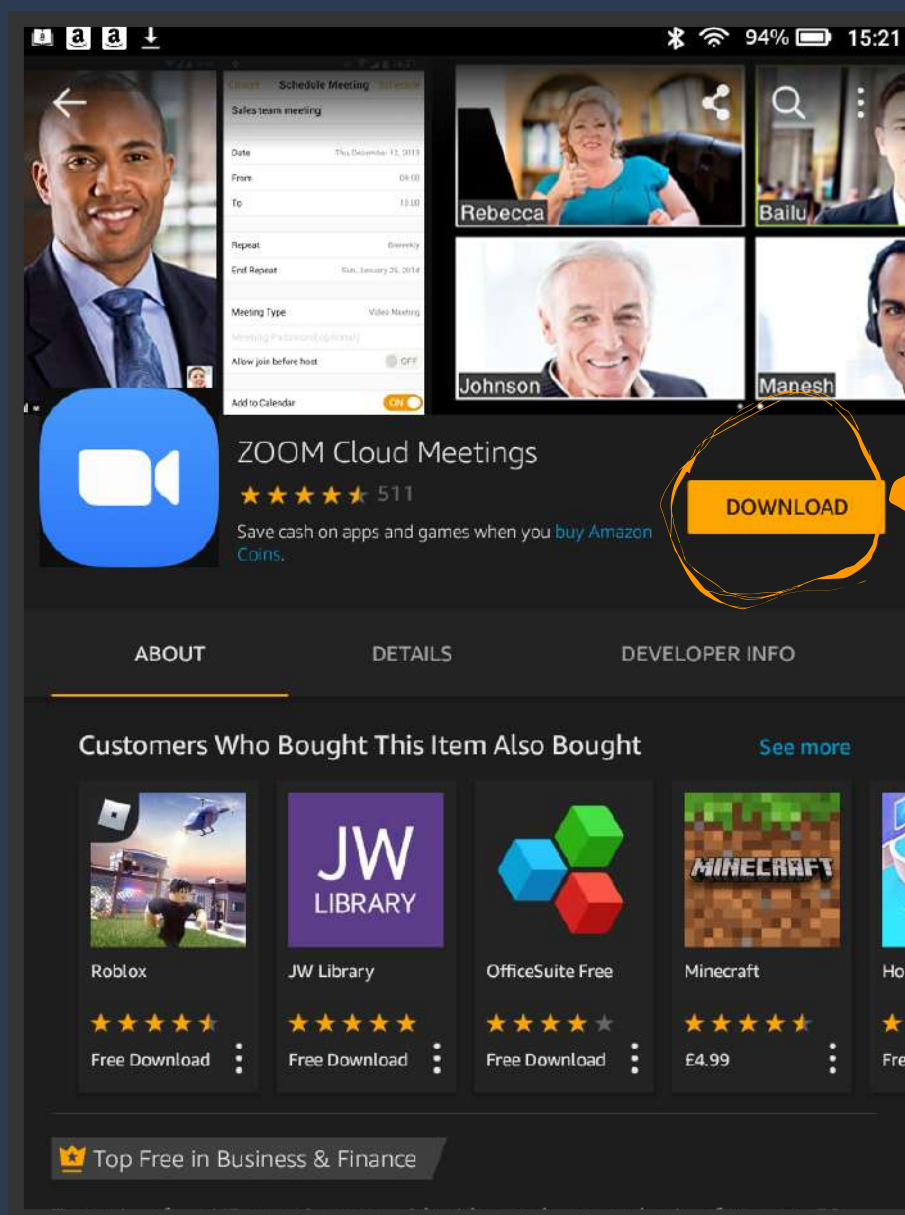
You can also Raise Hand, that will let the host of the meeting know that you would like to say something, or that you agree with what they are saying.



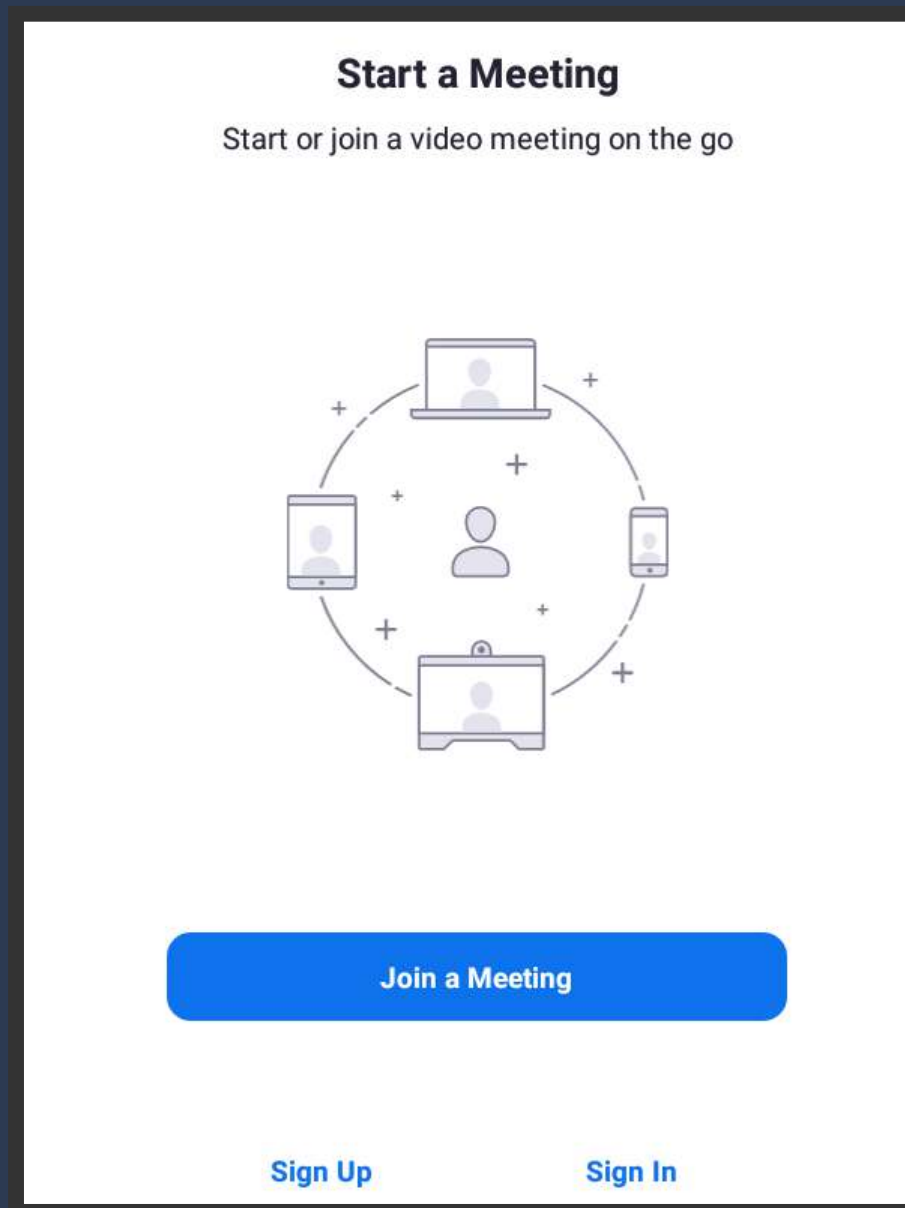
## Getting Zoom application on your Android Tablets

To start using Zoom, you first need to download the Zoom Cloud Meetings application. To do that you need to open the Google Play on your Android device. In the Google Play, you can search for "Zoom", and you will see the Zoom Cloud Meetings.

When you find the Zoom Cloud Meetings application, you can tap on it, and you will be able to see more information about it. Please make sure you are looking at the correct application. To download the application, simply tap the download button.

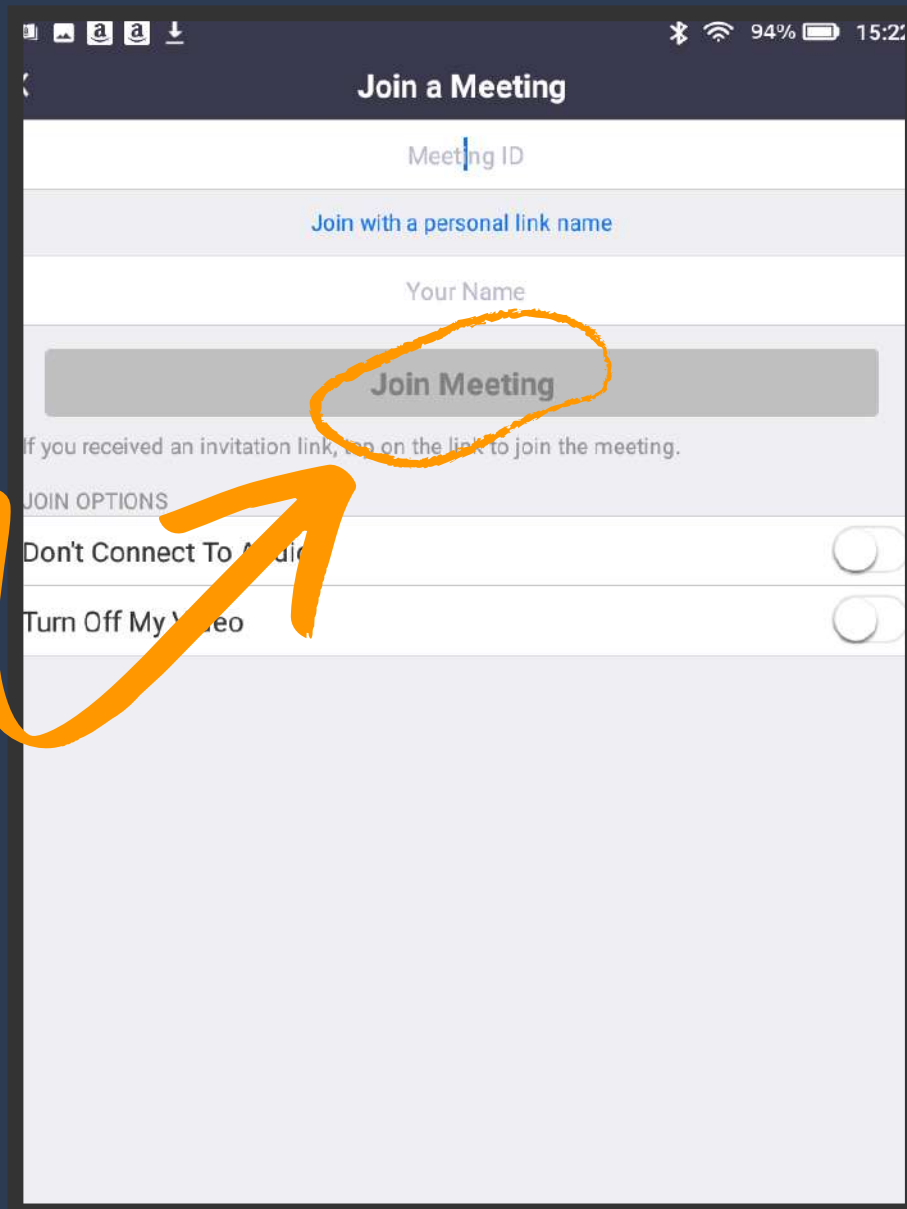


Once the application downloads to your device, simply click on open. After you open Zoom, you will see the following screen. From there you can either Sign Up, Sign In or Join a Meeting straight away.

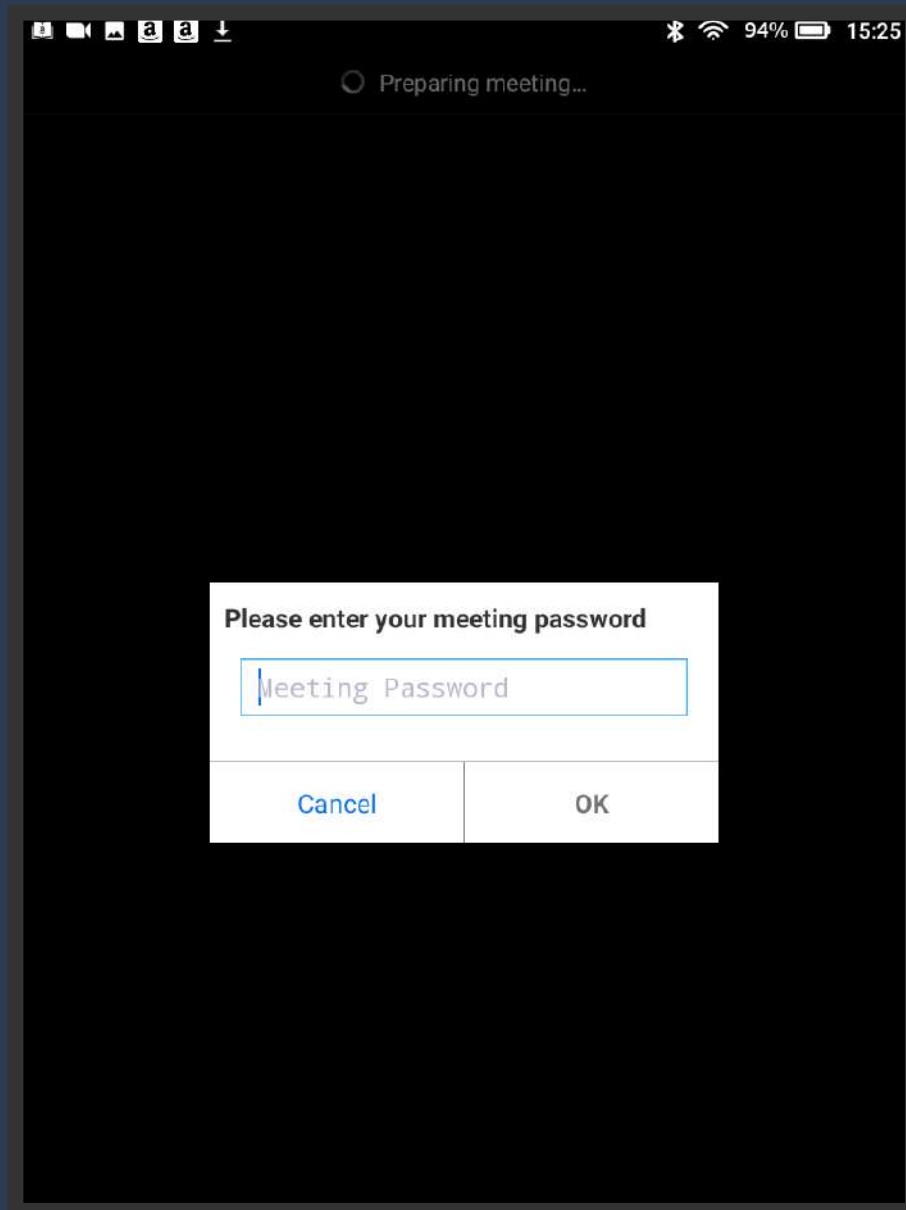


## Joining a meeting on your Android device

If the person who created a meeting gave you a Meeting ID, you will be able to join a meeting without creating an account. After you opened the application, simply click on Join a Meeting. The following screen will show up. First, you need to type in the Meeting ID given to you. Second, you need to type in your name. Here you can also set up whether you want to join with the camera on, so others will see you, and with the audio on, so others will hear you.

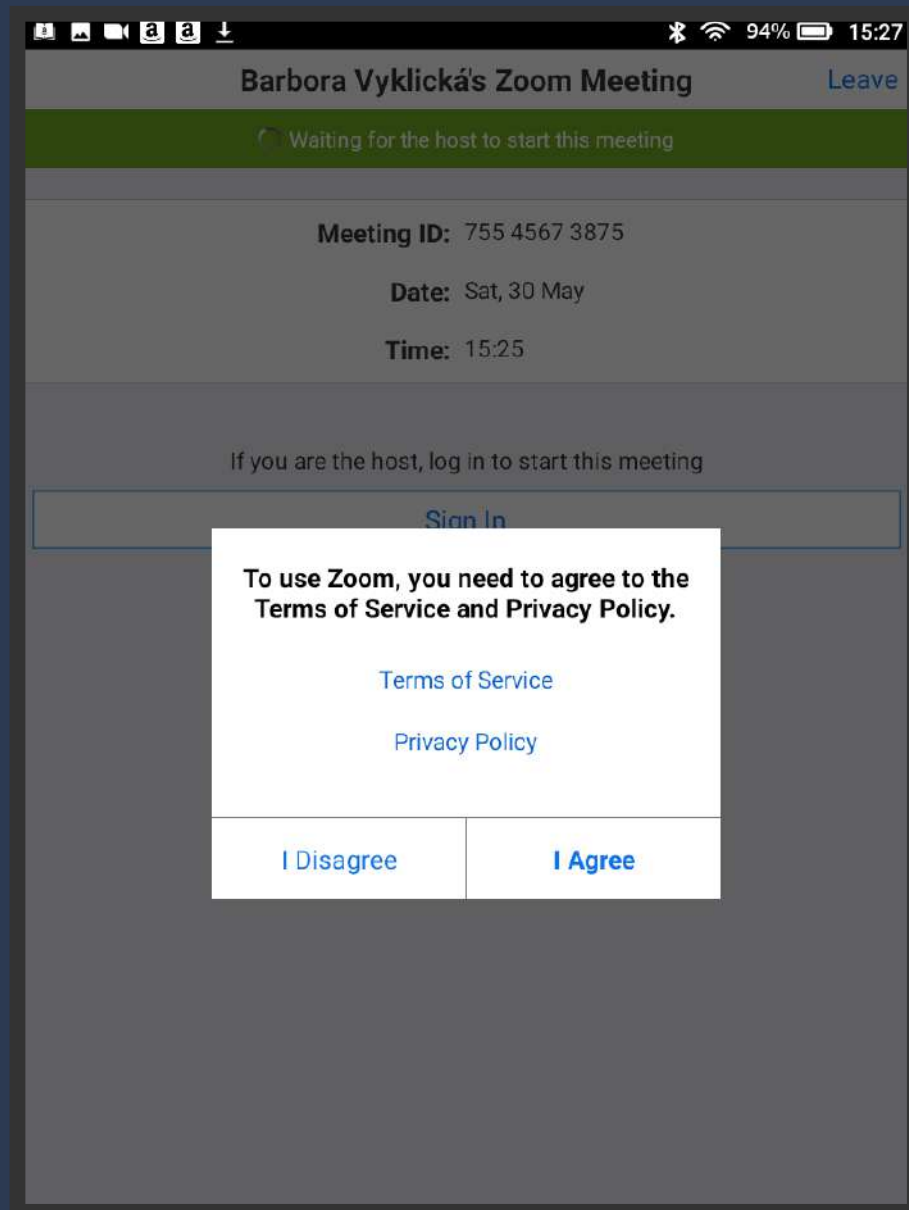


Meetings on Zoom can also be secured with a password. The person hosting the meeting have the choice to either use or not use a password. Therefore, if the following screen does not show up on your device, please just continue. If, however, you will be asked to enter a password, the person hosting the meeting will have to provide you with that password.



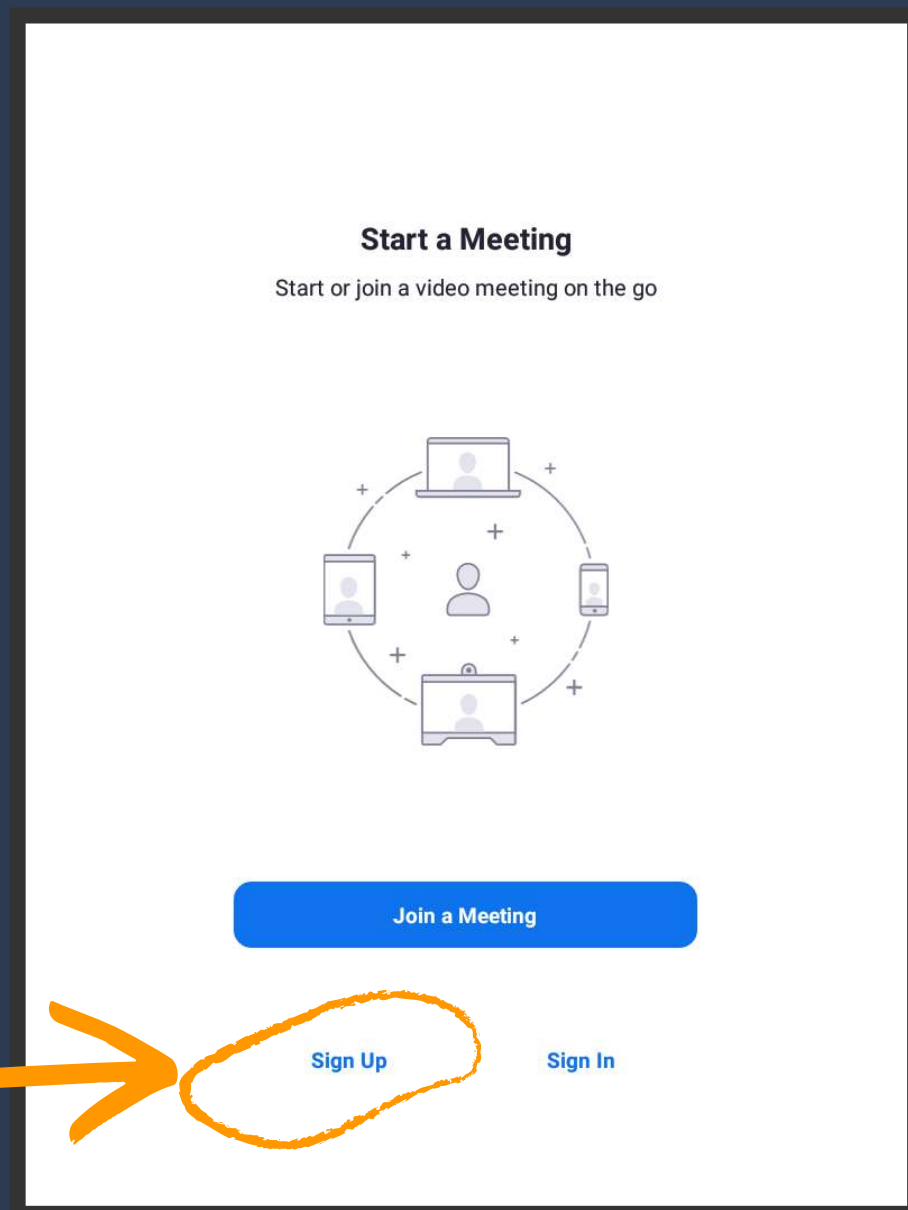


To join the meeting, the Zoom application will then ask you to agree to their terms and conditions.



## Creating an account on your Android device

After you open the Zoom application on your device, you can also Sign In, if you already have an account or you can create an account by tapping on Sign Up.



Firstly, you will need to enter your date of birth. Secondly, you will be asked to enter your email address, your first name and your last name.

For verification, please confirm  
your date of birth

Month/Day/Year

This data will not be stored

Sign Up

Email

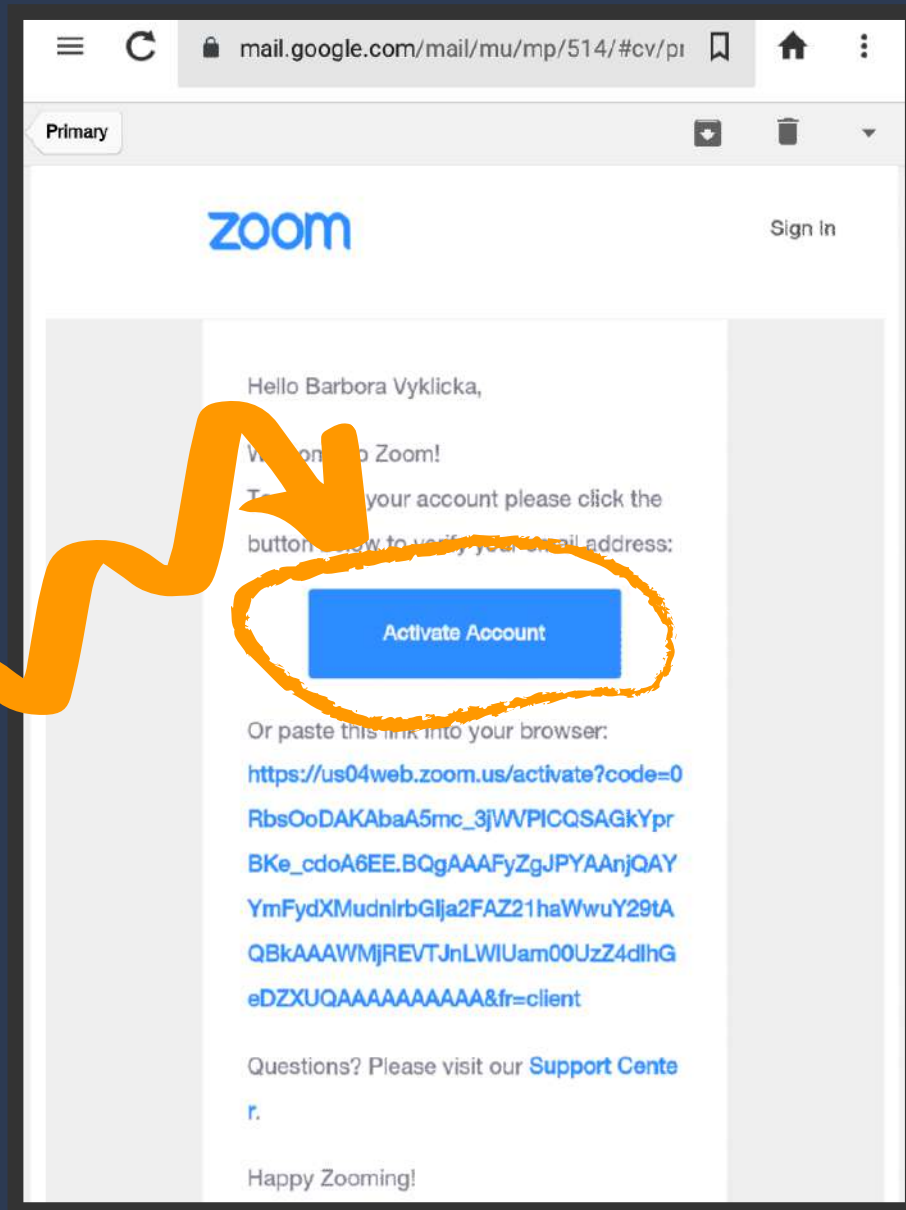
First Name

Last Name

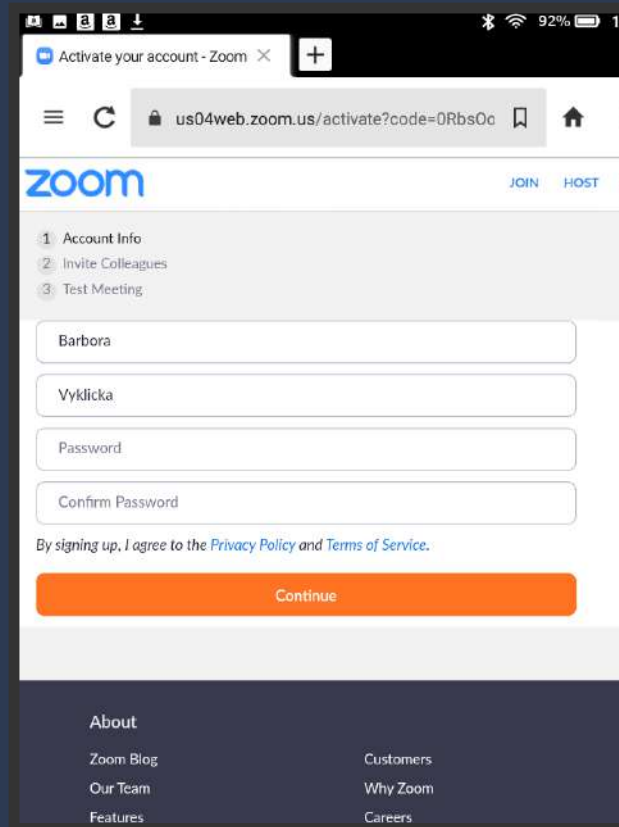
By signing up, I agree to the [Privacy Service](#) and [Terms of Service](#)

Sign Up

The Zoom application will send you a verification email within a few minutes. You then need to open that email and tap on Activate Account. Alternatively, you can tap on the long blue text.



You will be asked to insert your name and then you will be asked to create a password/passcode for your account.



Activate your account - Zoom

us04web.zoom.us/activate?code=0RbsOo

zoom JOIN HOST

- 1 Account Info
- 2 Invite Colleagues
- 3 Test Meeting

Barbora

Vyklicka

Password

Confirm Password

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

Continue

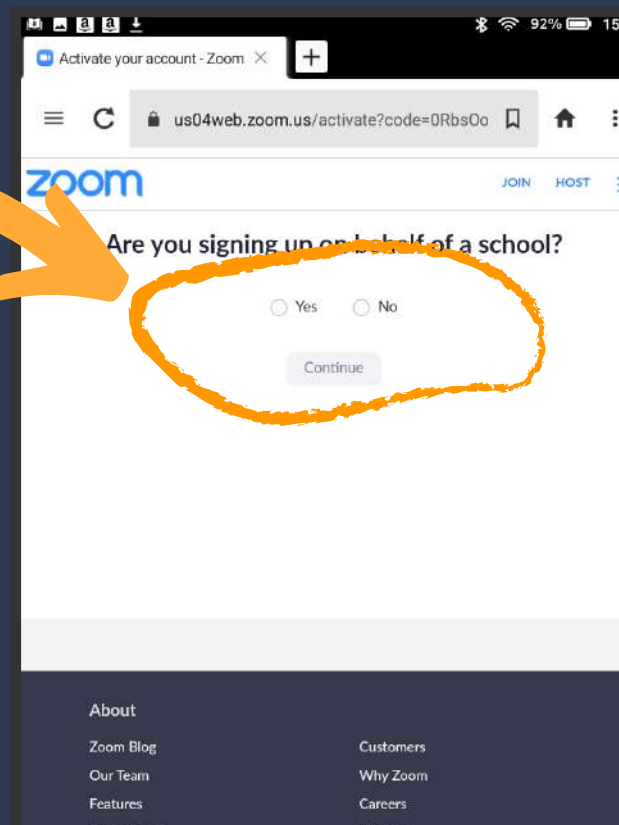
About

Zoom Blog Customers

Our Team Why Zoom

Features Careers

You will be automatically taken to a Zoom website and asked whether you are signing on behalf of a school.



Activate your account - Zoom

us04web.zoom.us/activate?code=0RbsOo

zoom JOIN HOST

Are you signing up on behalf of a school?

Yes  No

Continue

About

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Our Team Why Zoom

Features Careers

After you created your password/passcode, tap on Continue, Zoom will then ask you to invite your friends or colleagues. You can either skip this step, or you can type in email addresses of people you would like to invite to use Zoom.

Zoom

1 Account Info  
2 Invite Colleagues  
3 Test Meeting

name@domain.com

name@domain.com

name@domain.com

[Add another email](#)

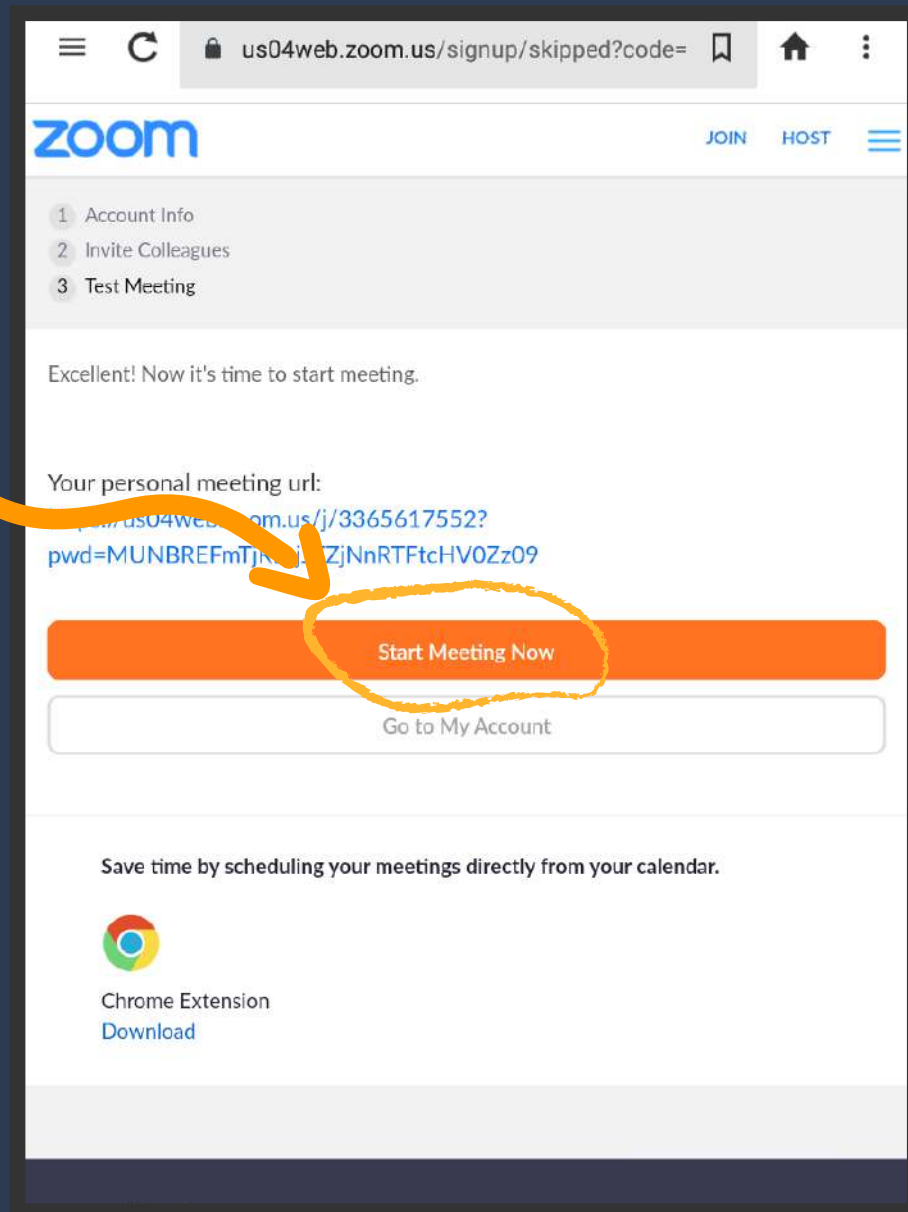
I'm not a robot

reCAPTCHA  
Privacy - Terms

Invite

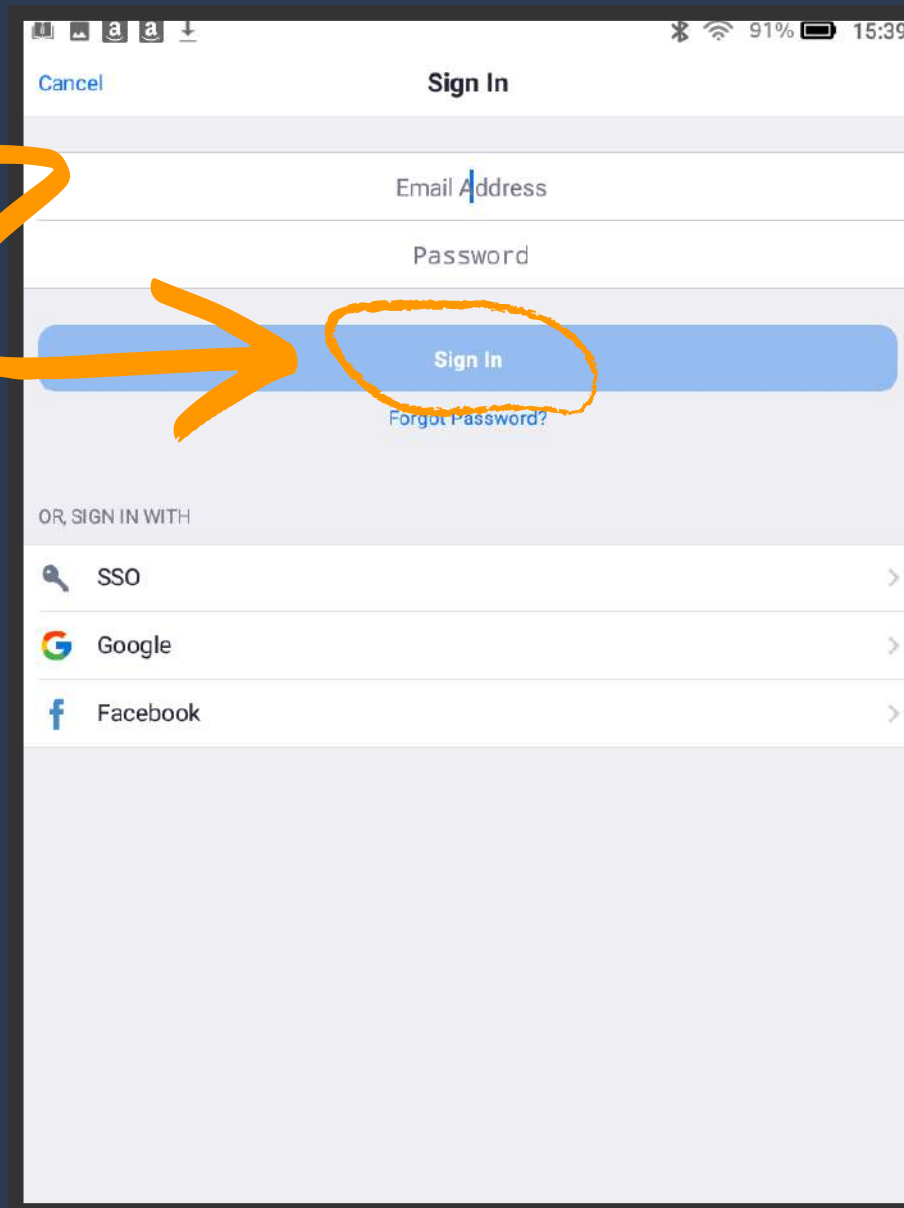
Skip this step

Lastly, you will be offered to start a test meeting. You can skip this step and close the web browser, or you can try the test meeting.



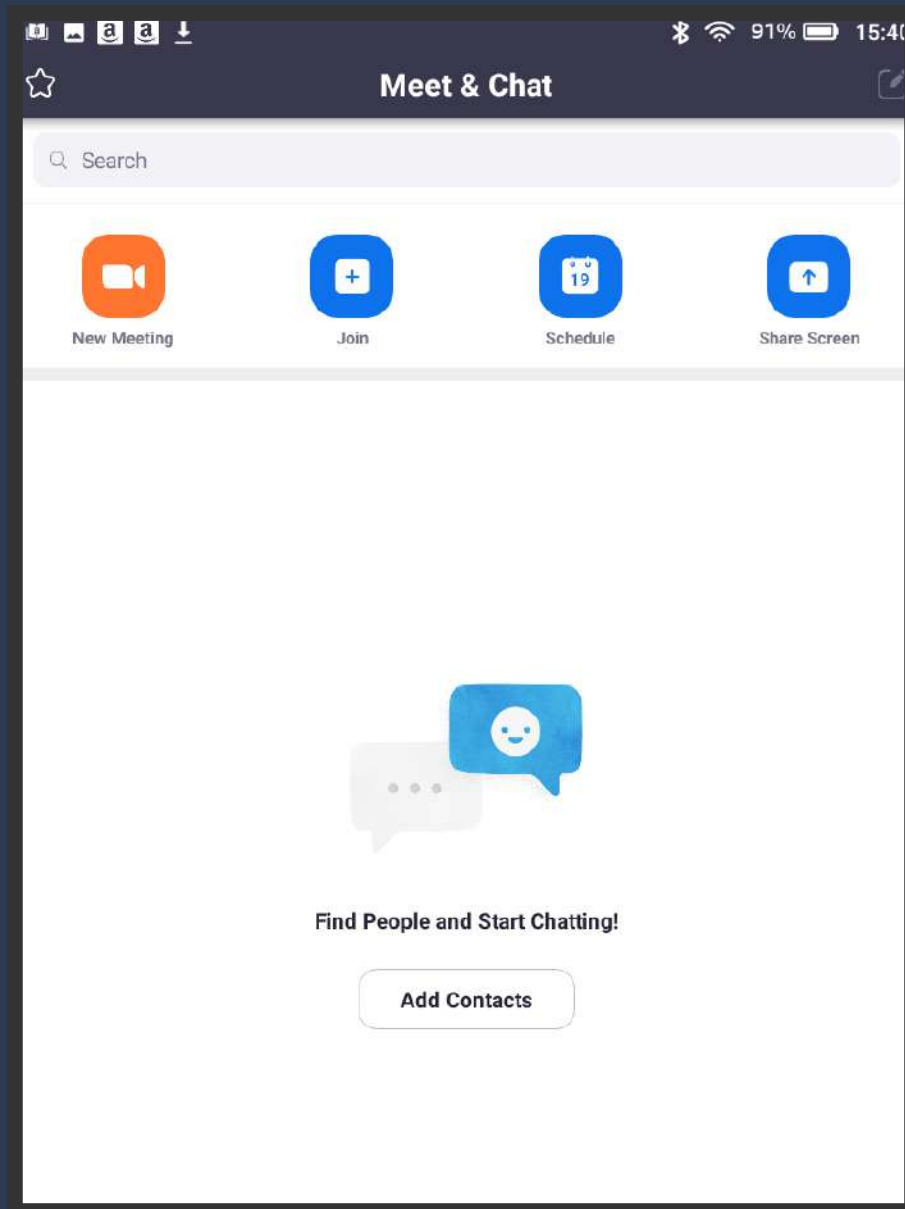
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Once you created an account, you can return to the Zoom application. To log into your account, tap on Sign In and enter your email address and password/passcode.

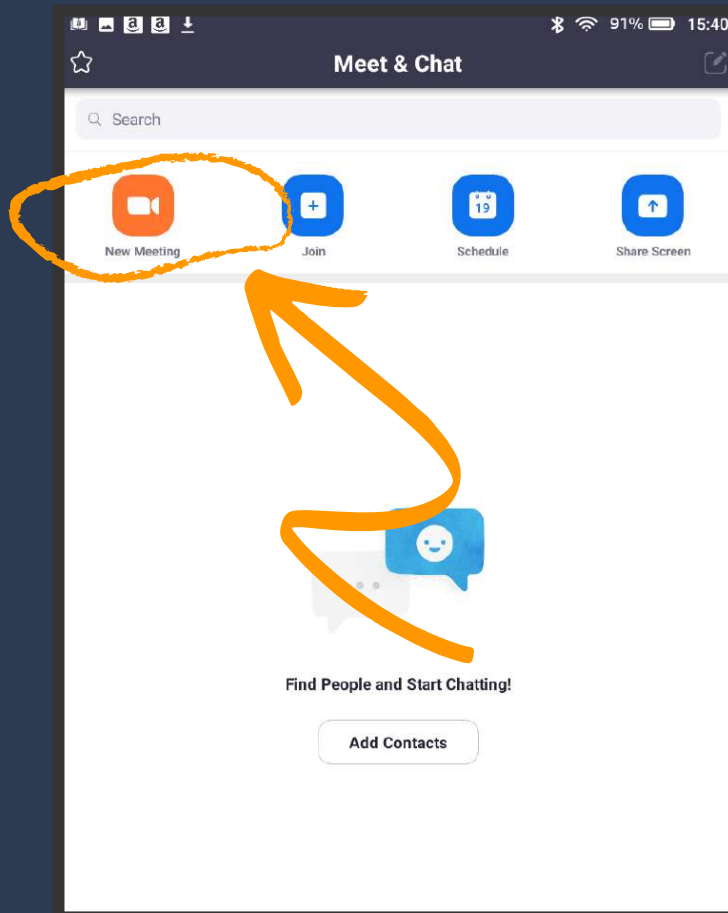




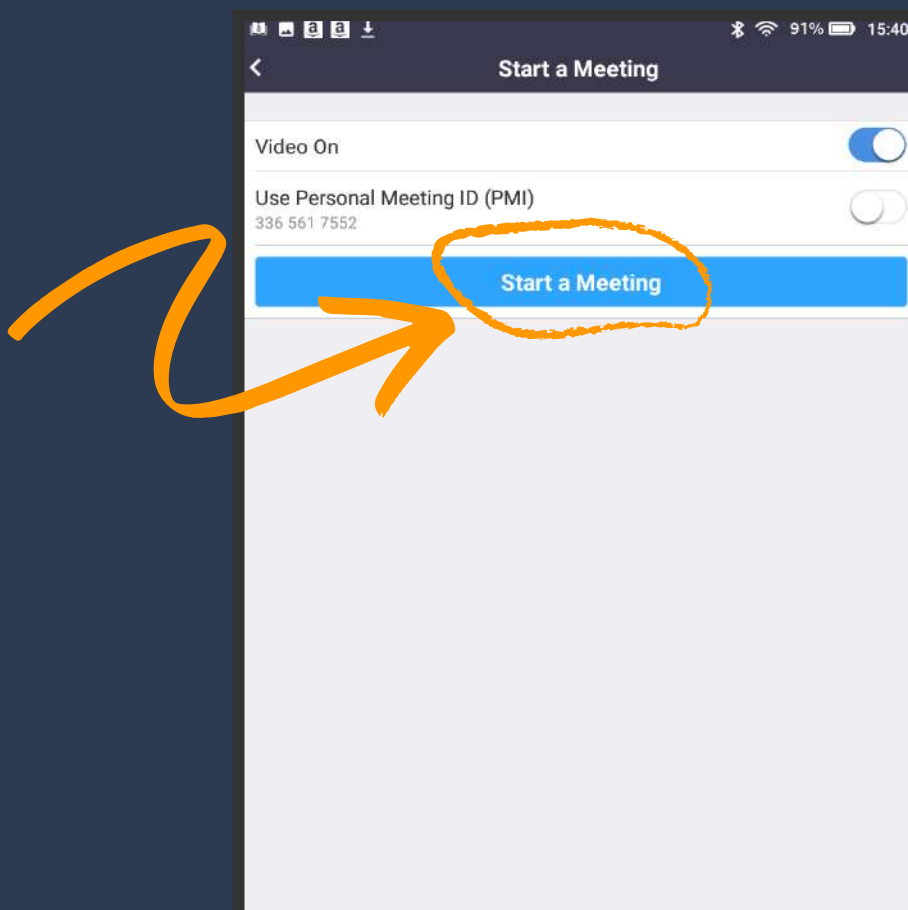
After you sign in you will see this page. From this page, you can join a meeting, create a meeting, add your contacts and much more.



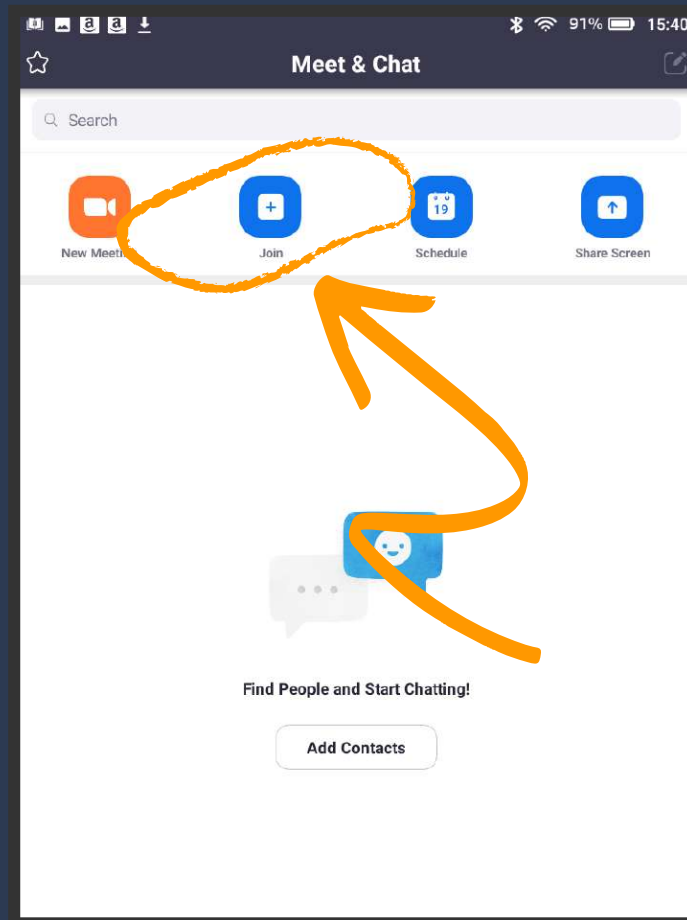
By tapping on New Meeting, you can create a new meeting straight away. All you need is to share your meeting ID to the people you want to participate.



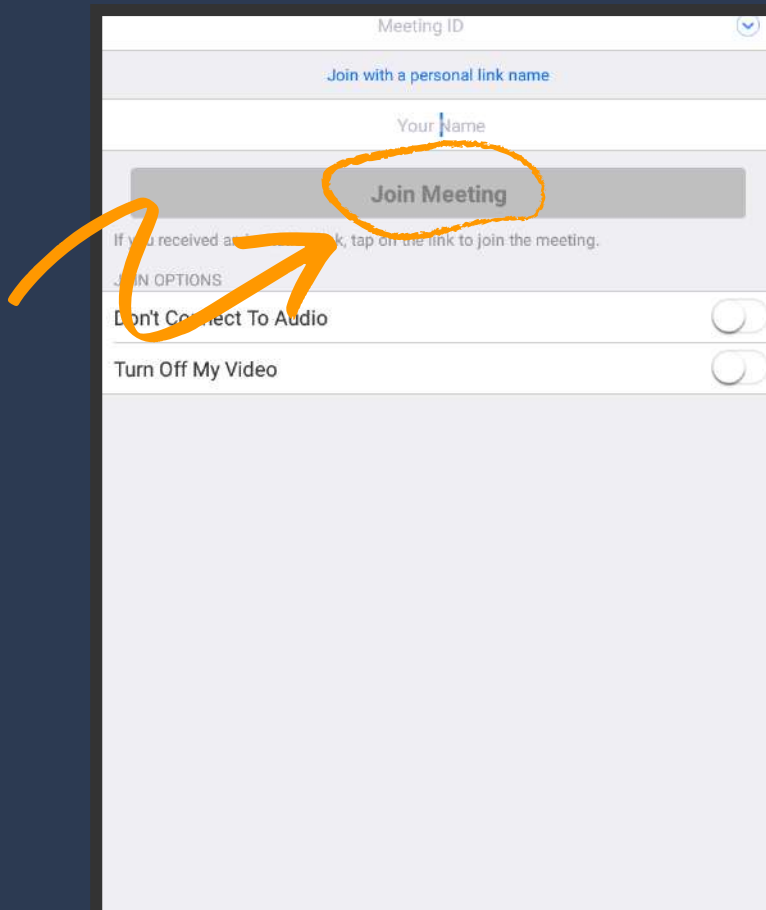
Click the Start a Meeting button to start the button. You may turn off the camera if you want.



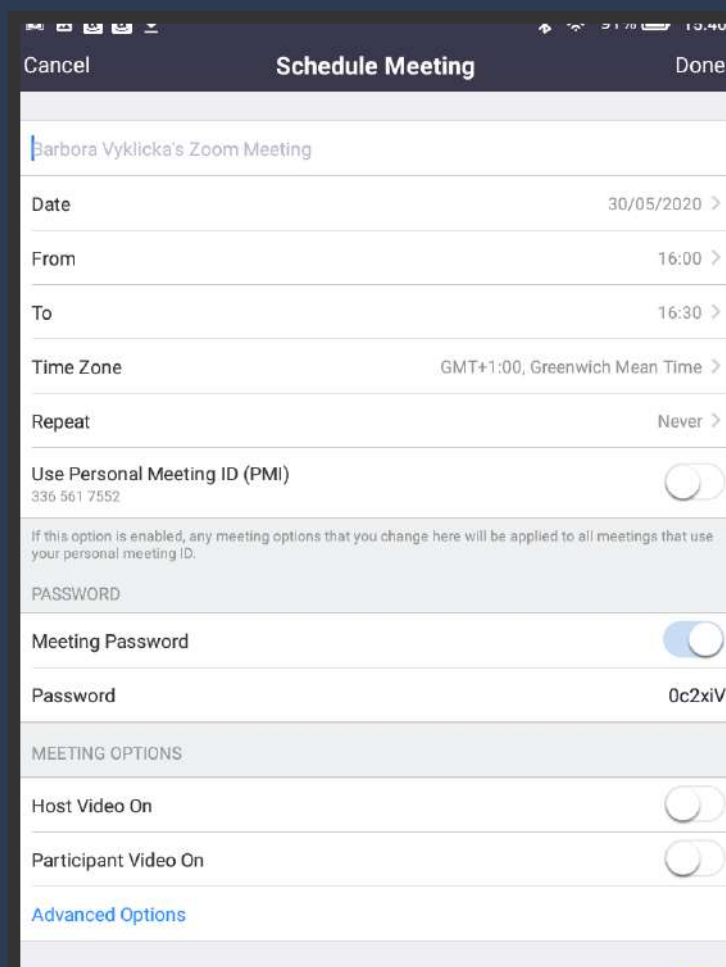
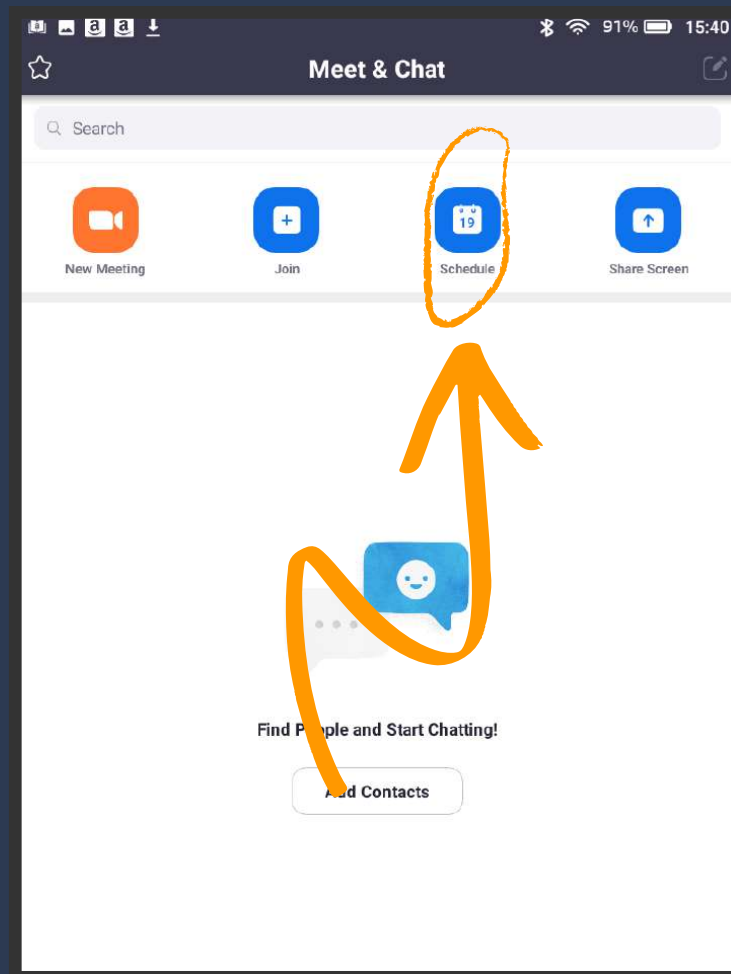
By tapping on Join, you can join a meeting. You will be asked for a Meeting ID, and possibly password as well.



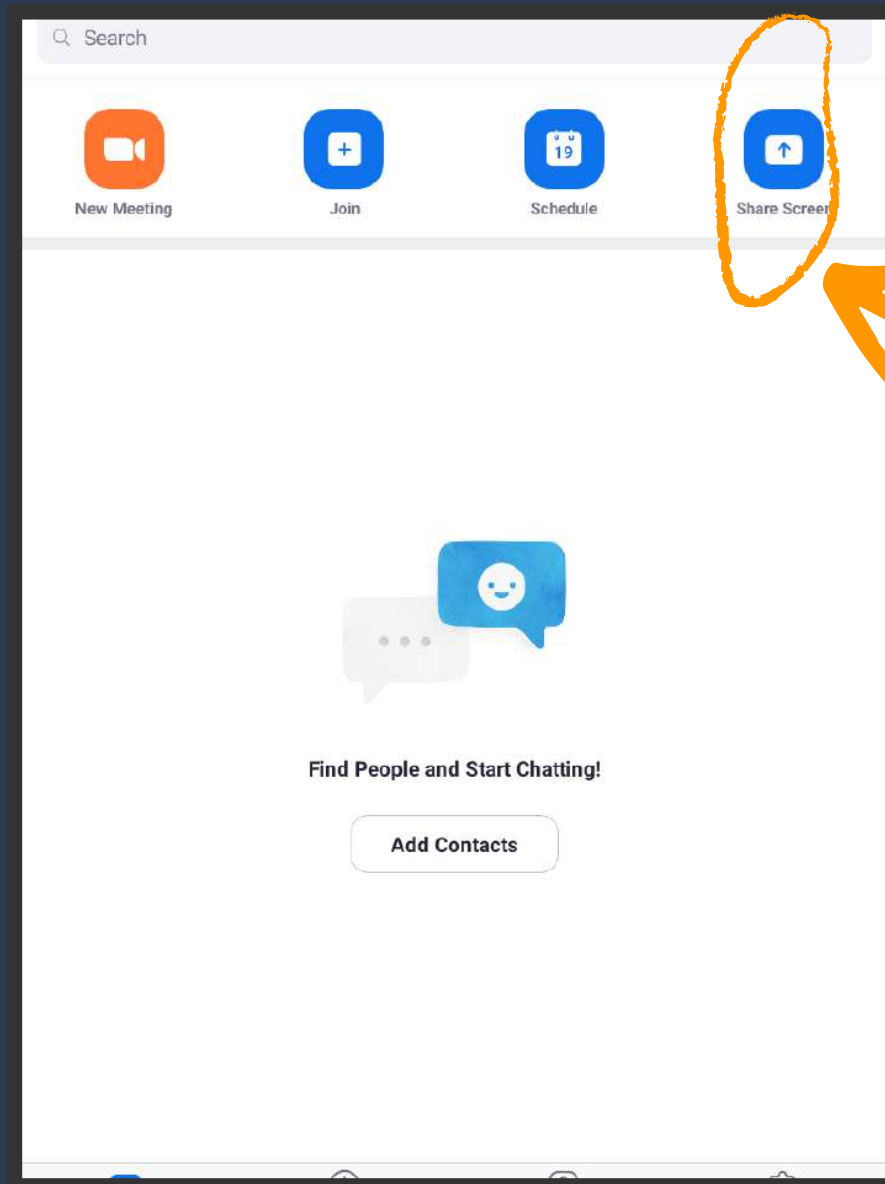
If you are asked to enter the password this will be given by a host.



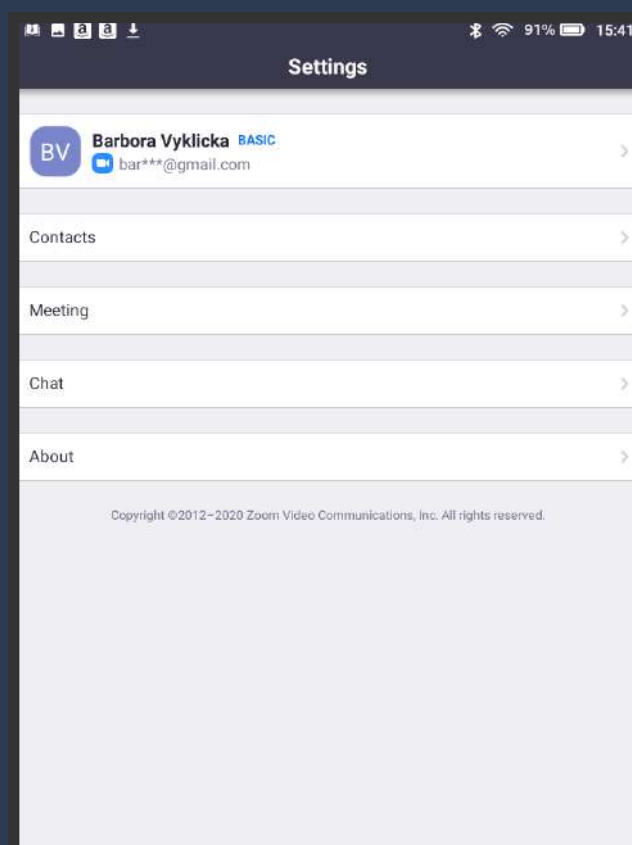
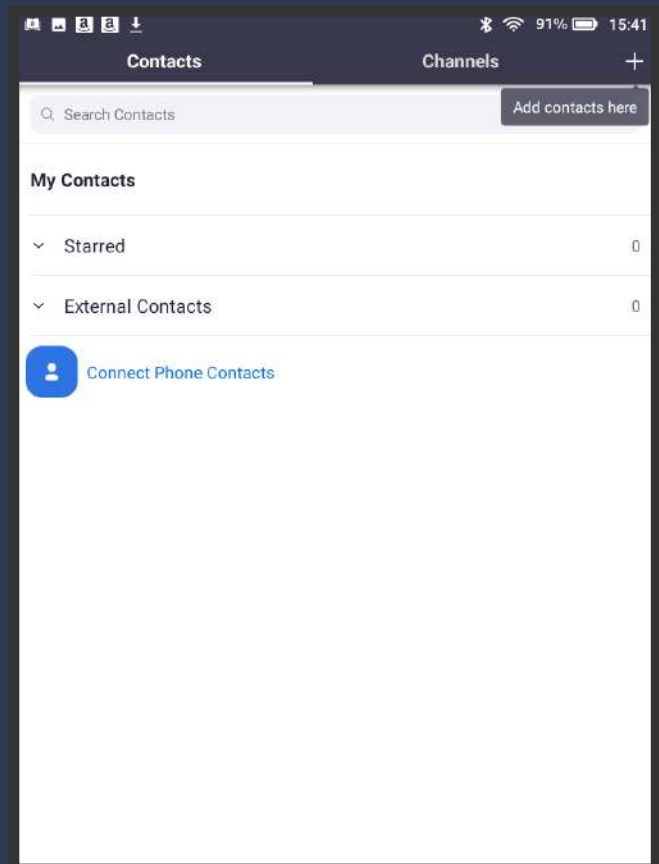
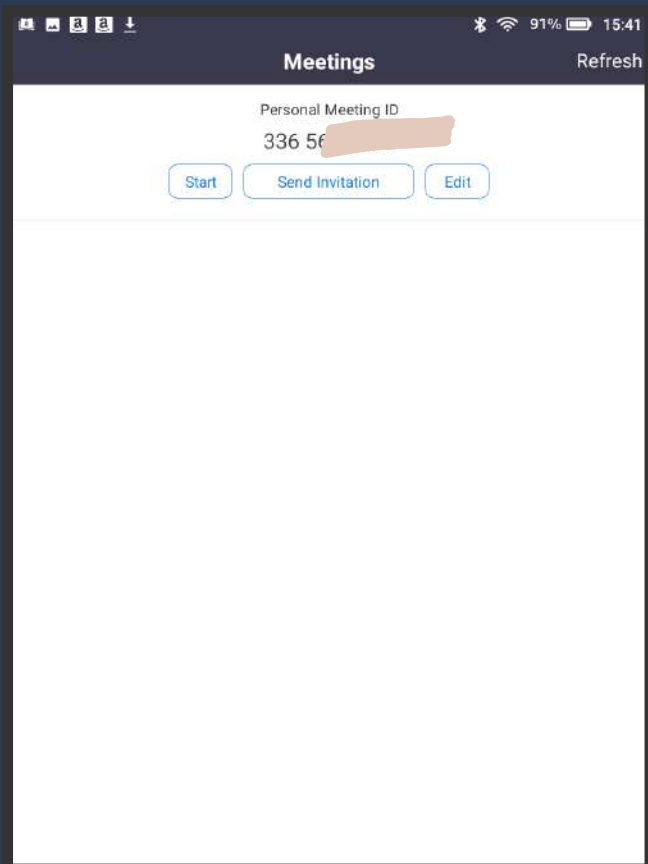
By tapping on Schedule, you can plan your meeting. Here you can pick a date, time, name of the meeting and so on.



By tapping on Share Screen, you can join a meeting while sharing your screen to others. Make sure that if you are sharing screen there is no personal information being showed on the screen

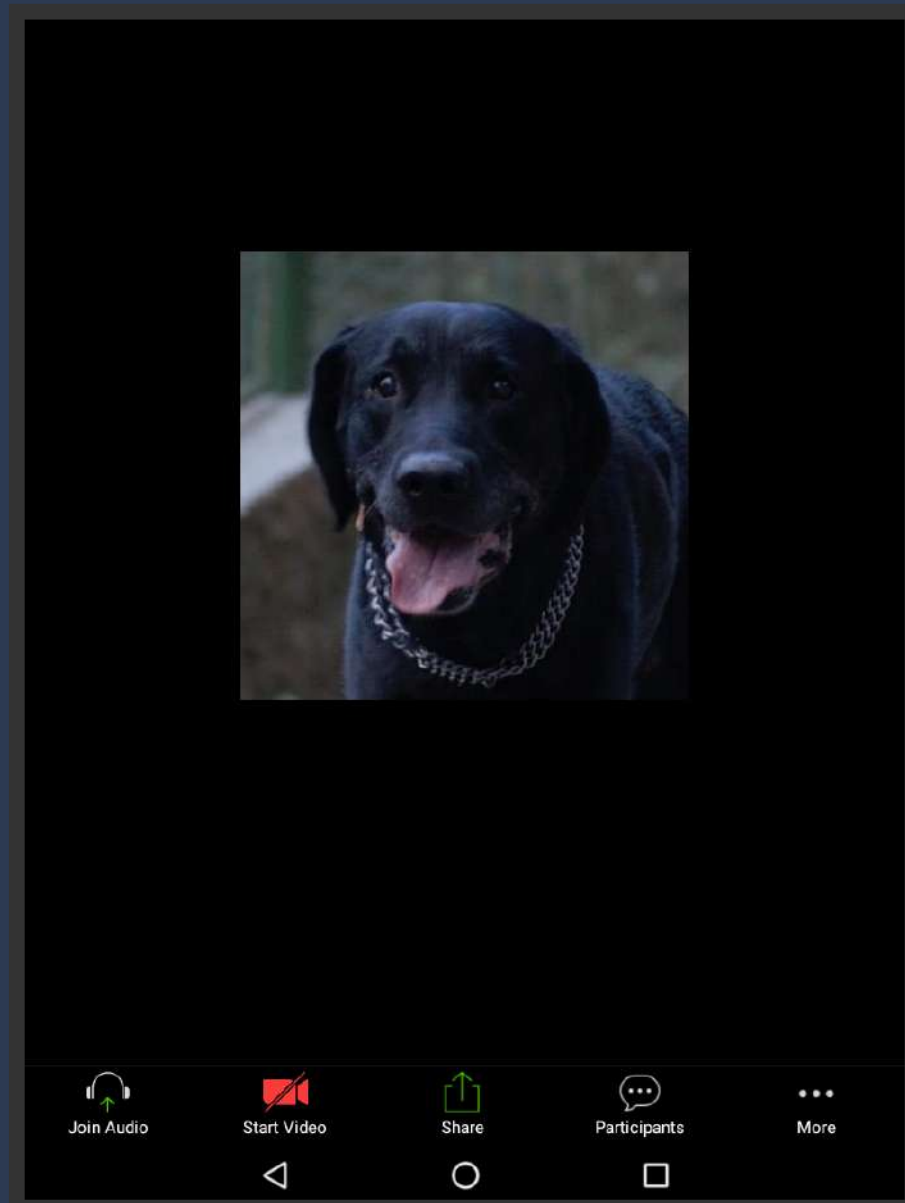


On the bottom of the screen, you can also see four small icons. Meet & Chat, which is the main page of Zoom. Meetings, where you can see your scheduled meetings. Contacts where you can add and see all your contacts. Lastly, Settings, where you can log out of Zoom, set up more advanced settings for your meetings and so on.



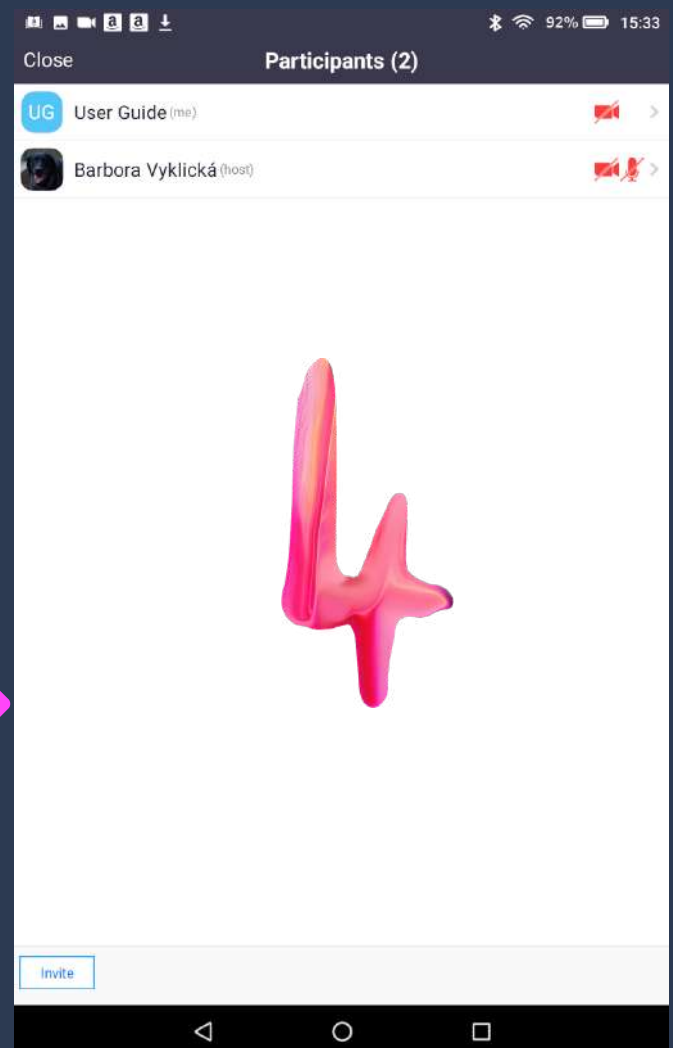
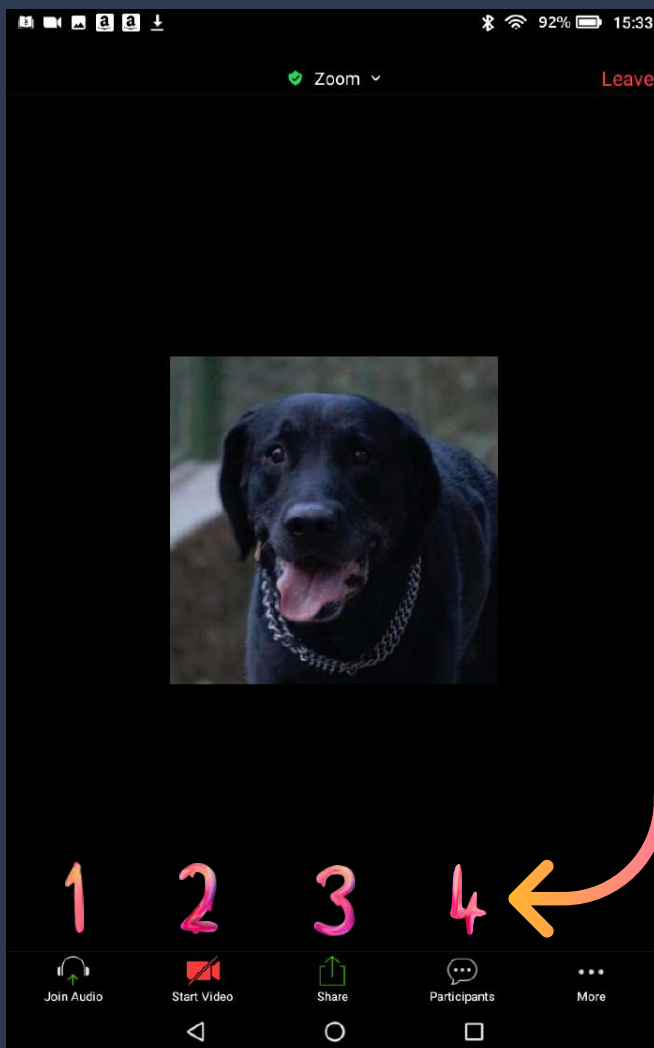
## While on a meeting

During a meeting, you will be able to see your friends and colleagues. The next few pictures will show you what you can do while at a meeting.



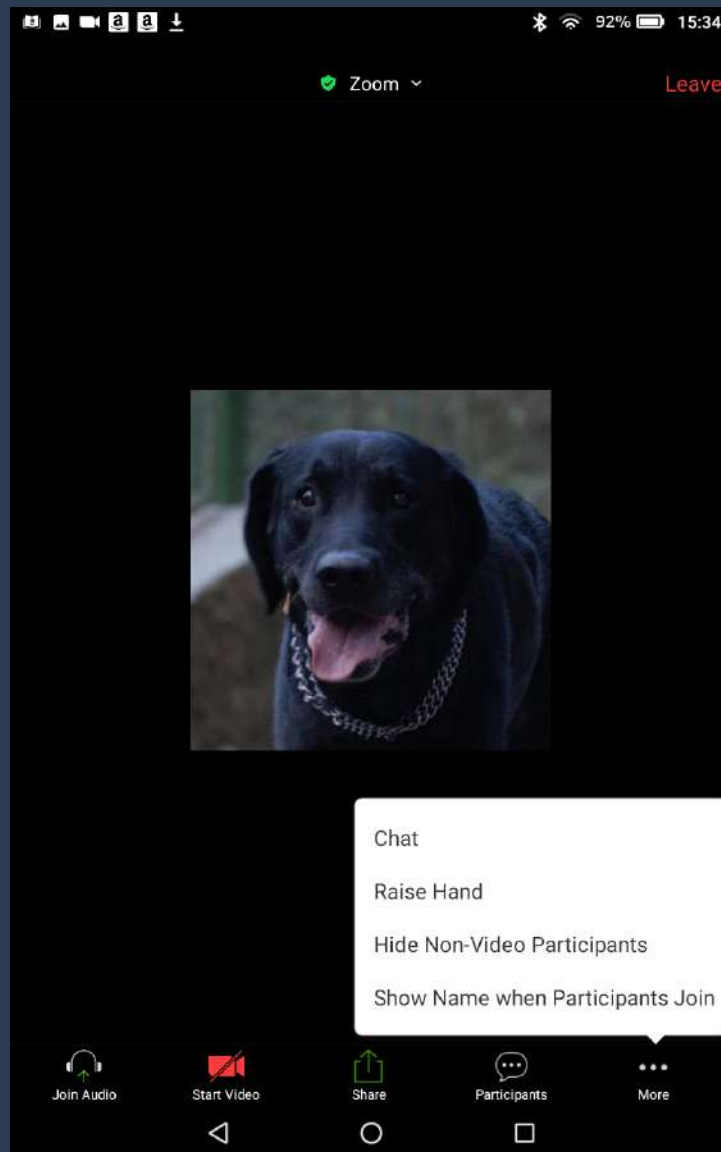
At the bottom of the screen, you will see several small pictures.

- 1 The microphone shows you whether others can hear you. If the microphone is crossed with a red line, others will not be able to hear you. By tapping on this picture, you will turn on your microphone.
- 2 The camera picture shows you whether others can see you. If the camera is crossed with a red line, your camera is turned off. By tapping on the camera, you can turn it on, and others will be able to see you.
- 3 The Share button allows you to share your device's screen with others. When you do share your screen, please be careful not to share any personal information or things you do not want others to see. You can read more about safety while using Zoom in chapter 7 of this guide.
- 4 The Participants icon will allow you to see who is in the meeting. You will also be able to see whether the camera and the microphone of the participants are turned on.





The three dots picture allows you to Disconnect Audio, and it will enable you to write a message to others during the meeting by opening Chat. You can also Raise Hand, which will let the host of the meeting know that you would like to say something, or that you agree with what they are saying. Furthermore, you can hide pictures of participants who did not join with their camera, and you can be notified when a new participant joins.





THANK  
YOU

