

GENERAL GUIDE

ZOOM

CREATED BY
SYED OMAR FARUK TOAWHA
BARBORA VYKlickA



A hand holding a smartphone in the center of the frame. The phone's screen shows a high-angle, wide shot of a city street grid, likely New York City. The phone's camera interface is visible at the bottom of the screen, with 'PHOTO' selected. The background is a blurred cityscape. The image is overlaid with a semi-transparent blue filter. Decorative elements include a grid of teal dots in the top right and bottom left, and orange brushstroke-like shapes on the left and right sides.

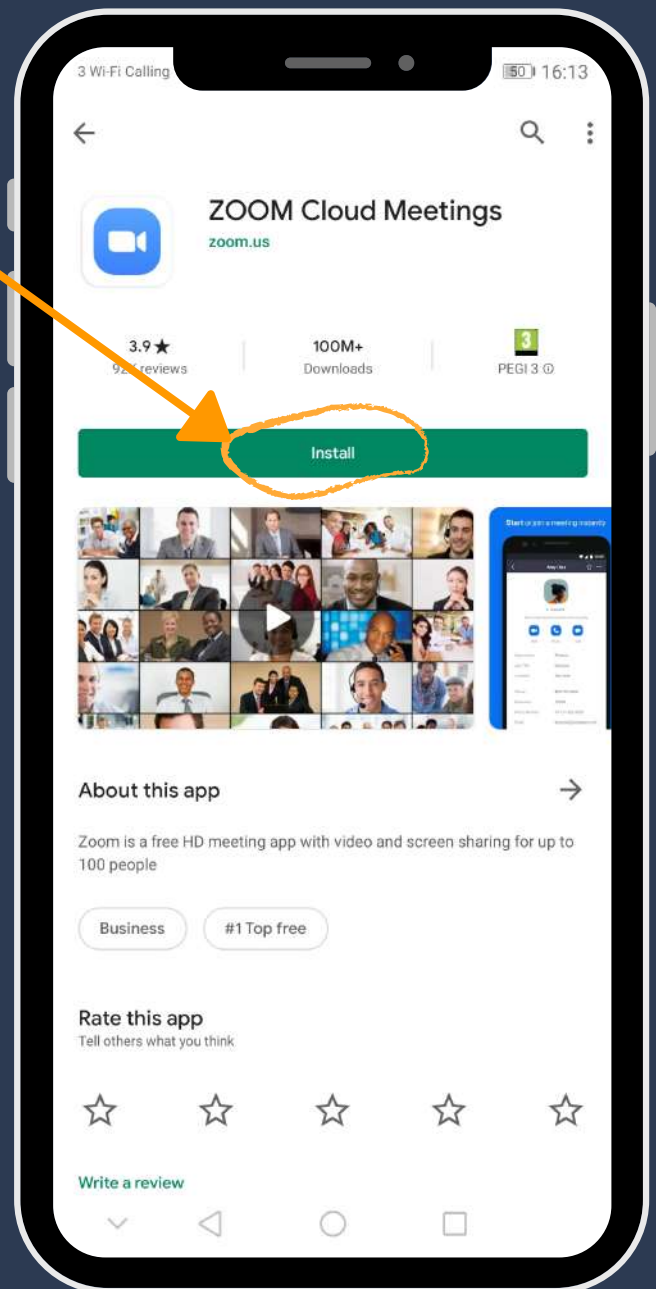
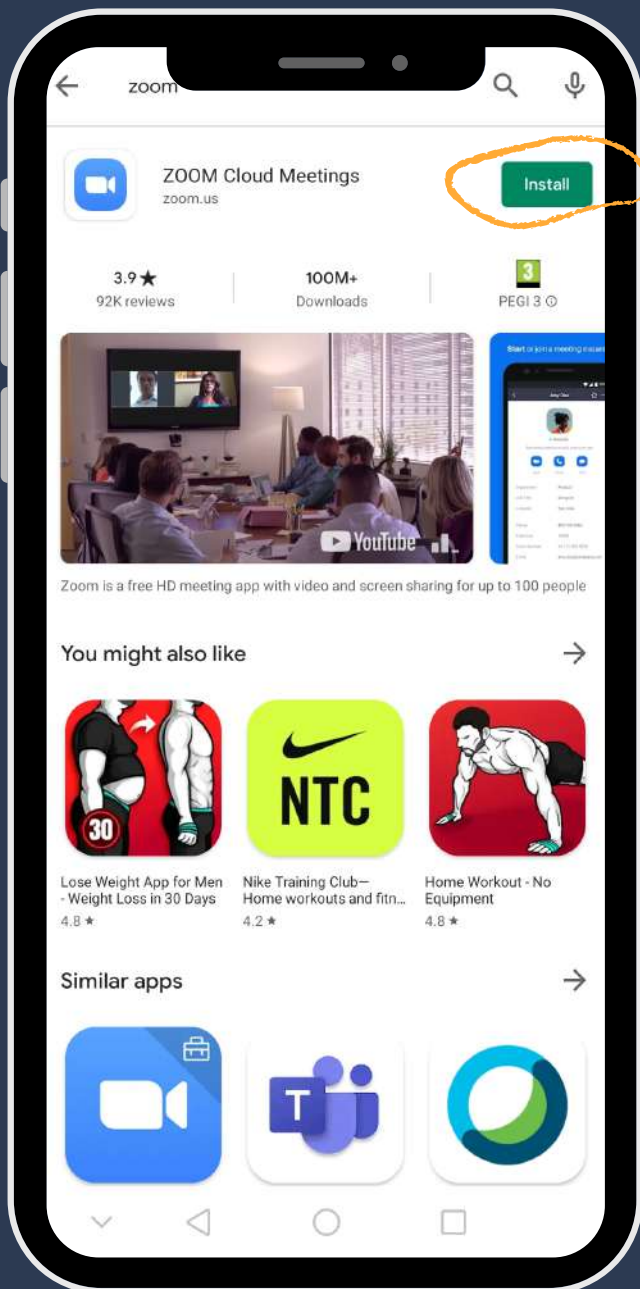
USING ZOOM ON SMARTPHONES

Using Zoom on Android Smartphones

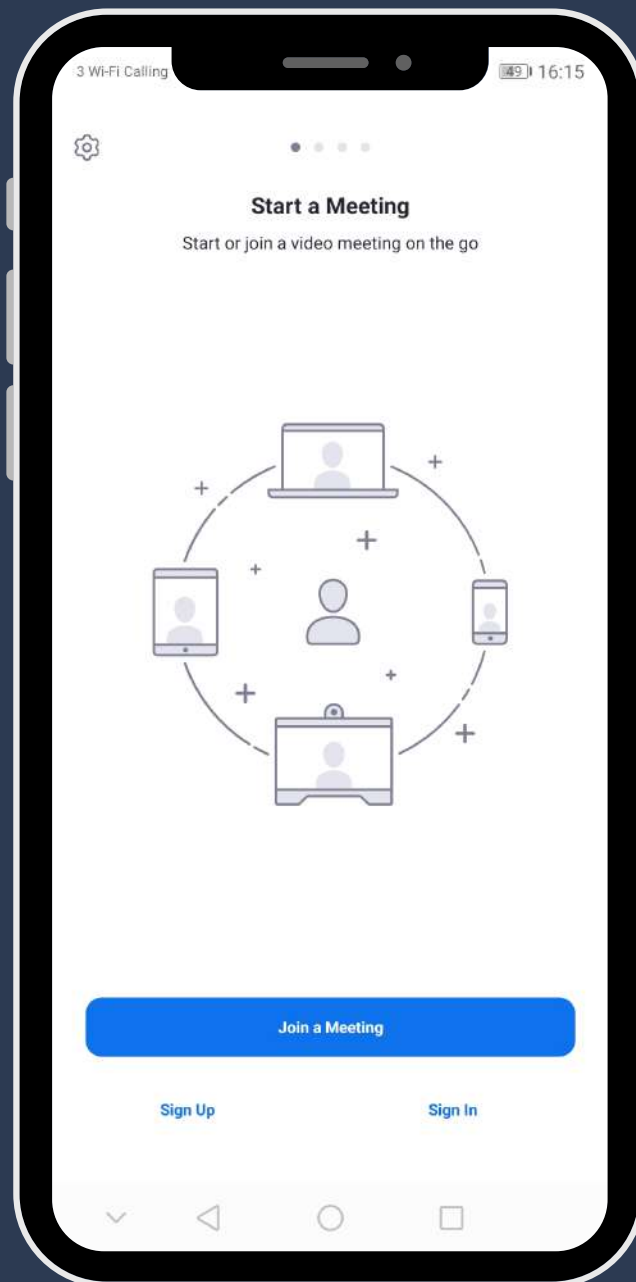
Getting Zoom application on your Android device

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 Google Play 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 green install button.

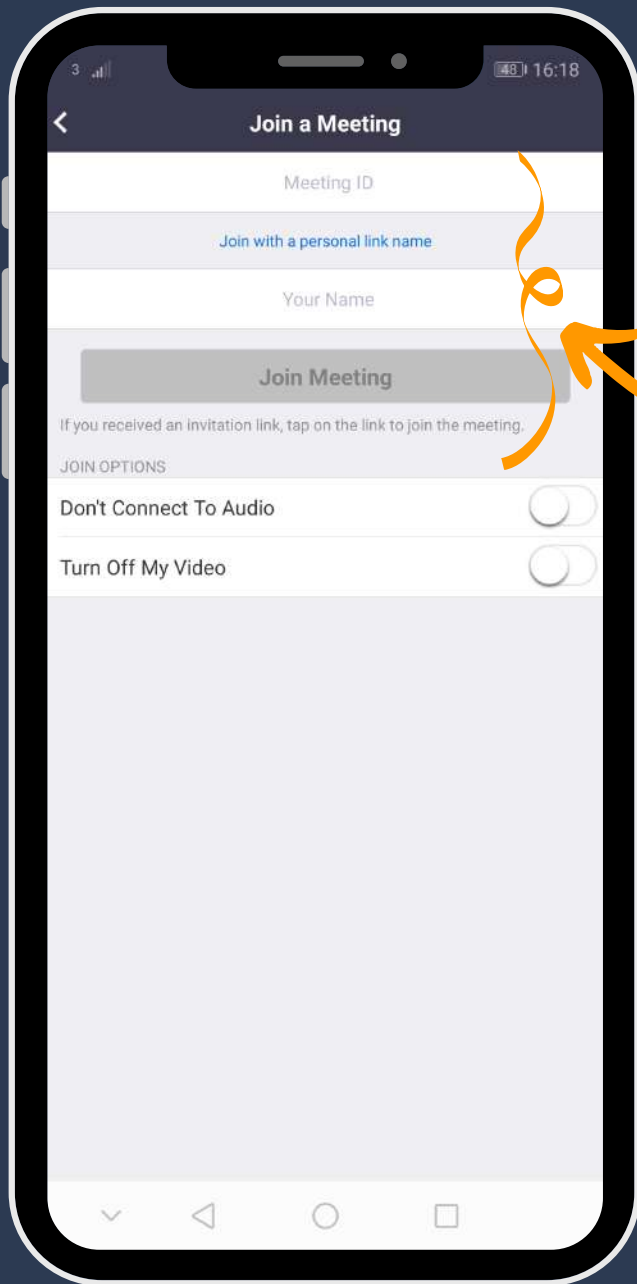


Once the application downloads to your device, simply click on open. After you open Zoom, you will see the following screen. From there you can either Sign Up, Sign In or Join a Meeting straight away.



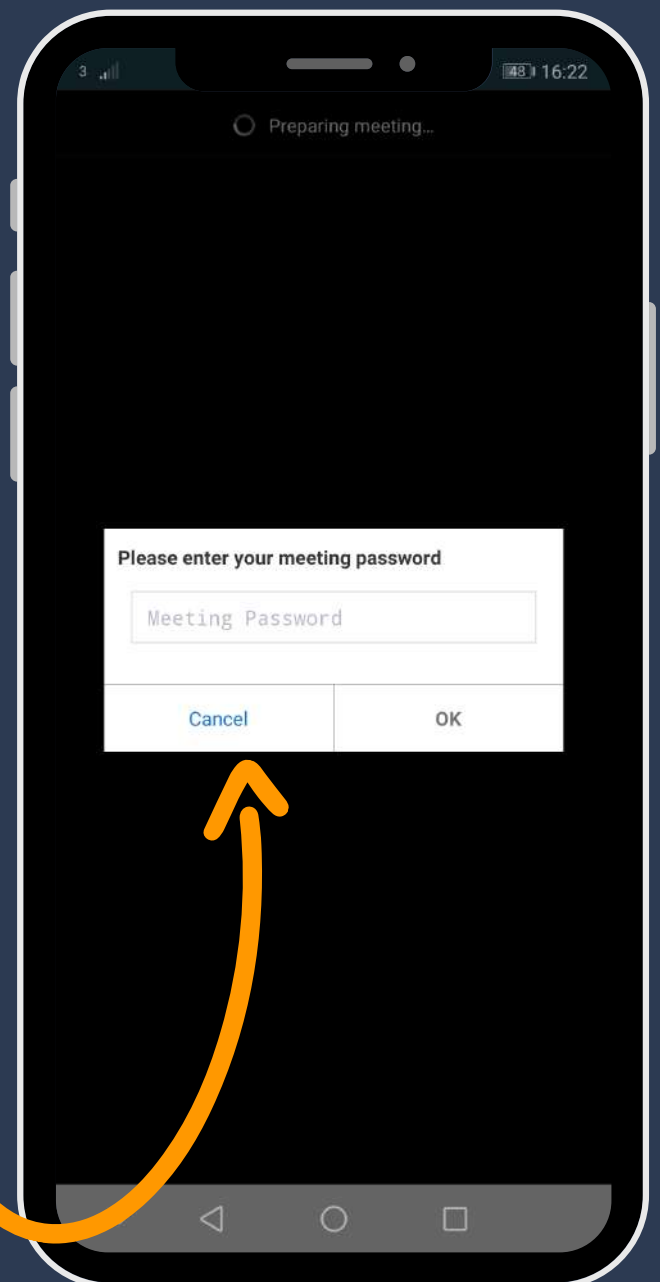
Joining a meeting on your Android device

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.

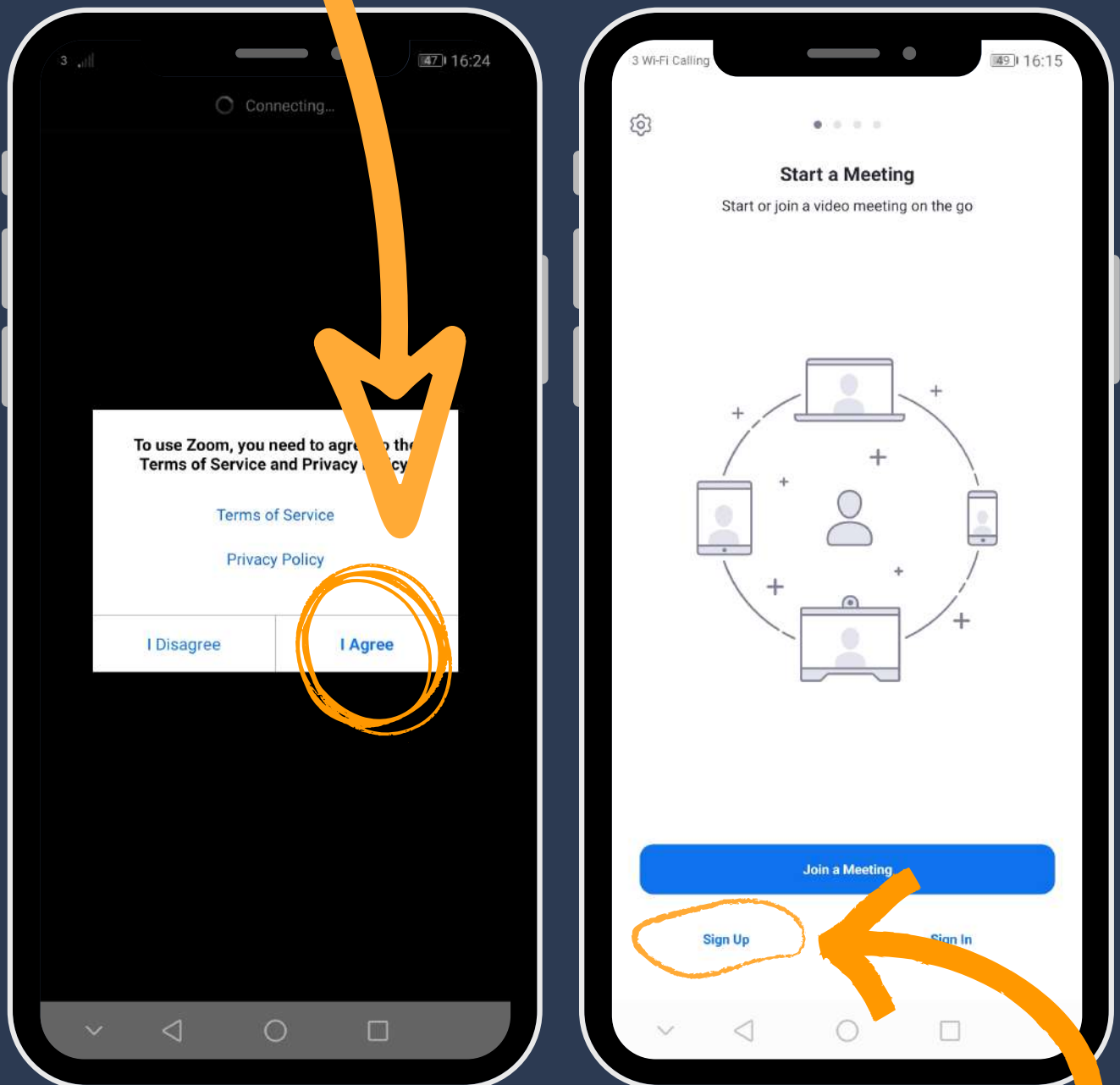


The following screen will show up. First, you need to type in the Meeting ID given to you. Second, you need to type in your name.

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/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.

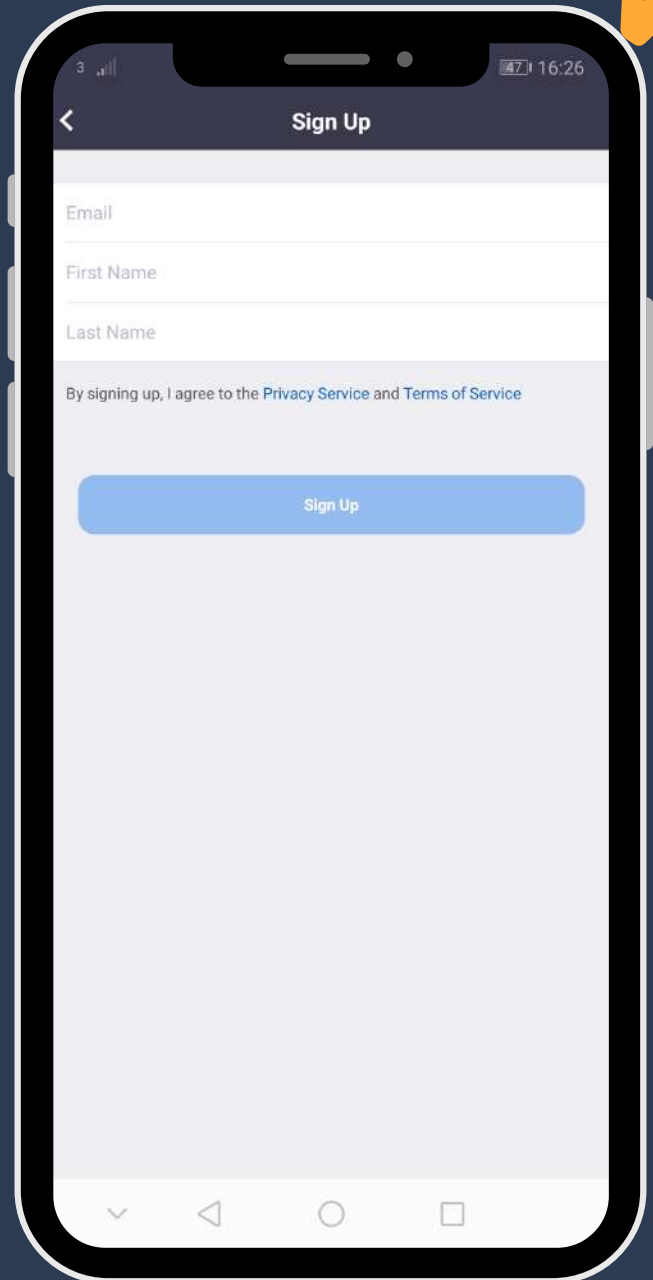
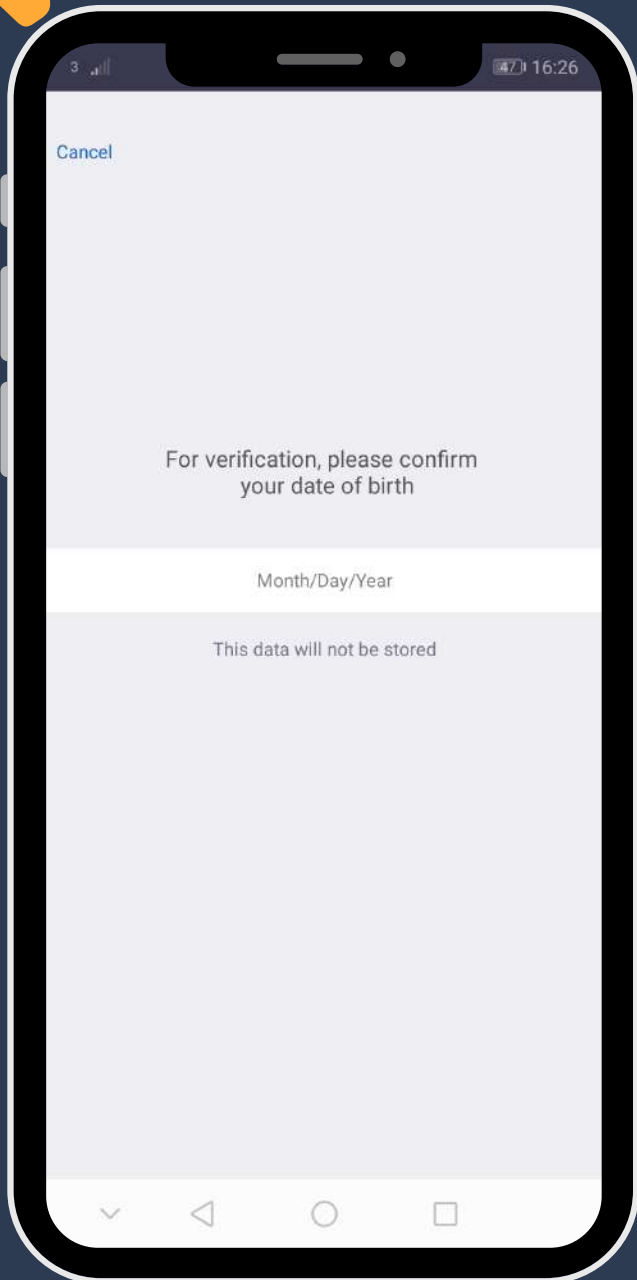


Creating an account on your Android device

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.

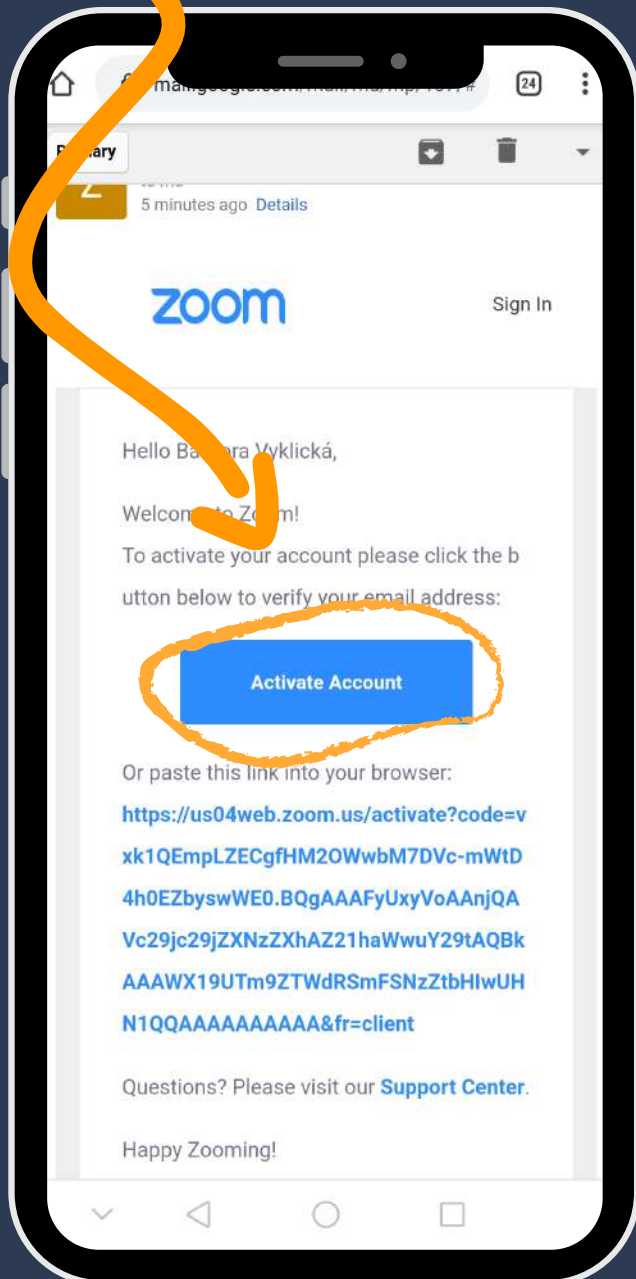
Firstly, you will need to enter your date of birth.

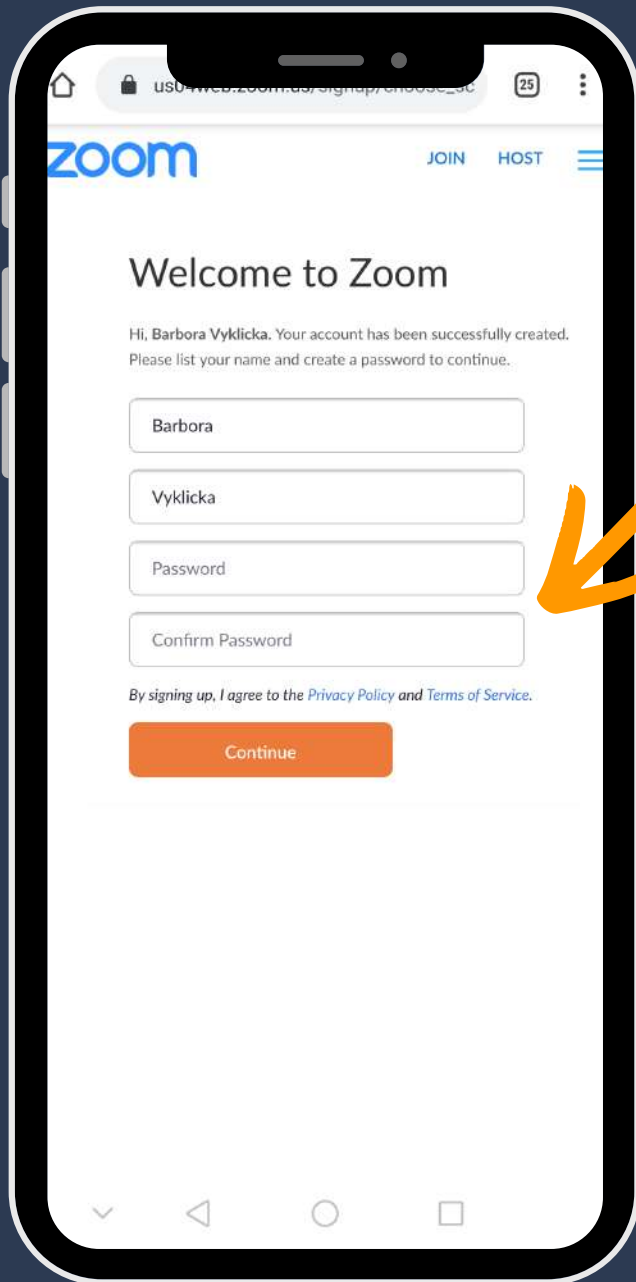
Secondly, you will be asked to enter your email address, your first name and your last name.



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 up behalf of a school.

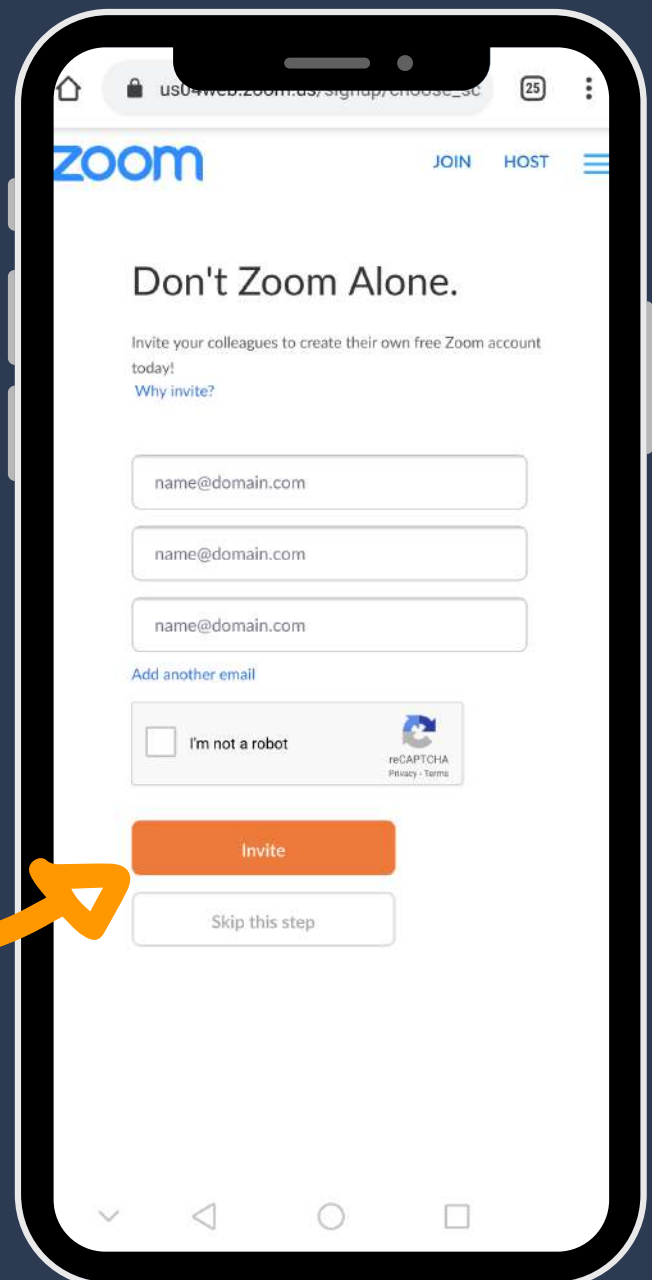




The image shows a smartphone screen displaying the Zoom account creation page. The page has a white background with the Zoom logo at the top left. Below the logo are the words "JOIN" and "HOST". The main heading is "Welcome to Zoom". Below this, a message reads: "Hi, Barbora Vyklicka. Your account has been successfully created. Please list your name and create a password to continue." There are four input fields: "Barbora", "Vyklicka", "Password", and "Confirm Password". Below the fields is a link: "By signing up, I agree to the Privacy Policy and Terms of Service." At the bottom is an orange "Continue" button. A large orange arrow points from the text on the right towards the password fields.

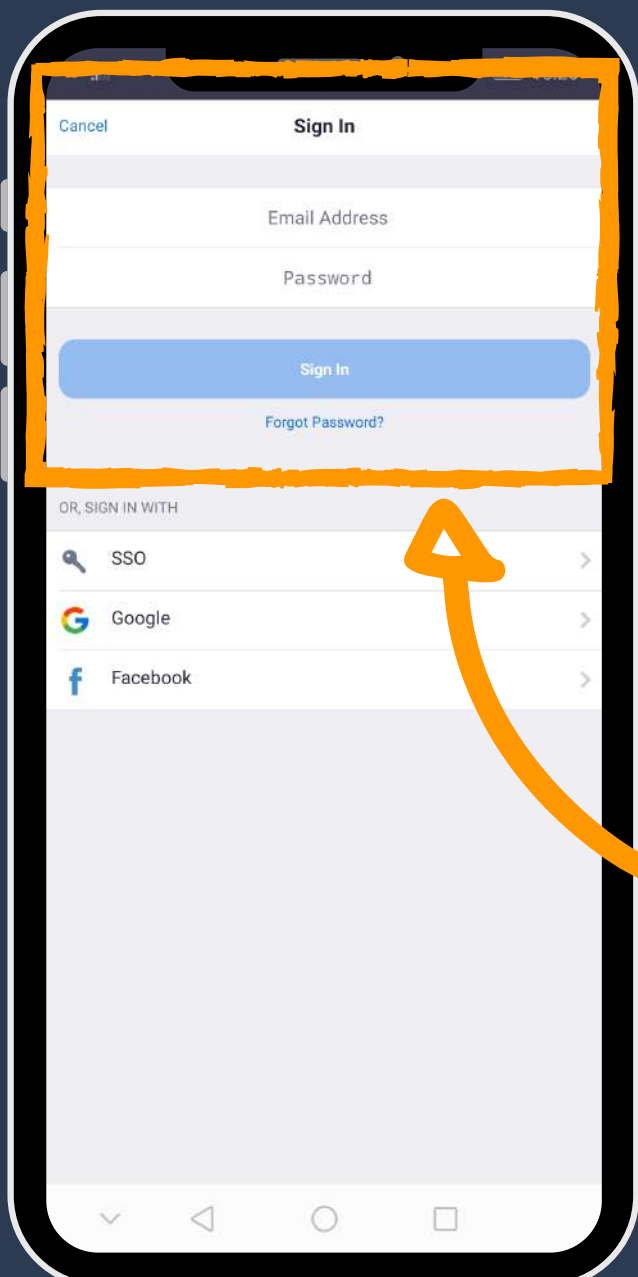
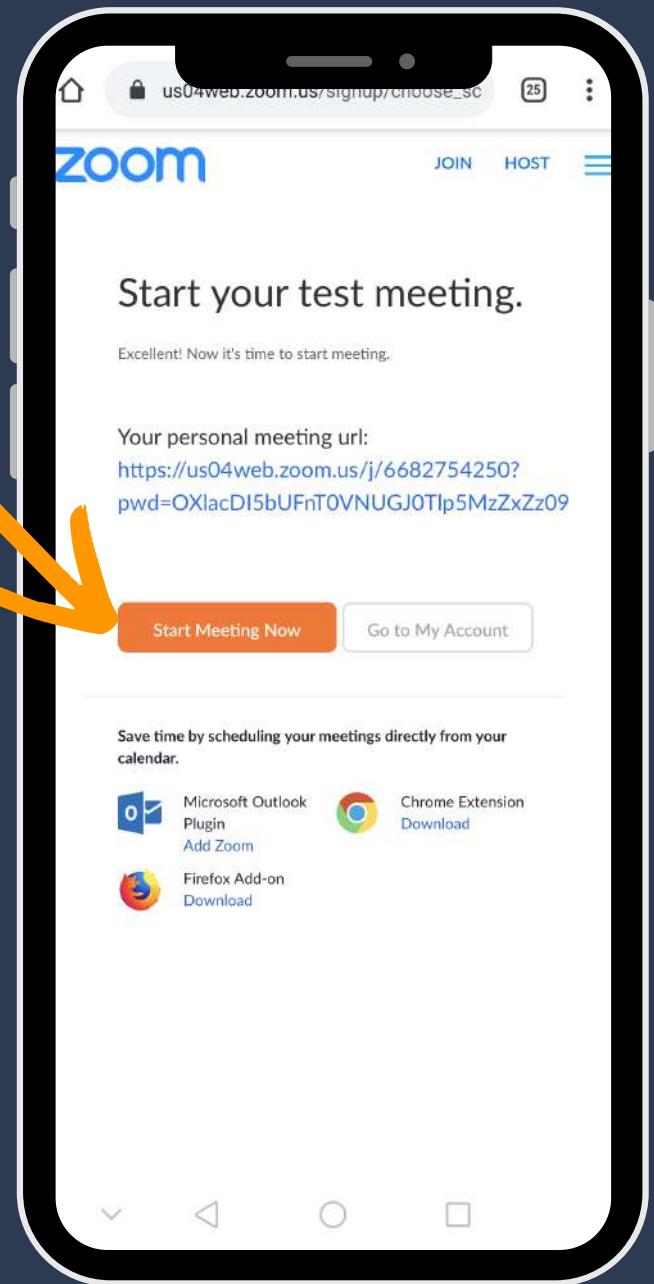
Then you will be asked to create a password for your account

After you created your password, 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.



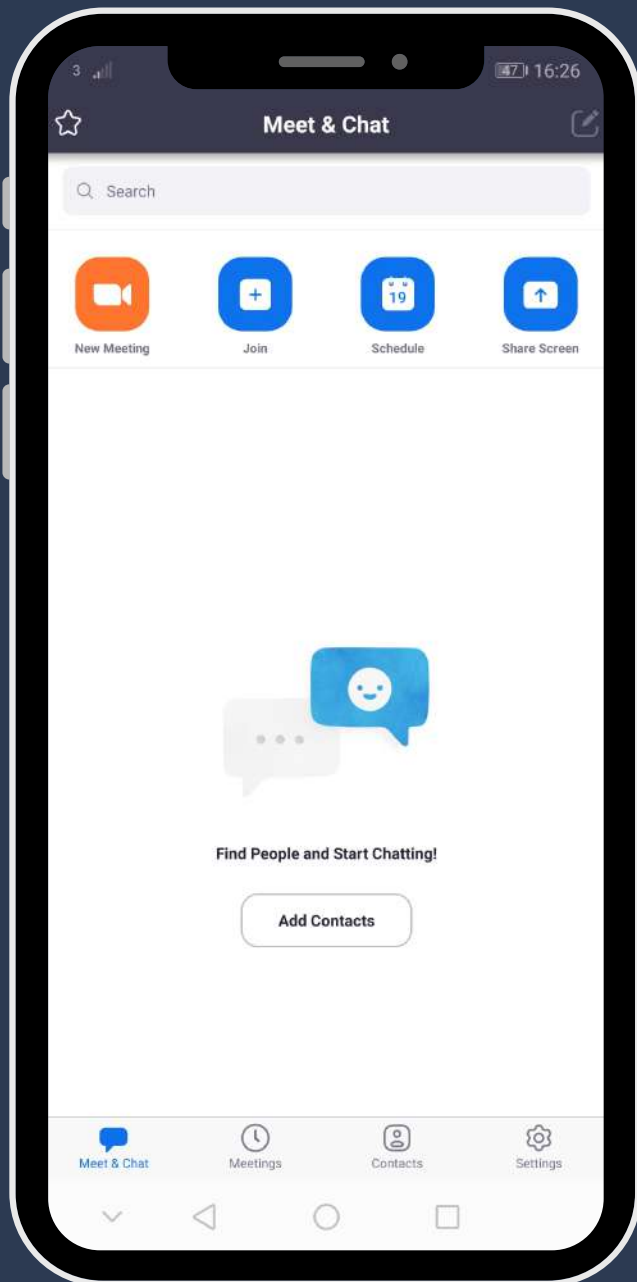
The image shows a smartphone screen displaying the Zoom invitation page. The page has a white background with the Zoom logo at the top left. Below the logo are the words "JOIN" and "HOST". The main heading is "Don't Zoom Alone." Below this, a message reads: "Invite your colleagues to create their own free Zoom account today!" There is a link: "Why invite?". There are three input fields for email addresses, each containing "name@domain.com". Below the fields is a link: "Add another email". There is a checkbox labeled "I'm not a robot" and a reCAPTCHA logo. At the bottom are two buttons: an orange "Invite" button and a white "Skip this step" button. A large orange arrow points from the text on the left towards the "Skip this step" button.

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.

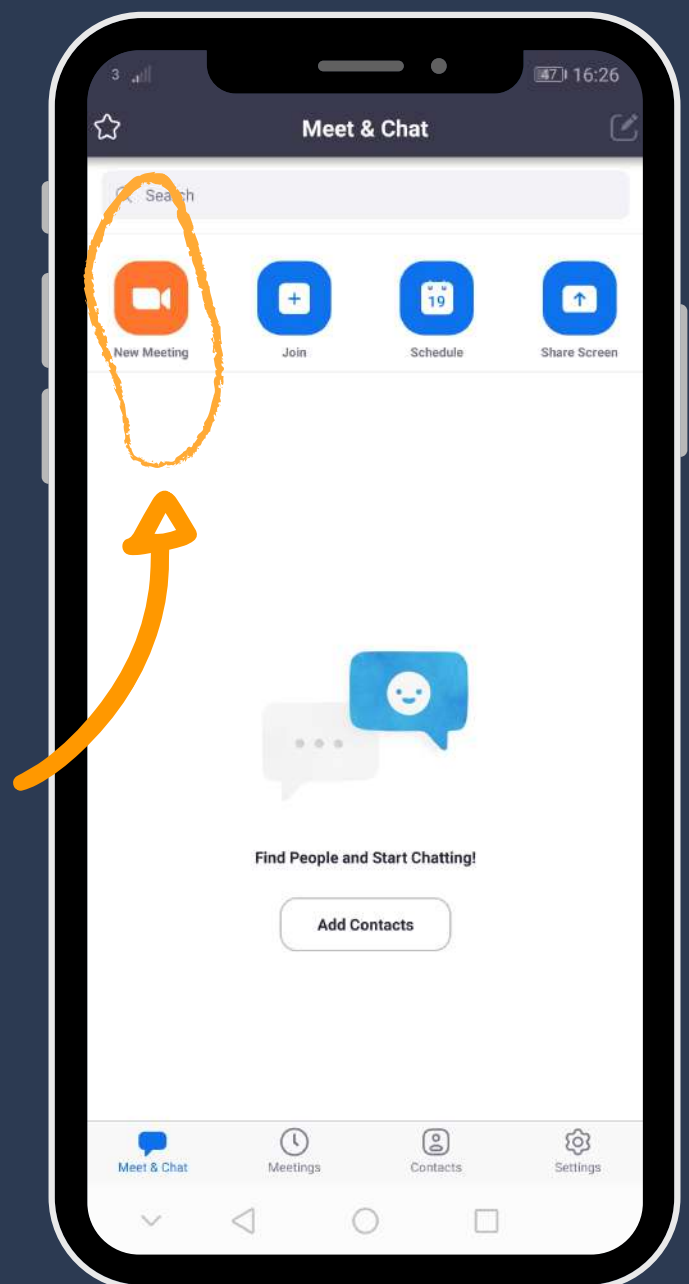


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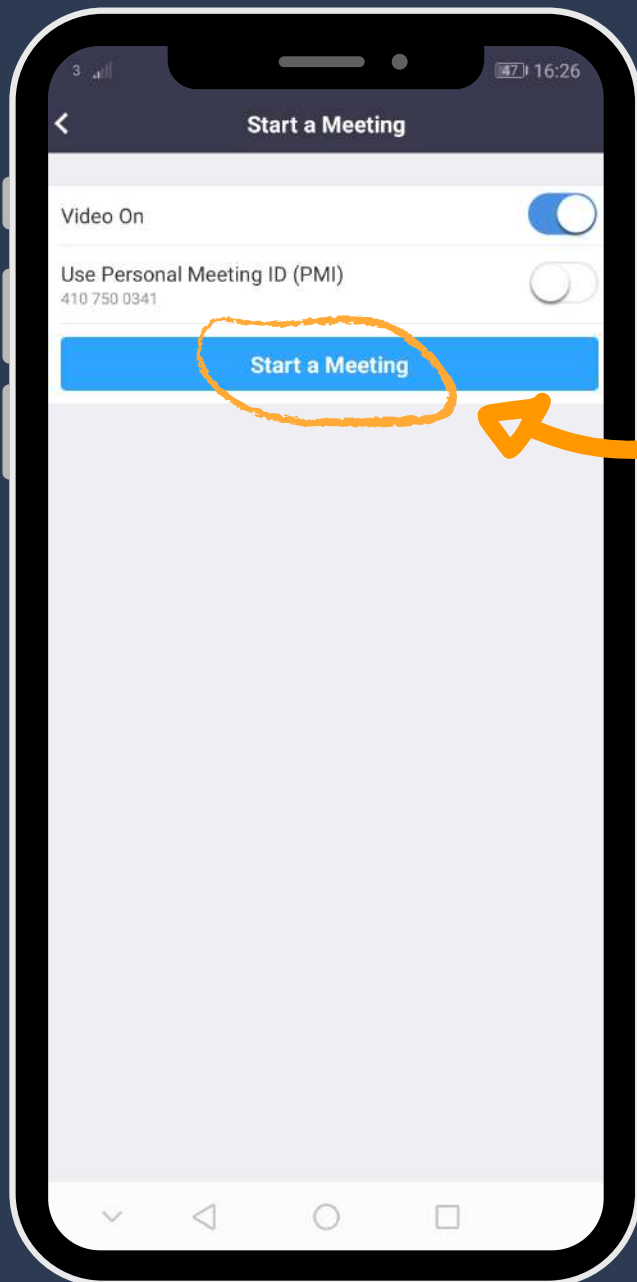
Once you created an account, you can return to the Zoom application. To log into your account, tap on Sign In and enter your email address and password.



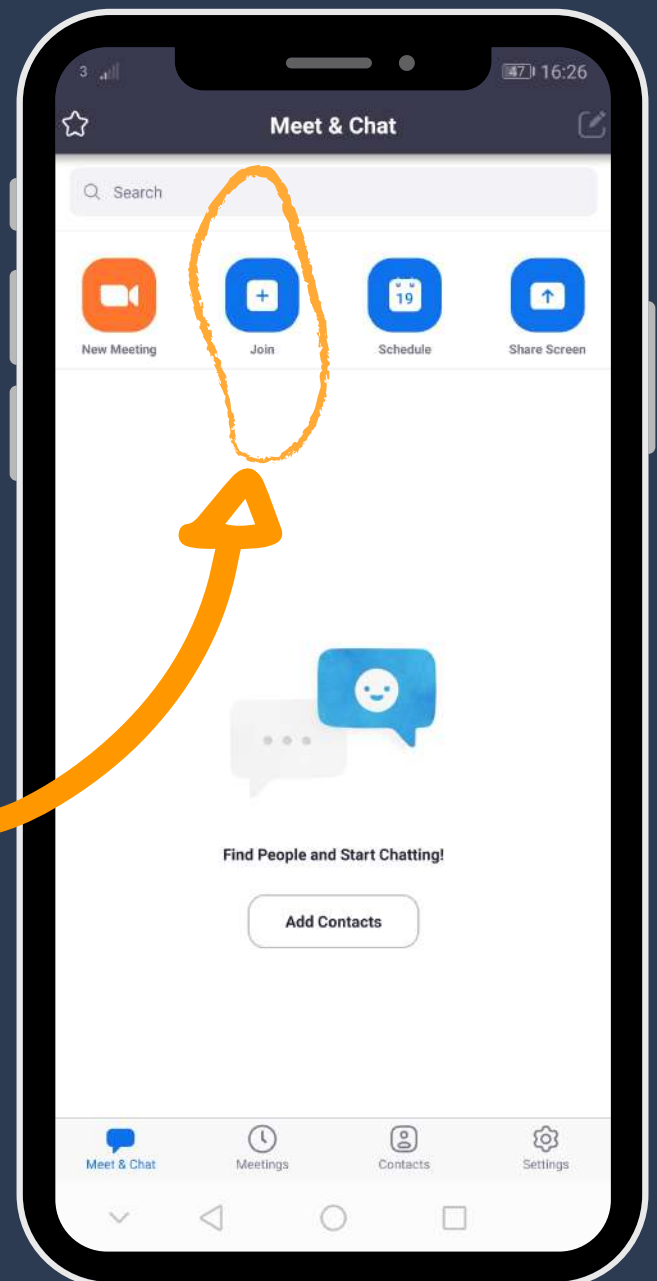
After you sign in you will this page. From this page, you can join a meeting, create a meeting, add your contacts and much more.



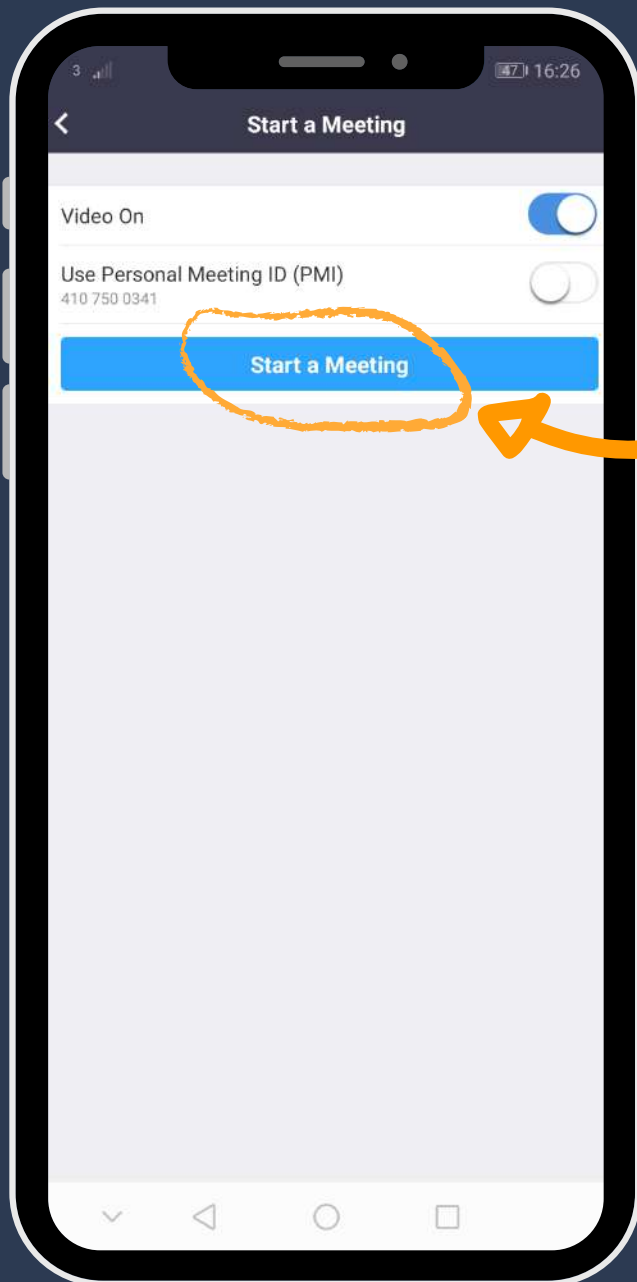
By tapping on New Meeting, you can create a new meeting straight away.



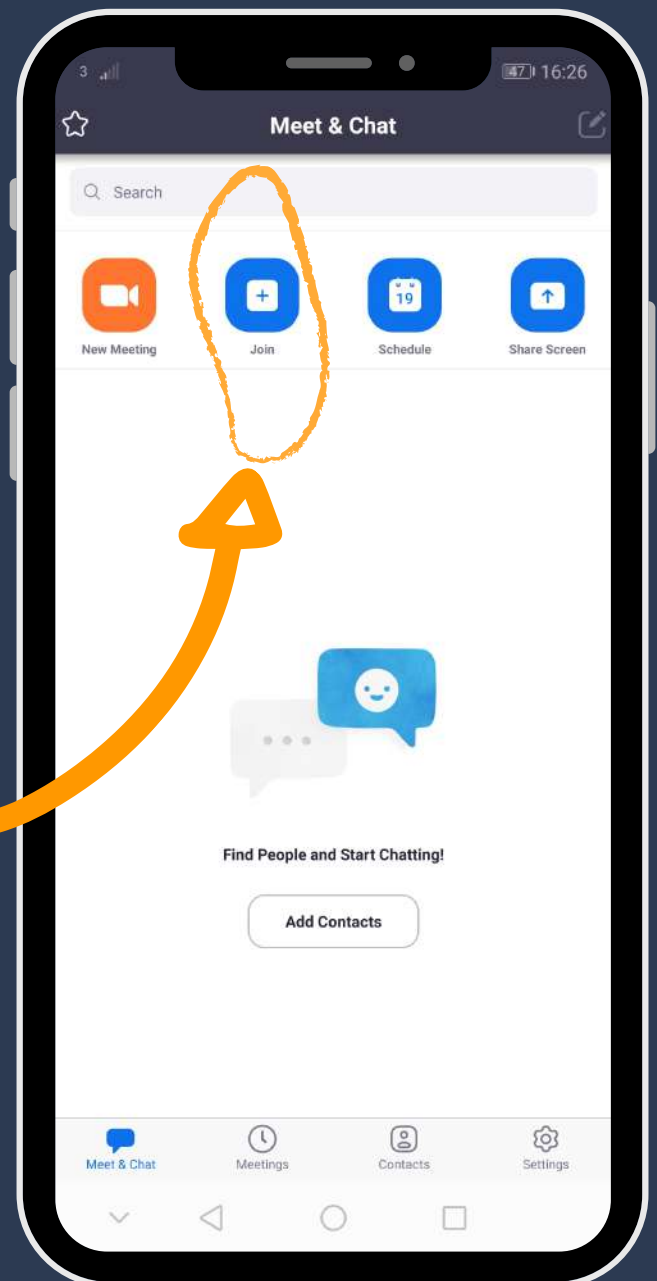
You can start the meeting by clicking the Start a Meeting button.



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

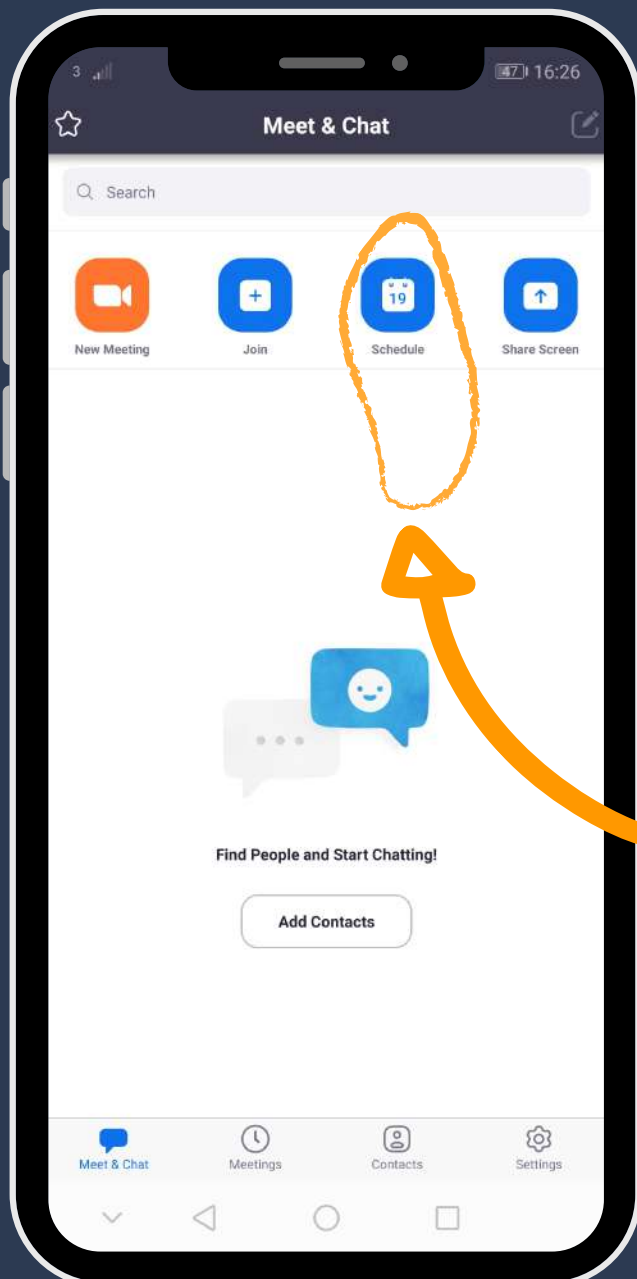
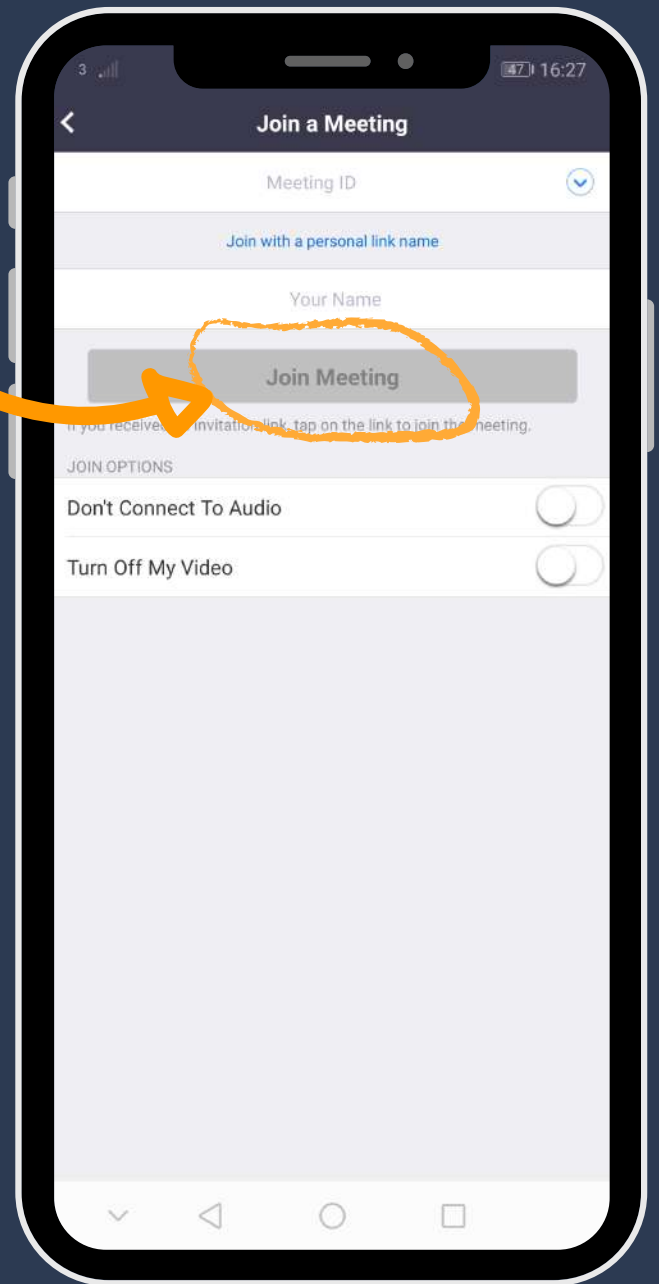


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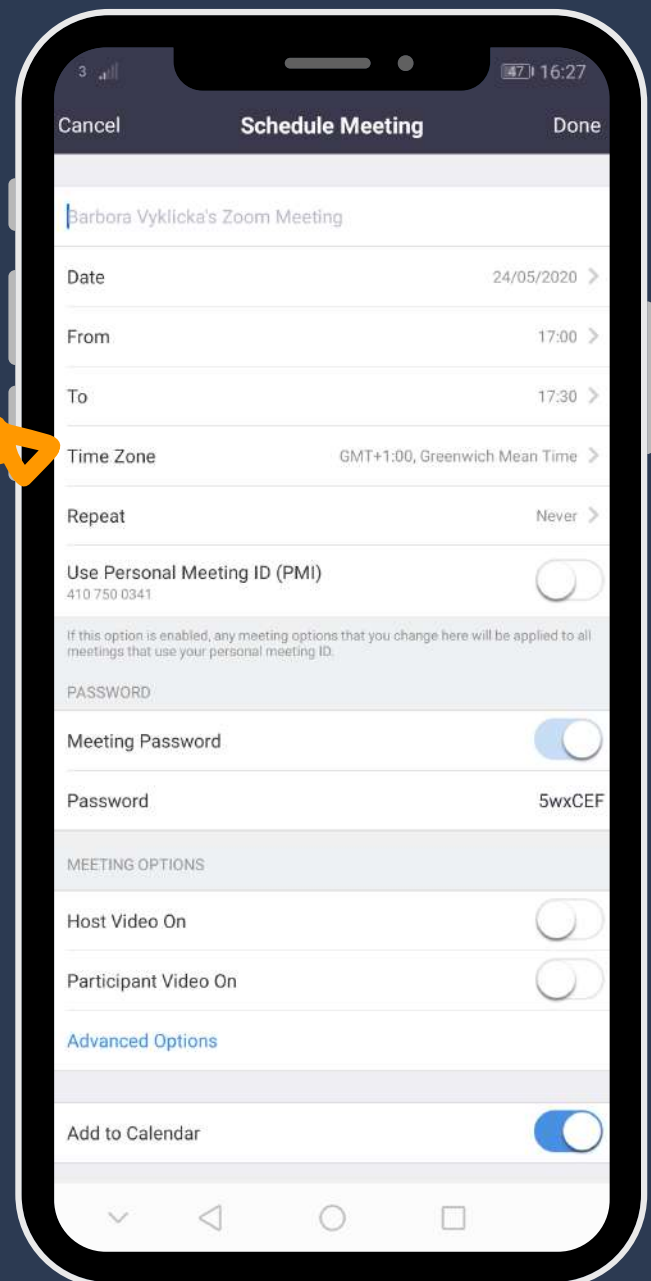
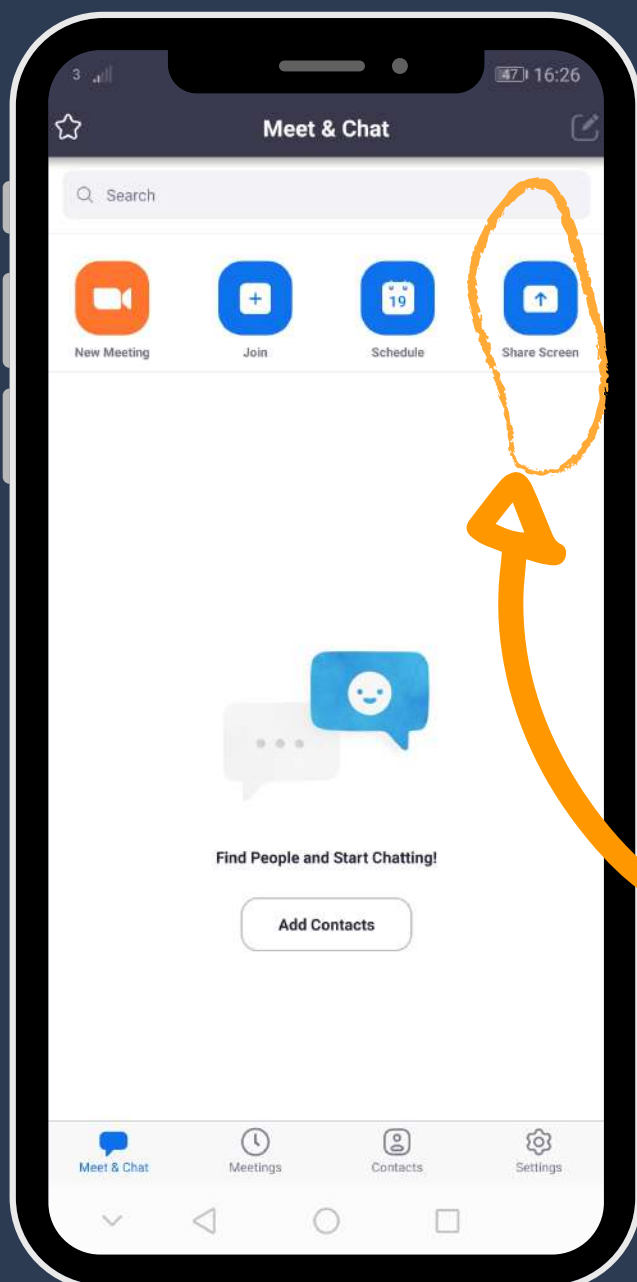
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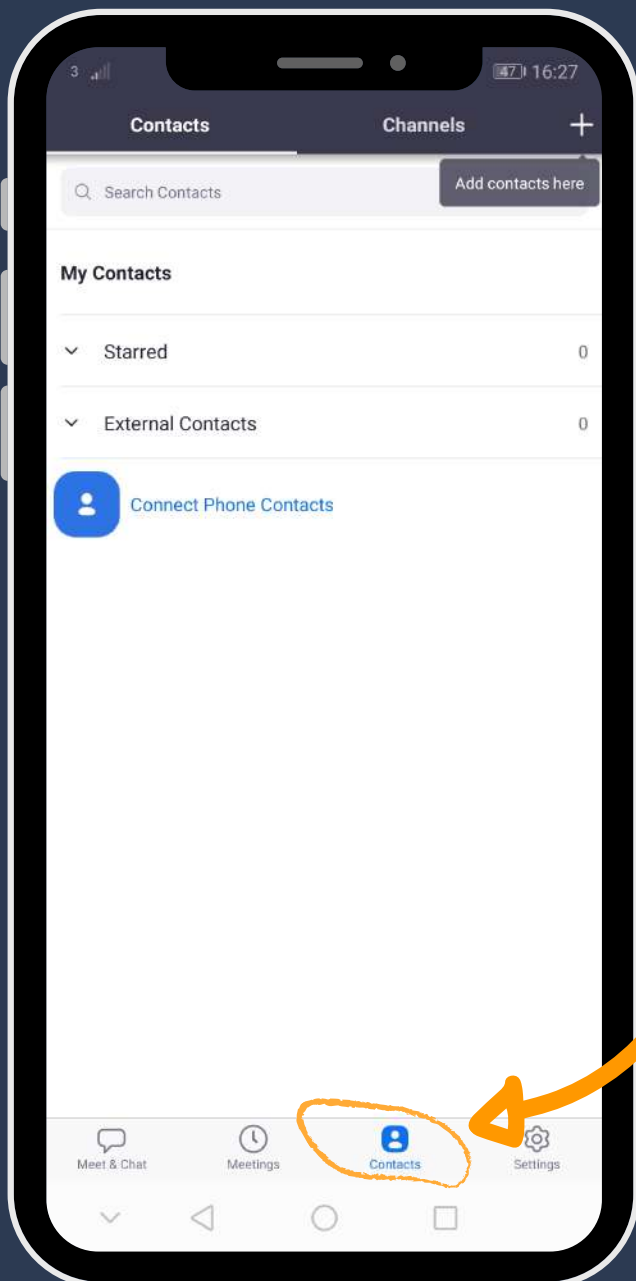
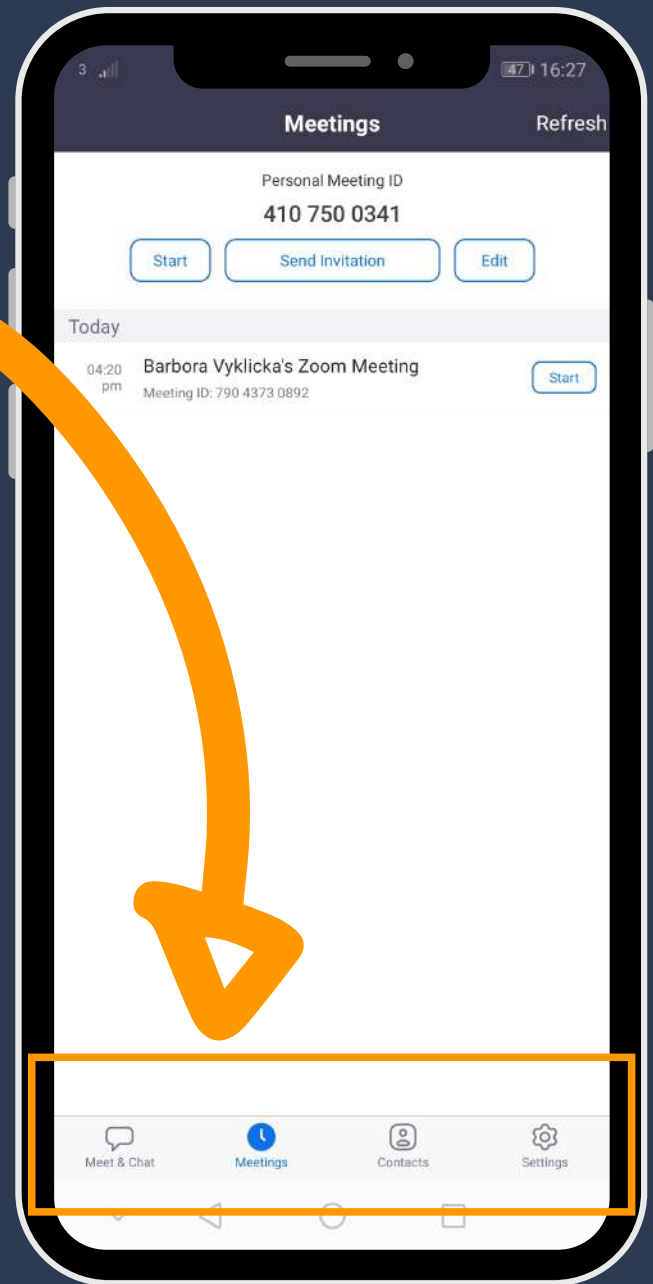
By tapping on Schedule, you can plan your meeting. Here you can pick a date, time, name of the meeting and so on.

You can join the meeting by clicking the Join Meeting button. You can turn on or off your camera on the meeting from this screen.



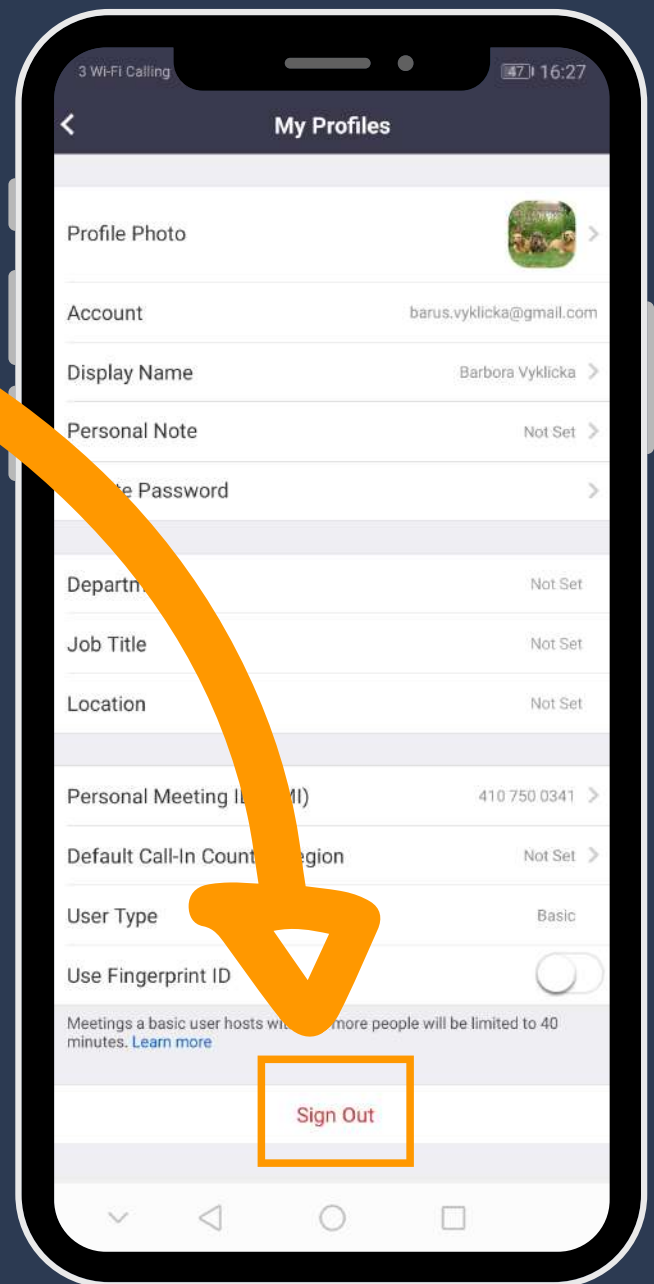
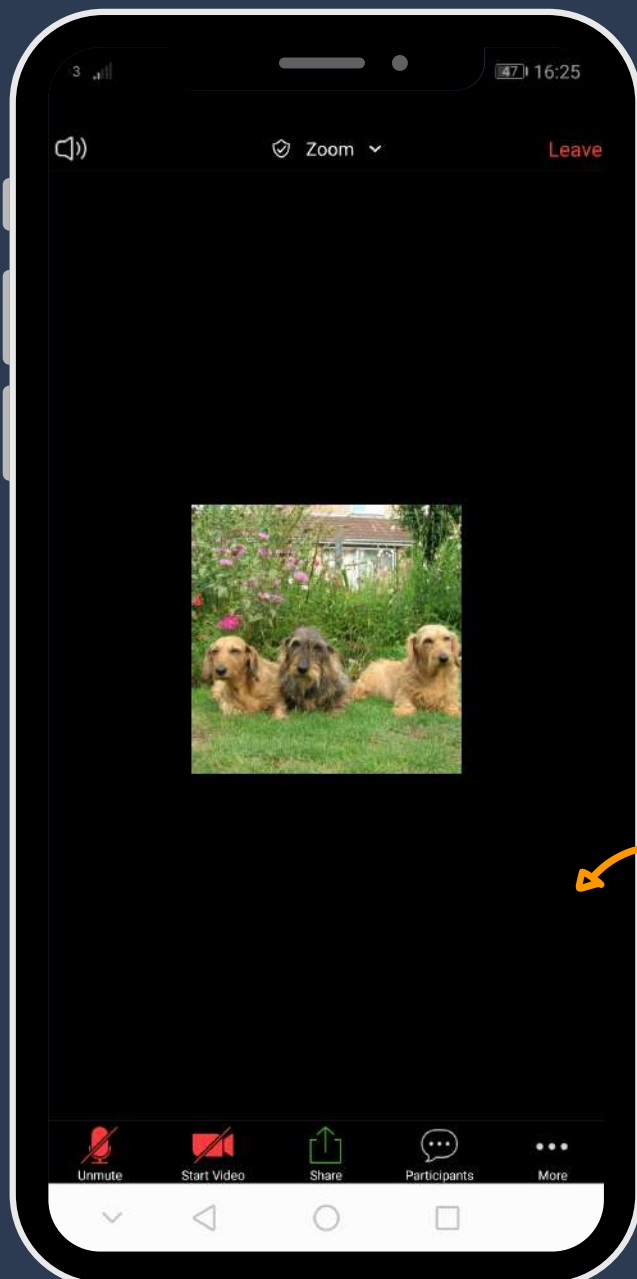
By tapping on Share Screen, you can join a meeting while sharing your screen to others.

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

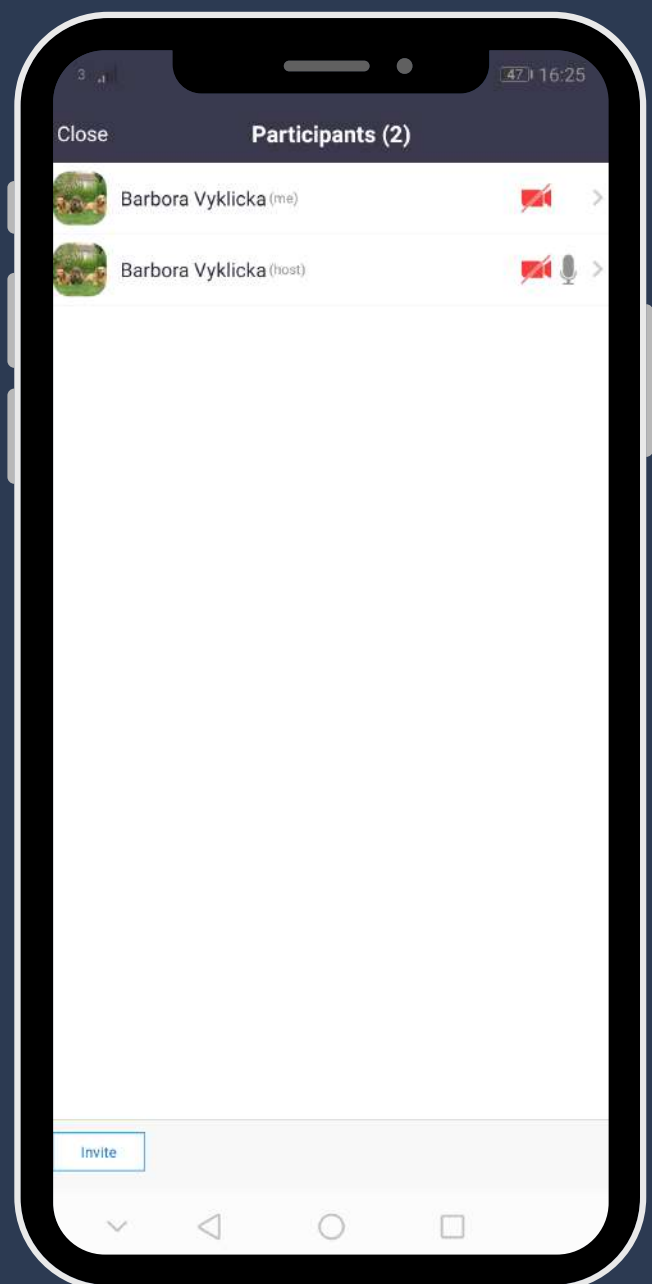
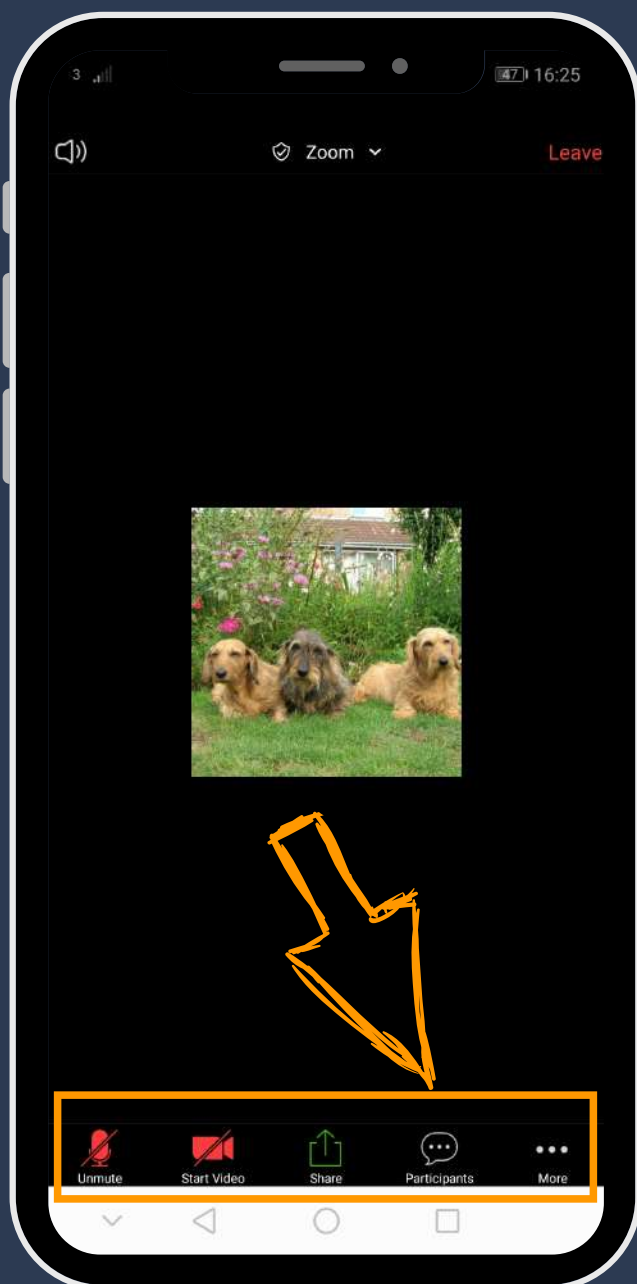
During a meeting, you will be able to see your friends and colleagues. The next few steps will show you what you can do while at a meeting.

At the bottom of the screen, 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.

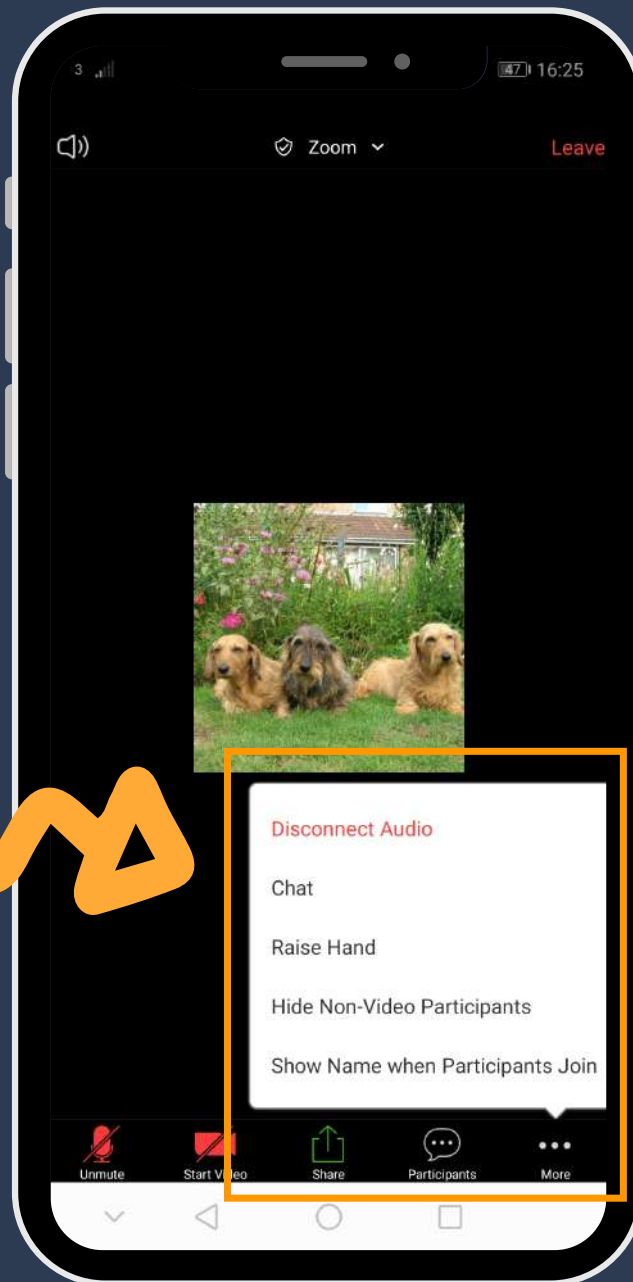
The camera picture shows you whether others can see you. If the camera is crossed with a red line, your camera is turned off. By tapping on the camera, you can turn it on, and others will be able to see you.

The Share 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 share your screen if this facility is set by the host. 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 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.

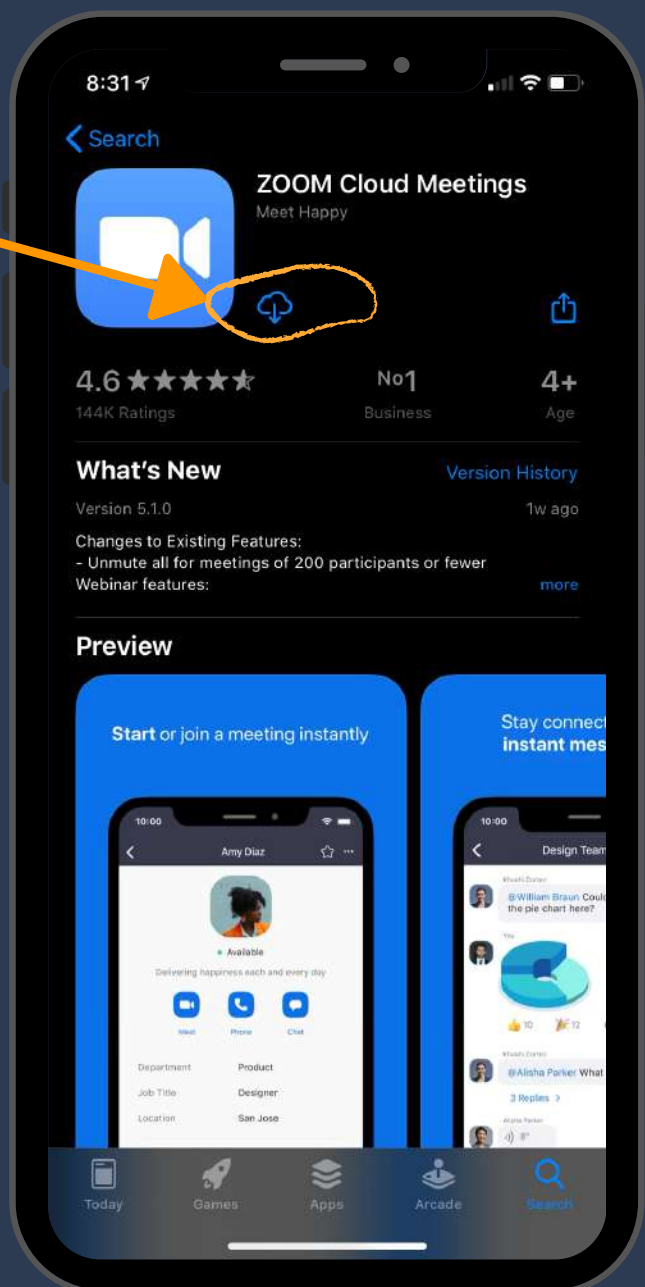
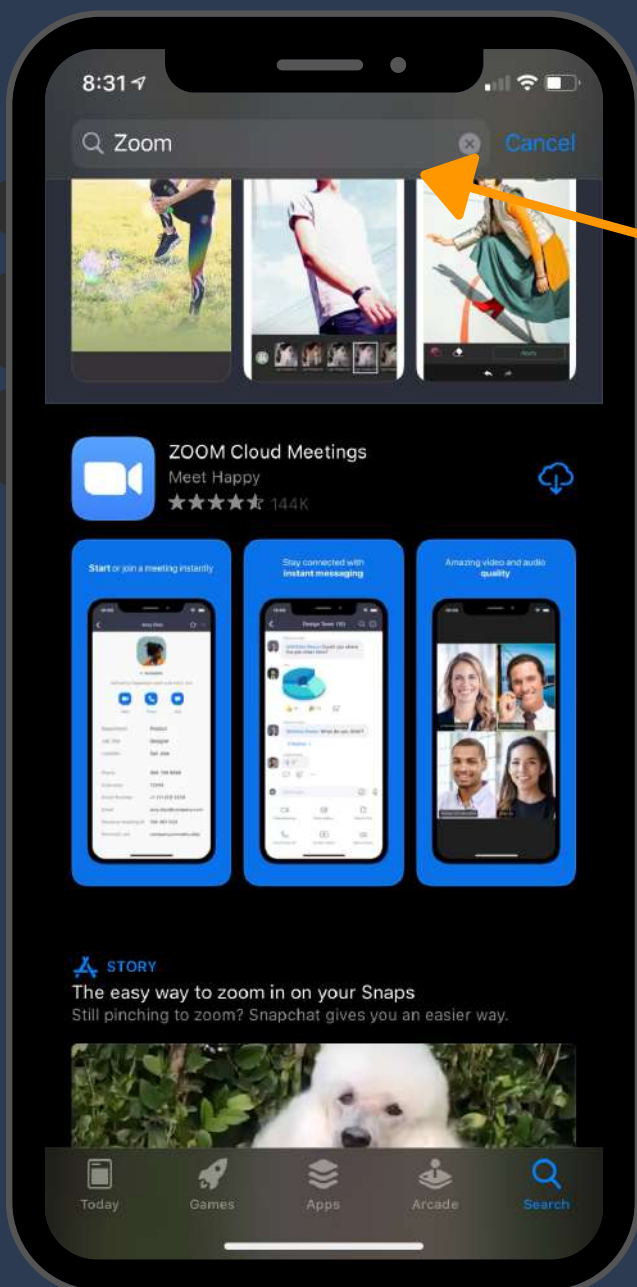


Using Zoom on iPhones

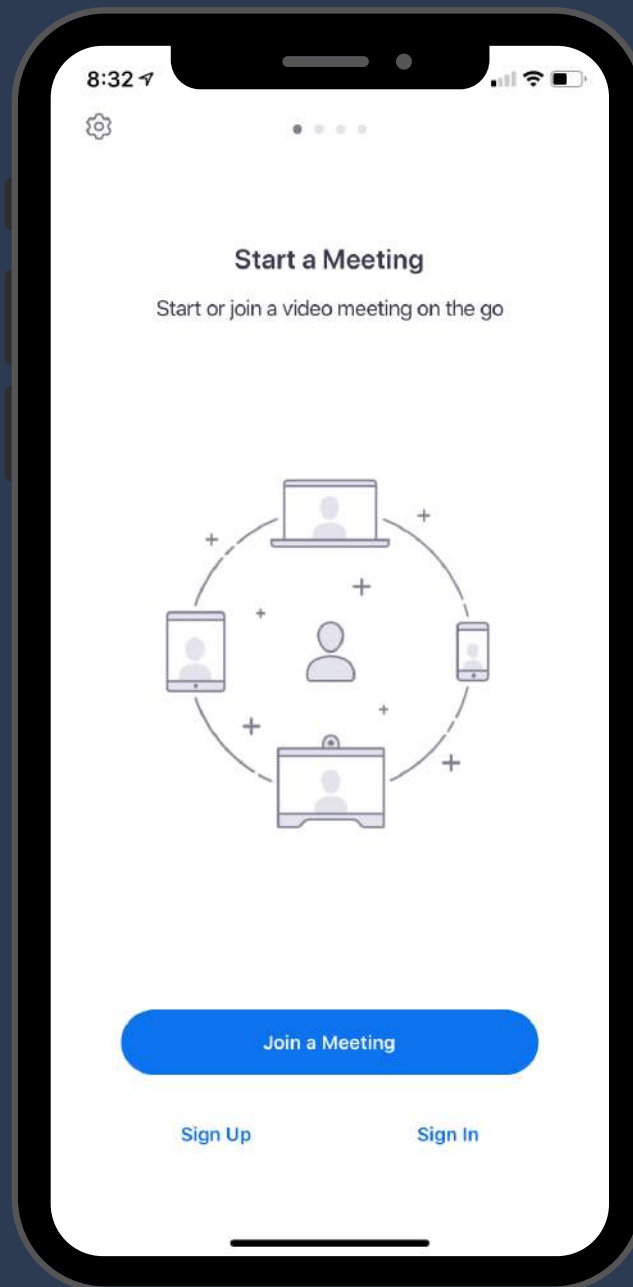
Getting Zoom application on your Apple device

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.

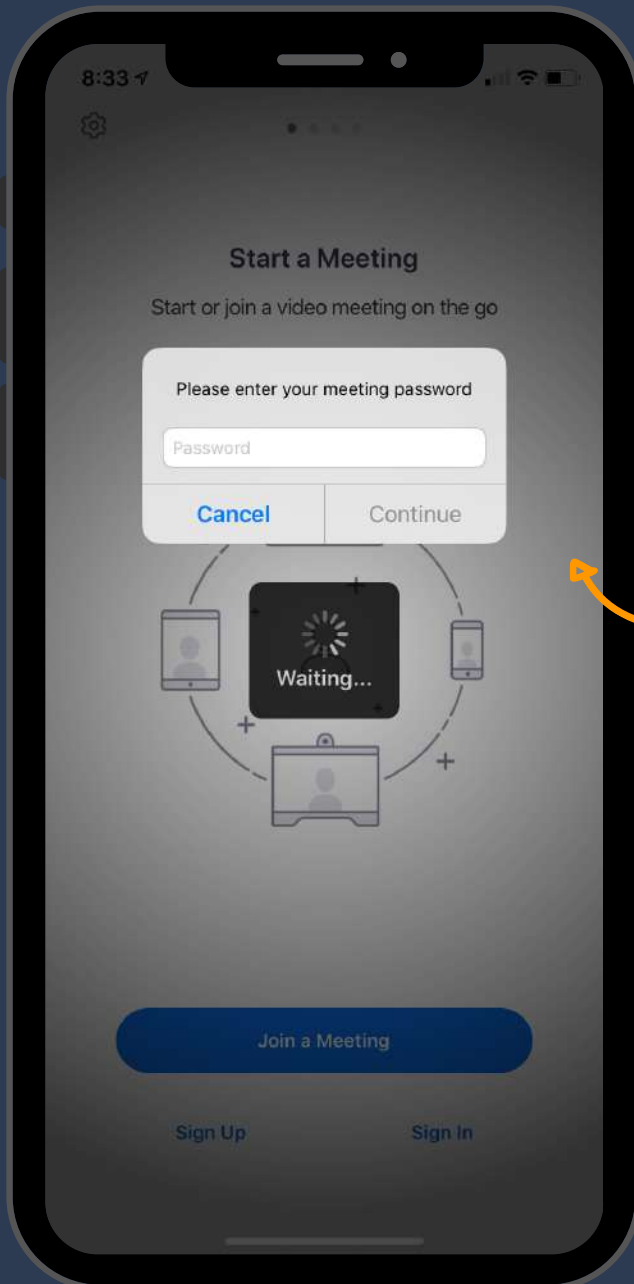
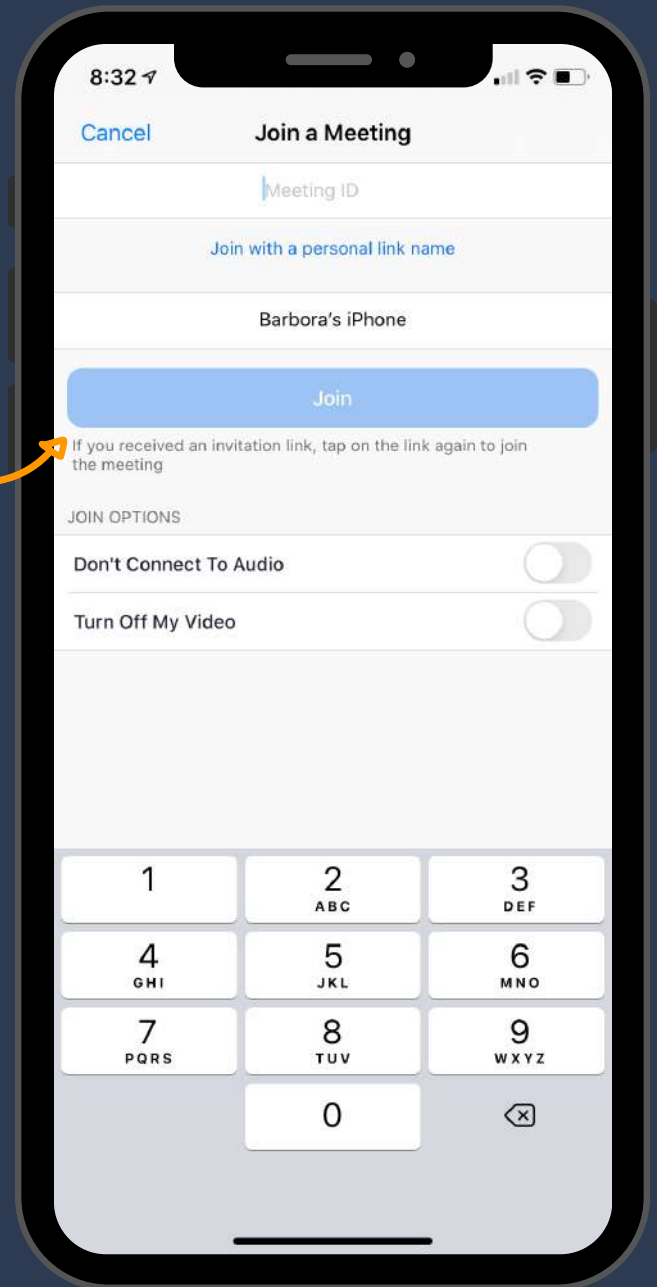


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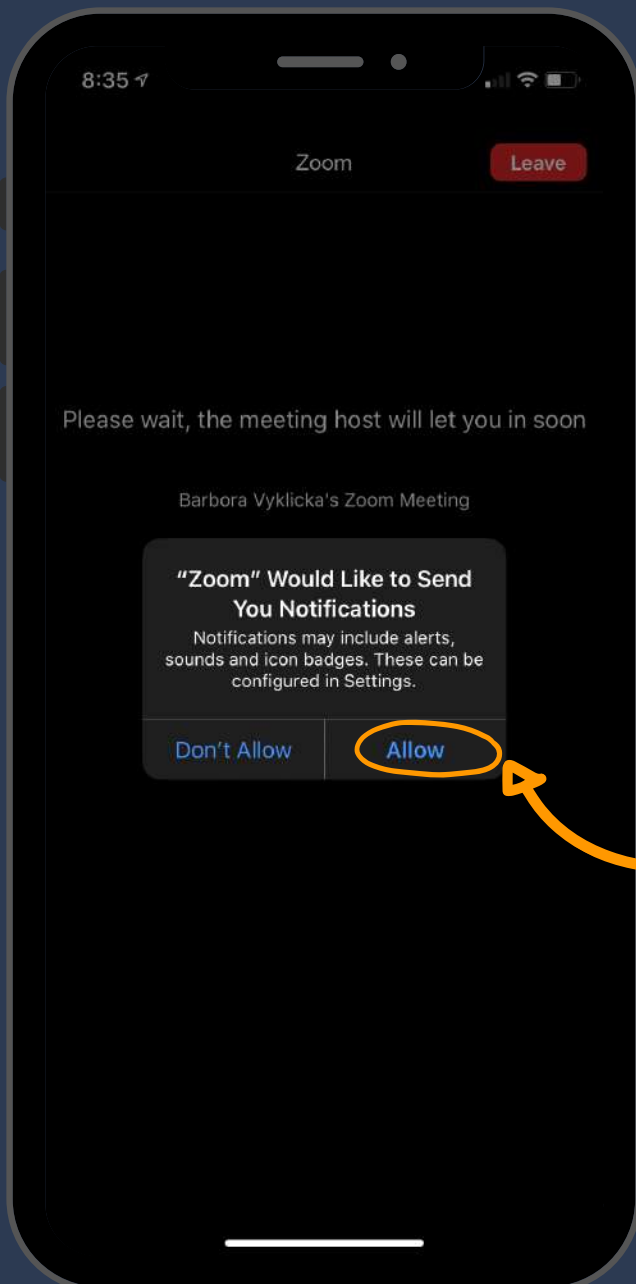
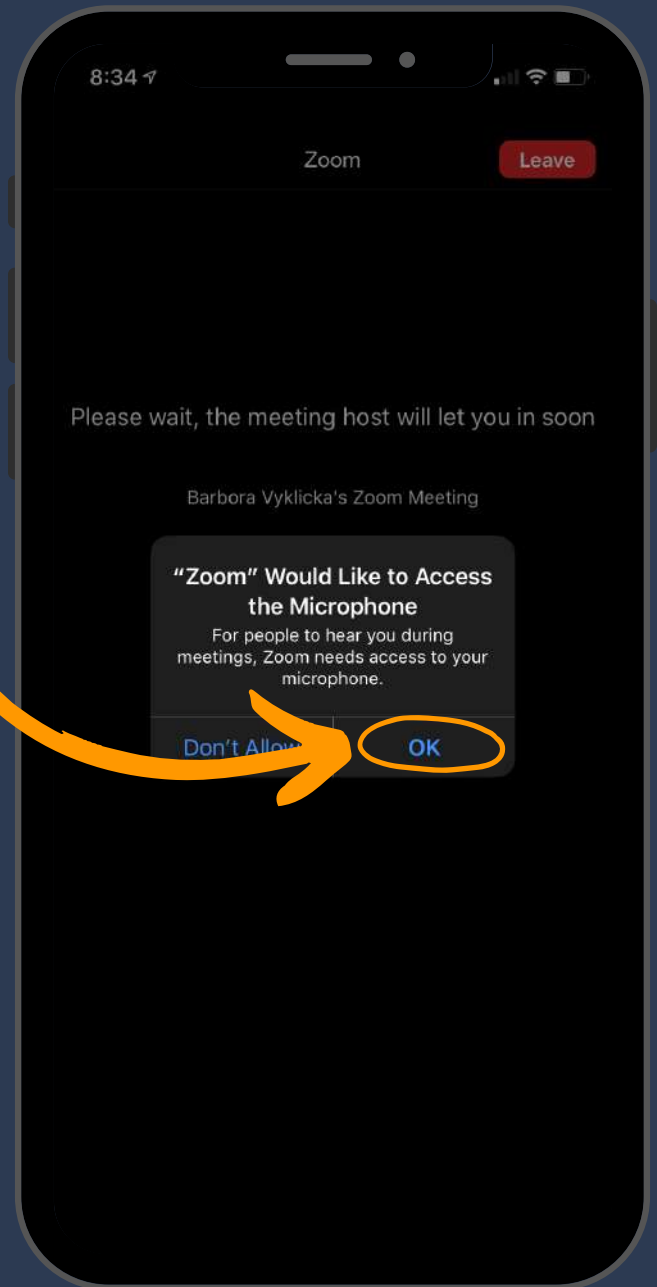
Joining a meeting on your Apple device

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.

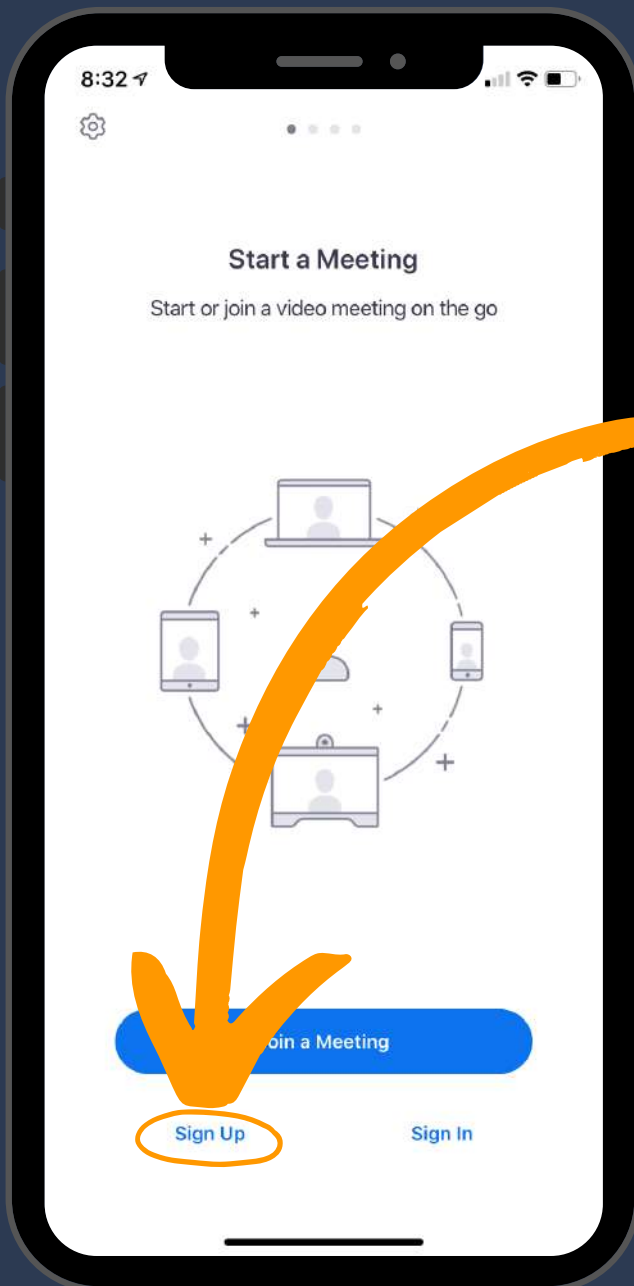


Meetings on Zoom can also be secured with a password. The person hosting the meeting have the choice to either use or not use a password. Therefore, if the following screen does not show up on your device, please just continue. If, however, you will be asked to enter a password, the person hosting the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

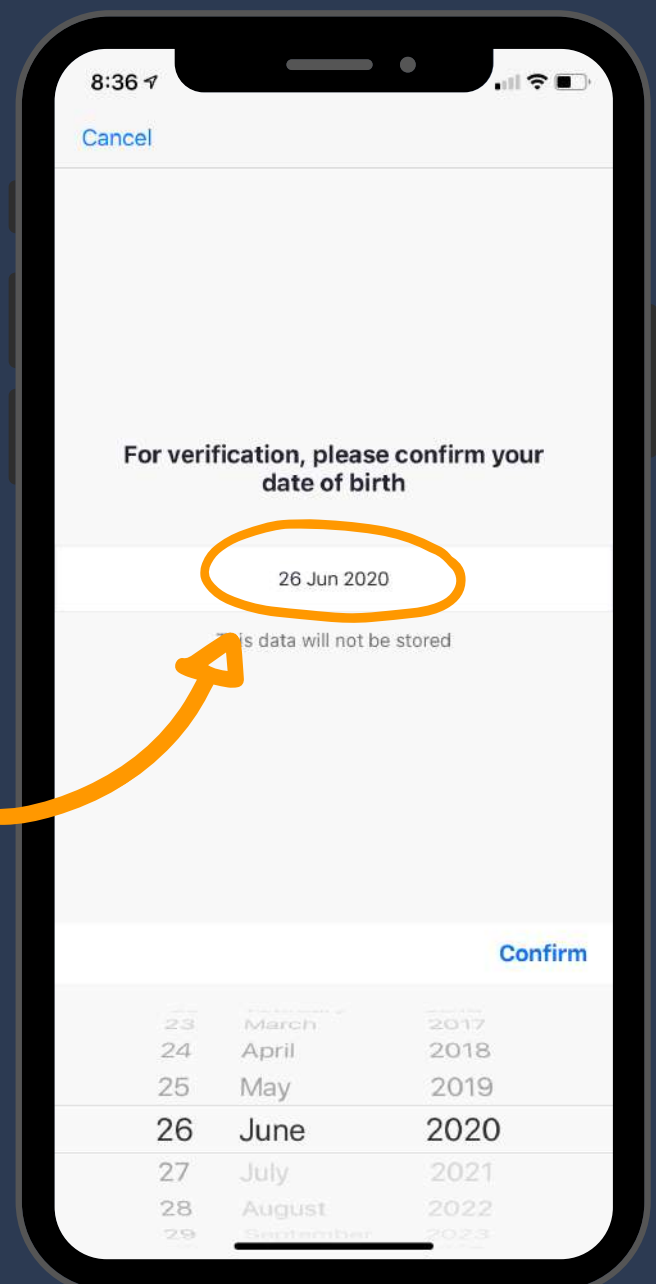


You do not, however, need to enable notifications.



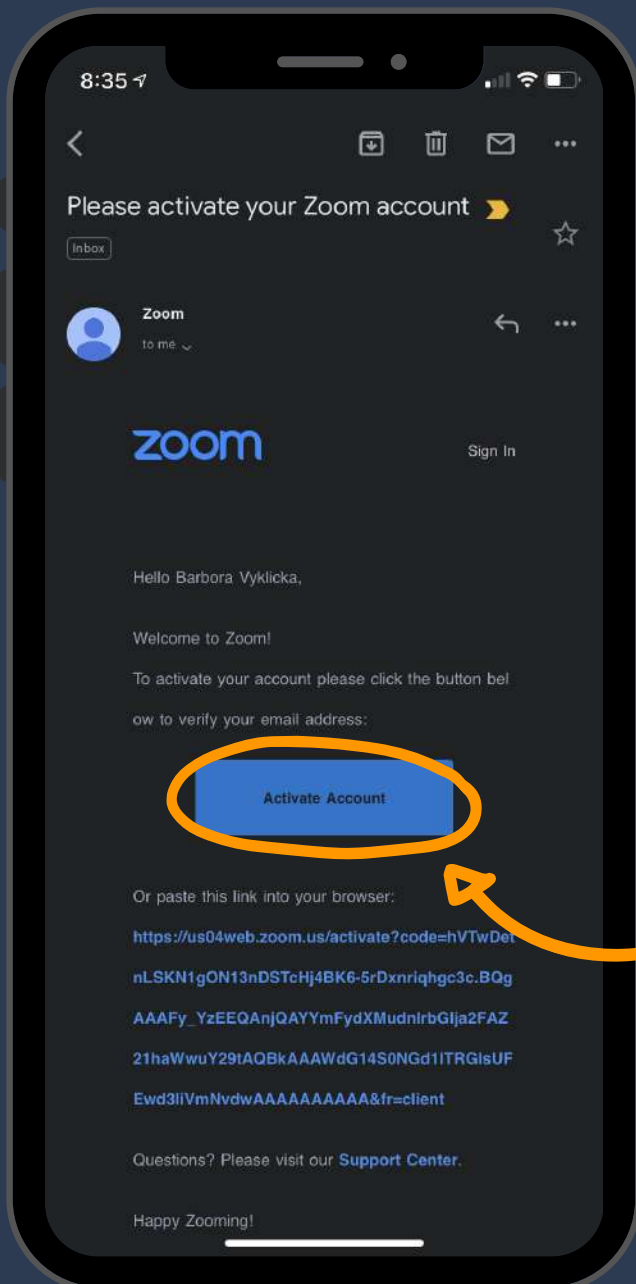
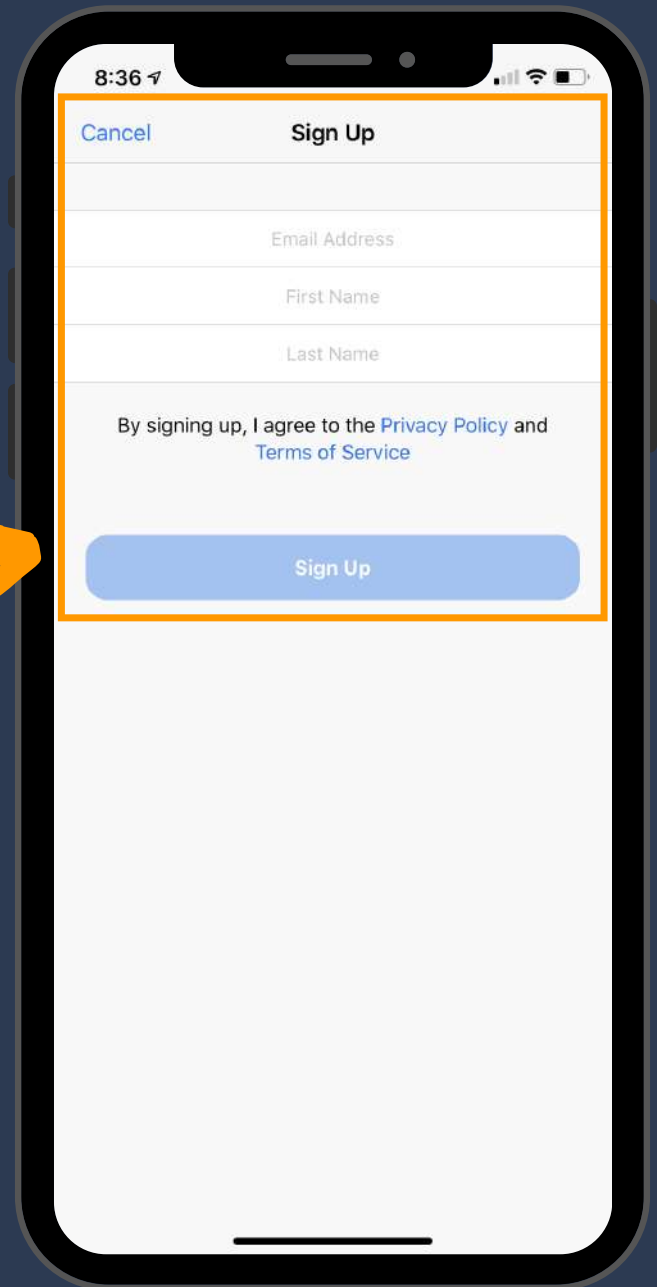
Creating a Zoom account on your Apple device

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.

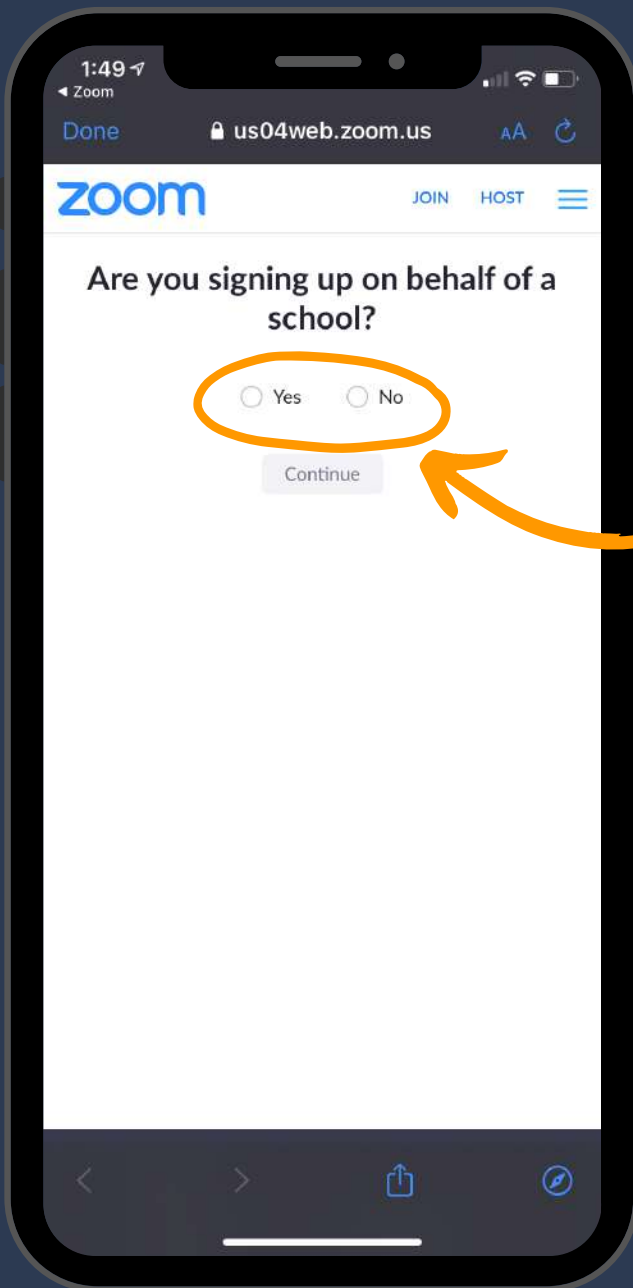


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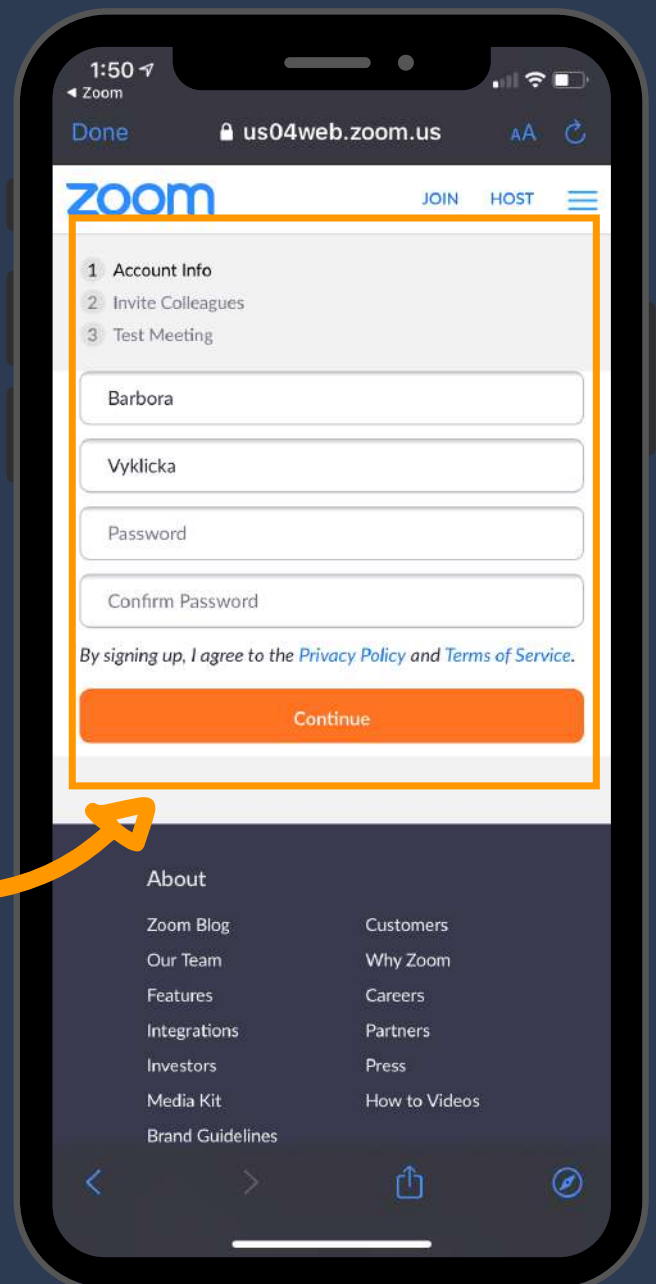
Secondly, you will be asked to enter your email address, your first name and your last name.



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.

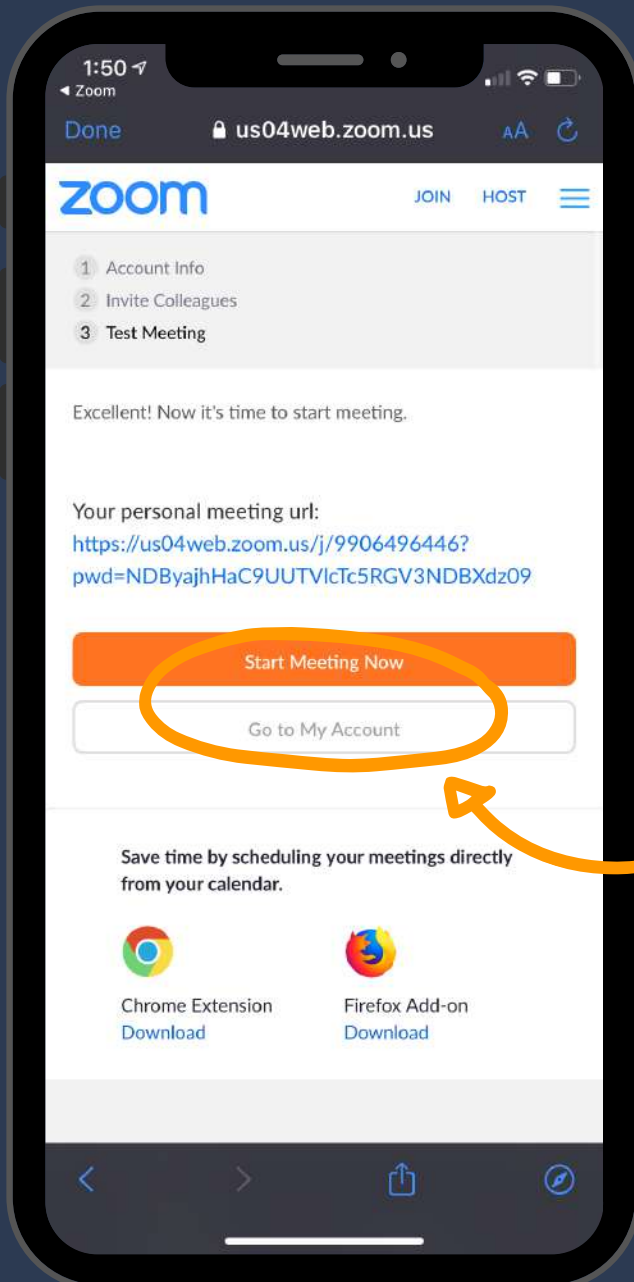
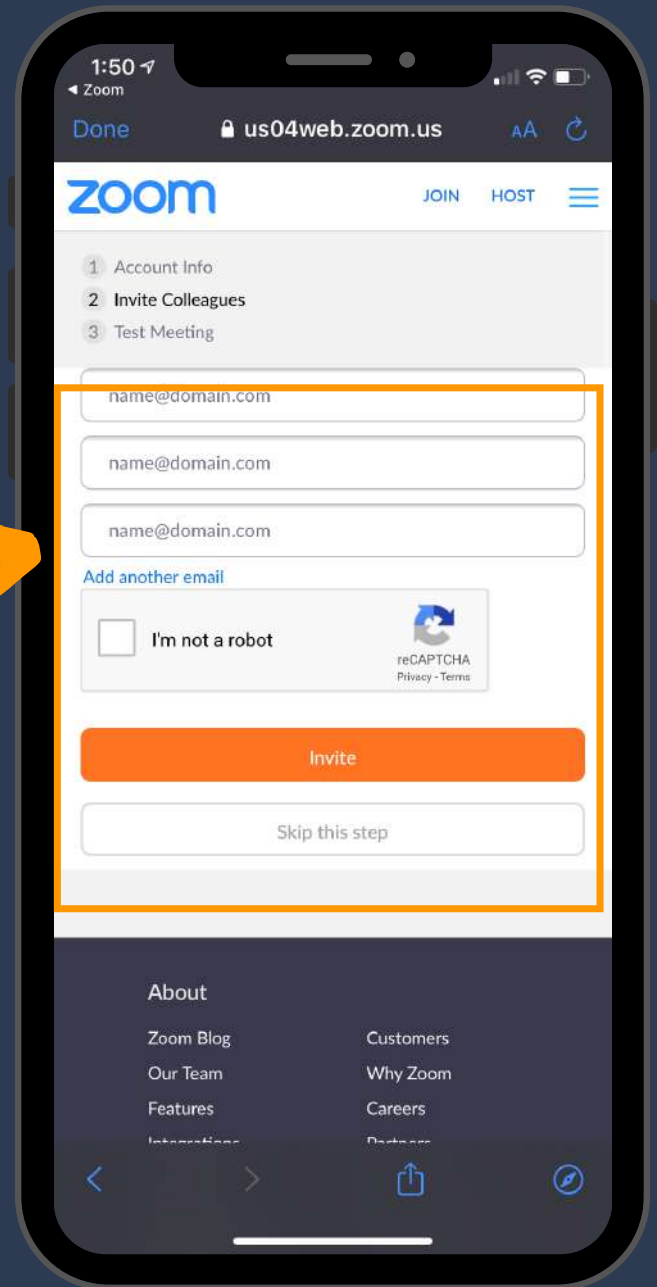


You will be automatically taken to a Zoom website and asked whether you are signing on behalf of a school.

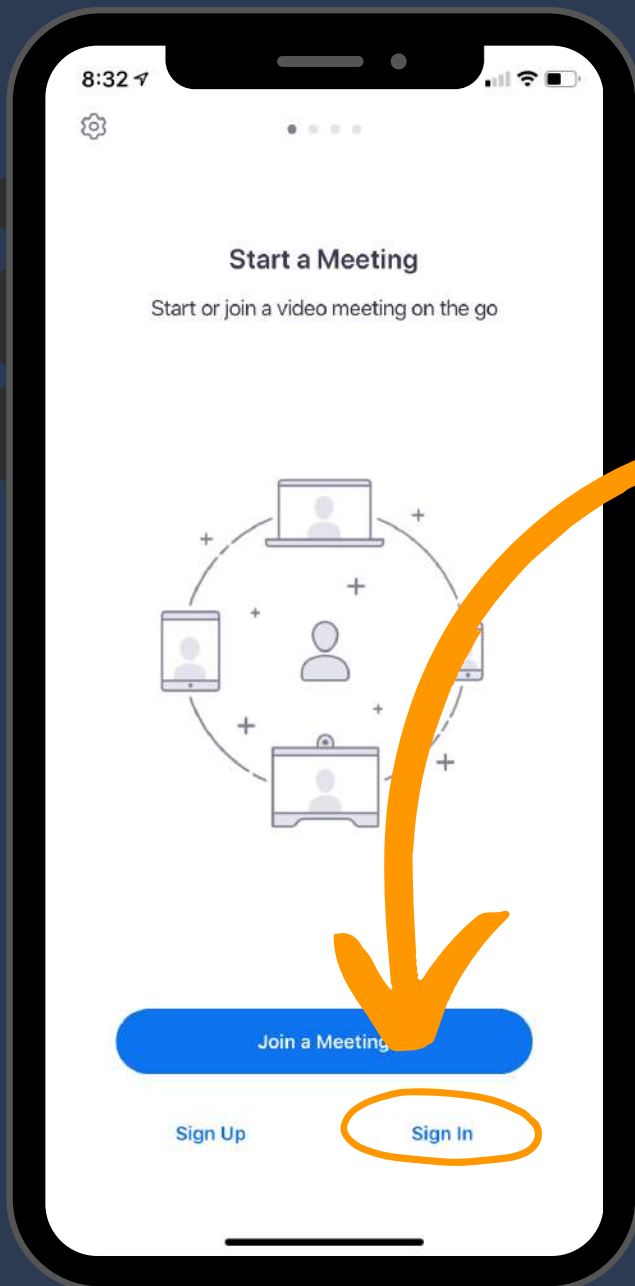


Then you will be asked to create a password for your account.

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.

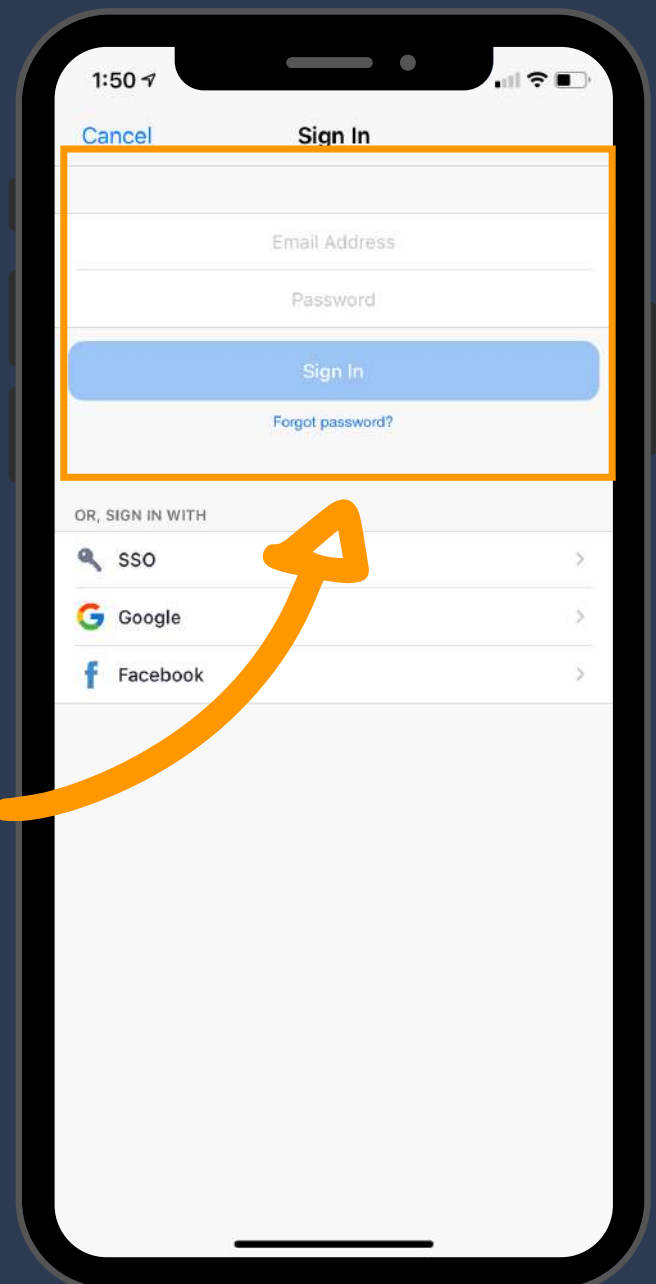


Lastly, you will be offered to start a test meeting. You can skip this step and close the web browser, or you can try the test meeting.



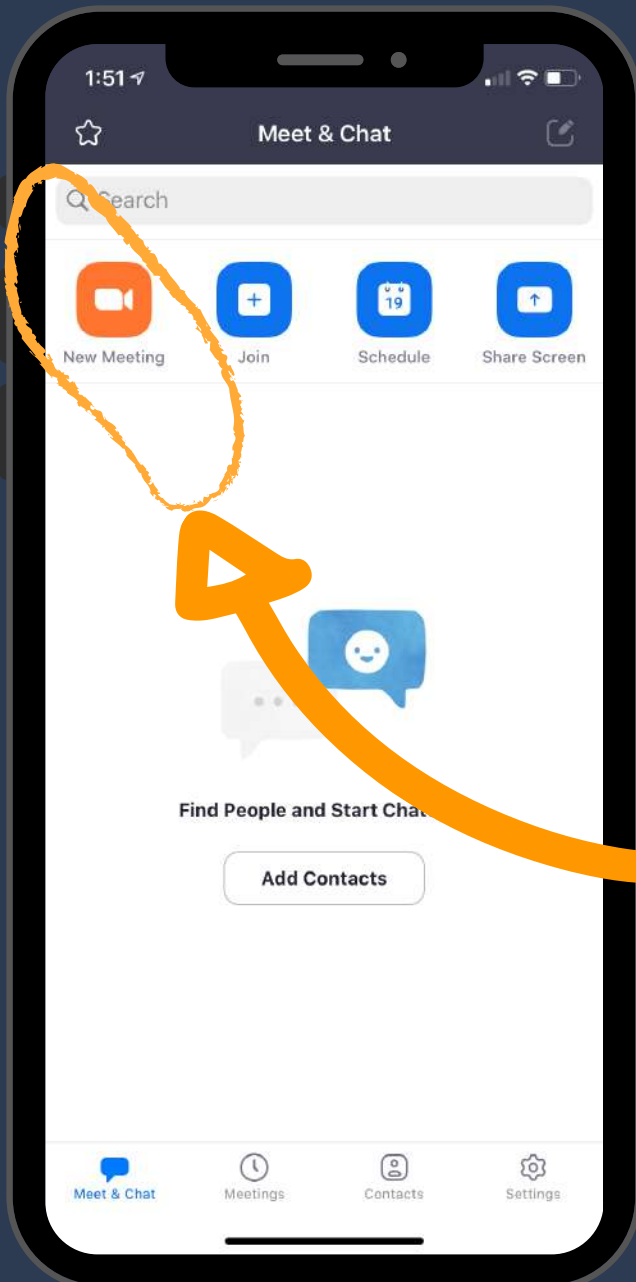
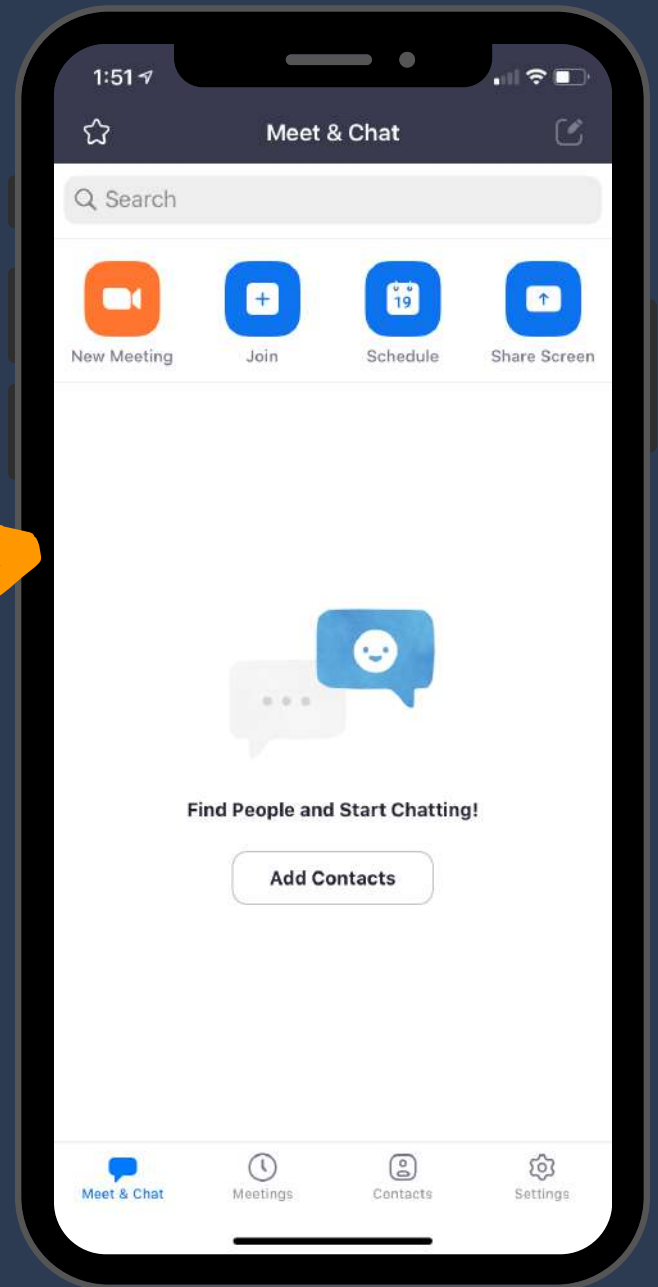
Using Zoom on your Apple device

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

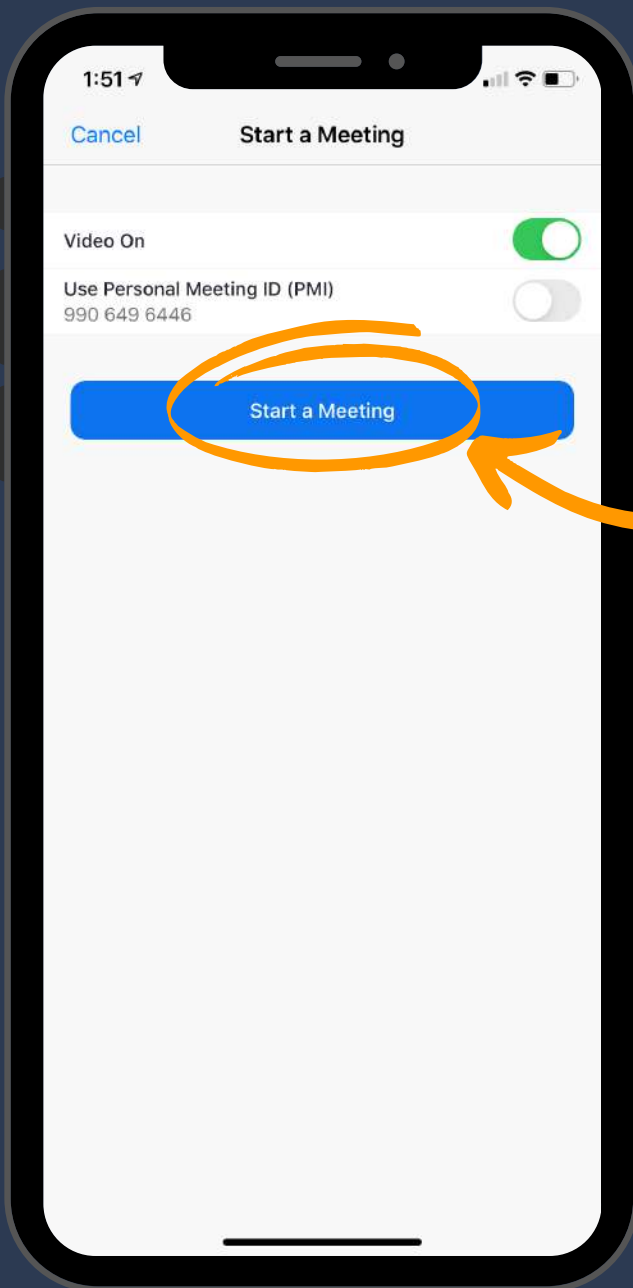


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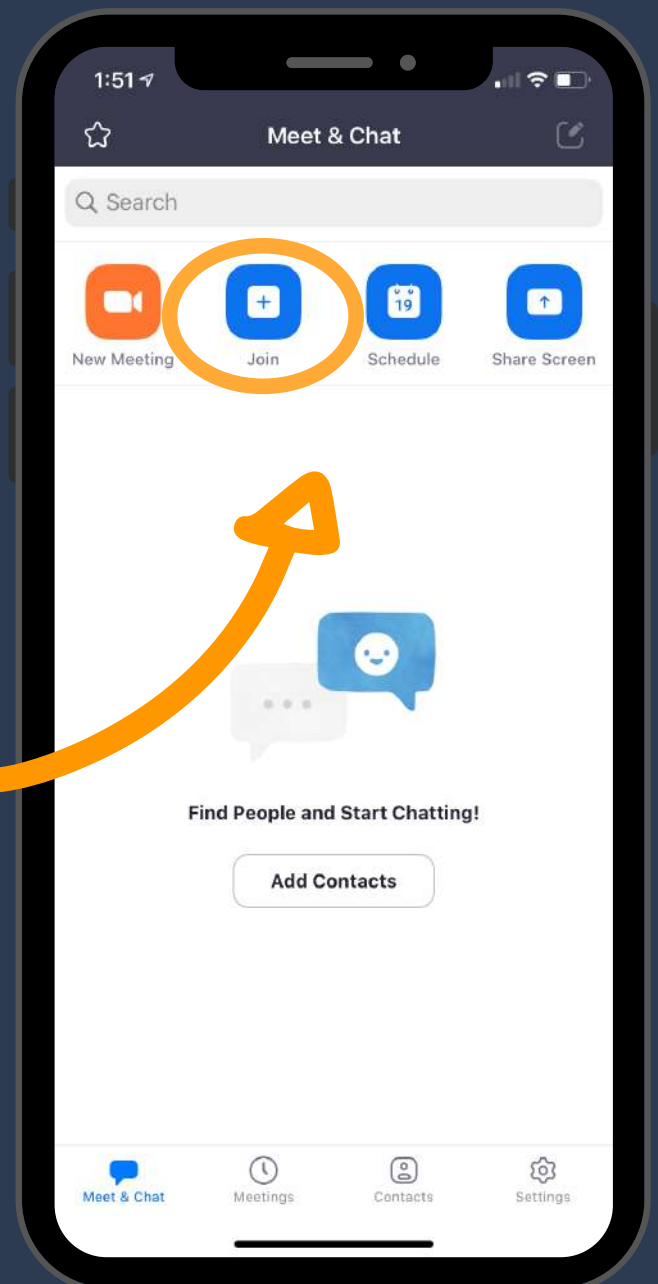
After you sign in you will see this page. From this page, you can join a meeting, create a meeting, add your contacts and much more.



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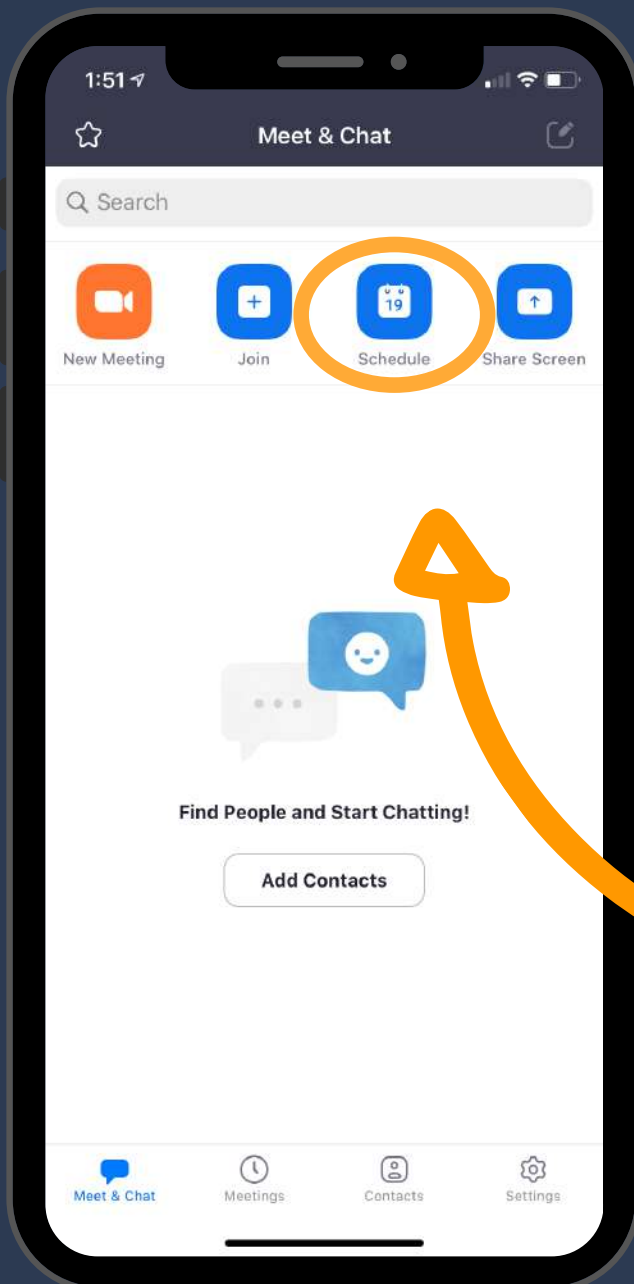
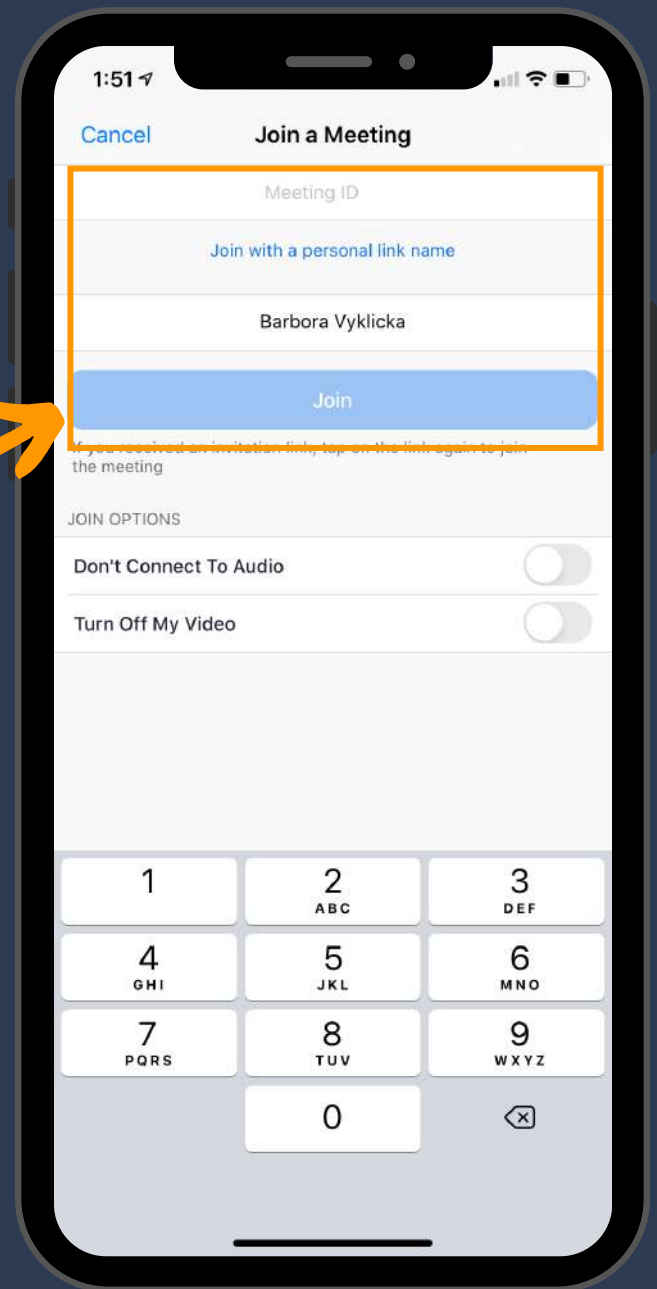


Click the Start a Meeting button to start your meeting.

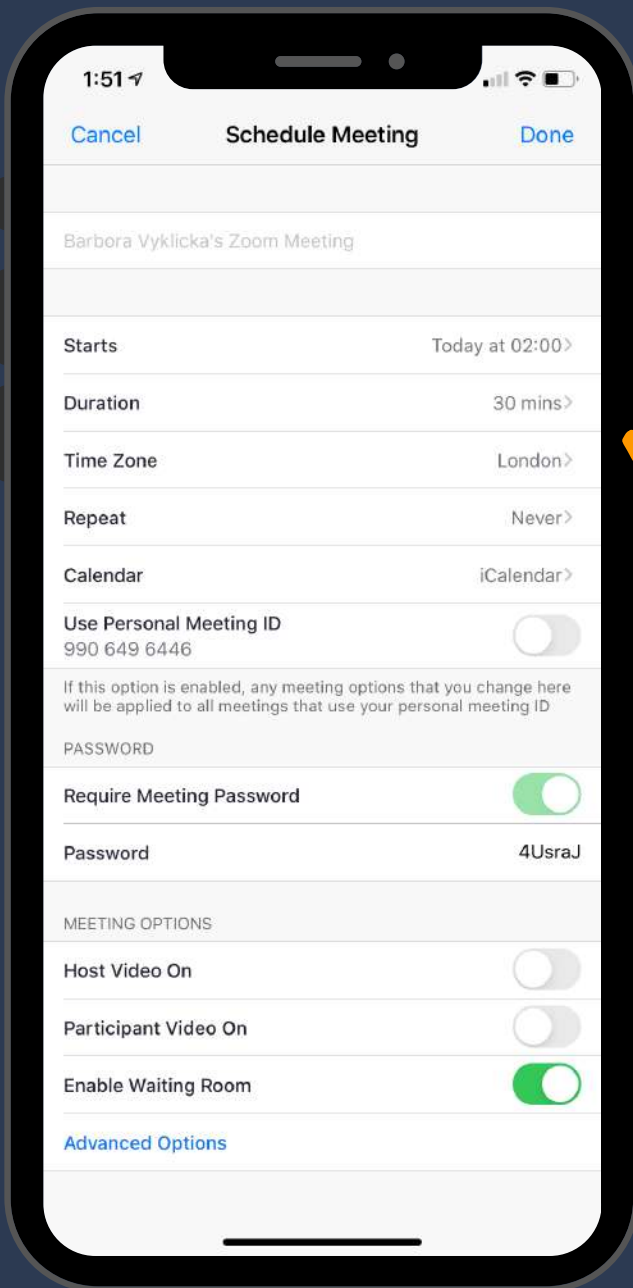


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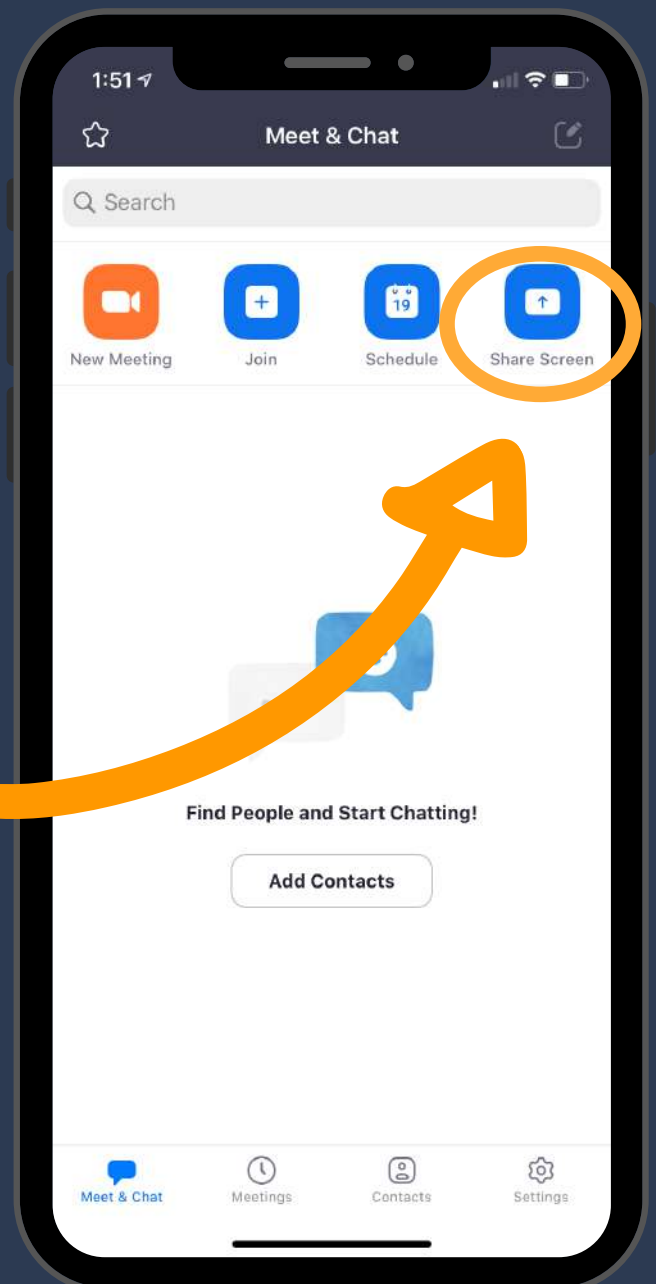
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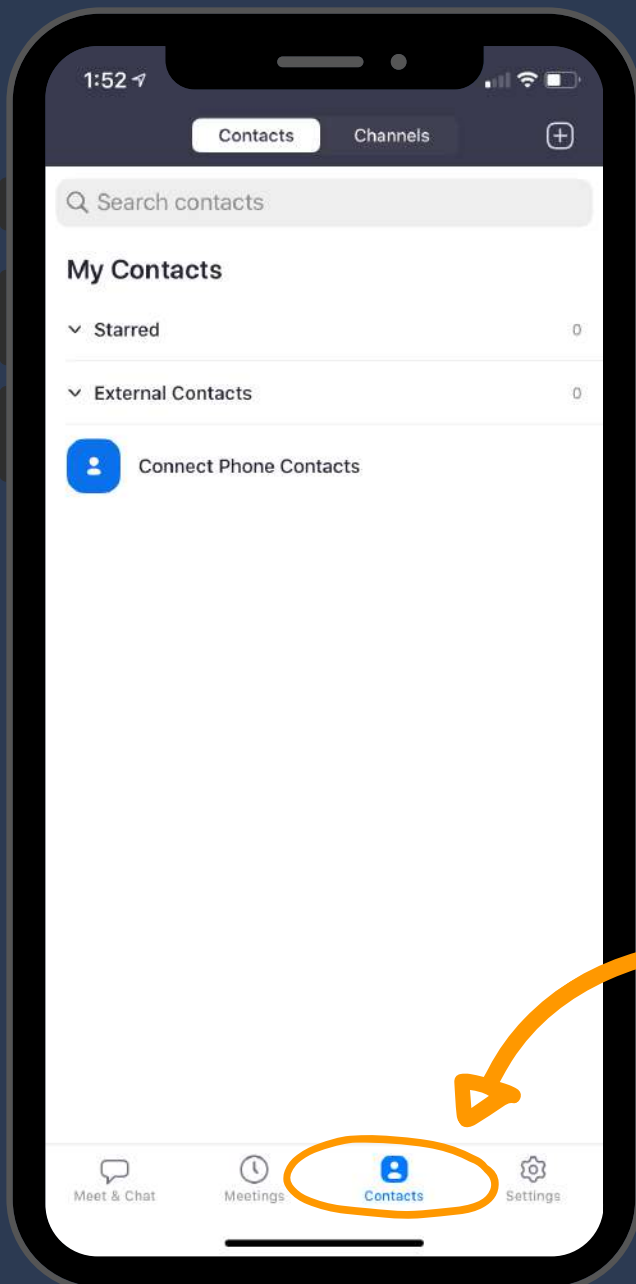
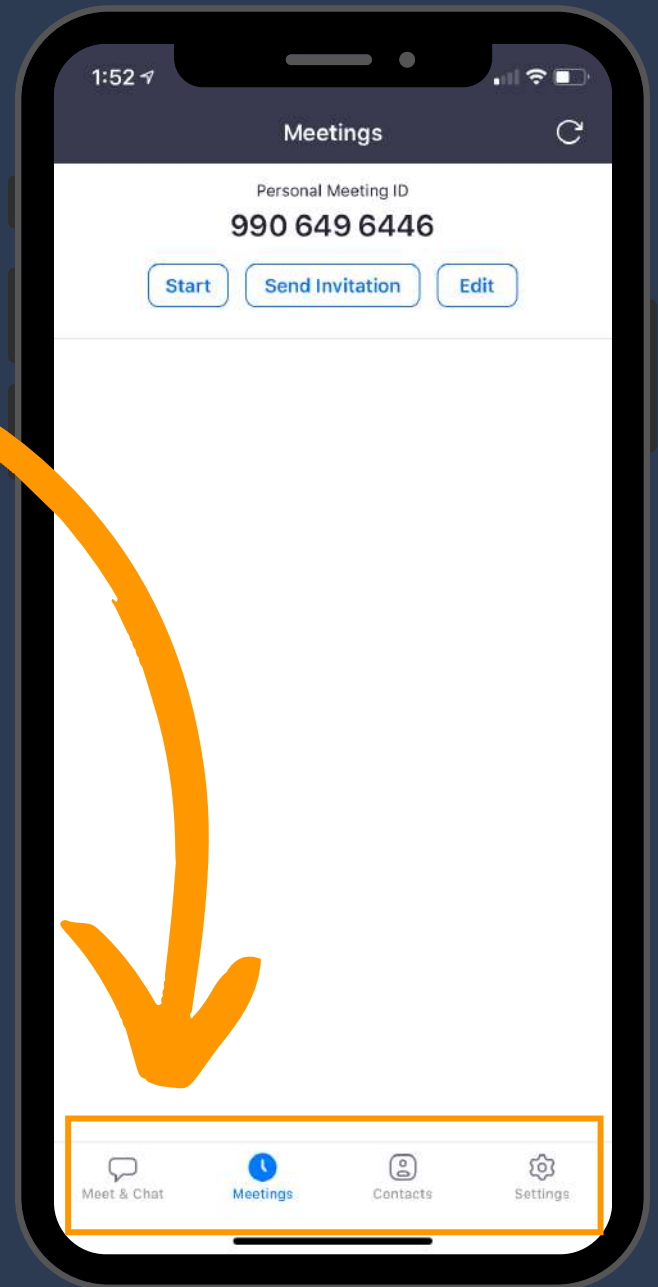
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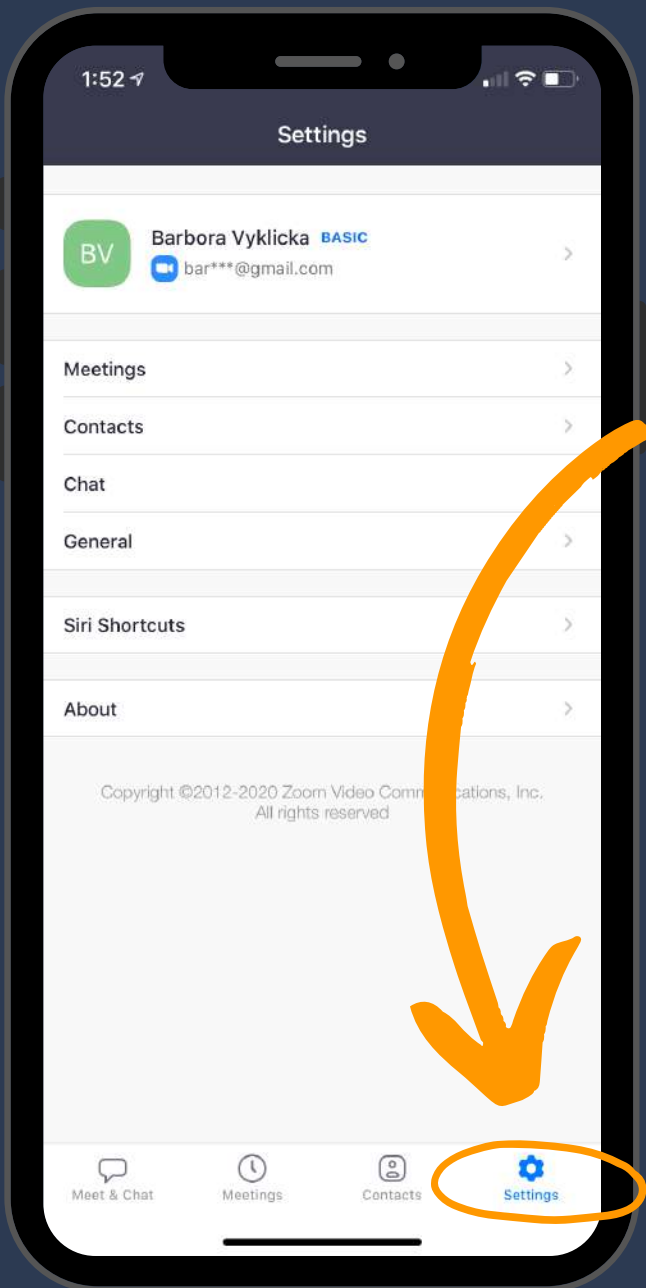
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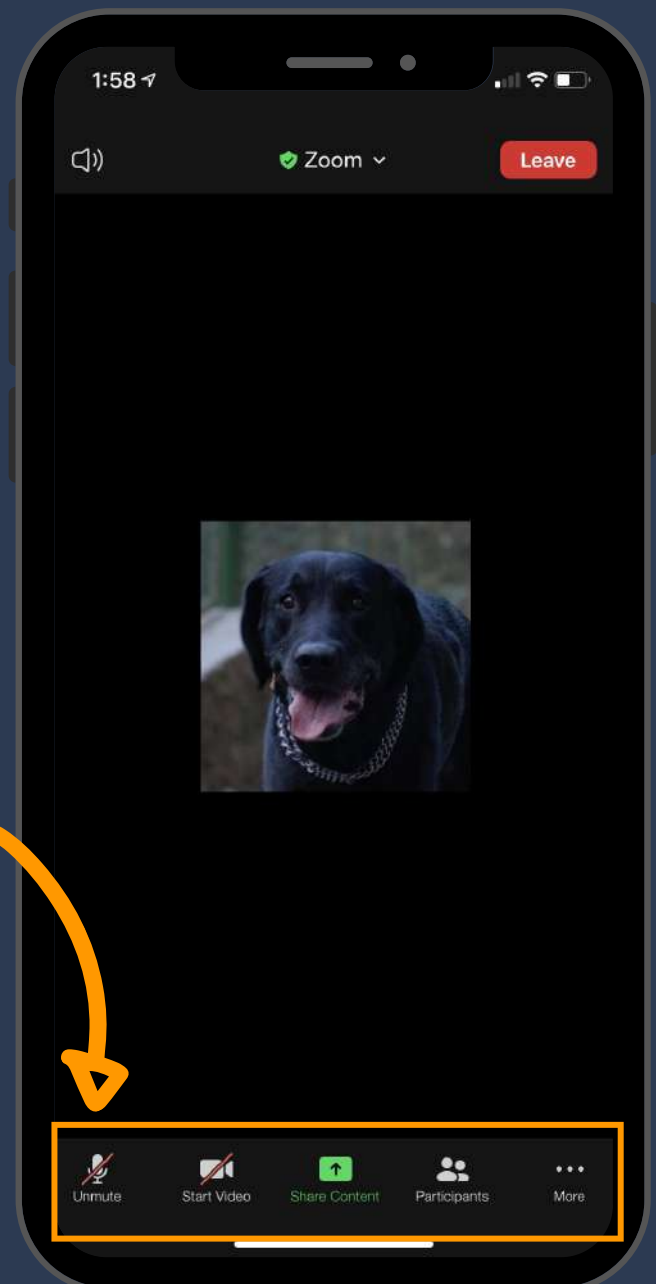
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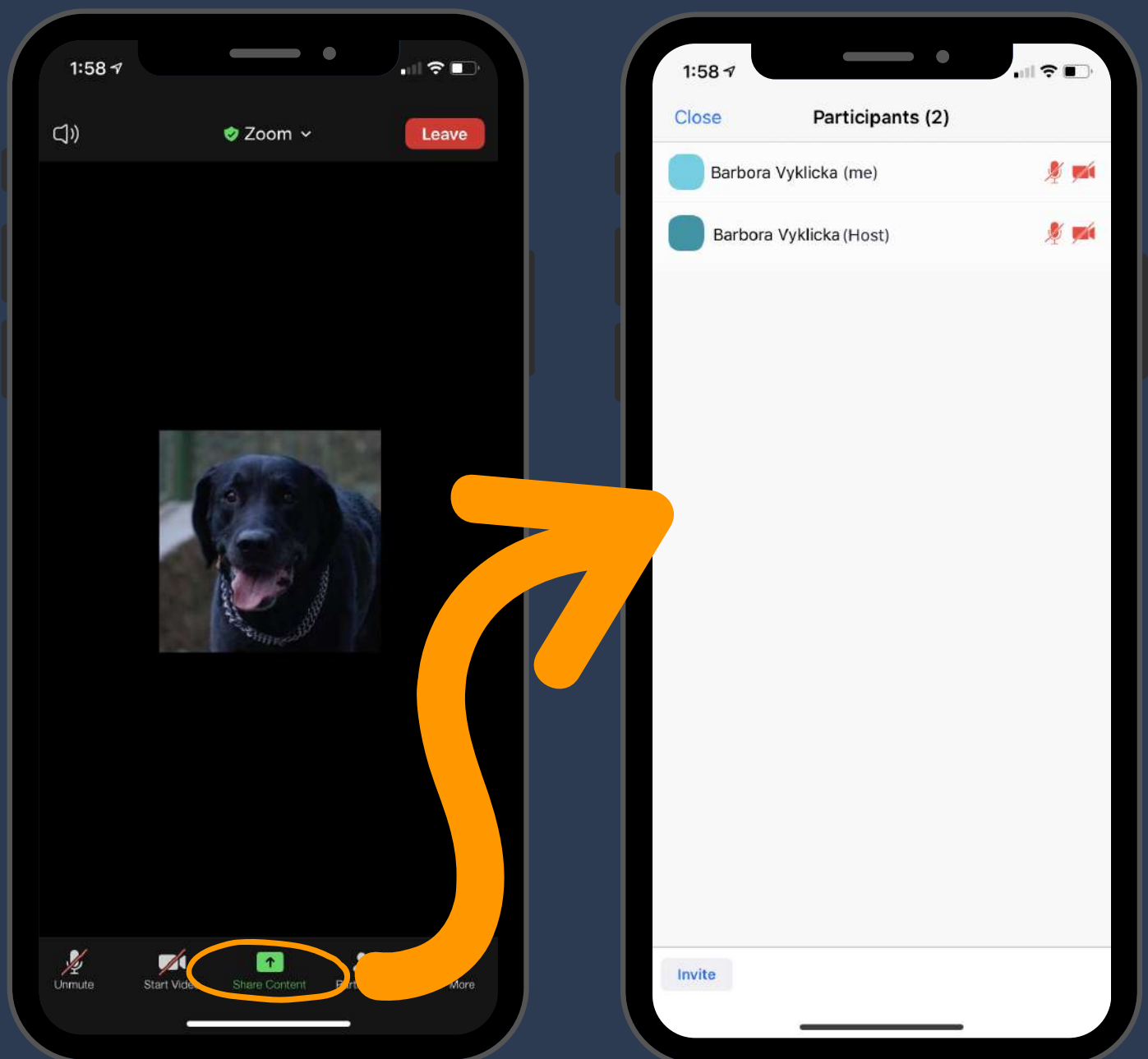
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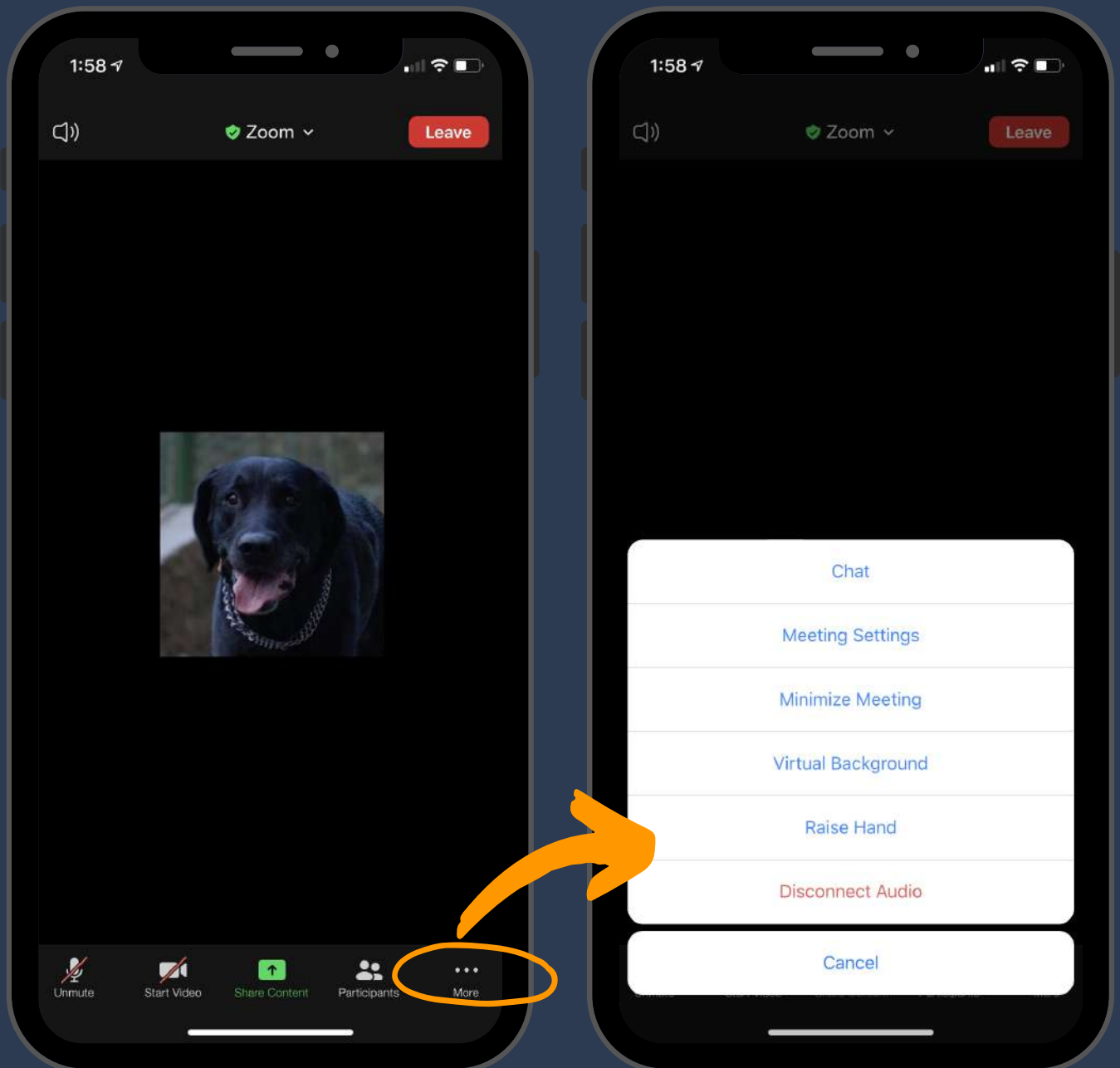
The camera picture shows you whether others can see you. If the camera is crossed with a red line, your camera is turned off. By tapping on the camera, you can turn it on, and others will be able to see you.

The Share Content 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 participants are turned on.



The three dots picture allows you to write a message to others during the meeting by opening Chat. You can also change Meeting Settings, Minimize Meeting or set up a Virtual Background. 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.





THANK
YOU

