



# **Zoom Basics for Your Android Tablet**



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## BENEFITS

**Zoom** is a free video communication **app** (tool). It allows you to join videocalls with family and others, as well as attend programs and events. **FaceTime** (only available on Apple devices) and **WhatsApp** are similar **apps** (tools). However, **Zoom** has several advantages these other apps lack. It makes it possible for more than two people to see one another when they are speaking. It also allows you to turn off your own camera, while still being able



to see and hear others on the call and have them continue to hear you.

Lastly, **Zoom** allows you to “share” your screen. This means you can open any document, picture or video on your tablet and other participants on your **Zoom** call can see what you are seeing. You will use screen share for all coaching sessions. Zoom is a great app for your new iPad, both for

tech coaching and for connecting with people, community, and resources that are important to you.

## PREREQUISITES

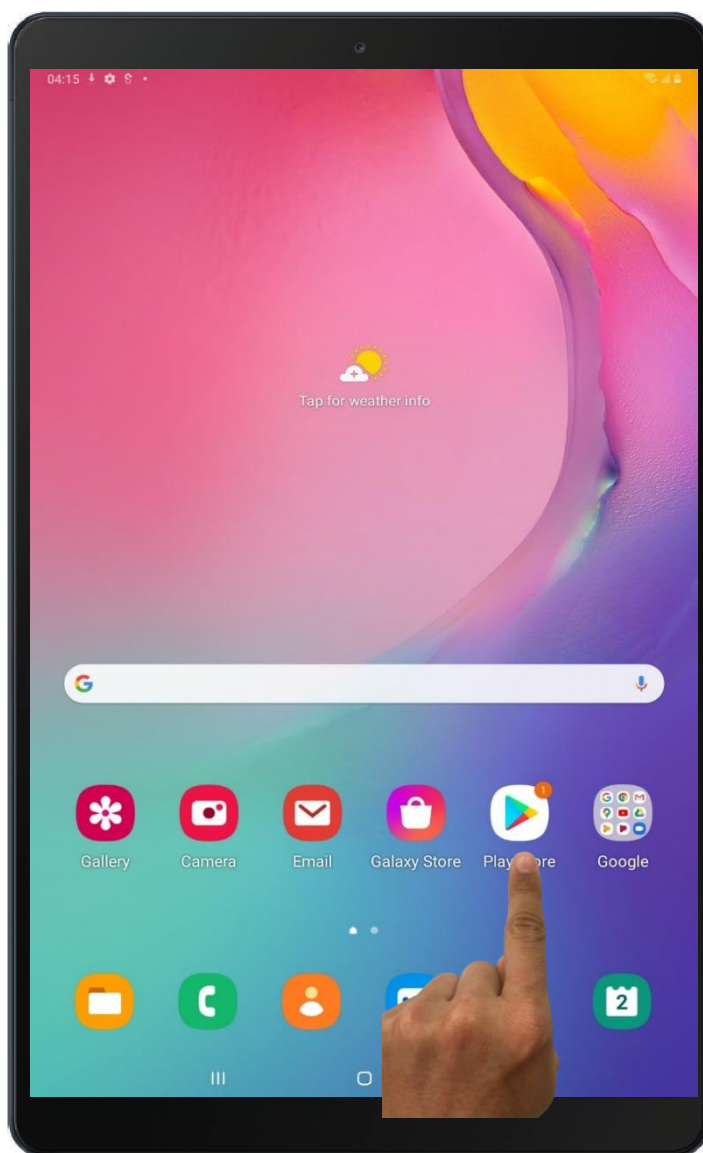
- Android tablet
- Internet connection
- Webcam with microphone (built into most current devices, like your tablet)
- Google account
- **Zoom** app (which you will download with your coach)

# GETTING ZOOM ON YOUR TABLET

## Downloading Zoom

### Step 1

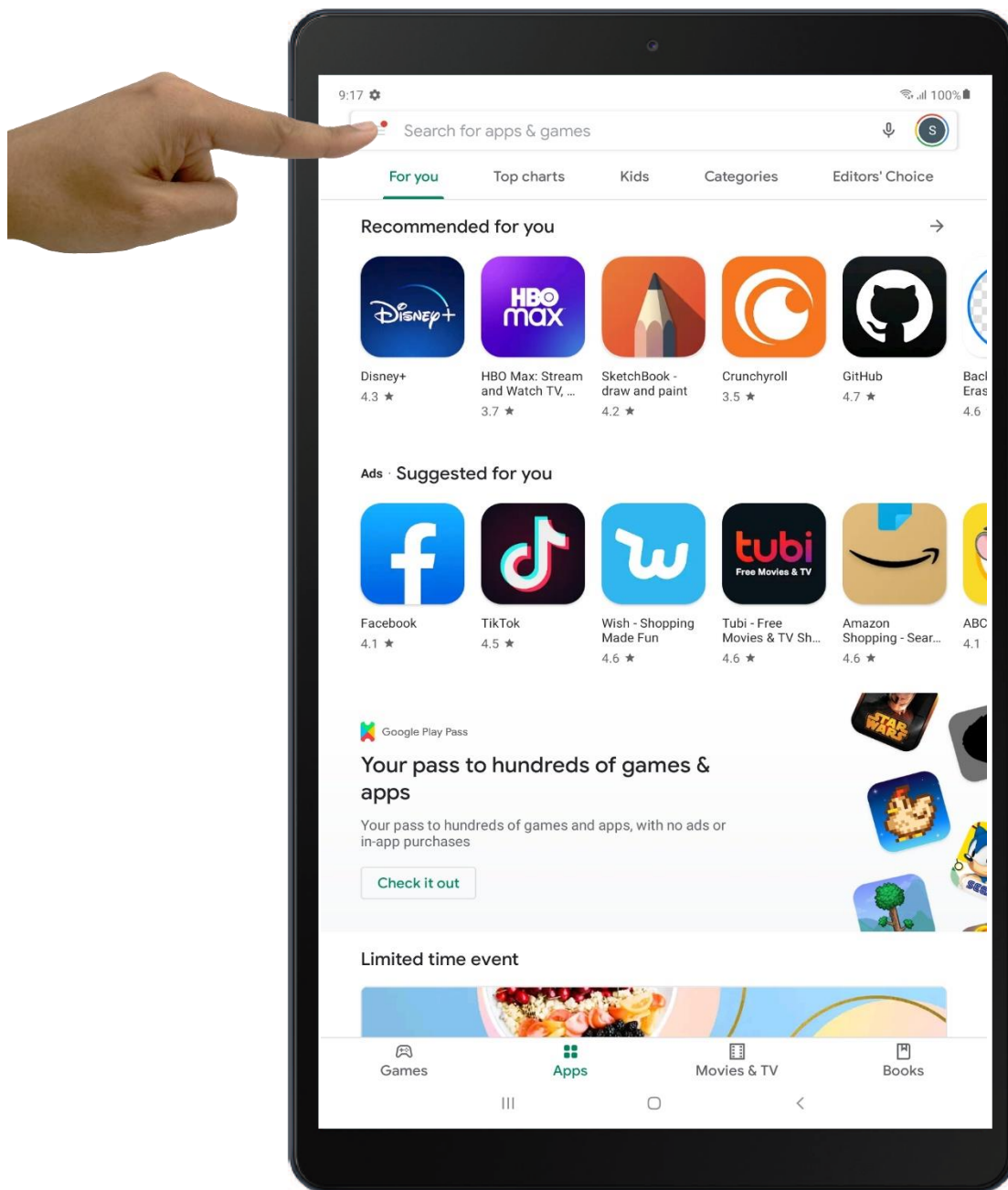
To use Zoom, it must first be **downloaded** to your tablet. **Downloading** is when an **app** (tool) is added to your device. You and your coach to not only see one another, but you will both be able to see the same screen, which is helpful for explaining and understanding how to use your tablet. To start **downloading Zoom**, **click** (tap) on the **Play Store icon** (picture).



# Downloading Zoom

## Step 2

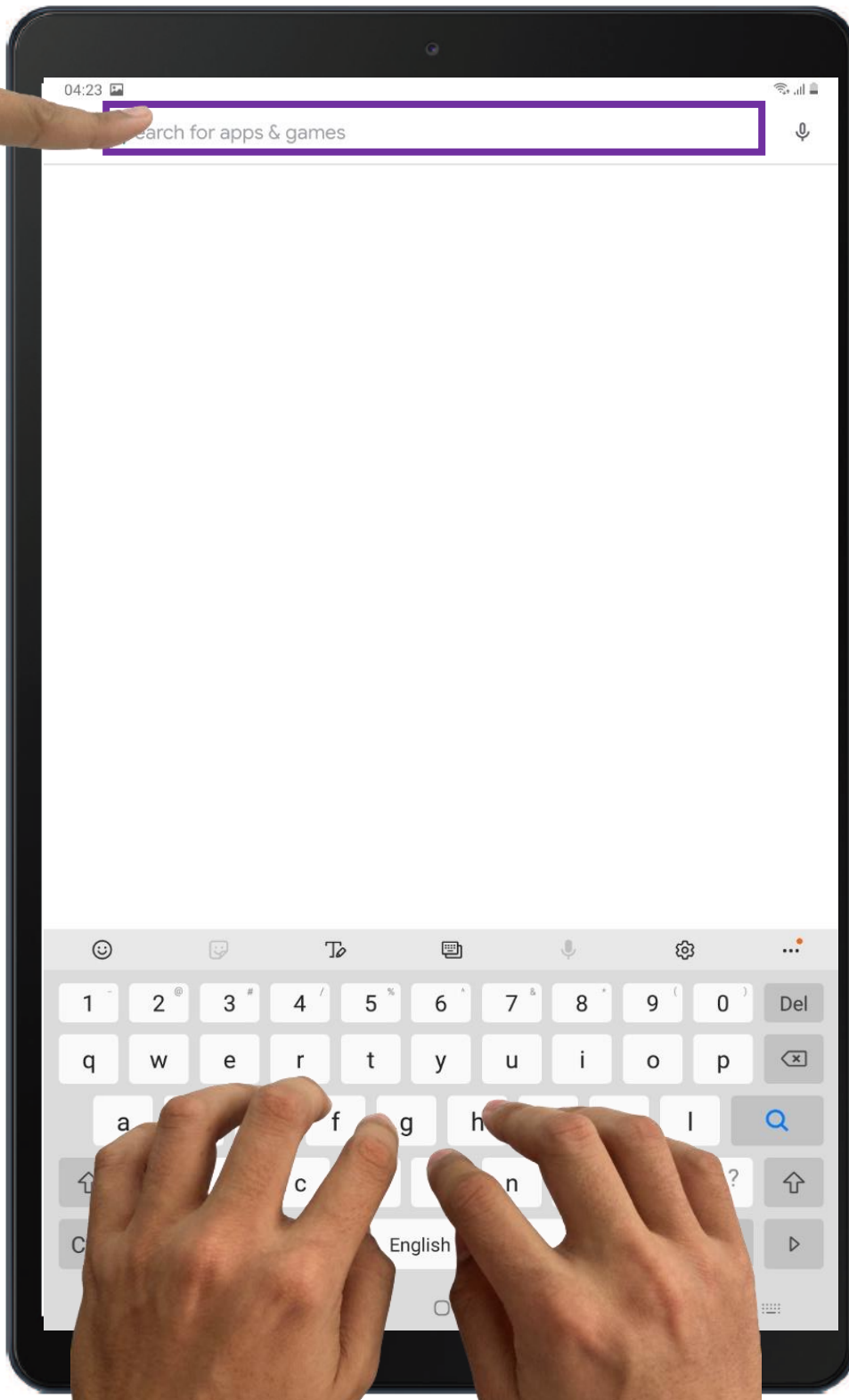
Welcome to the **Play Store**! The **Play Store** will allow you to download different new **apps** (tools) onto your tablet. **Click** (tap) on *Search* for apps & games.



# Downloading Zoom


## Step 3

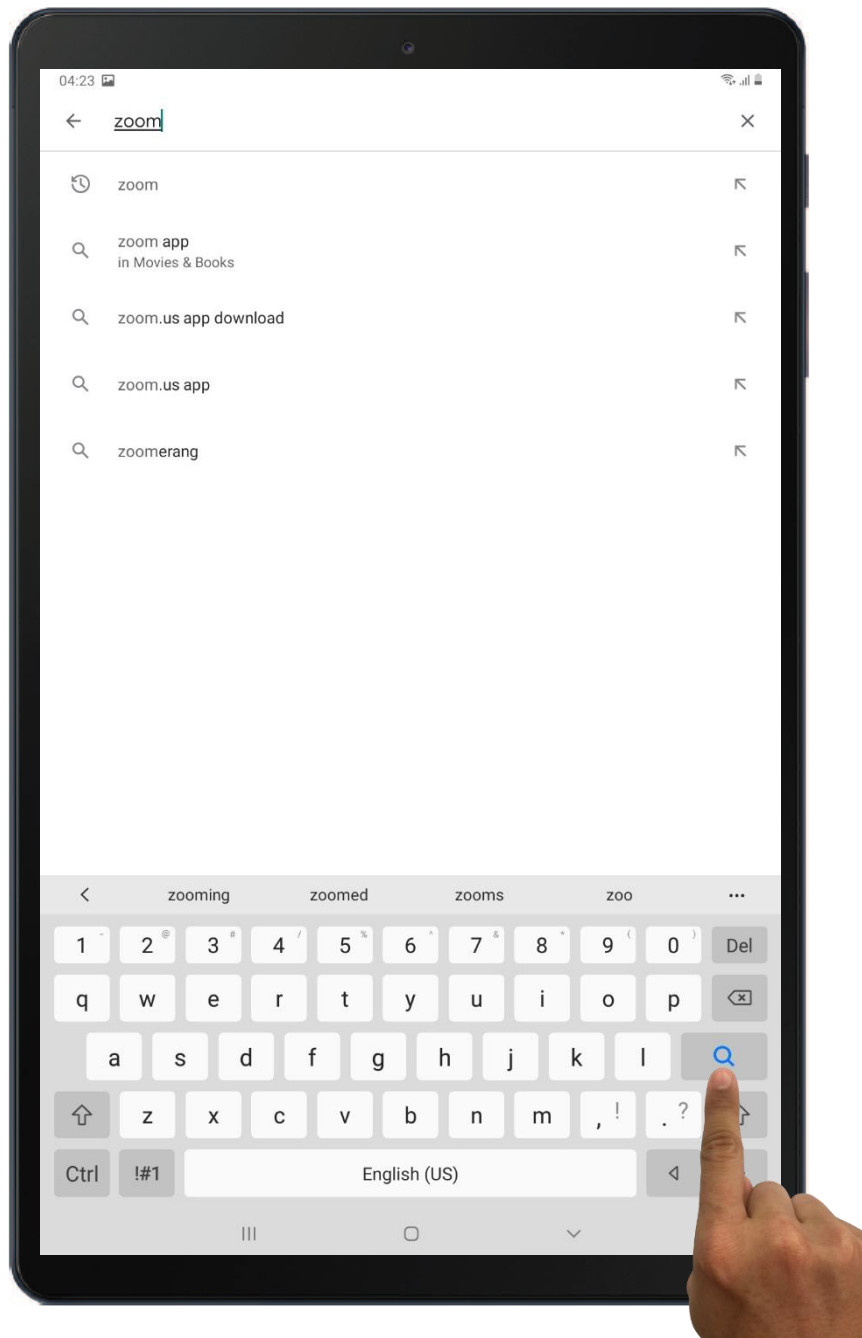
**Clicking** (tapping) on *Search for apps & games* will bring up the keyboard. **Enter** (type in) **Zoom** into the search bar.



# Downloading Zoom

## Step 4

After **entering** (typing in) **Zoom** into the search bar, **click** (tap)  on the keyboard to begin searching the Play Store for the **Zoom** app.

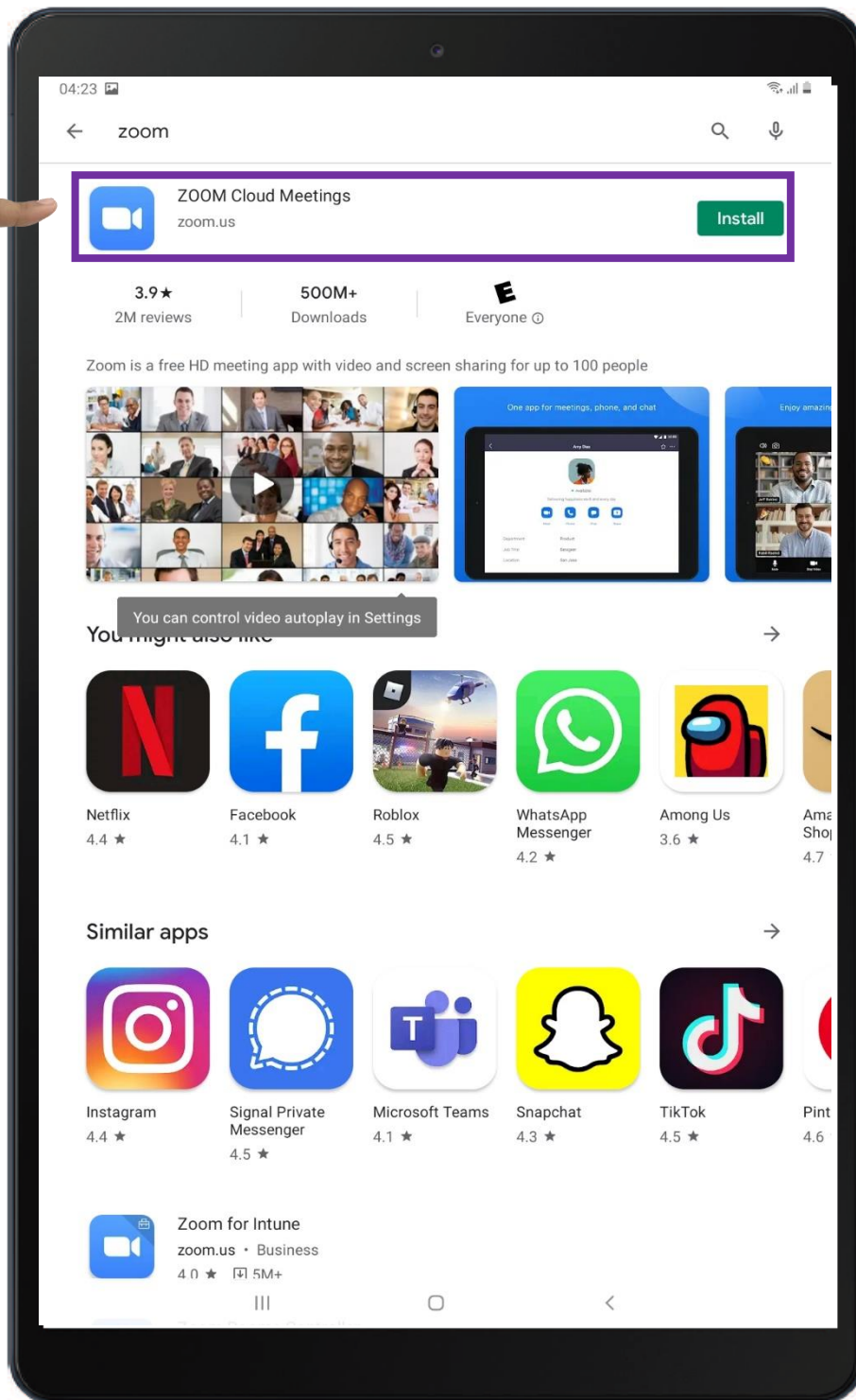




# Downloading Zoom

## Step 5

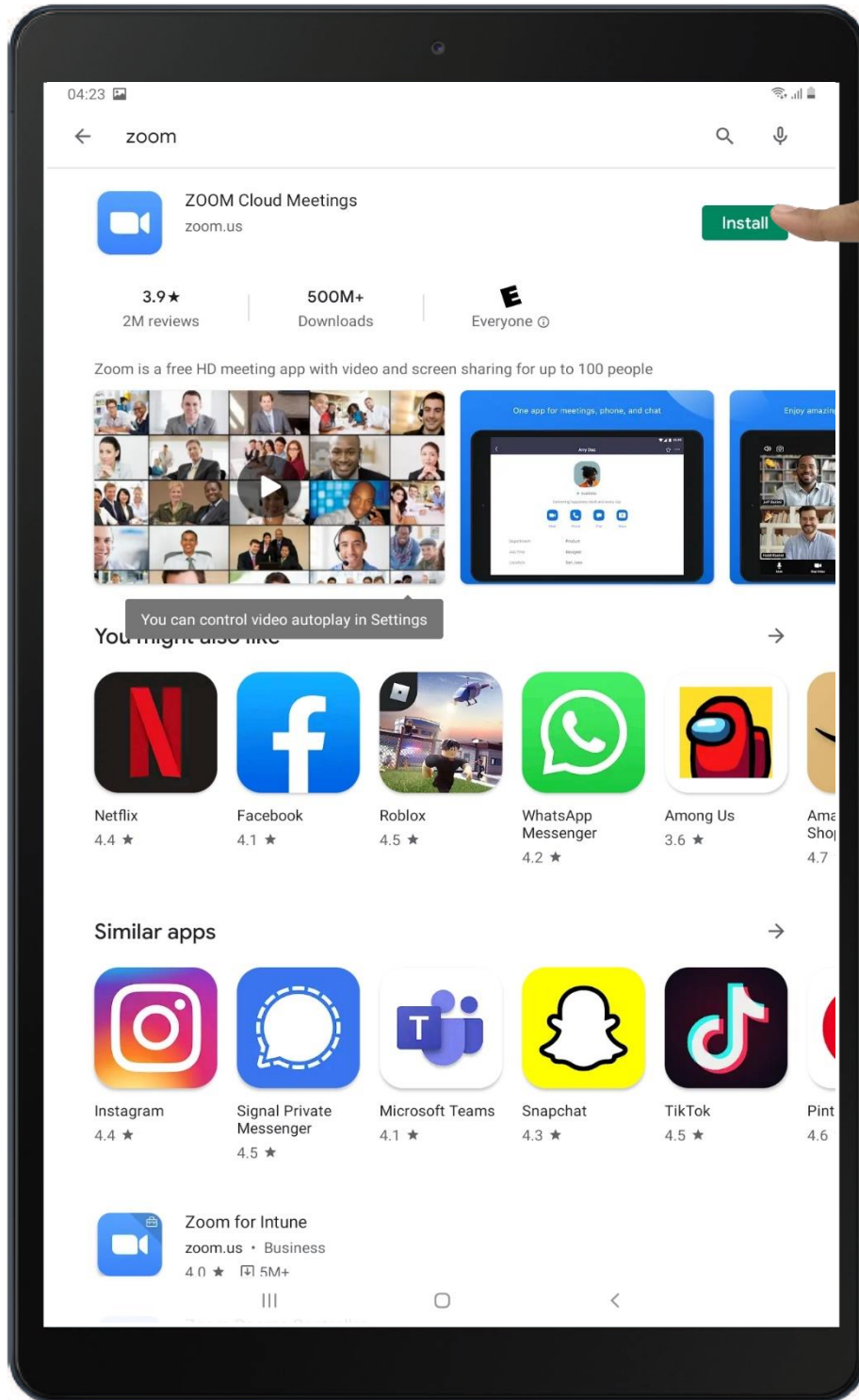
Great! You searched the **Play Store** and found **Zoom**.



# Downloading Zoom


## Step 6

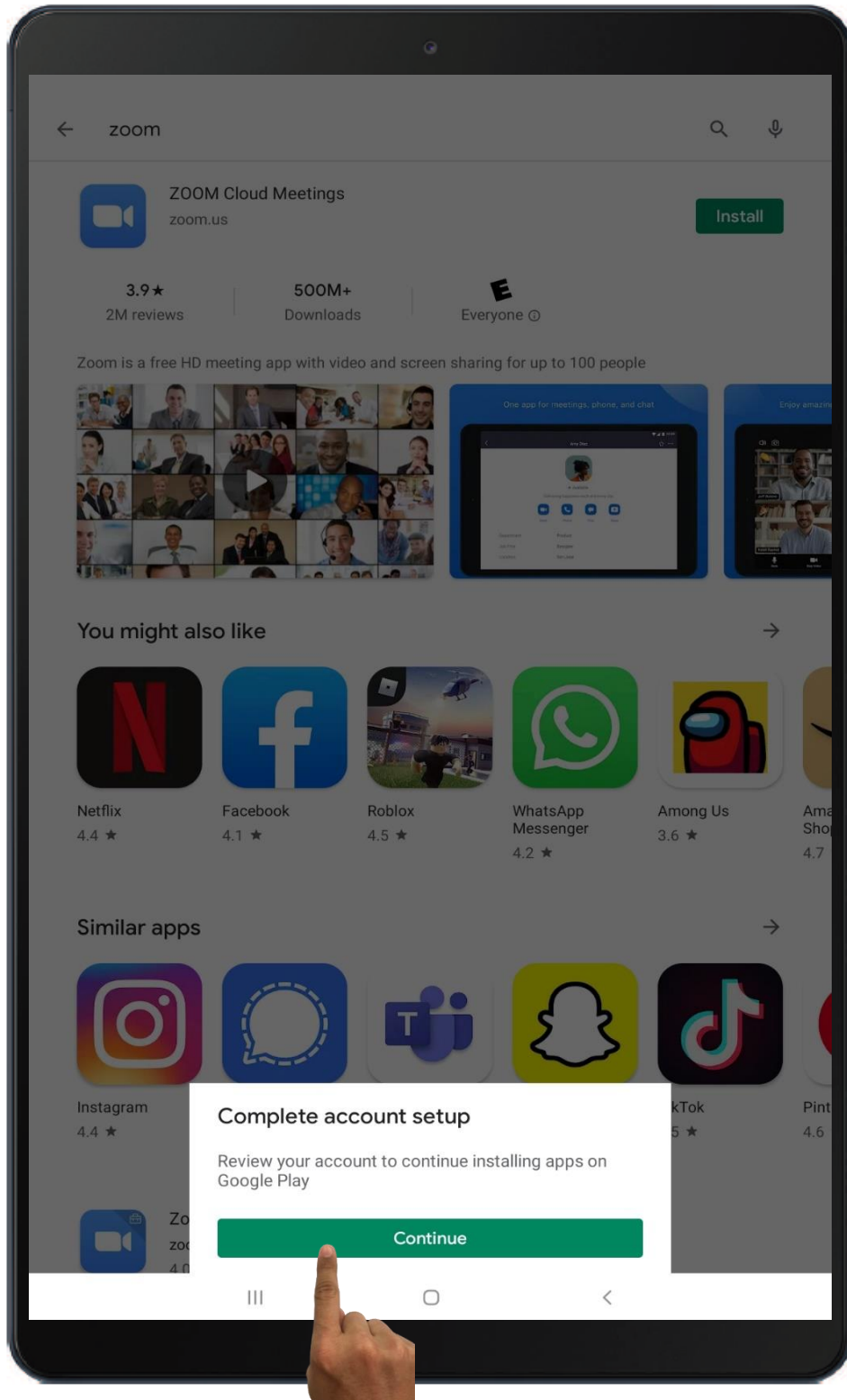
**Click** (tap) on **Install** to add **Zoom** to your tablet.



# Downloading Zoom


## Step 7

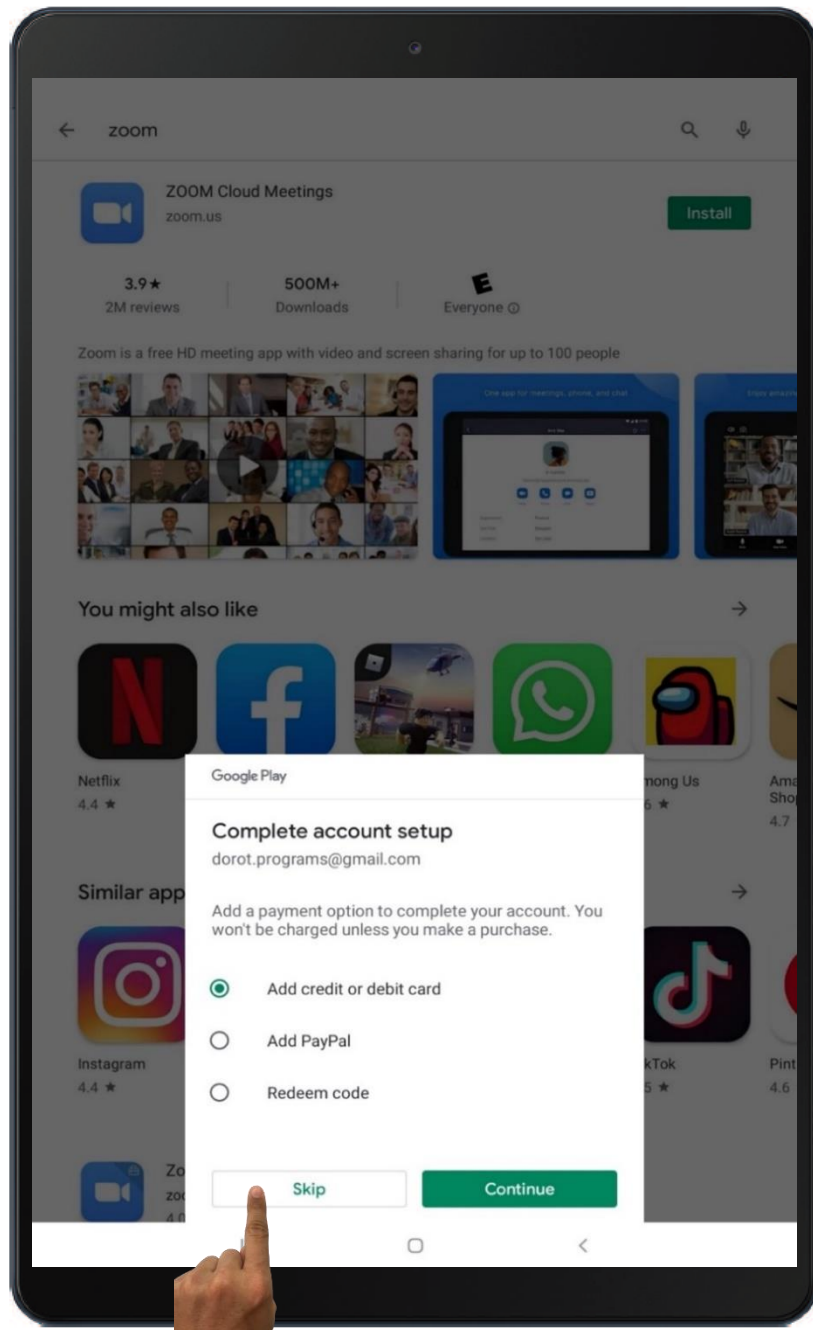
**Click** (tap) on  to complete your account setup.



# Downloading Zoom

## Step 8

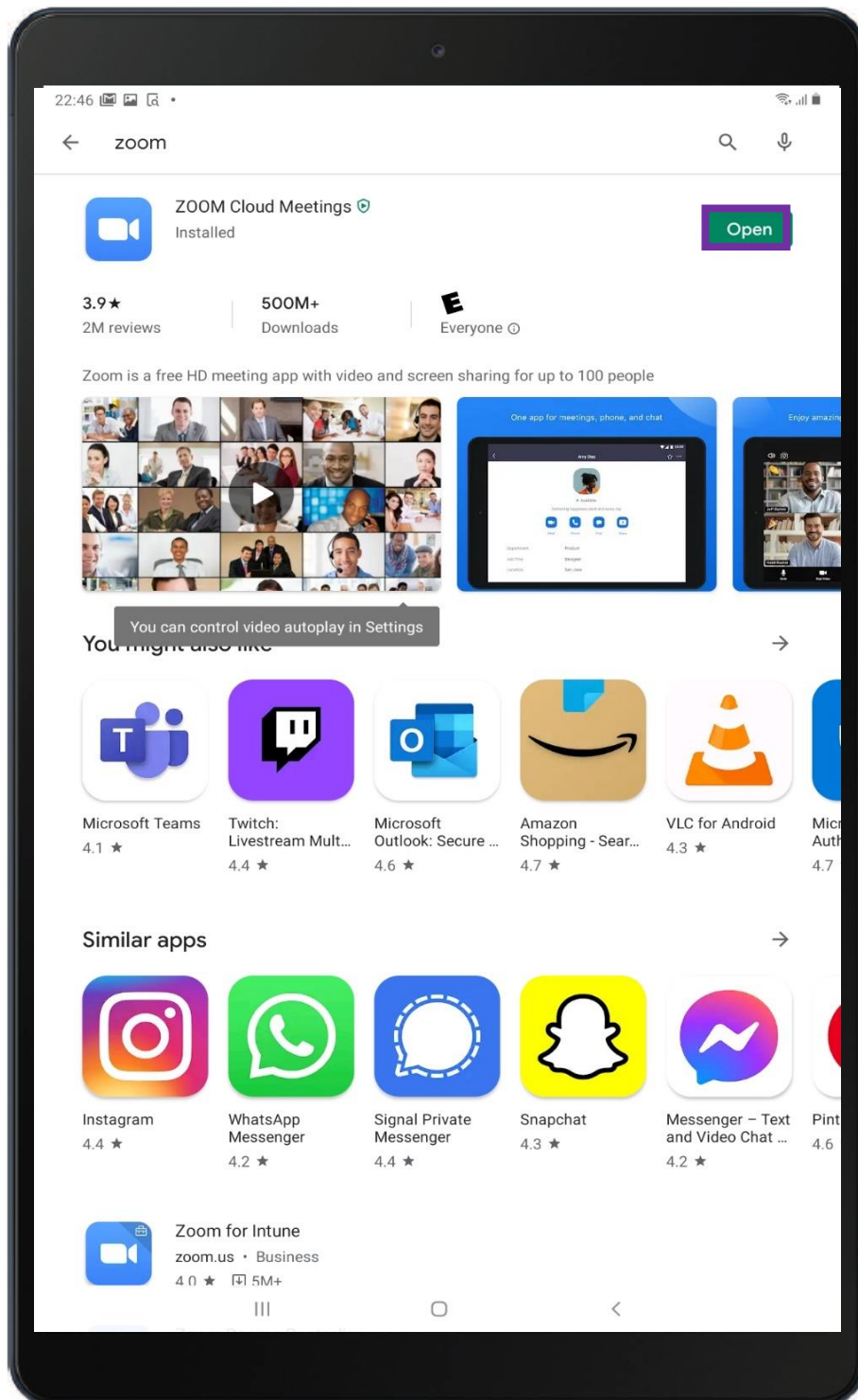
You do not need to pay for **Zoom** if you are joining a call or program initiated by someone else. However, meetings initiated by you will have a 40-minute limit per meeting, unless you subscribe to their paid account. If you would like to learn to initiate later, you can return to this option with your coach. For now, **click** (tap) on  to complete your account setup.



# Downloading Zoom

## Step 9

**Zoom** will now begin **downloading**. When it finishes installing, you'll notice the **Open** button appear next to the **Zoom** Play Store listing.



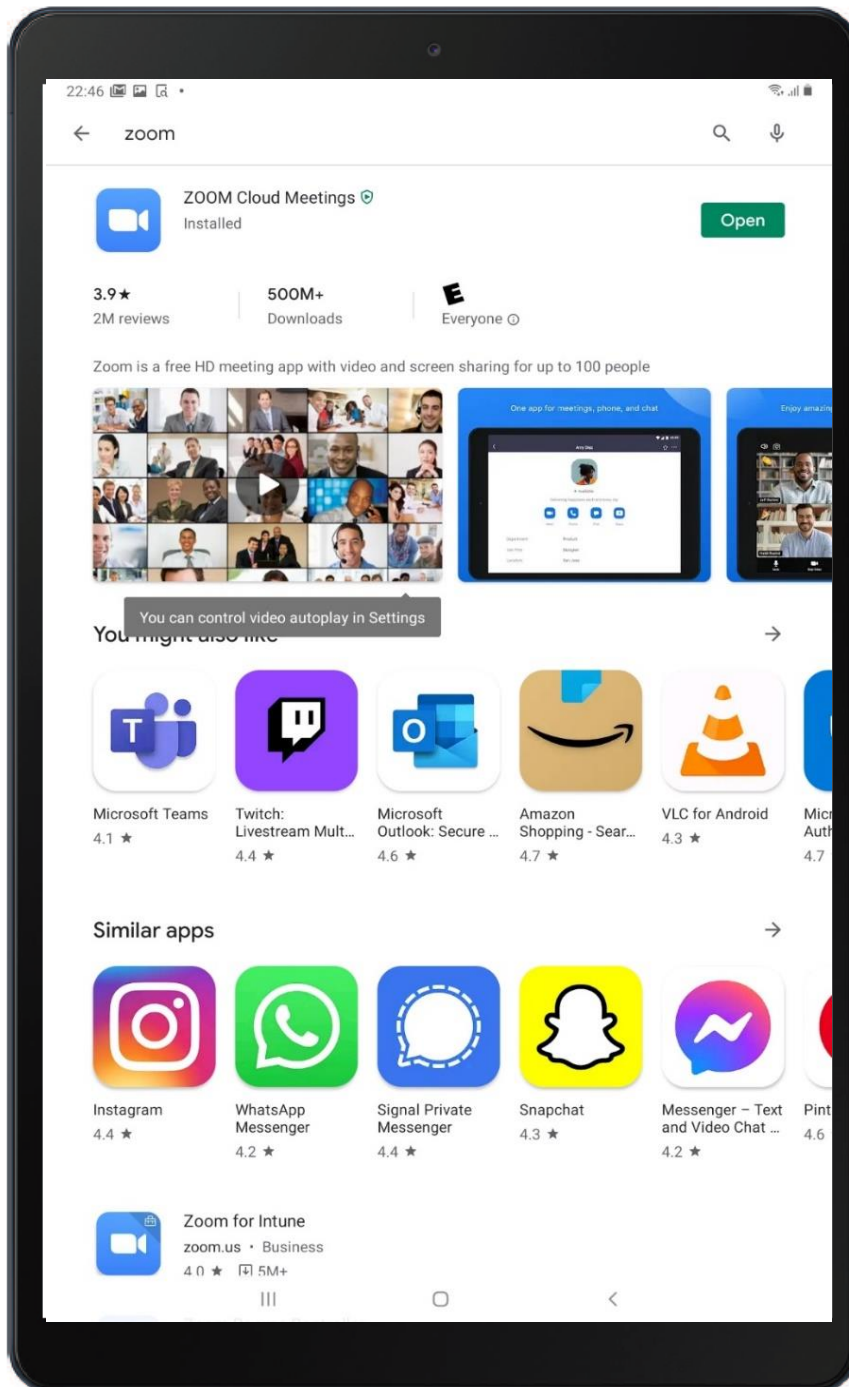


# USING ZOOM

## Signing Into Zoom

### Step 1

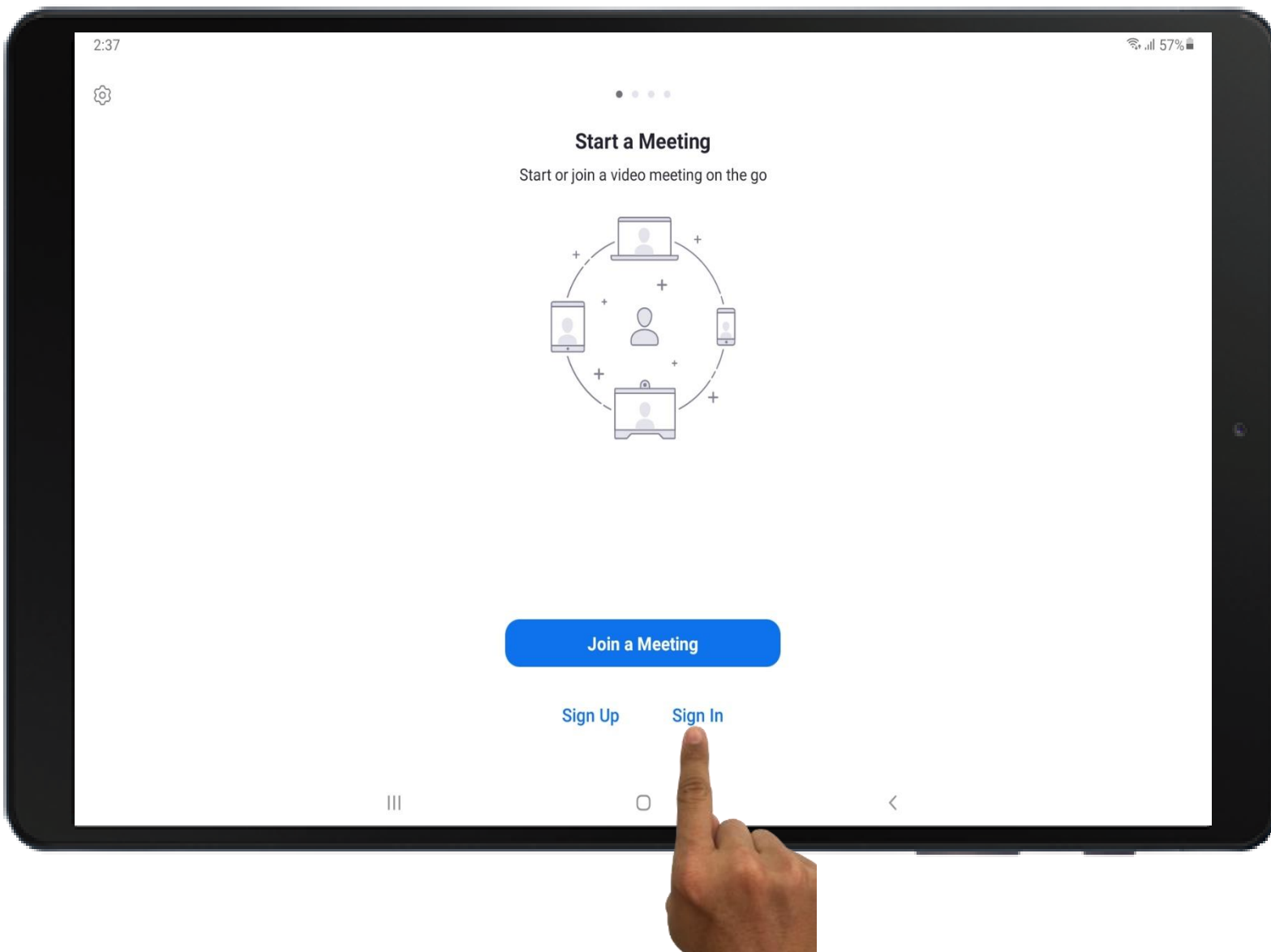
Great - you have **Zoom!** **Click** (tap) on **Open** to begin using it.



# Signing Into Zoom

## Step 2

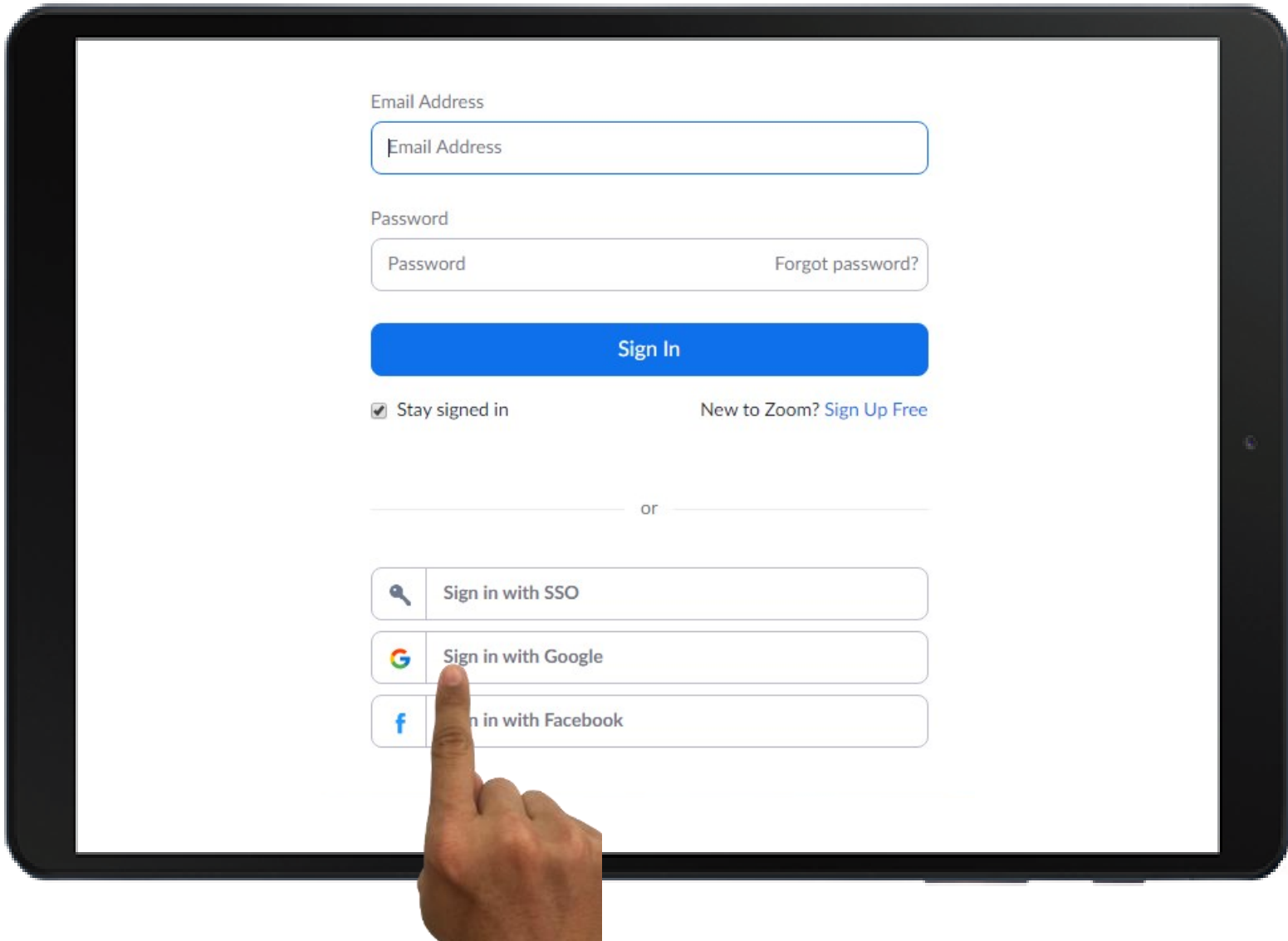
**Zoom** is officially open! You now need to sign into **Zoom**. You already have an account—it is your **Google** e-mail. **Click** (tap) on **Sign In** to begin.



# Signing Into Zoom

## Step 3

Click (tap) on



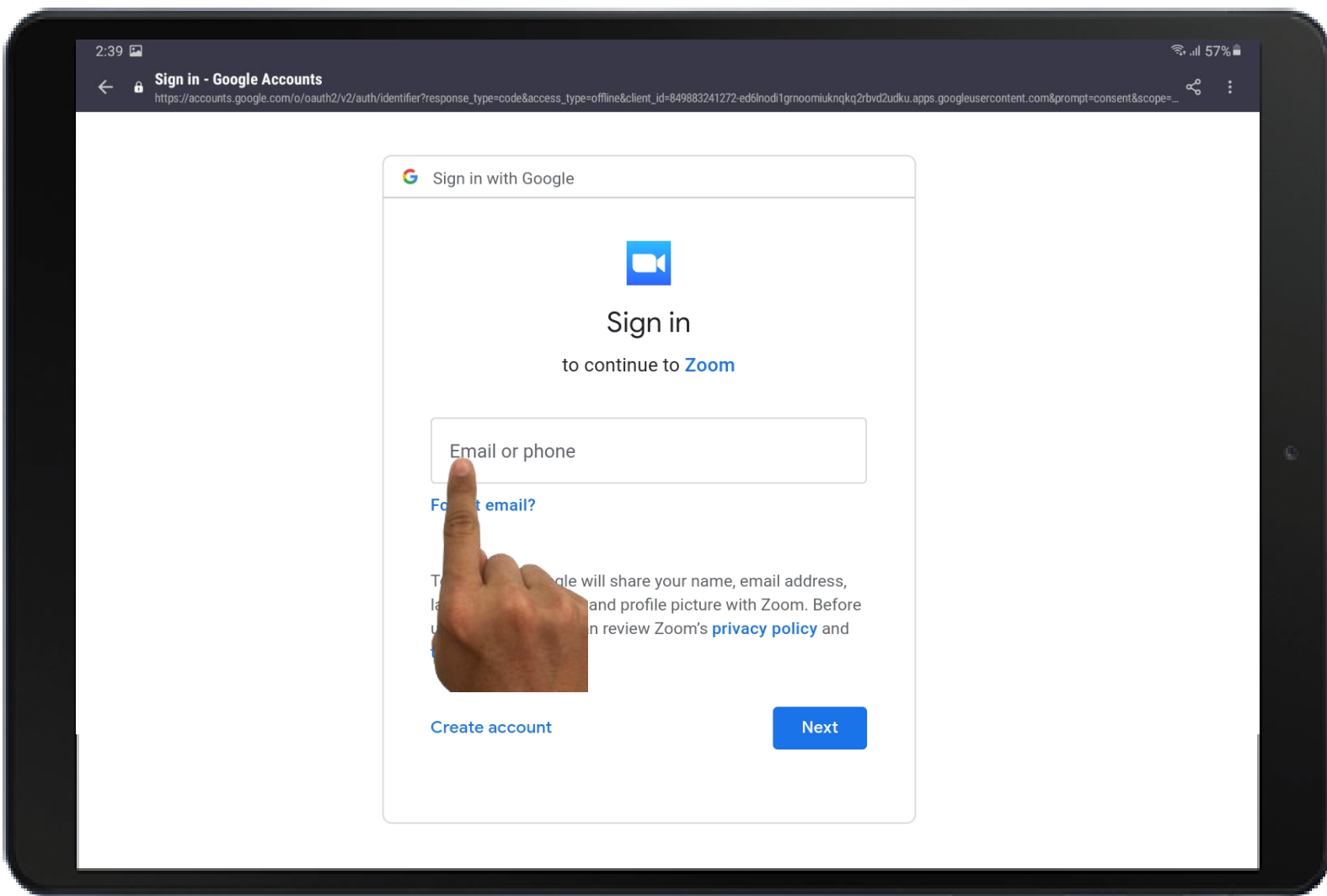


# Signing Into Zoom

## Step 4

You will be asked to fill in your **Google** e-mail information.

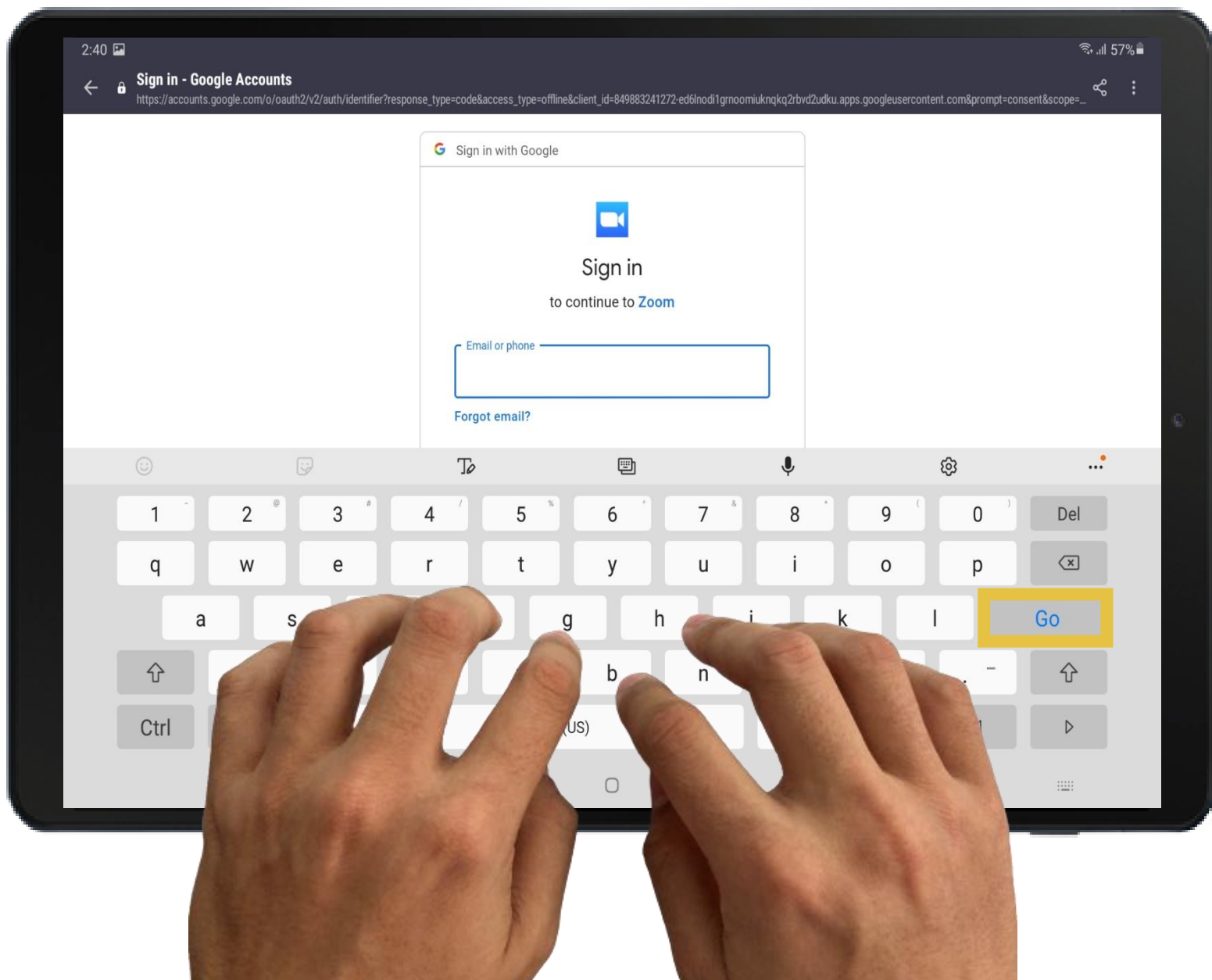
**Click** (tap) on



# Signing Into Zoom

## Step 5

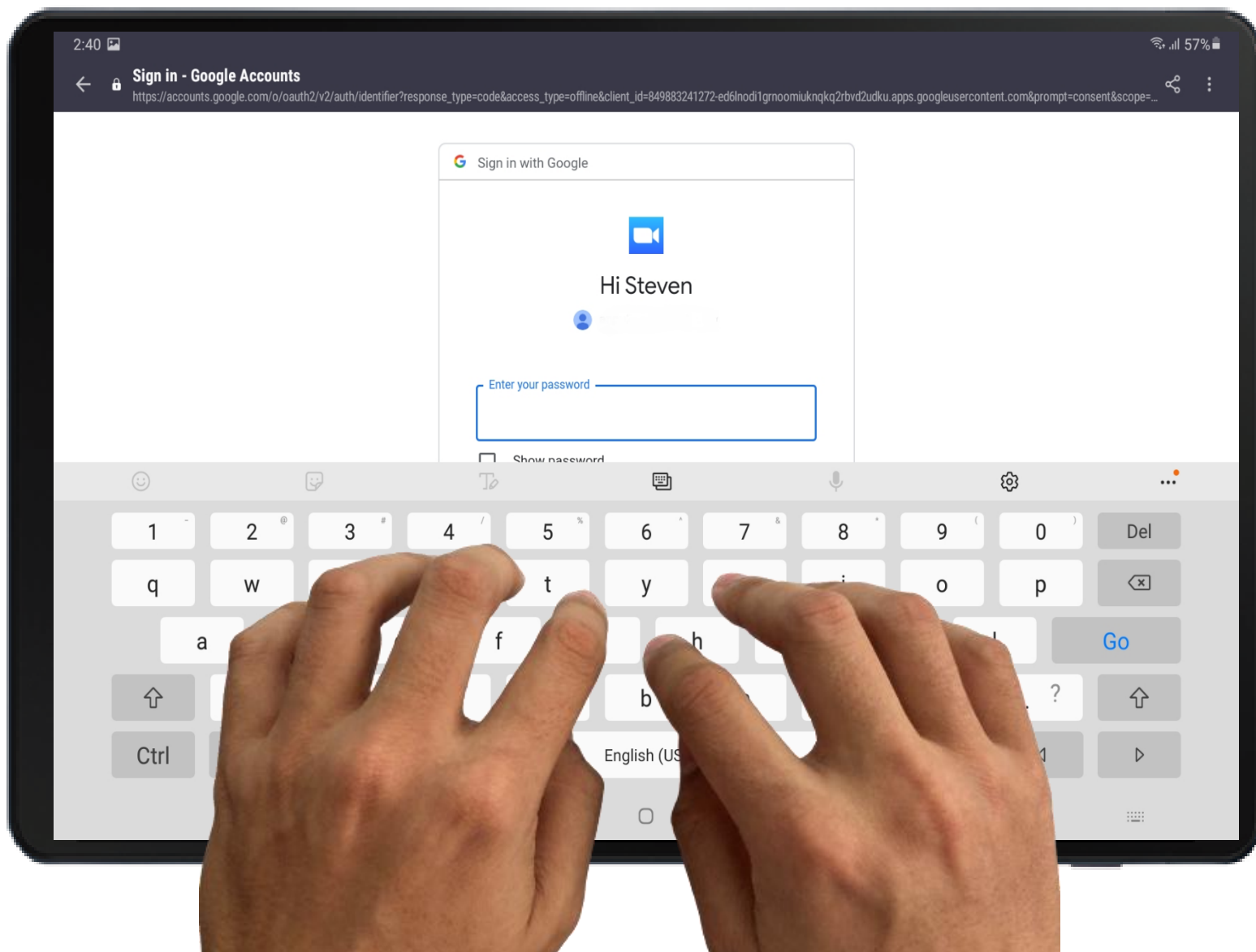
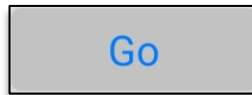
Using the keyboard **enter** (type in) your **Google** e-mail. When you finish **entering** (typing in) your e-mail, **click** (tap)



# Signing Into Zoom

## Step 6

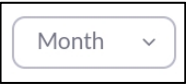
Using the keyboard **enter** (type in) your password for your **Google** e-mail. When you finish **entering** (typing in) your password, **click** (tap)




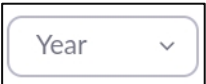
# Signing Into Zoom

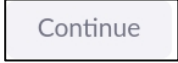
## Step 7

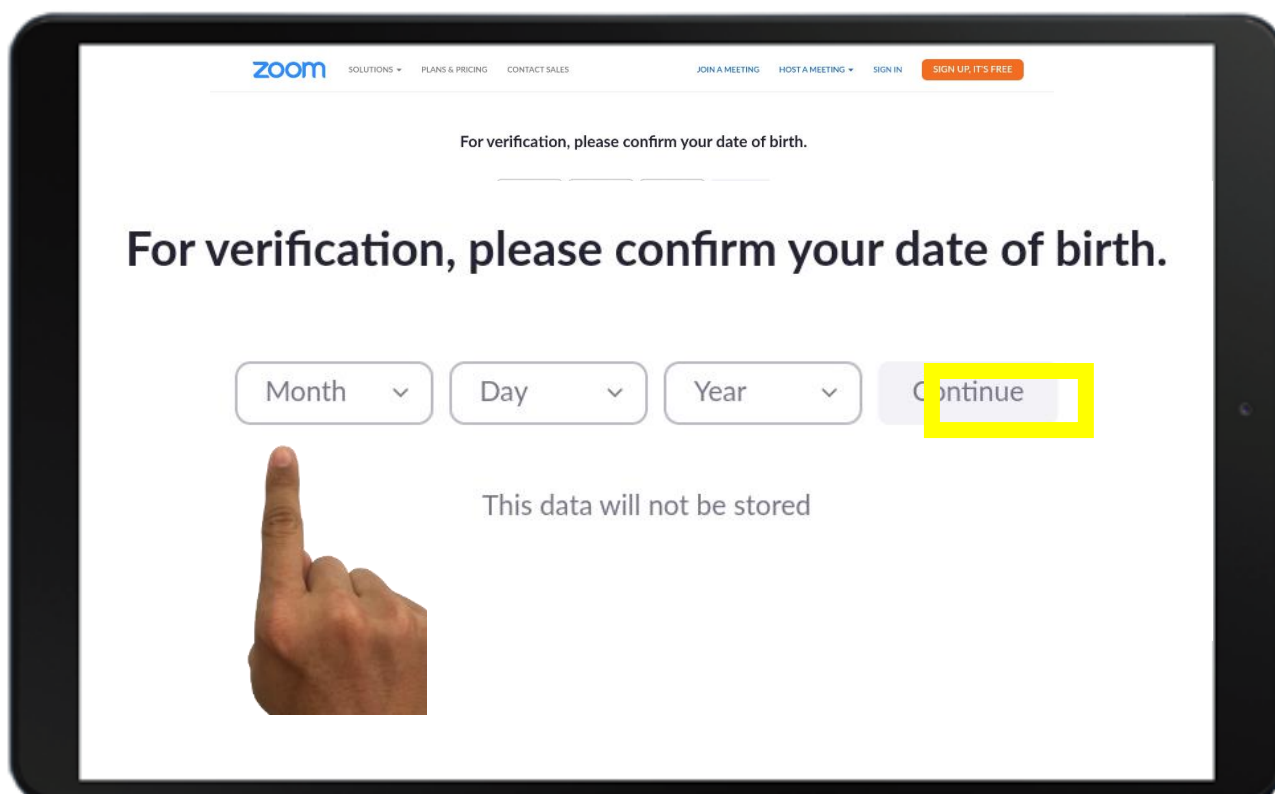
**Zoom** will need to confirm your date of birth. You will only have to do this once.

**Click** (tap) on , then find and **click** (tap) on your month of birth.

**Click** (tap) on , then find and **click** (tap) on your day of birth.

**Click** (tap) on , then find and **click** (tap) on your year of birth.

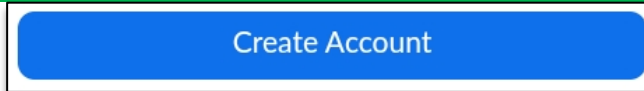
**Click** (tap) on  once you have filled in your birthdate information.



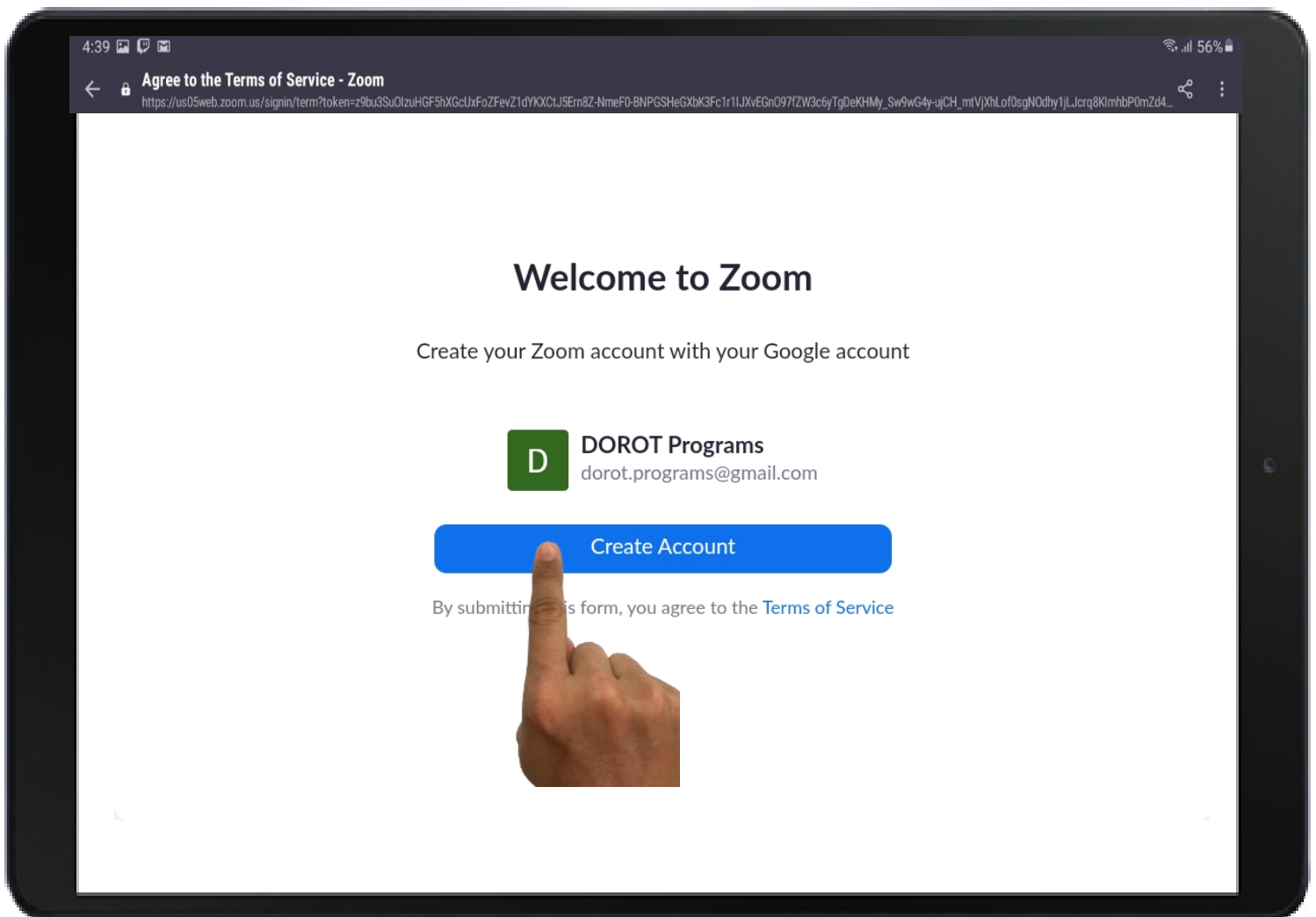
# Signing Into Zoom

## Step 8

**Click** (tap) on



This will finalize the creation of your **Zoom** account.



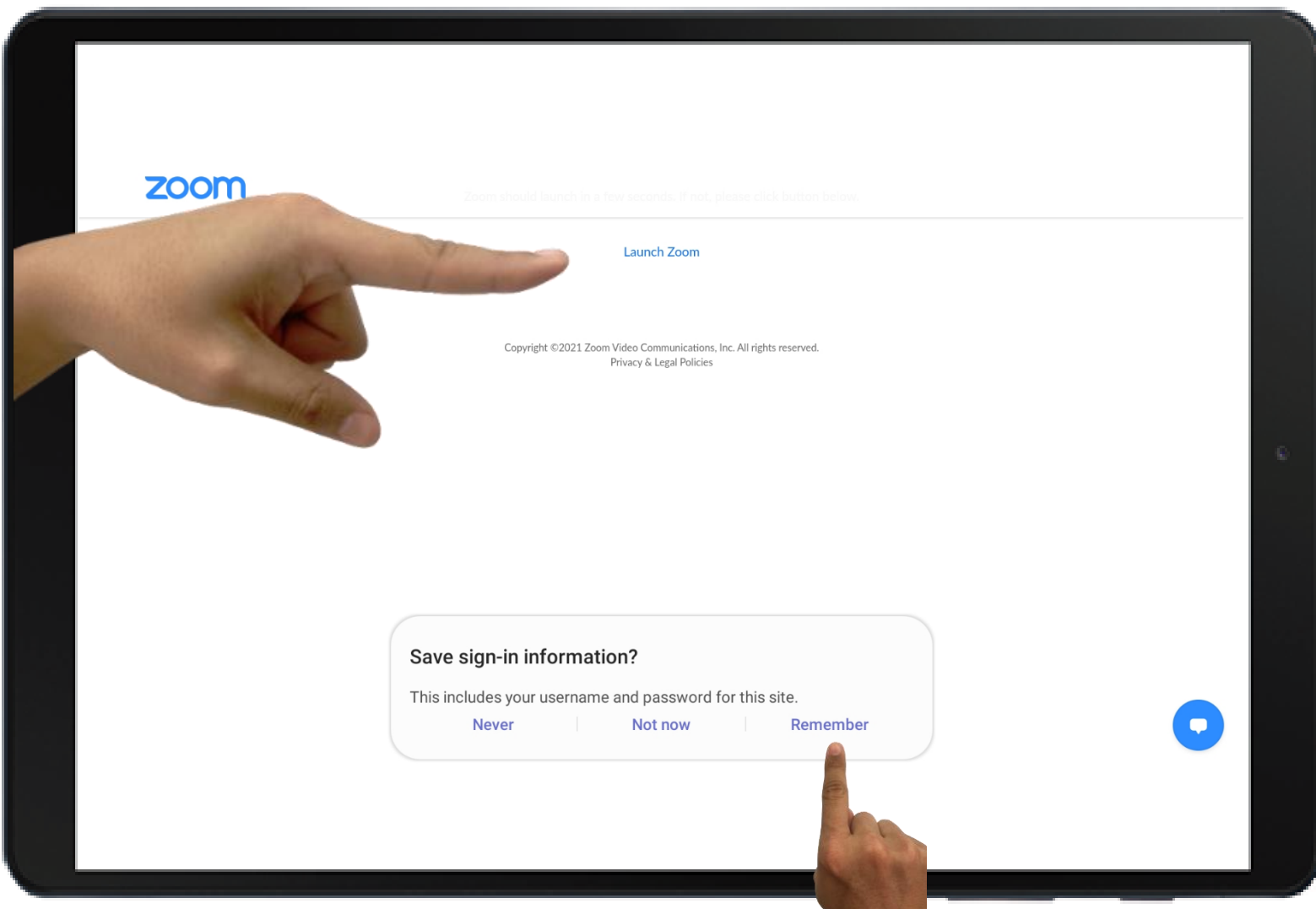
# Signing Into Zoom

## Step 9

In a few moments, you and your coach will be able to see one another.

**If you click** (tap) on **Remember**, you will not need to enter in your email and password each time you use **Zoom**; the device will remember your login information. This is recommended.

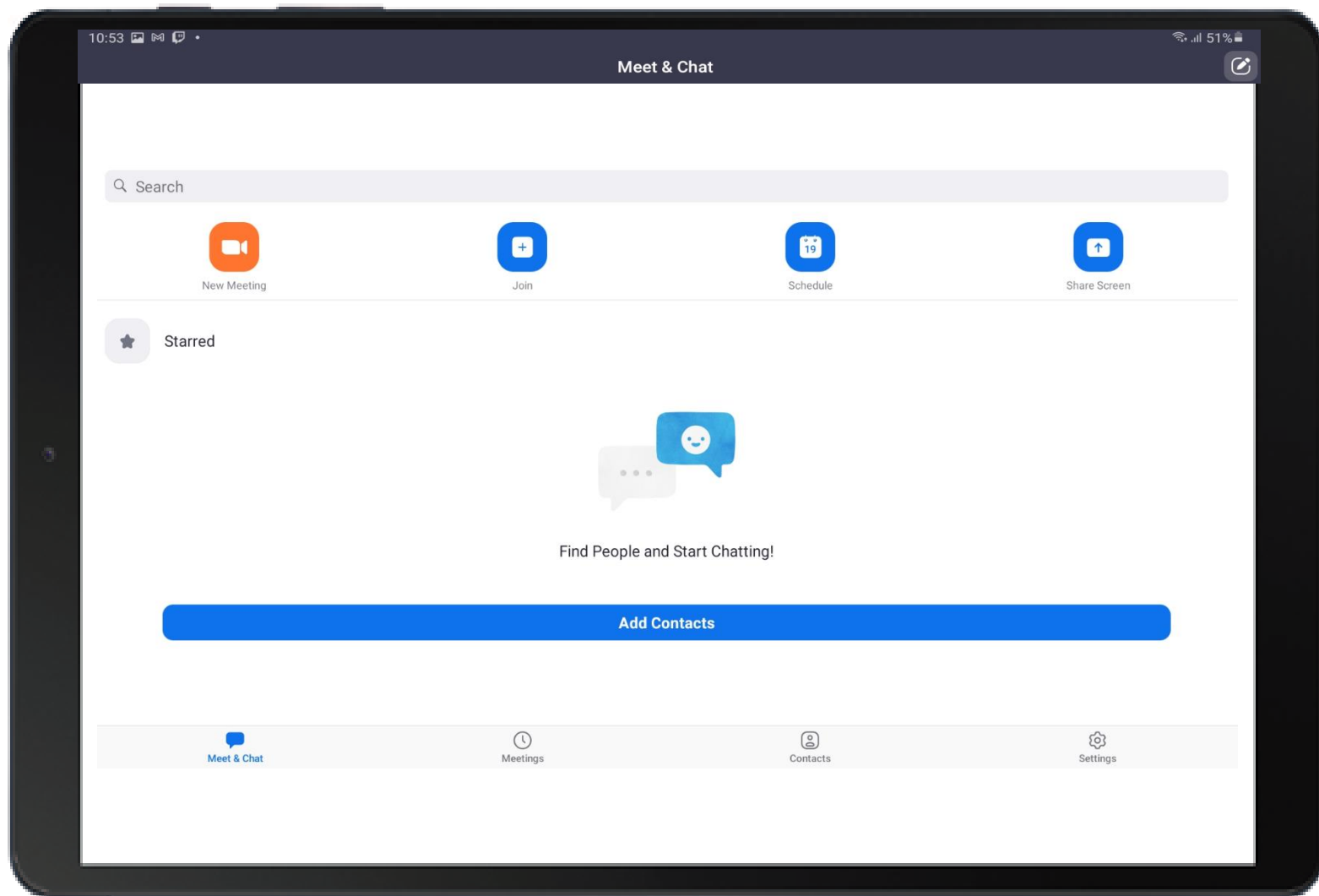
**Click** (tap) on **Launch Zoom**



# Zoom Home Screen

## Step 1

You will now see the **Zoom** home screen!



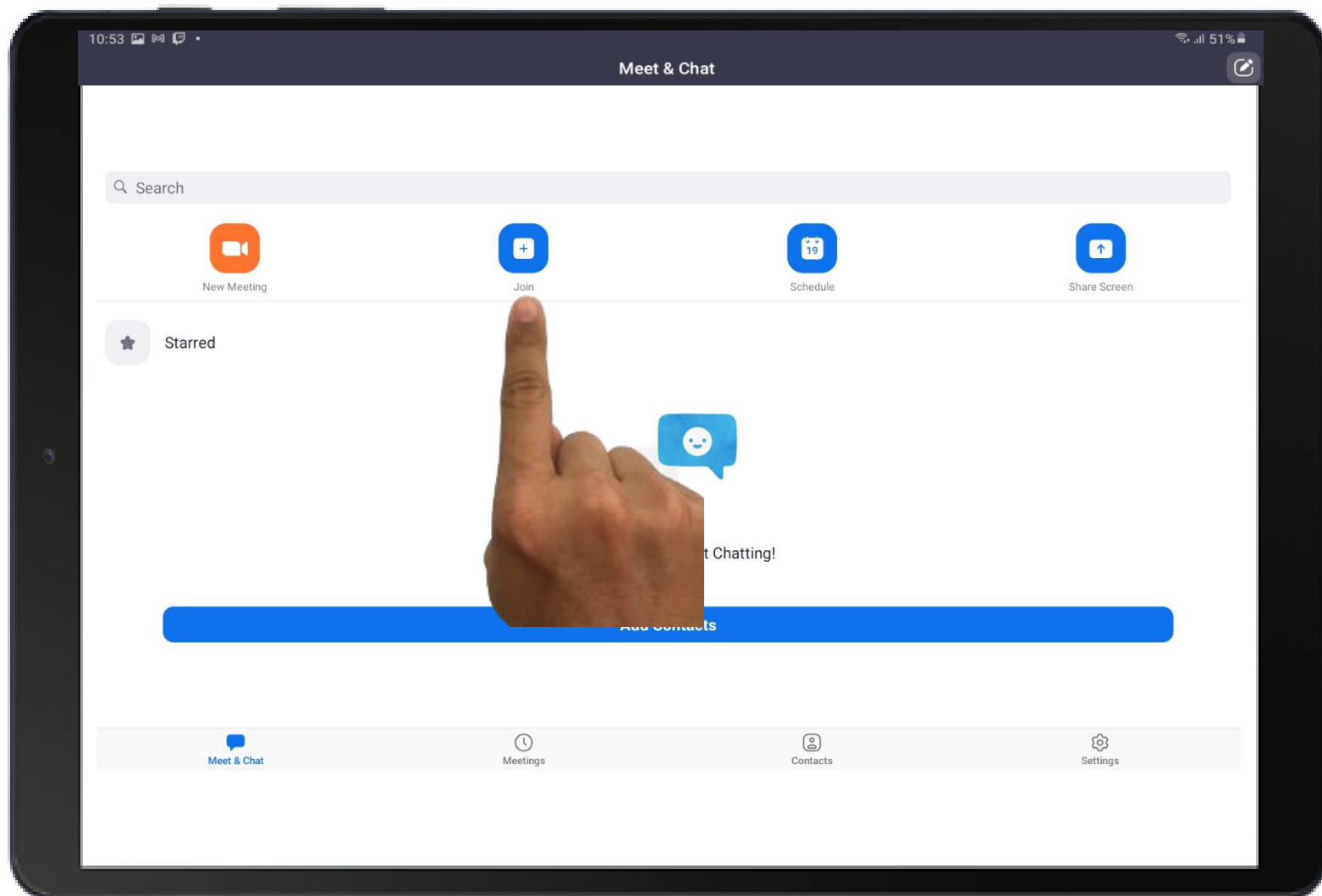
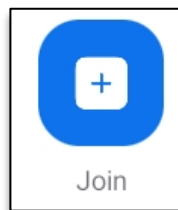
# Joining a Zoom Meeting via Meeting ID

## Step 1

There are two ways to join a **Zoom** meeting.

The first is with a **Meeting ID**. Think of a **Meeting ID** like a phone number. You need this unique 9-digit number to join a private meeting. Your coach has a meeting already set-up.

To start, **click** (tap) on



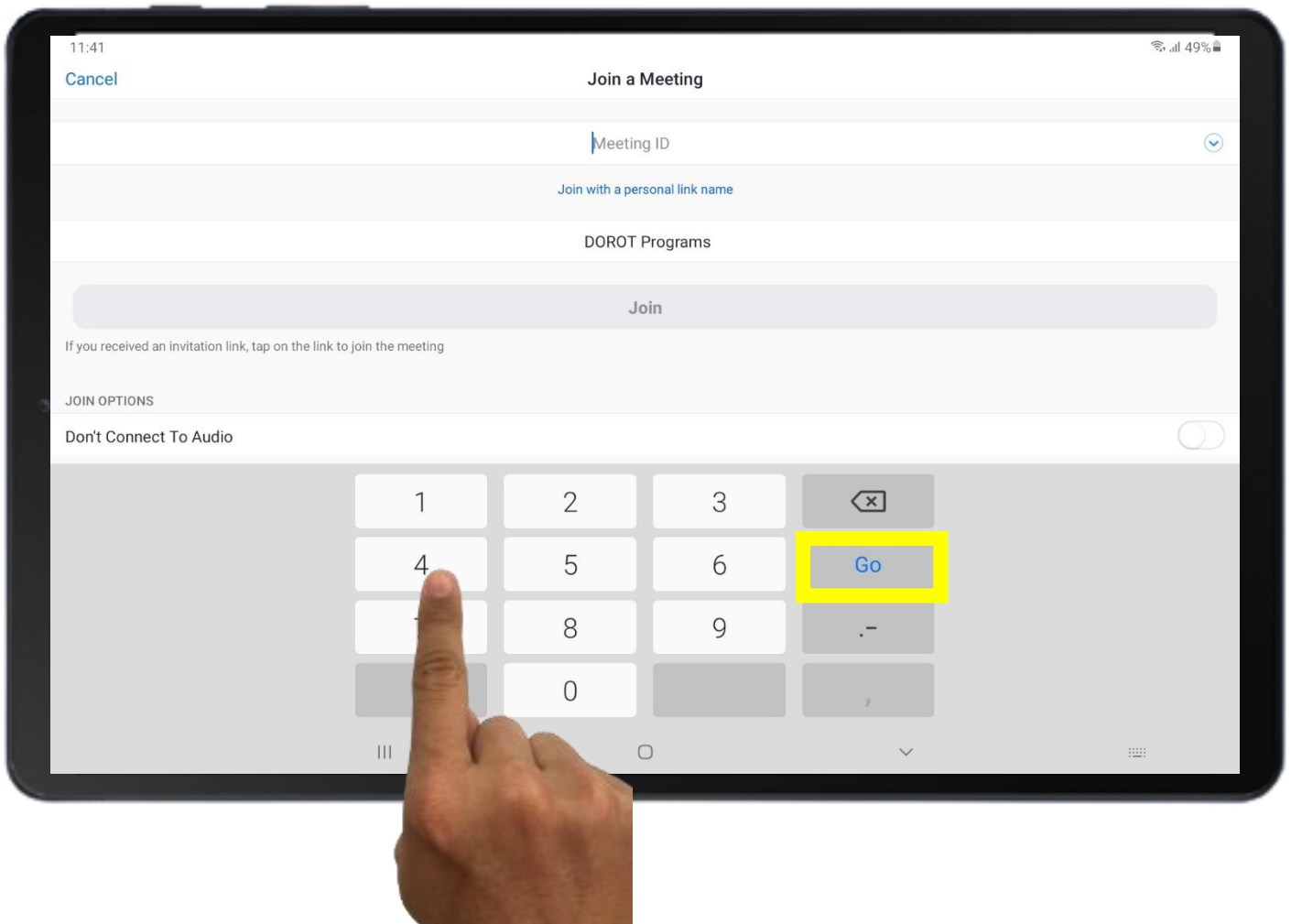


# Joining a Zoom Meeting via Meeting ID

## Step 2

Your coach will now read you the *Meeting ID*. Using the keypad, **enter** (type in) the *Meeting ID*.

When you are finished, **click** (tap) on 

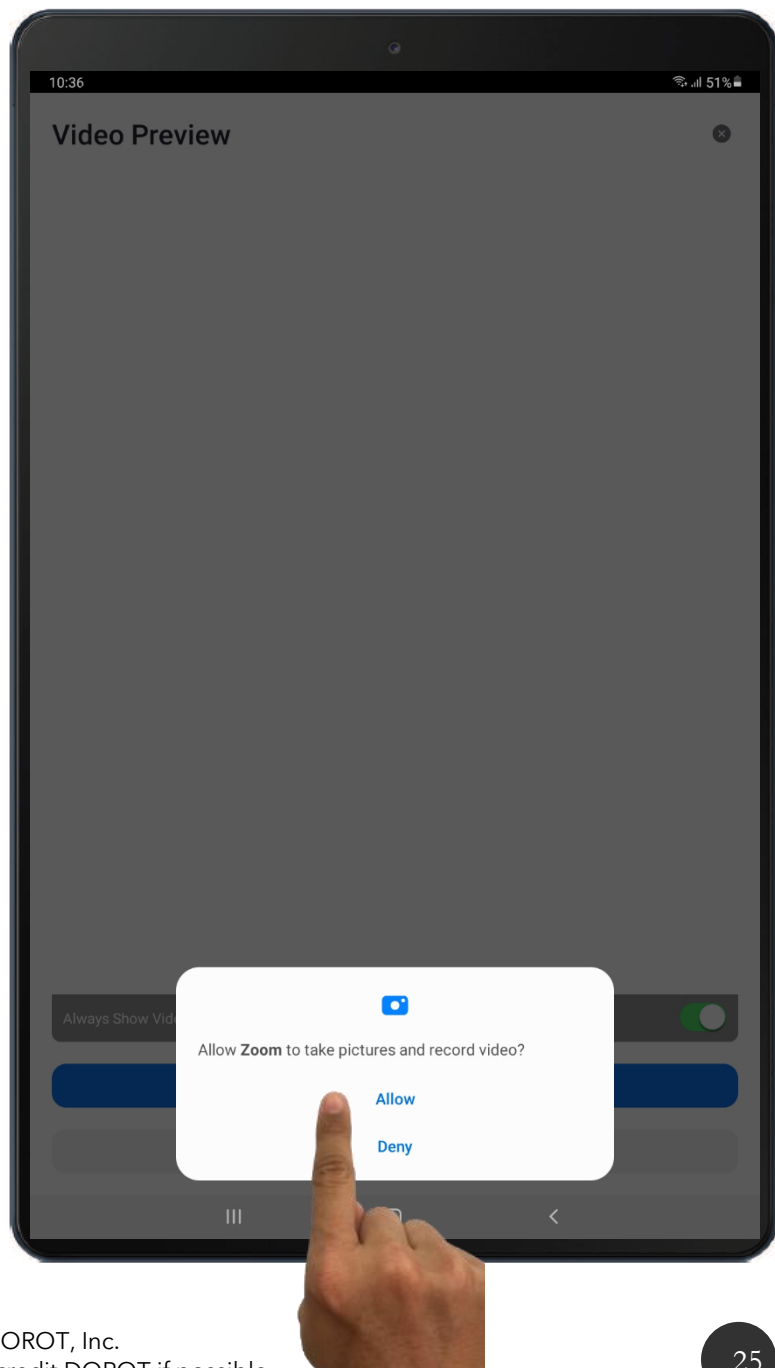
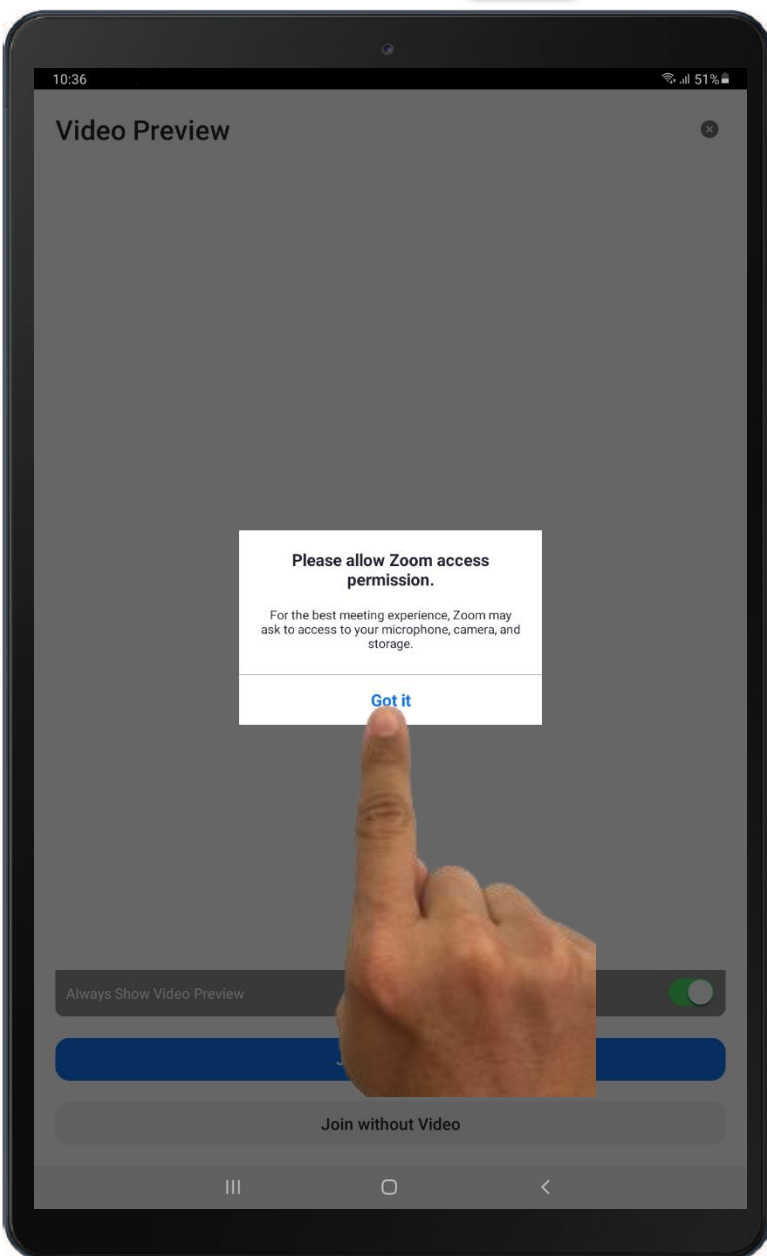


# Joining a Zoom Meeting via Meeting ID

## Step 3

Give **Zoom** a moment to locate your Meeting. When it does, your screen will rotate, so you will want to turn your tablet vertically. You need to give **Zoom** access to your tablet's microphone and camera. Don't worry, **Zoom** can only use your microphone or camera when you are using the app.

**Click** (tap) on **Got it**, then,  
**Click** (tap) on **Allow**



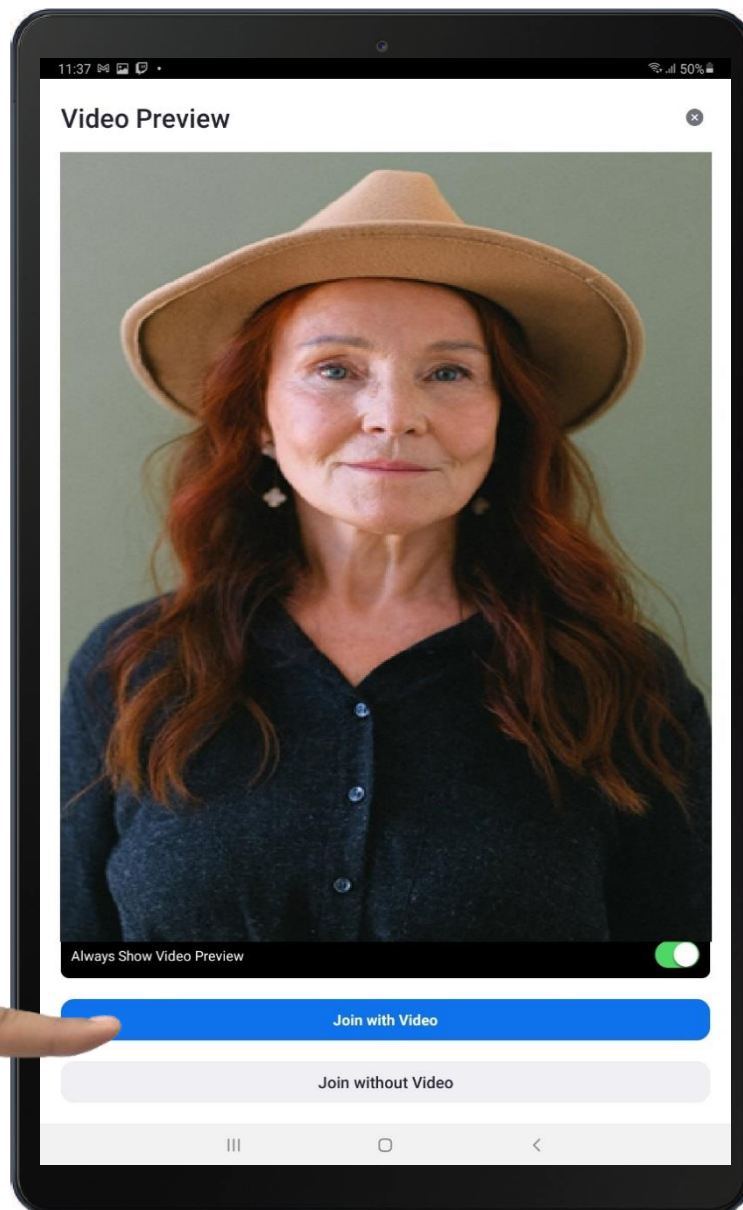
# Joining a Zoom Meeting via Meeting ID

## Step 4

The camera on your tablet is turned on! You can see yourself on your tablet, even though no one else can see you just yet. For others to see you:

**Click** (tap) on **Join with Video** to join the meeting with the camera on. Your coach will be able to see you and later, your screen.

**Click** (tap) on **Join without Video** for any call in which you only want to be heard, not seen.



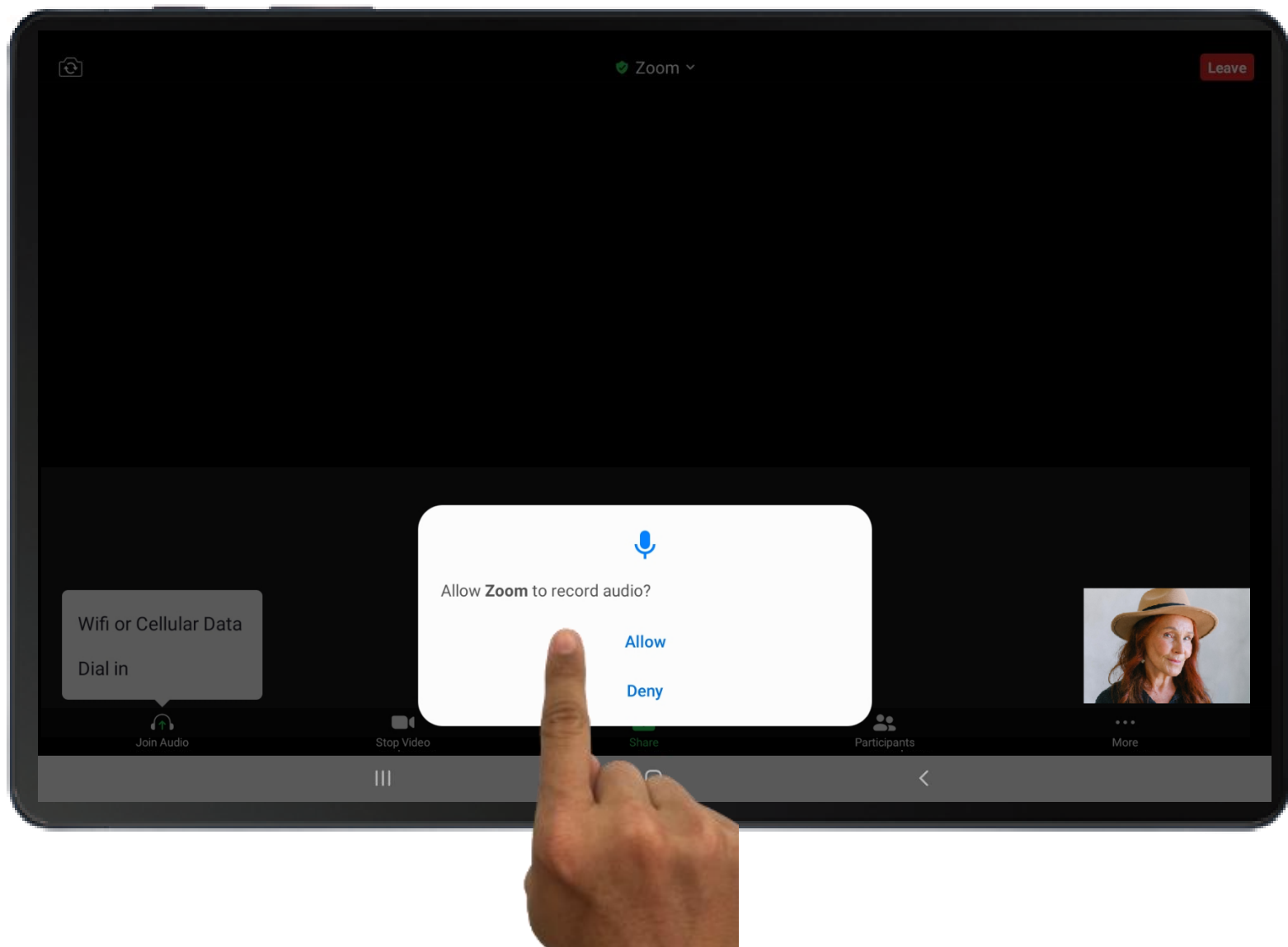
## Joining a Zoom Meeting via Meeting ID

### Step 5

Take a moment to turn your tablet horizontally, so you can best see your coach.

Make sure your coach can hear you. Give **Zoom** access to your microphone by:

**Clicking** (tapping) on **Allow**

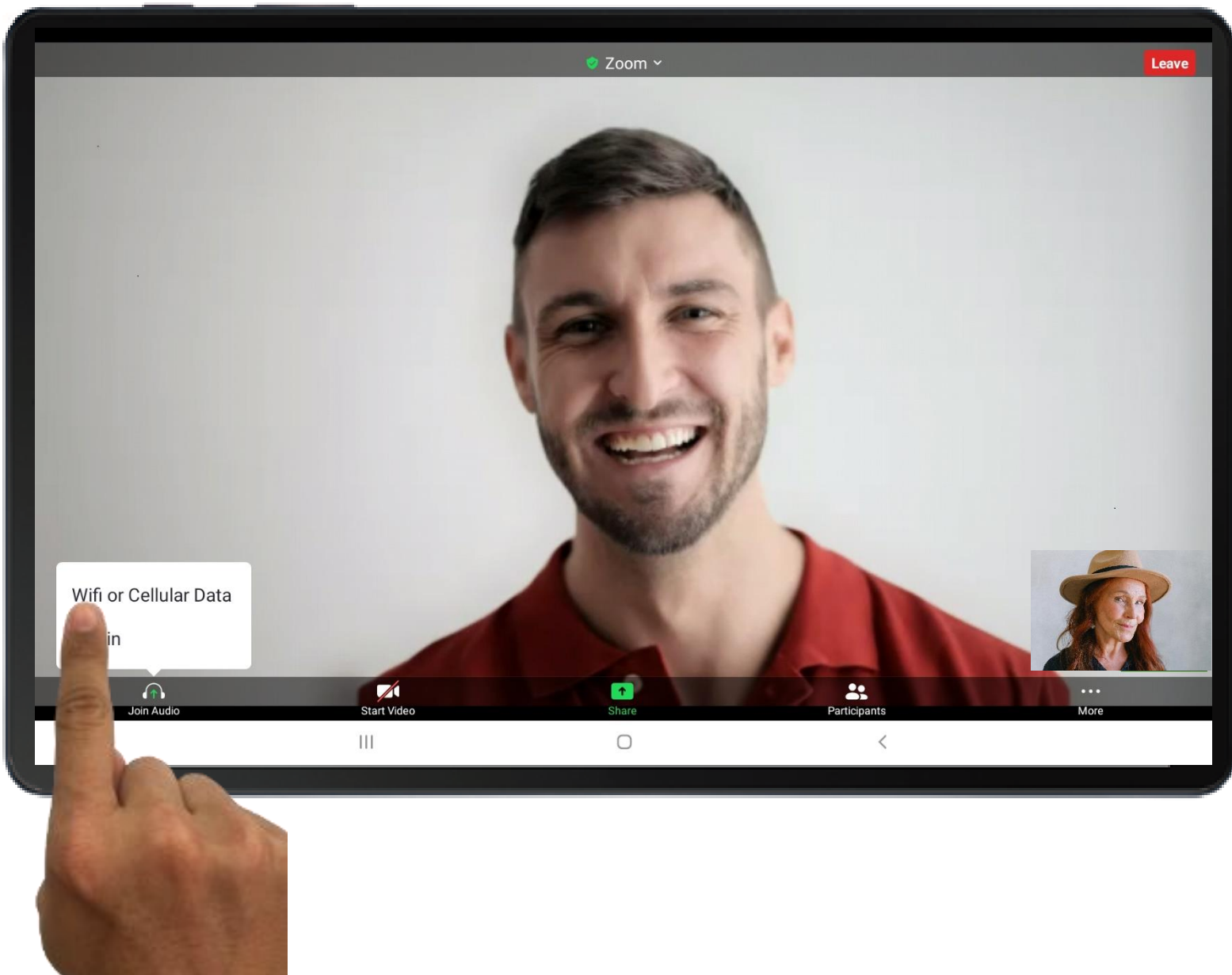


# Joining a Zoom Meeting via Meeting ID

## Step 6

Finally, **click** (tap) on Wifi or Cellular Data

Your coach will appear in the center of your screen and be able to see and hear you. You will appear in a small square and be able to see and hear them!

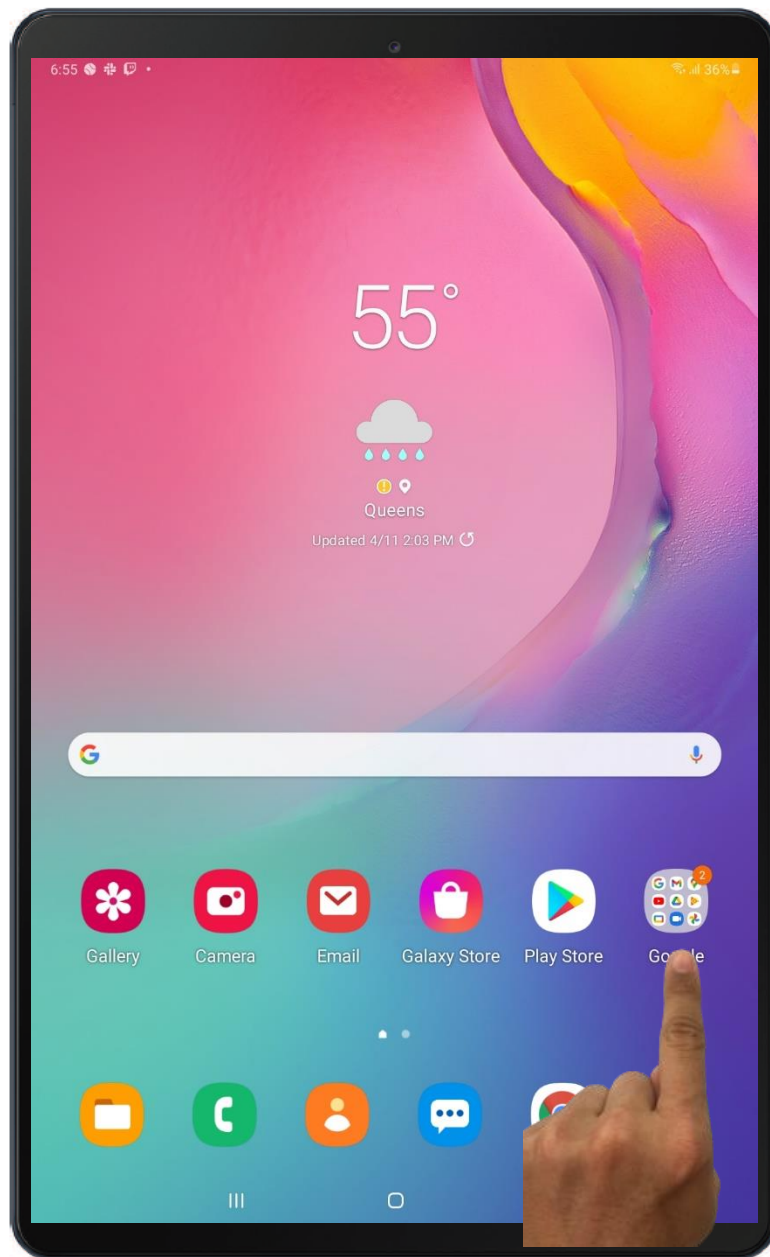
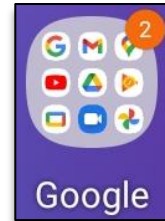


# Joining a Zoom Meeting via E-mail Link

## Step 1

Alternatively, you can join a **Zoom** meeting by using an e-mail message containing an invitation **link**. A **link** is text in an e-mail or document that you **click** (tap) on to bring you to a file or a webpage. It often appears underlined and in **blue**.

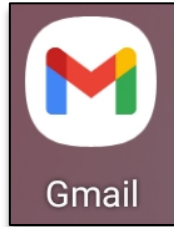
Start by accessing your email account. **Click** (tap) on



# Joining a Zoom Meeting via E-mail Link

## Step 2

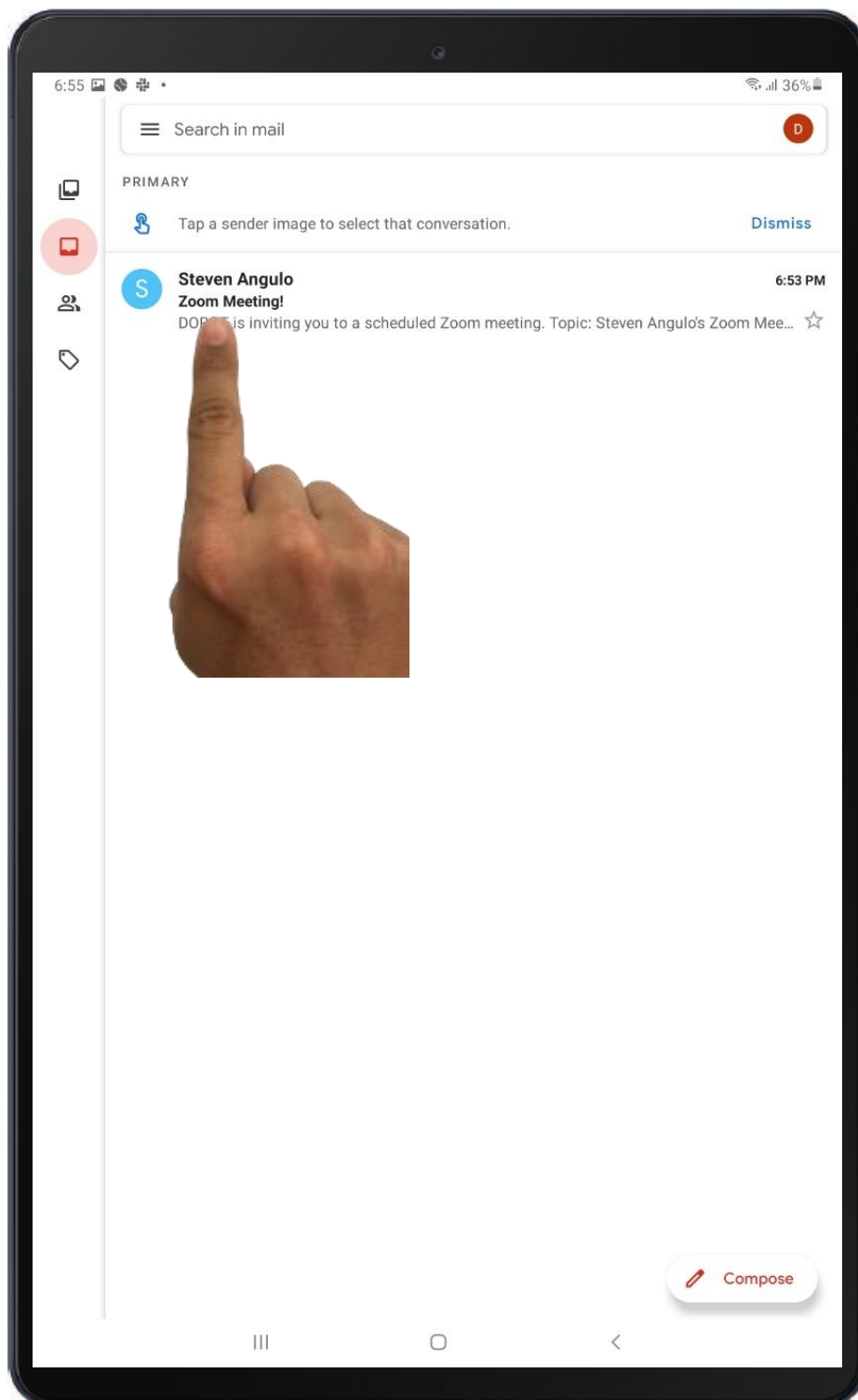
Click (tap) on



# Joining a Zoom Meeting via E-mail Link

## Step 3

You will now see your e-mail inbox. This is where your e-mails will appear. Your coach will explain more about email later, but for now, look for an e-mail from your coach titled “**Zoom Meeting!**” **Click** (tap) on it.

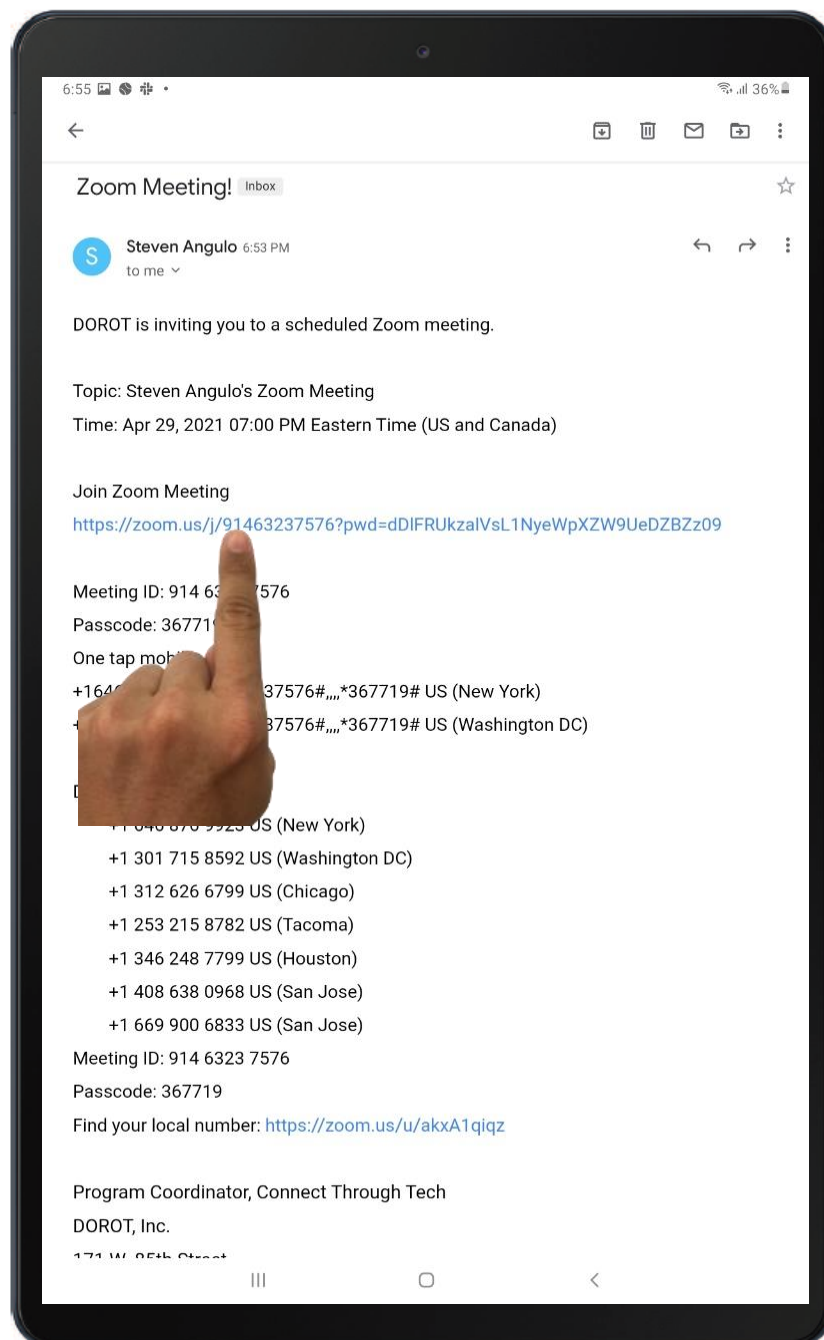




# Joining a Zoom Meeting via E-mail Link

## Step 4

You can now see the full e-mail on the screen. Go ahead and **click** (tap) on the link. It is underlined and **blue**. **Always be careful to only click on links from people you know.** When you **click** (tap) on the **Zoom link** in this email, it will connect you to your specific **Zoom** call.

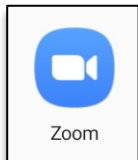


# Joining a Zoom Meeting via E-mail Link

## Step 5

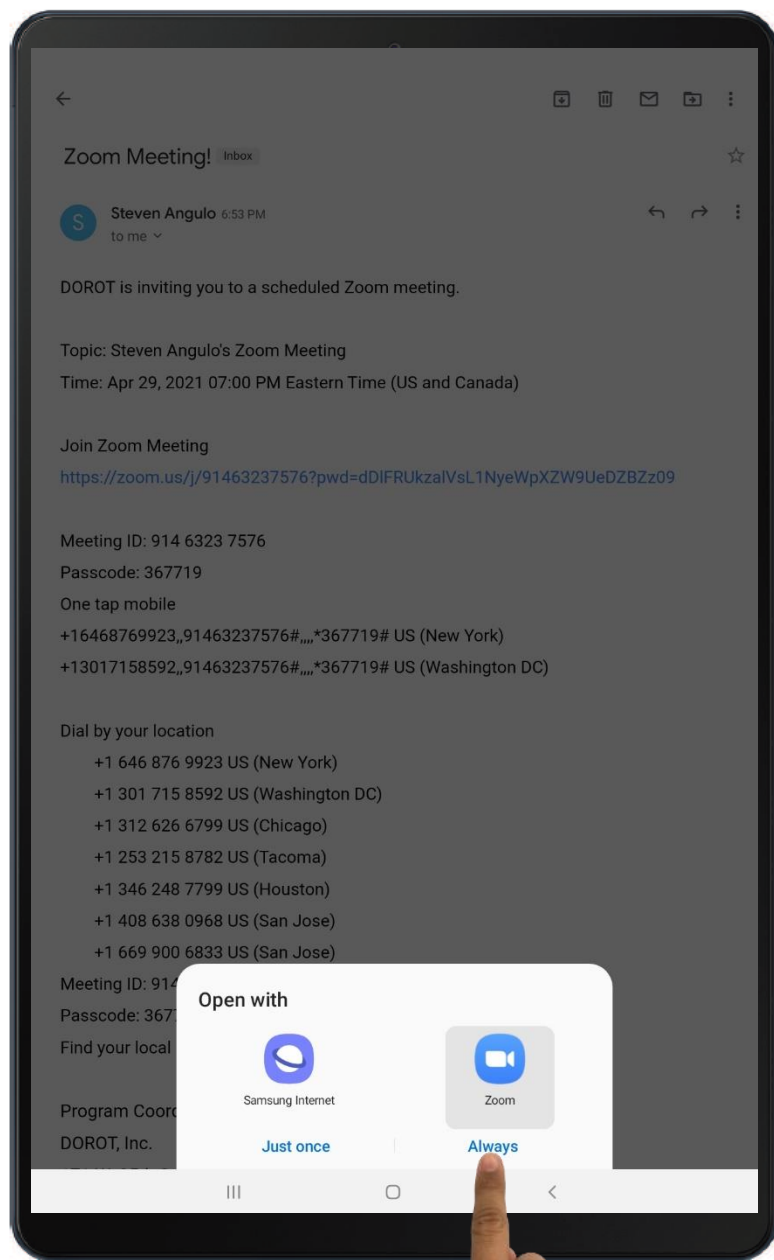
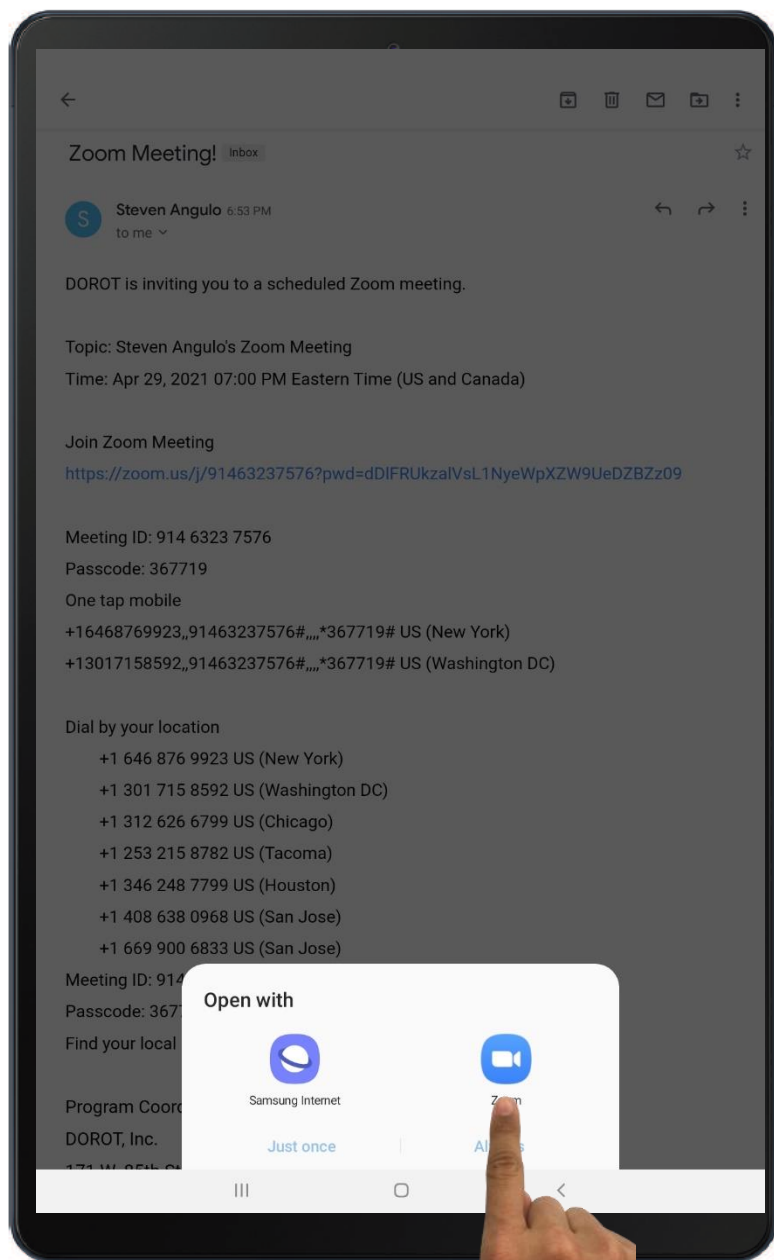
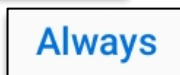
If you are prompted to select a program to open the link with:

Click (tap) on



, then,

Click (tap) on



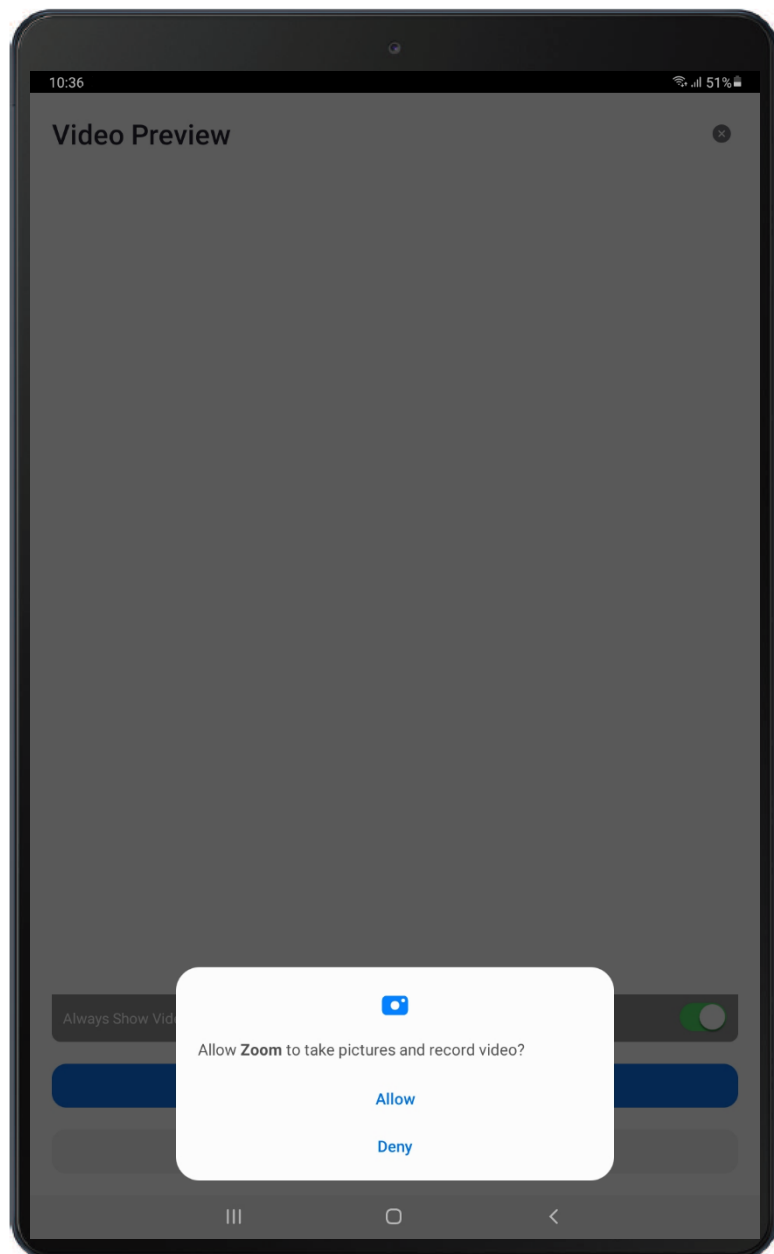
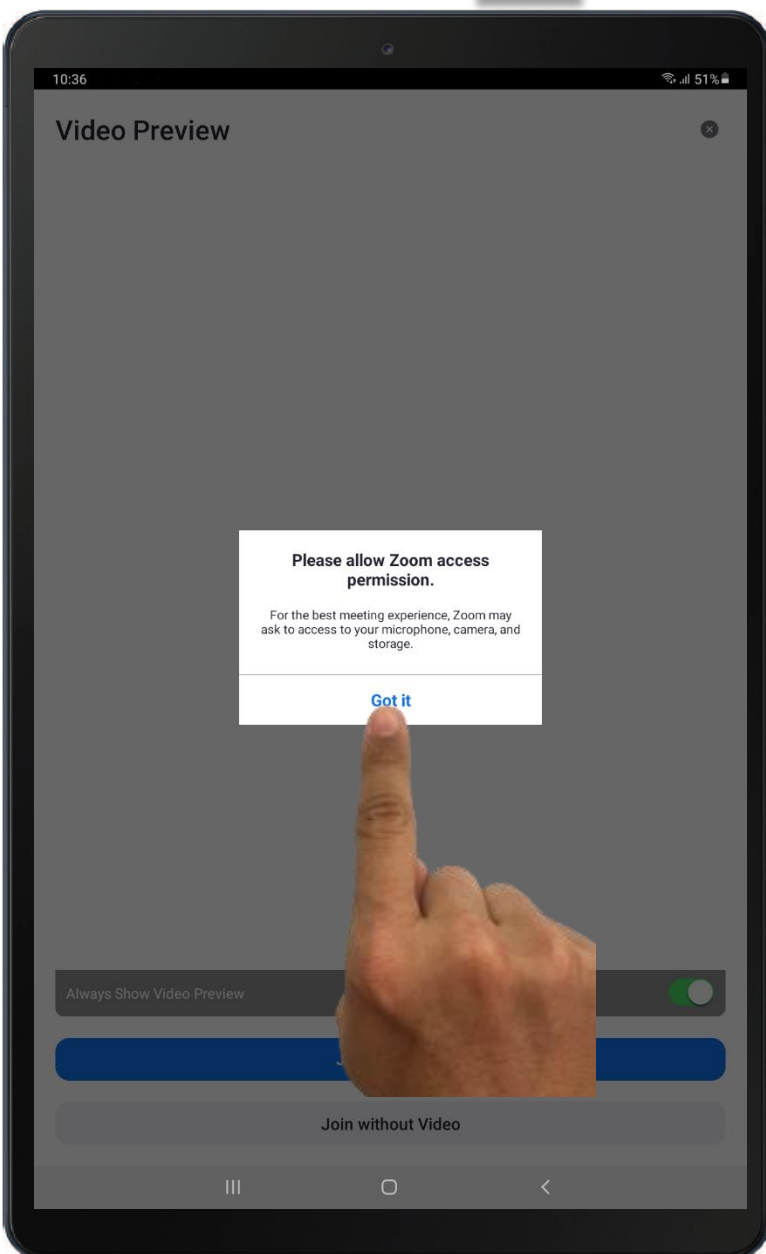
# Joining a Zoom Meeting via E-mail Link

## Step 6

Give **Zoom** a moment to locate your Meeting. When it does your screen will rotate so you will want to turn your tablet straight up. You need to give **Zoom** access to your tablet's microphone and cameras. Don't worry, **Zoom** can only use your microphone or camera when you are using the app.

**Click** (tap) on **Got it**

**Click** (tap) on **Allow**



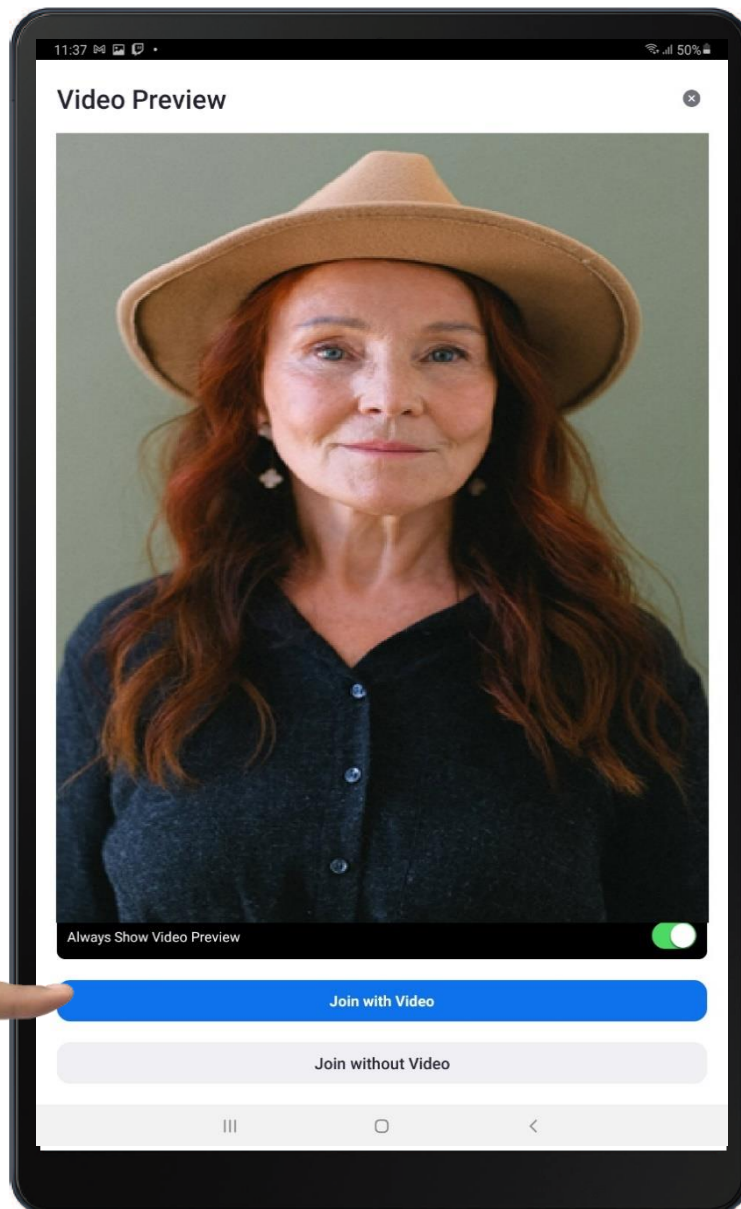
# Joining a Zoom Meeting via E-mail Link

## Step 7

The camera on your tablet is turned on! You can see yourself on your tablet, even though no one else can see you just yet. For others to see you:

**Click** (tap) on **Join with Video** join the meeting with the camera on. Your coach will be able to see you and later, your screen.

**Click** (tap) on **Join without Video** for any call in which you only want to be heard, but not seen.



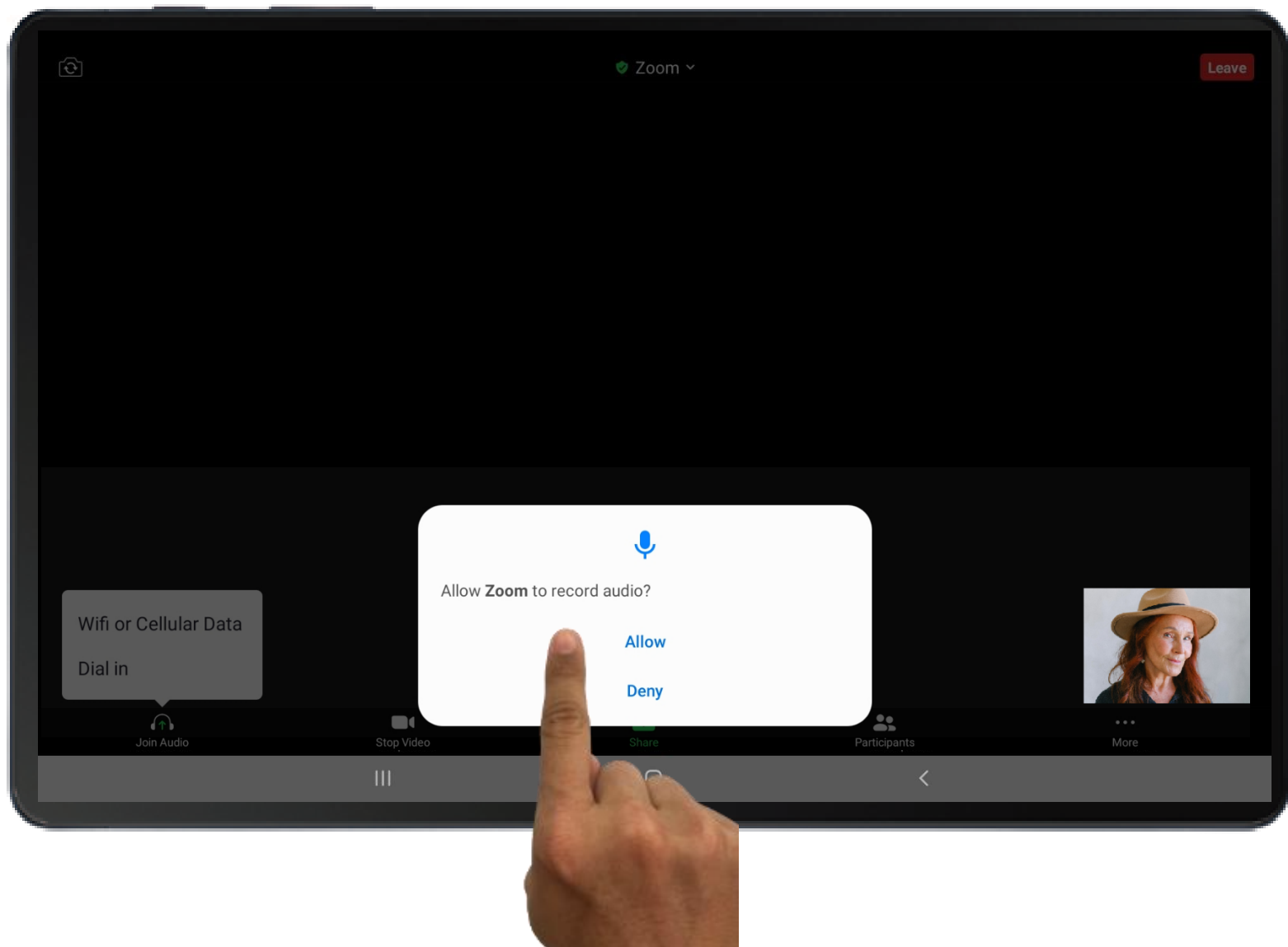
## Joining a Zoom Meeting via E-mail Link

### Step 8

Take a moment to turn your tablet horizontally, so you can best see your coach best.

Make sure your coach can hear you. Give **Zoom** access to you microphone by:

**Clicking** (tapping) on **Allow**

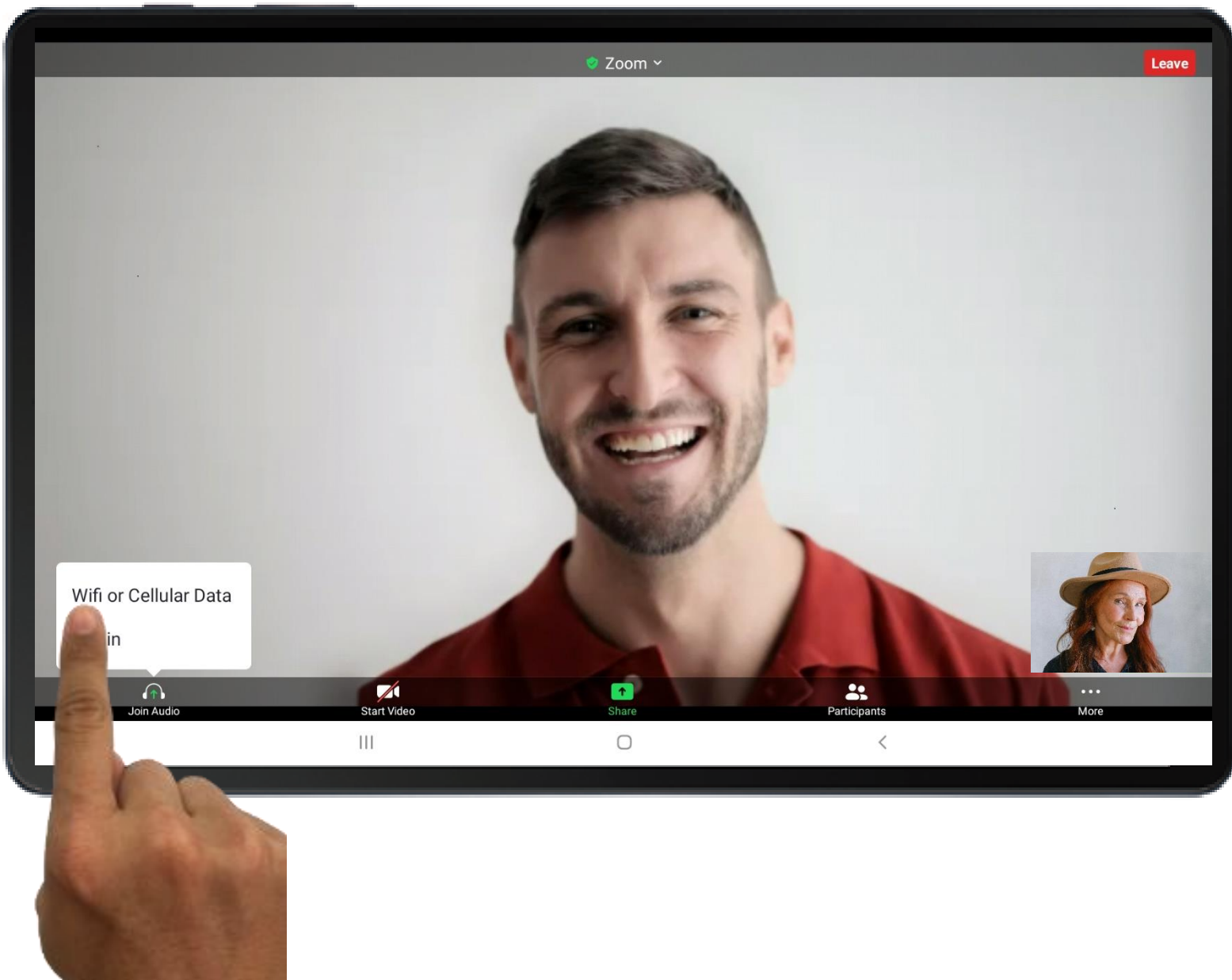


# Joining a Zoom Meeting via E-mail Link

## Step 9

Finally **Click** (tap) on Wifi or Cellular Data

Your coach will appear in the center of your screen and be able to see and hear you. You will appear in a small square and be able to see and hear them!



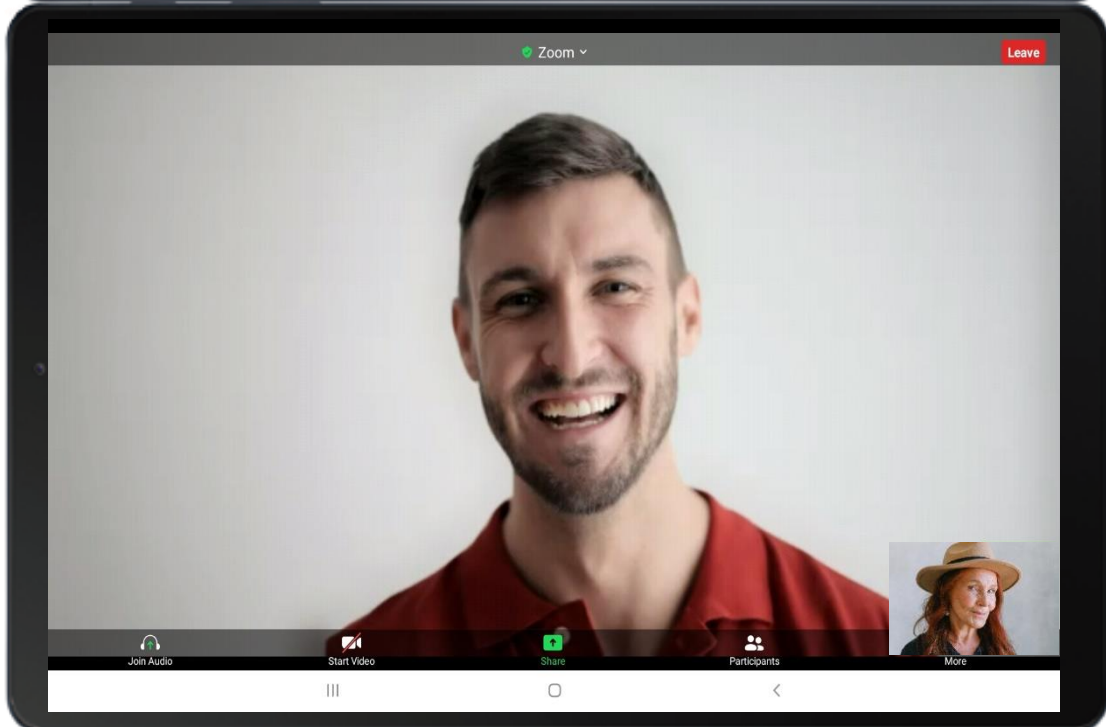
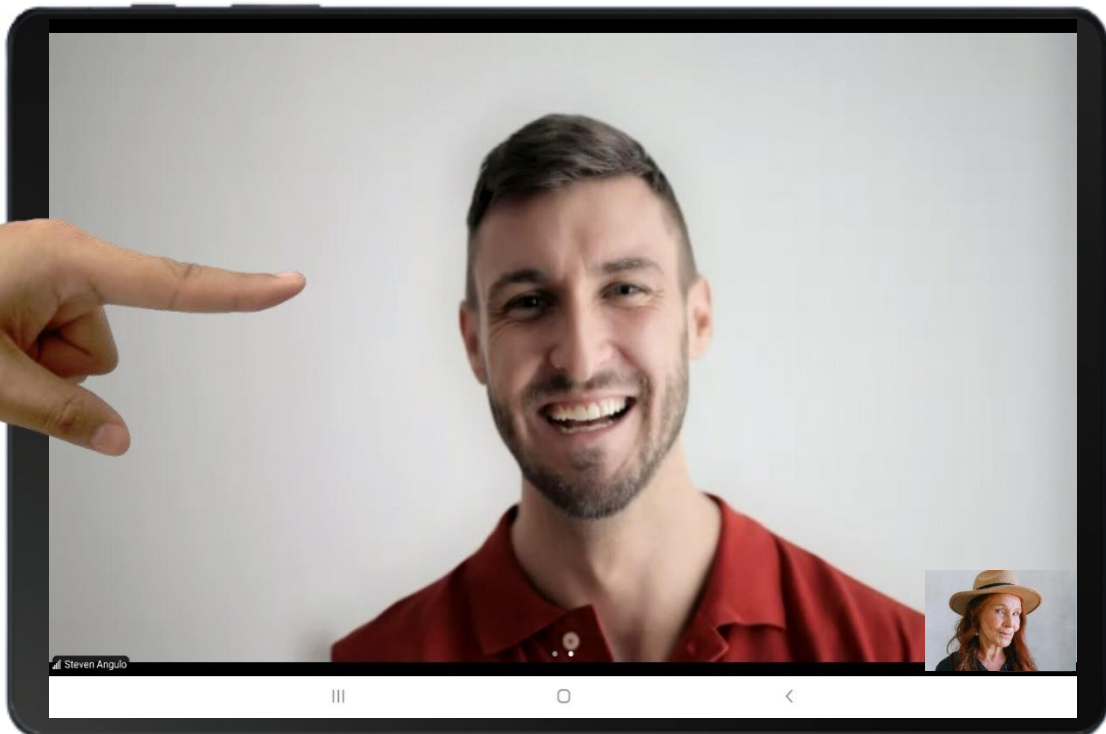


# ZOOM FEATURES

## Using Features

### Bottom Icons (Pictures) Disappeared?

You will use the **icons** (pictures) at the bottom of your screen to control the **Zoom** call. If they do not appear, **click** (tap) anywhere on screen to display them.



## Camera

### Turning off Your Camera

If at any time you want to turn off your camera so no one can see you, **click** (tap) on:



The camera **icon** (picture) will turn red. Now, no one can see you, but they can still hear you. You can continue to see those on the call.



To turn the camera back on so others can see you again, **click** (tap) on:



The camera **icon** (picture) will return to its original appearance.

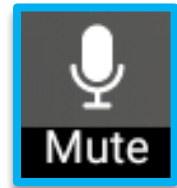




# Microphone

## Turning off Your Microphone

At any time, you can turn off your microphone by **clicking** (tapping) on:



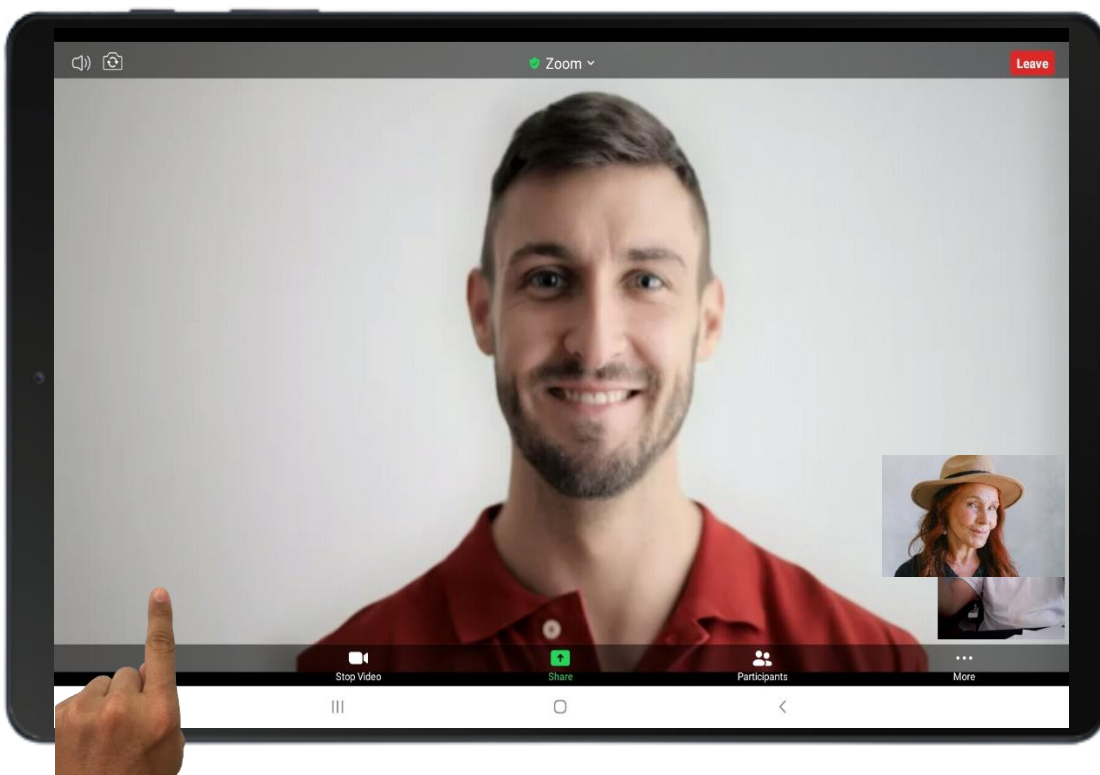
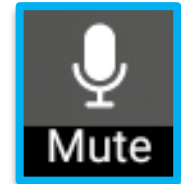
The microphone **icon** (picture) will turn red. Now, no one can hear you. You can continue to hear others on the call.



To turn the microphone back on and resume speaking, **click** (tap) on:



The **icon** (picture) will return to its original appearance.



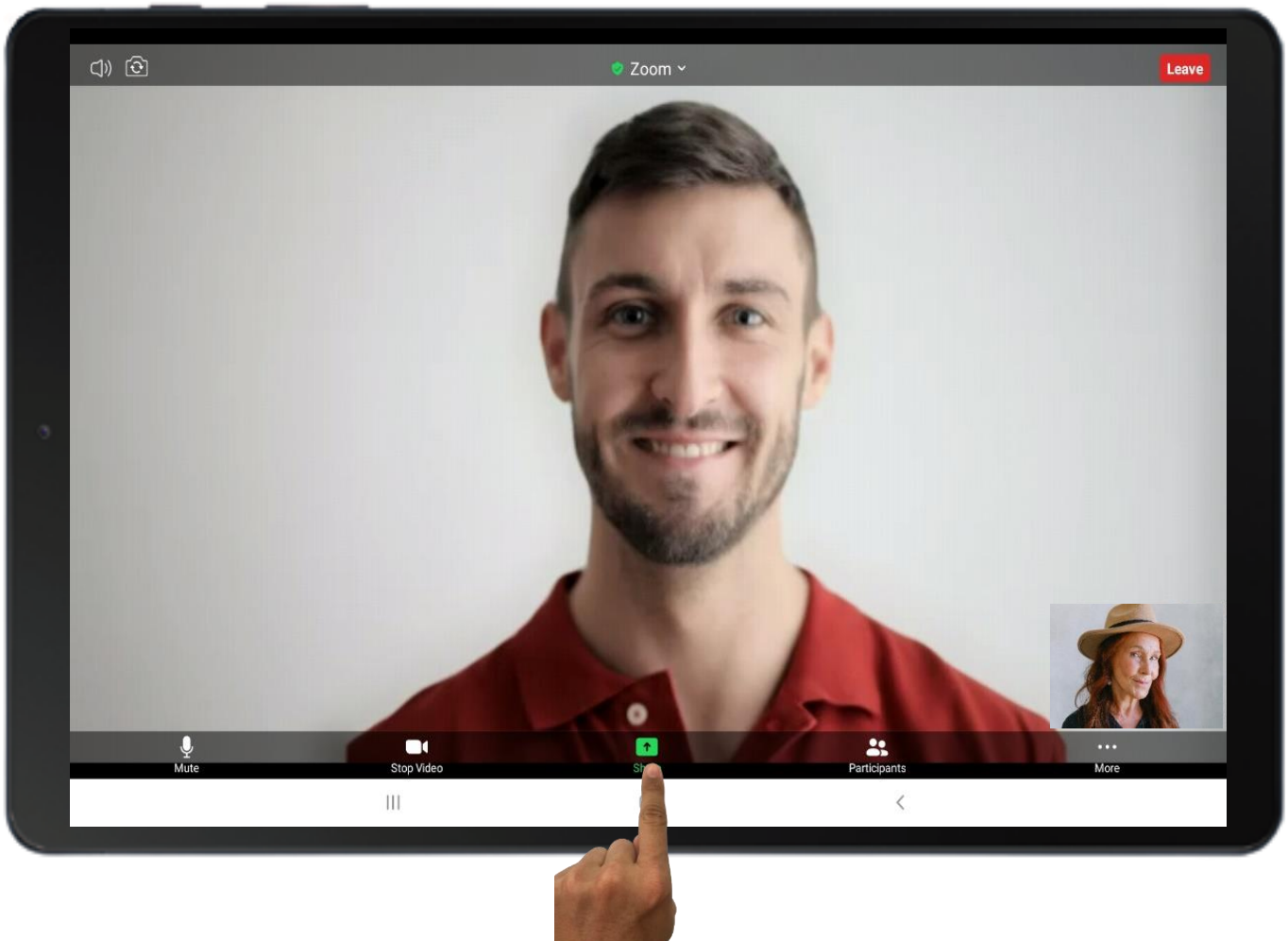
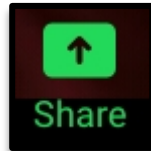
# Share Screen

## Sharing Your Screen – Step 1

This is one of **Zoom**'s most important features! This feature allows you to share your screen with your coach or anyone you Zoom with. That means the other person will be able to see exactly what you are seeing. They cannot interact with your computer, only view what is currently on the screen. While screen sharing you will not be able to see your coach, but you will still be able to hear them.

To begin screen share,

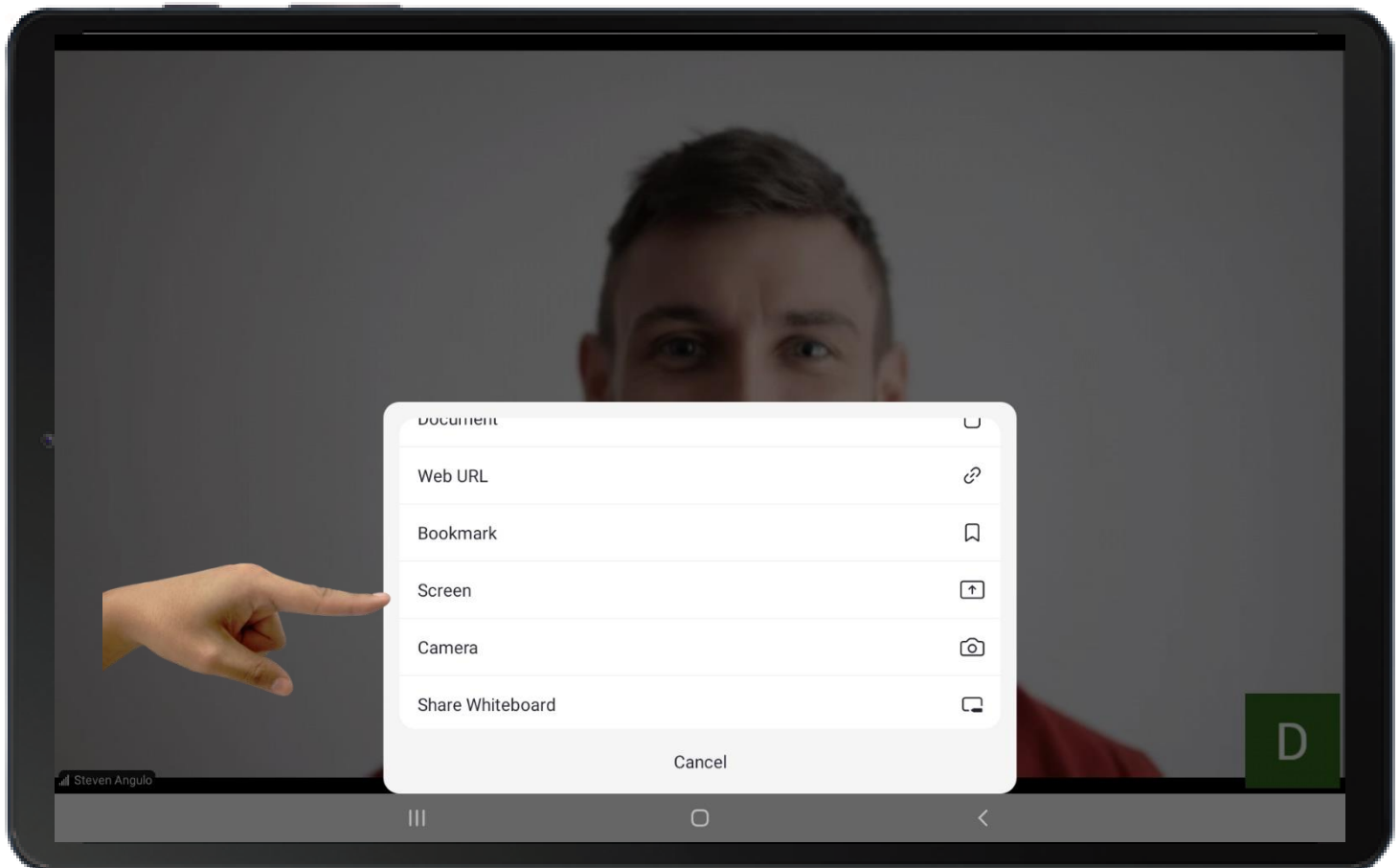
**Click** (tap) on



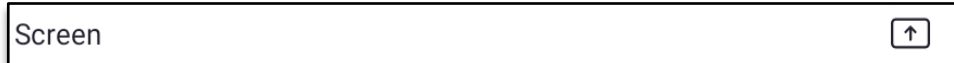
# Share Screen

## Sharing Your Screen – Step 2

You will see a list of options. These are all the different things you can share during your **Zoom** meeting. For now, **scroll** down to “*Screen*”.



**Click** (tap) on **Screen**

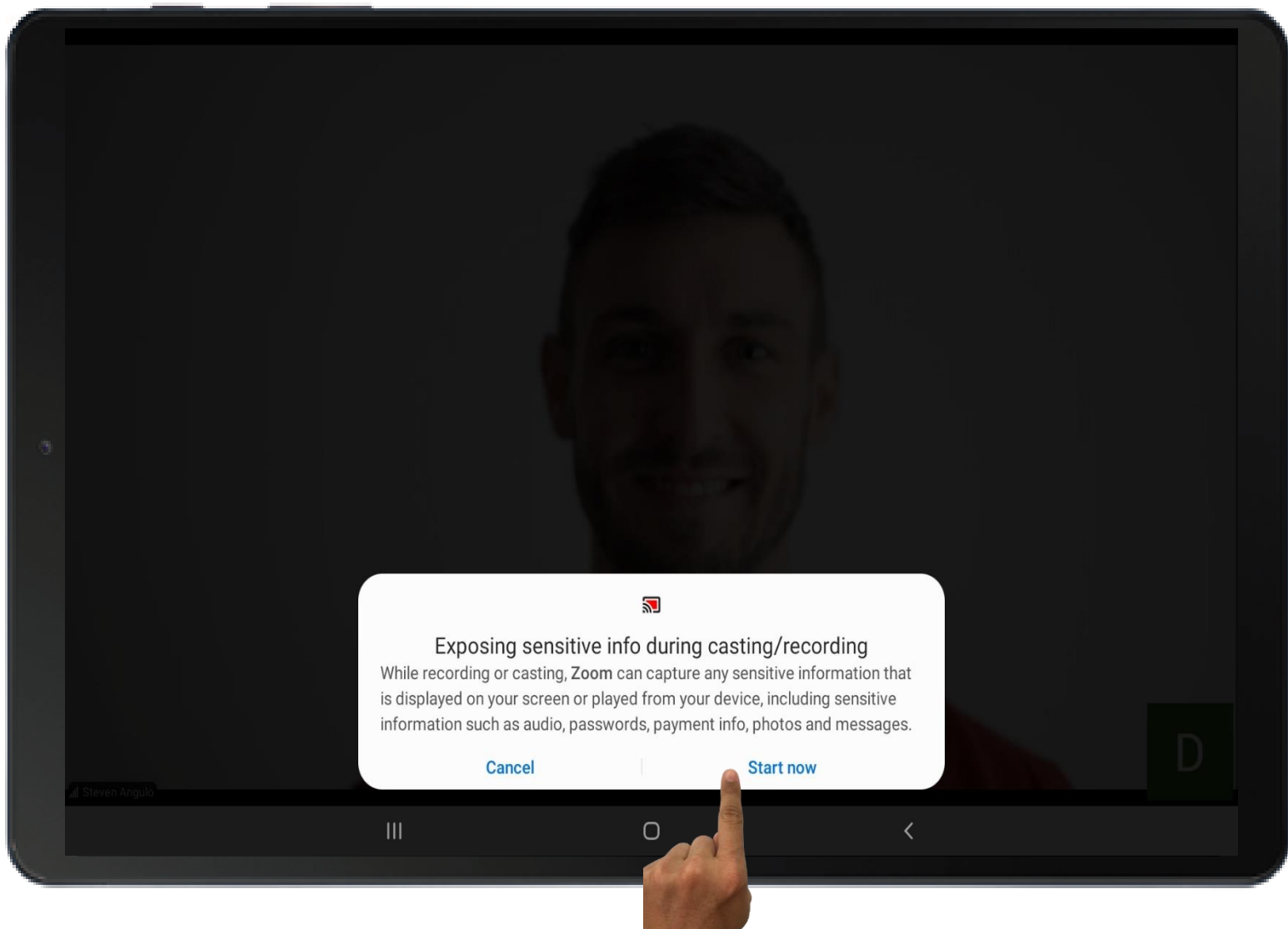


## Share Screen

### Sharing Your Screen – Step 3

There will be a warning indicating that anyone in the meeting will be able to see what you have on your screen. This includes any sensitive information that may be on your screen, like online banking or private emails. Each time you initiate a screen share you will be given this warning.

Click (tap) on Start now




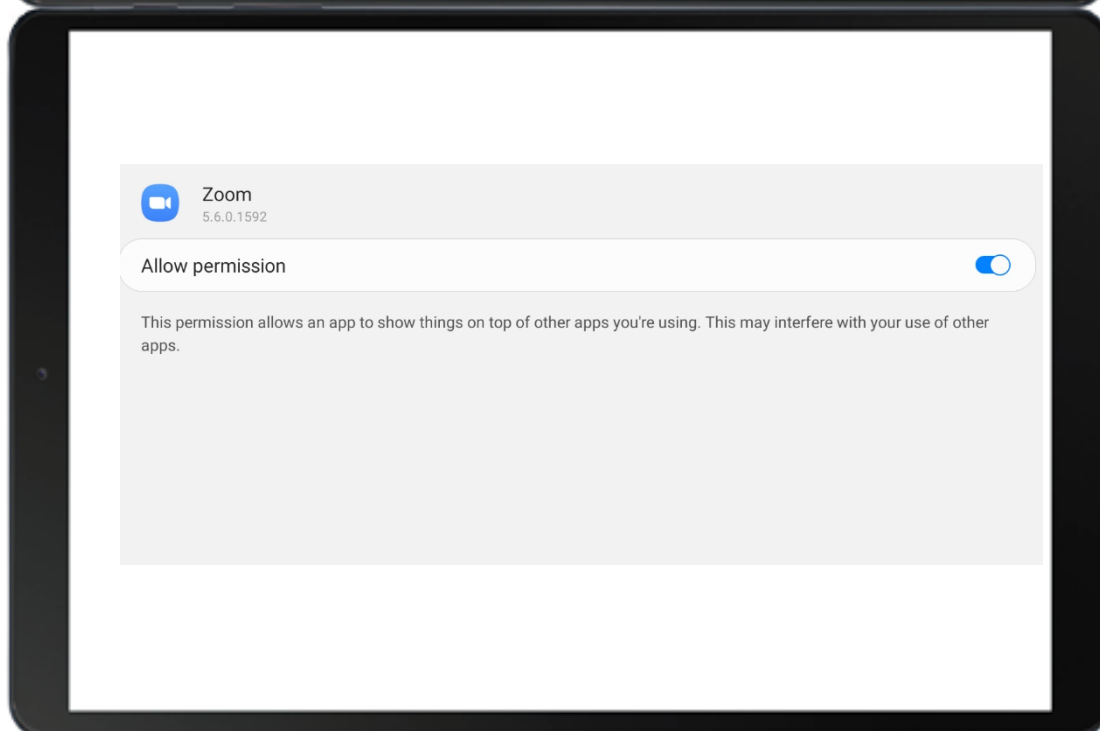
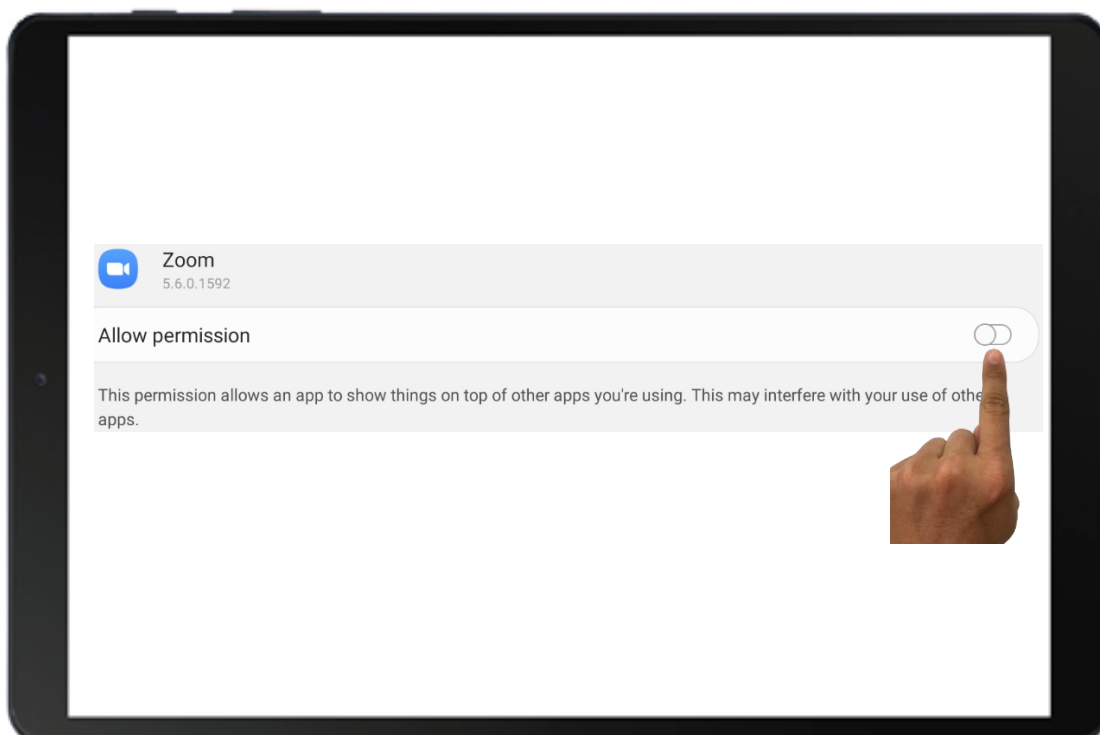
# Share Screen

## Sharing Your Screen – Step 4

Your tablet needs to give **Zoom** permission to share the screen. **You only need to do this step once.**

**Click** (tap) on the  symbol next to “*Allow Permission.*”

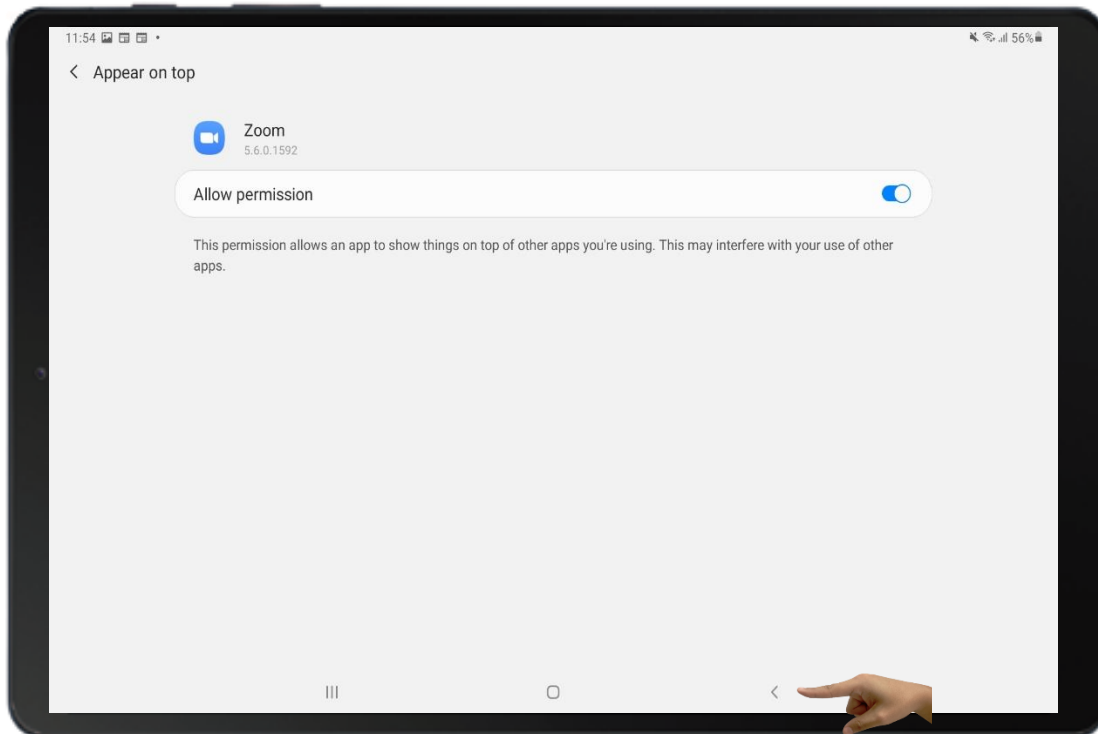
You will see it turn blue. 



# Share Screen


## Sharing Your Screen – Step 5

**Click** (tap) on the back arrow in your navigation bar. You will be redirected to your home screen. Your coach can now see your screen.

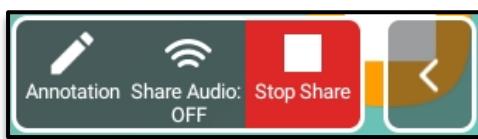


# Share Screen

## Sharing You Screen – Step 6

To stop the screen share at any time, **Click** (tap) on the  button. This symbol will always be located in **the bottom left corner of your screen while screen sharing.**

After clicking on it, you will notice the button expand. It will now show you the following options:



Your coach will explain what the other options can do!

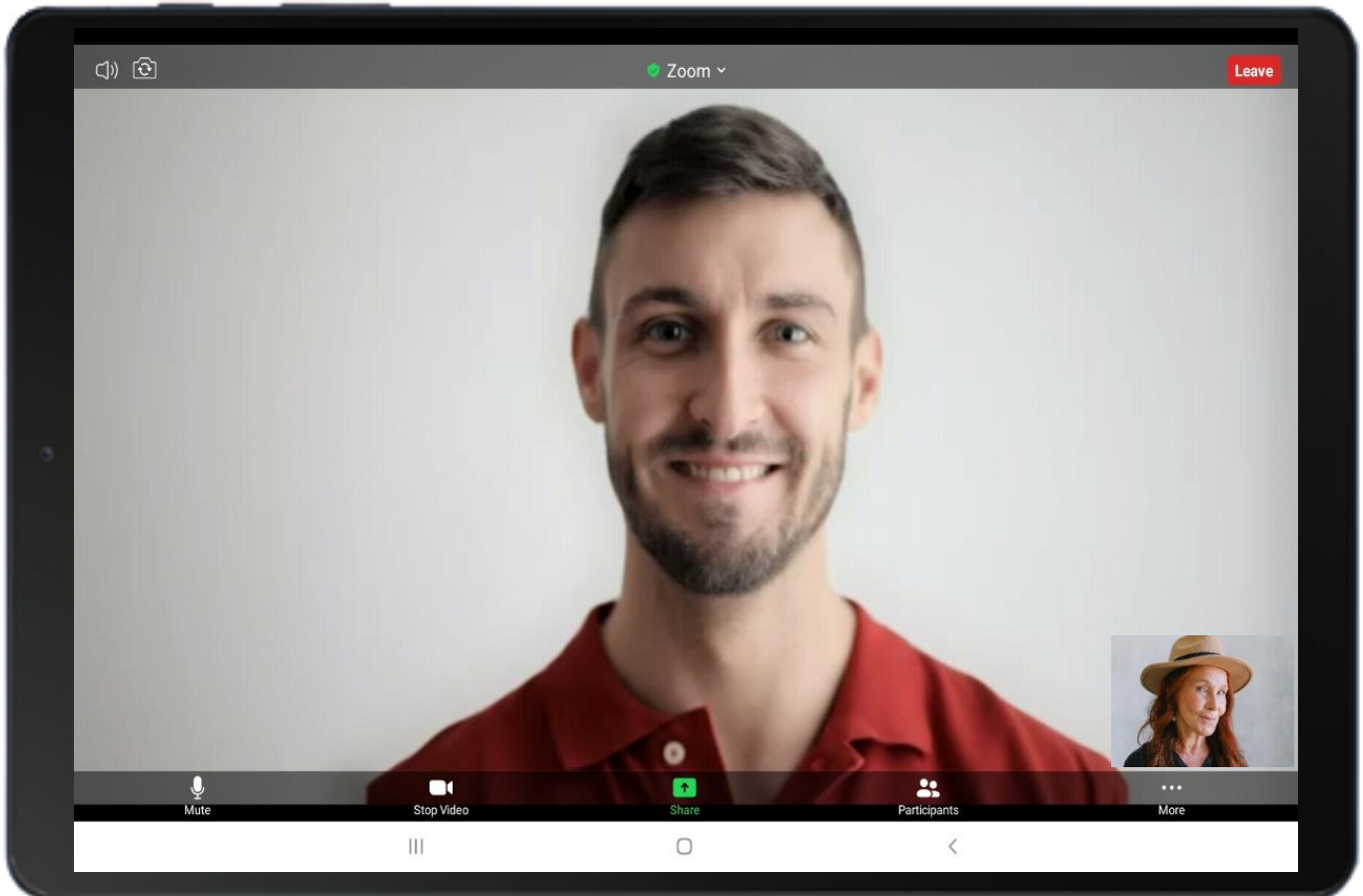
To end your screen share, **Click** (tap) on 



# Share Screen

## Sharing Your Screen – Step 7

Pressing  will stop your screen share and you will be able to see your coach again.





# Chat

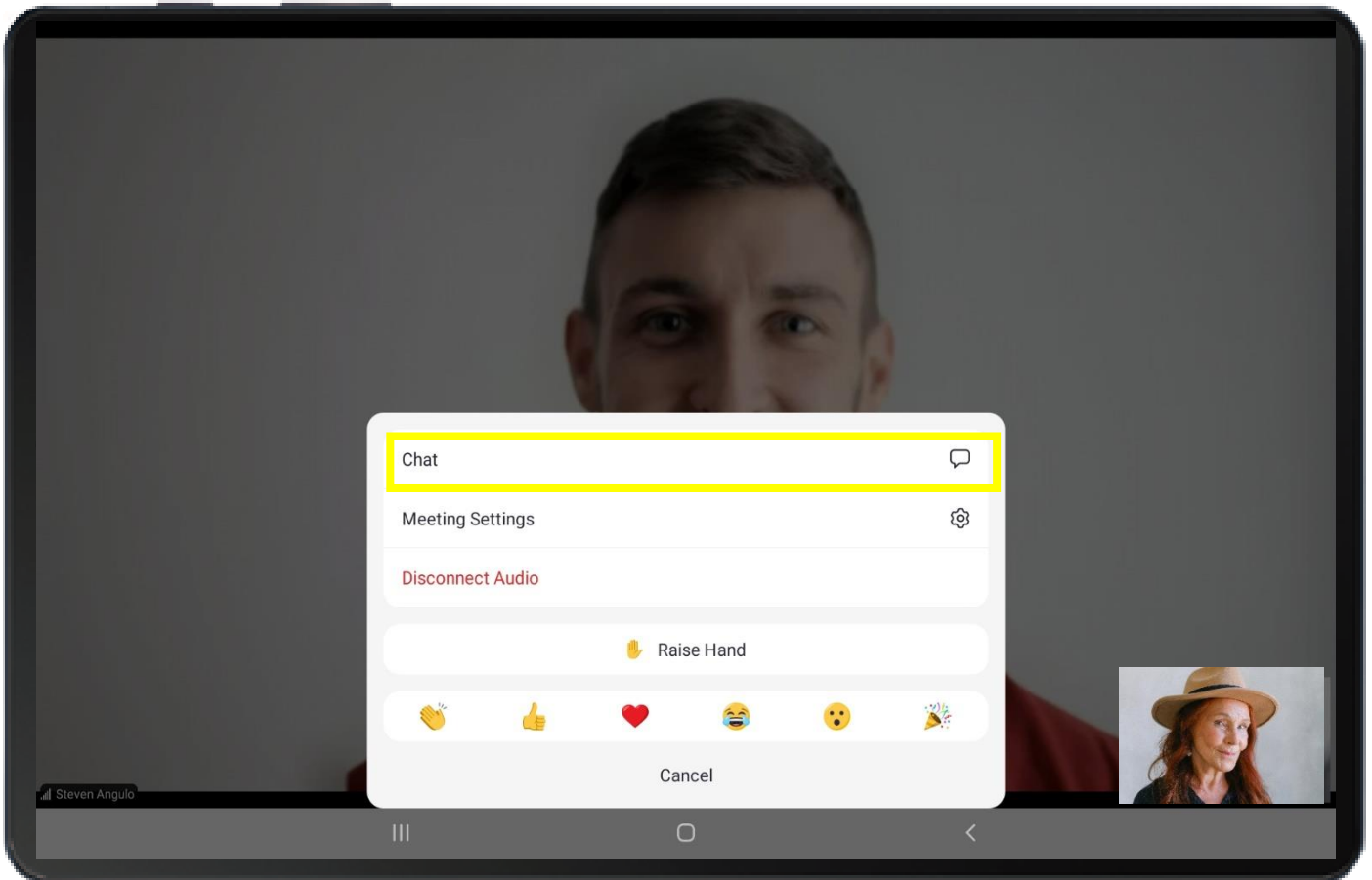
## Chatting in Zoom – Step 1

The Chat feature is for **entering** (typing in) messages to the person(s) on the call. This feature can be used if you prefer not to speak or if you are in a large program where all microphones have been muted.

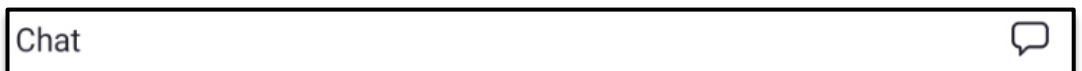
**Click** (tap) on



You will see an option called:



**Click** (tap) on:



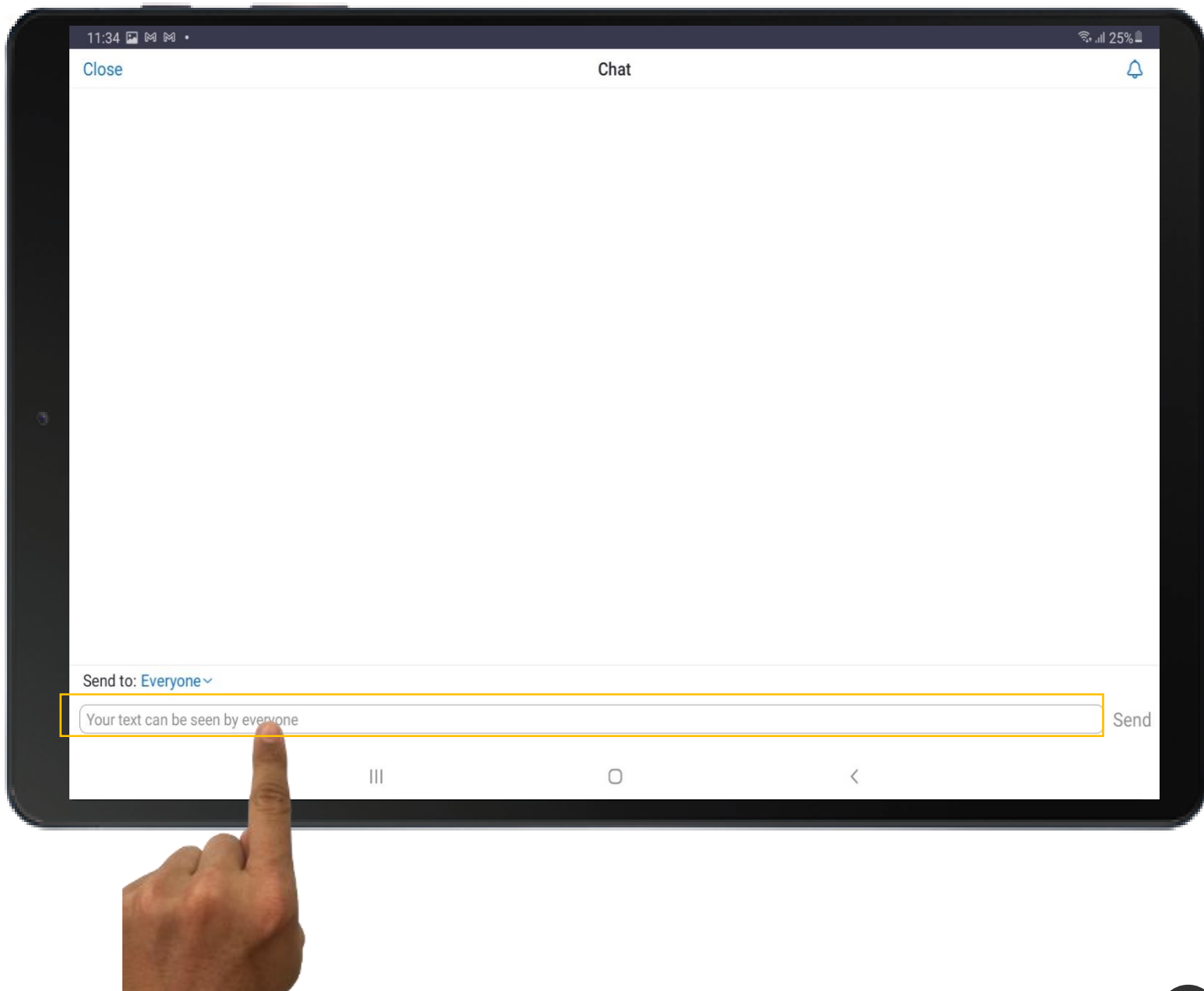
# Chat

## Chatting in Zoom – Step 2

The chat box is now open. Any messages sent from other people **after you open the chat** can be seen here. While you cannot see anyone while on the chat, you will continue to hear them. They can continue to hear and see you.

Send a message to your coach and they will reply so you see how it works.

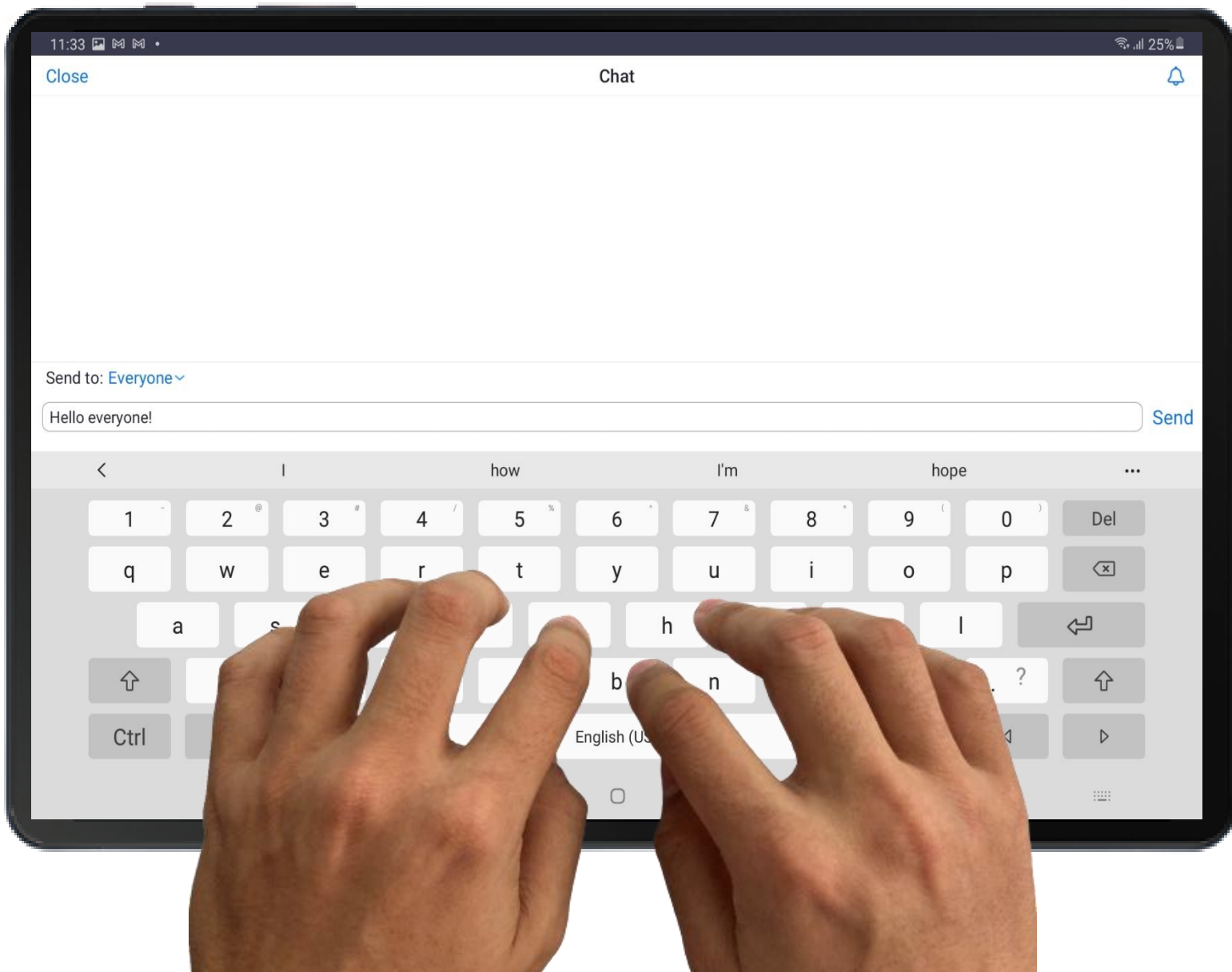
**Click** (tap) on the highlighted area below:



# Chat

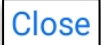
## Chatting in Zoom – Step 3

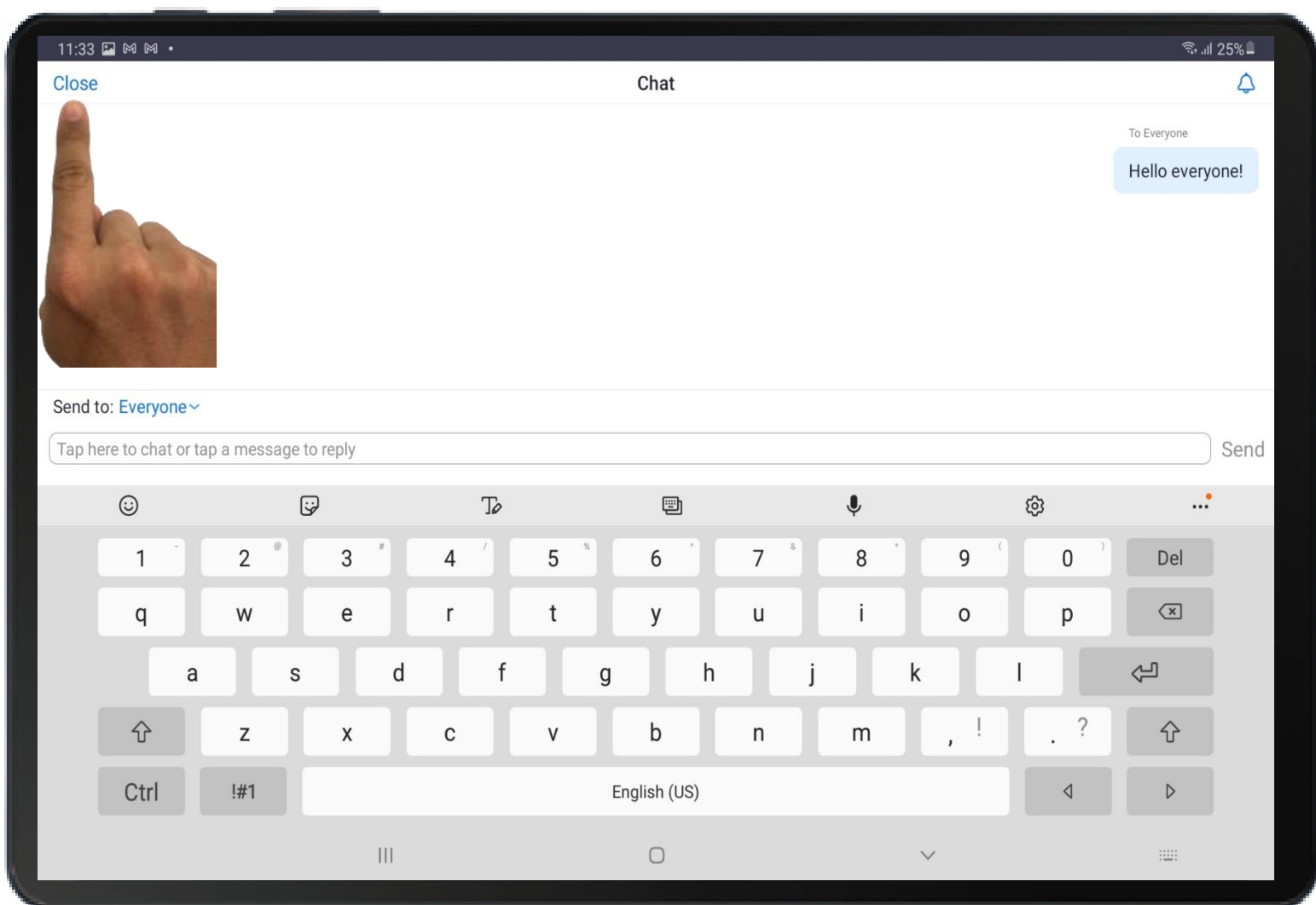
Using the keyboard **enter** (type in) a message, then **click** (tap) on **Send** . By default, chat messages will be sent to everyone on the call. You can choose to send to one individual by **clicking** (tapping) on **Everyone** and then selecting desired recipients.



# Chat

## Chatting in Zoom – Step 3

After finishing your message and sending it, **click** (tap) on  to return to main the **Zoom** window or the screen with the **Zoom** participants' pictures displayed.

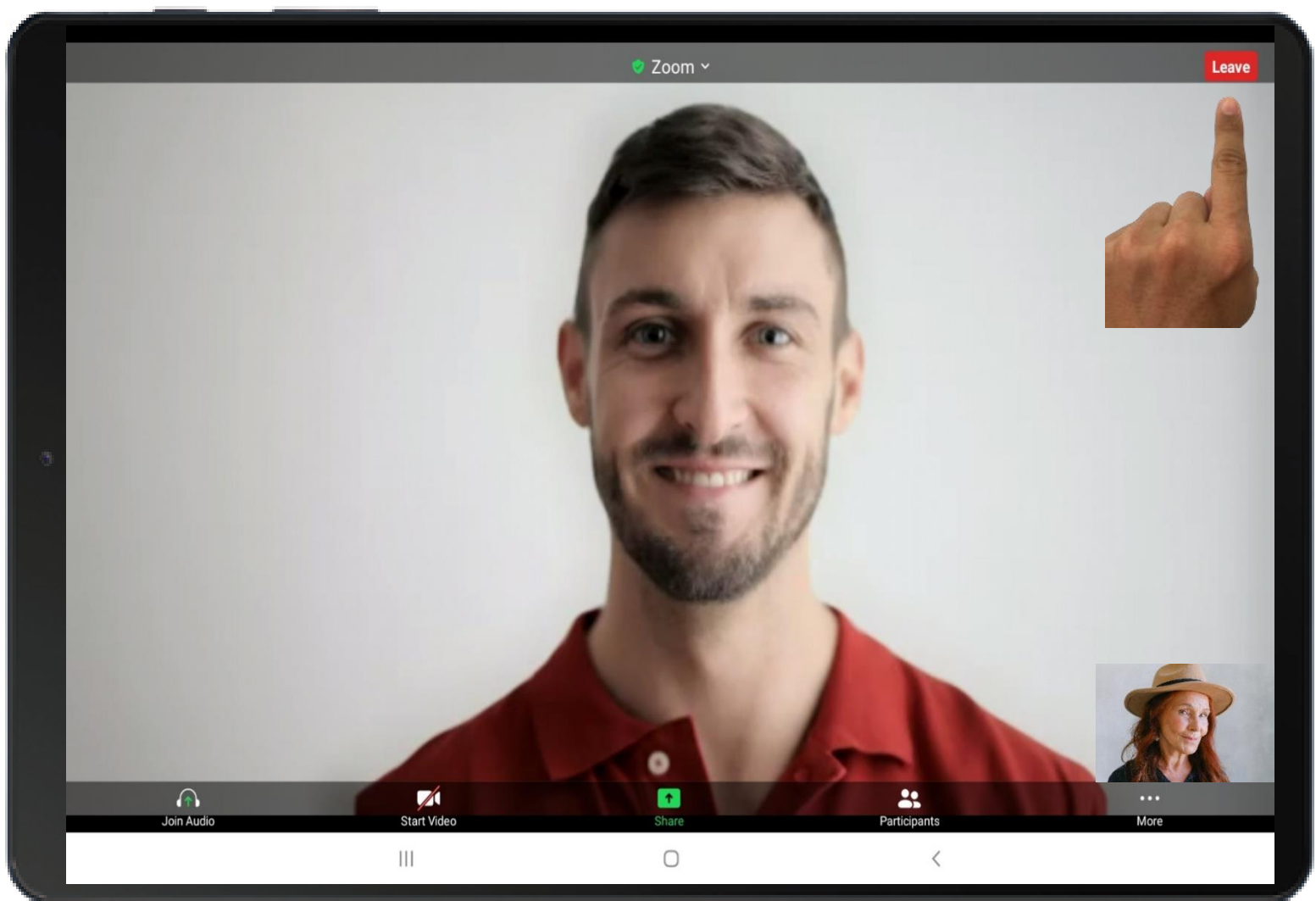


## Ending Your Meeting

### Leaving Your Meeting

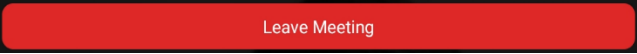
To leave your **Zoom** meeting **click** (tap) on **Leave**

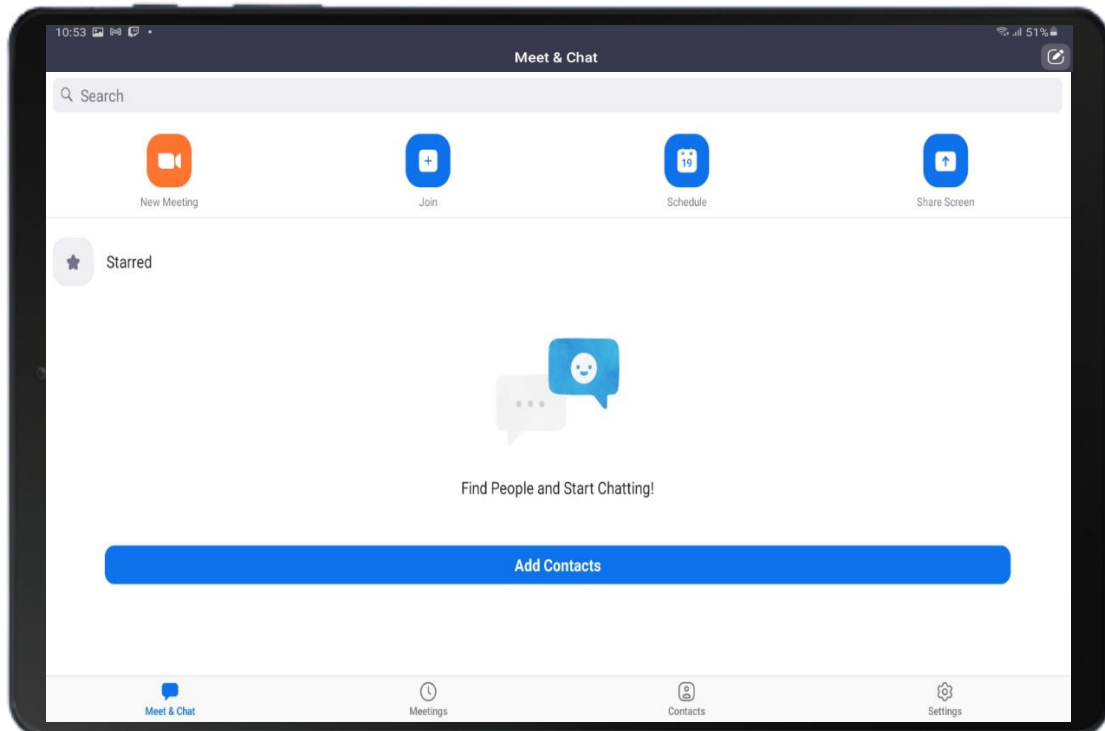
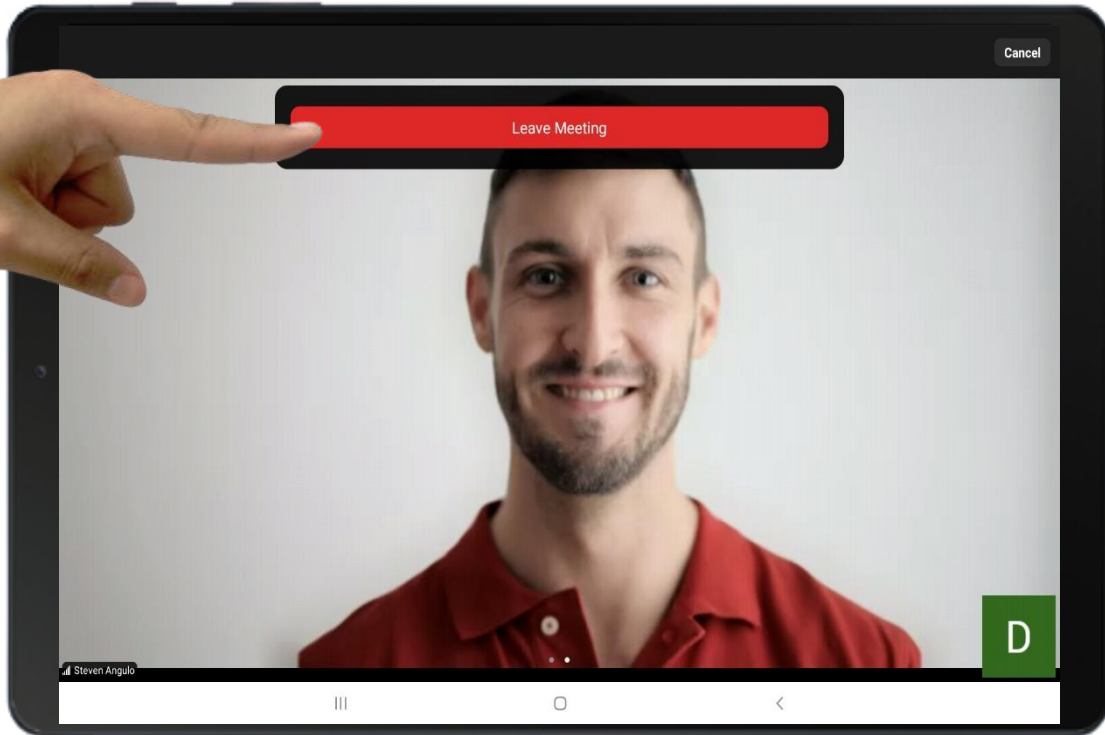
It is located on the top right corner on the screen with the Zoom participants' pictures being displayed.



# Ending Your Meeting

## Leaving Your Meeting

You'll be asked to confirm your decision to leave. **Click** (tap) on  to leave. You will then have left the meeting and returned to your **Zoom** Home screen.



## PRACTICE PLAN

Learning something new takes practice. Practice helps you see what you know, what you don't know yet and builds your confidence.

Please take the time to plan with your coach 2-3 things you can do to practice the Zoom skills you covered today. Think about why you wanted to learn to Zoom and how you plan to use these skills as a part of your own day-to-day life.

Here are some suggestions to consider:

1. Ask a family member or friend to send you an e-mail with an invite to a Zoom meeting and join it.
2. Practice turning on/off your microphone and camera in a Zoom meeting.
3. Share your screen in a Zoom meeting with a family member or a friend.
4. Send a message using the chat feature in a Zoom meeting to a family member or a friend.

You and your coach can come up with your own ideas too!

### **Next Visit**

Take the first 15 minutes to review with your coach what you practiced. Review the successes you had and challenges that came up.

You can also choose to take the rest of that next session to continue practicing with this guide, try out these steps repeatedly and ask your coach any questions that come up.

## NEXT STEPS

Now you know the basics of Zoom! Congratulations!

After you and your coach have agreed on a practice plan (see previous page for suggestions), you are ready to schedule your next visit.

If you feel confident with what has already been covered, you are ready to learn something new. If you have completed this entire guide, you may move on to the next guide in the series (see *New User Options* below). If you have completed the entire series, you may choose to delve deeper into this topic (see *Experienced User Options* below). Or you can work with your coach to decide on something else.

### Next Visit Options:

<b>New User Options</b>
Accessibility Settings
E-mail Basics
Pre-Installed Apps
How to Use Google

<b>Experienced User Options</b>
Host a Zoom meeting
Sync Phone Book with Zoom
Change Zoom Background
Share Video on Zoom
Sync Zoom Meeting with Calendar

DOROT hopes that you have found this guide useful and that it has made technology more easily accessible to you. We would love to hear from you. Please share your comments by emailing [technologyhelp@dorotusa.org](mailto:technologyhelp@dorotusa.org) or calling (917) 441-3706.