Connect Through Tech

Tech Coaching
Quick Start Guide

Using ZOOM to Communicate
with Family, Friends and Others
Zoom (iPad)
IOS 12

updated 3/23/2020
v 1.0

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Benefits

Similar to FaceTime and WhatsApp, Zoom makes it possible for two or more people to see one another when they are speaking. There are a few advantages that Zoom has over FaceTime and WhatsApp. One is the ability 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, even though they can't see you. Another is that Zoom is better designed to accommodate groups (small and large) than other popular platforms. Lastly, Zoom allows you to "share" your screen, which means you can open any document, picture or video and the others on your Zoom call can see exactly what is on your computer screen – no need to send as an attachment. Zoom is a popular option for doing things like taking classes or joining discussion groups without having to travel.

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Prerequisites

- iPad tablet with Zoom installed
- Wi-Fi / Internet access
- Webcam with microphone (built into newest devices) or computer camera

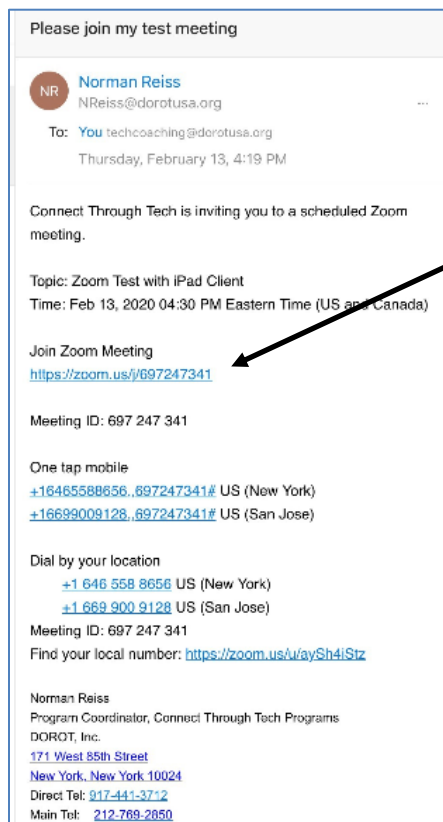# Connect Through Tech

Introduction

Since being released in 2011, Zoom has been used as a way for people to have conversations and to see each other at the same time. Because of the many features it offers, Zoom is popular with individual people but also businesses, nonprofits and other organizations to offer conferences, classes and other large group discussions. By learning how to use Zoom, you will be able to access many interactive online programs offered by DOROT and other organizations.

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Joining a Zoom Call on iPad
By Link

Step 1. Open email message containing invitation to Zoom call then **click** (tap) on Zoom Meeting **link.** A **link** is text in an email or document that you click to bring you to a file or a webpage. It often appears in blue. **Please be careful only to click on links from people you know**. In example below, email was sent from DOROT's Tech Coaching staff. When you **click** on Zoom **link** in email, it will bring you to the webpage for your specific Zoom call.

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Joining a Zoom Call on iPad
By Link (continued)

Step 2. If you've started the Zoom call before the host has, you will need to wait for host to join the video call before the call can begin. There is no need to disconnect. The call will begin automatically from here once the host connects.
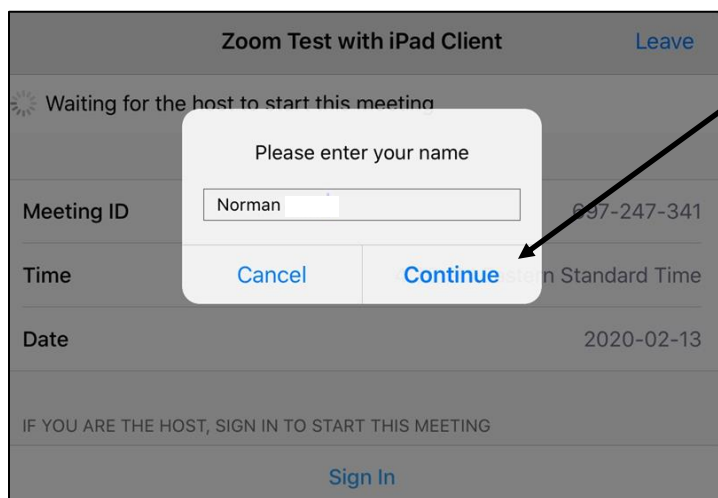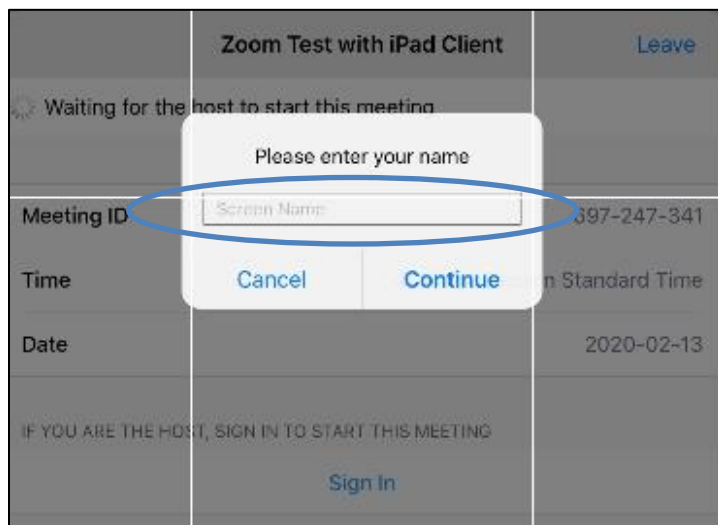

	Zoom Test with iPad Client	Leave
Waiting for the host to start this meeting		
Meeting ID		697-247-341
Time		4:30 PM Eastern Standard Time
Date		2020-02-13
IF YOU ARE THE HOST, SIGN IN TO START THIS MEETING		
	Sign In	

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Joining a Zoom Call on iPad
by Link (continued)

Step 3. The first time you run *Zoom*, you will be prompted to enter your name, which will display during the Zoom call so others on the call know who you are. **Enter** (type) your name (full name is not required) and **click** (tap) *Continue*.
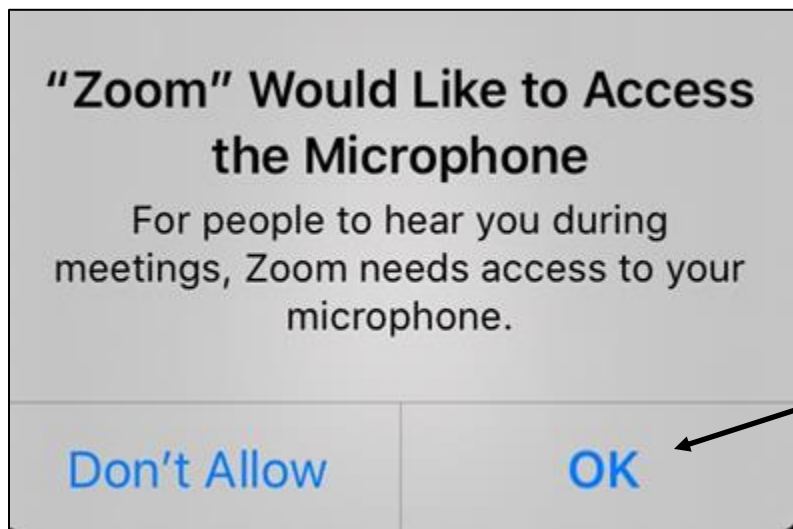
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Joining a Zoom Call on iPad
By Link (continued)

Step 4. The first time you use *Zoom*, you will need to allow *Zoom* to access your microphone so other participants can hear you. **Click** (tap) *OK.* You will still be able to use mute anytime you want on a specific call.
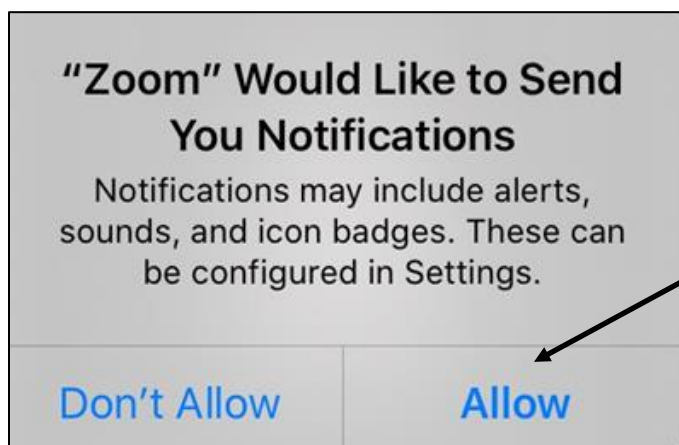
Connect Through Tech

Joining a Zoom Call on iPad
By Link (continued)

Step 5. The first time you use *Zoom*, you will need to allow *Zoom* to send you notifications. Notifications let you know you have received calls, texts or status alerts. Notifications include:

- alerts/banners – visual messages
- sounds – audible alerts
- icon badges – image or numbers that are added to the app icon on your phone screen

To receive notifications, **click** (tap) *Allow* (recommended)*.* If you prefer to check the Zoom app manually for calls, texts, and status updates, **click** (tap) *Don't Allow.*
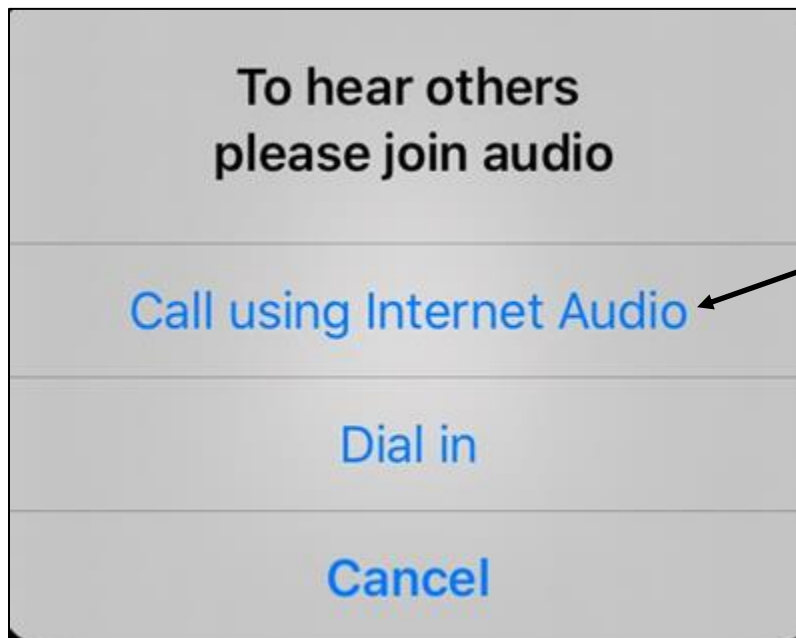
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Joining a Zoom Call on iPad
by Link (continued)

Step 6. So that you can hear other participants on call, **click** (tap) on *Call using Internet Audio*.
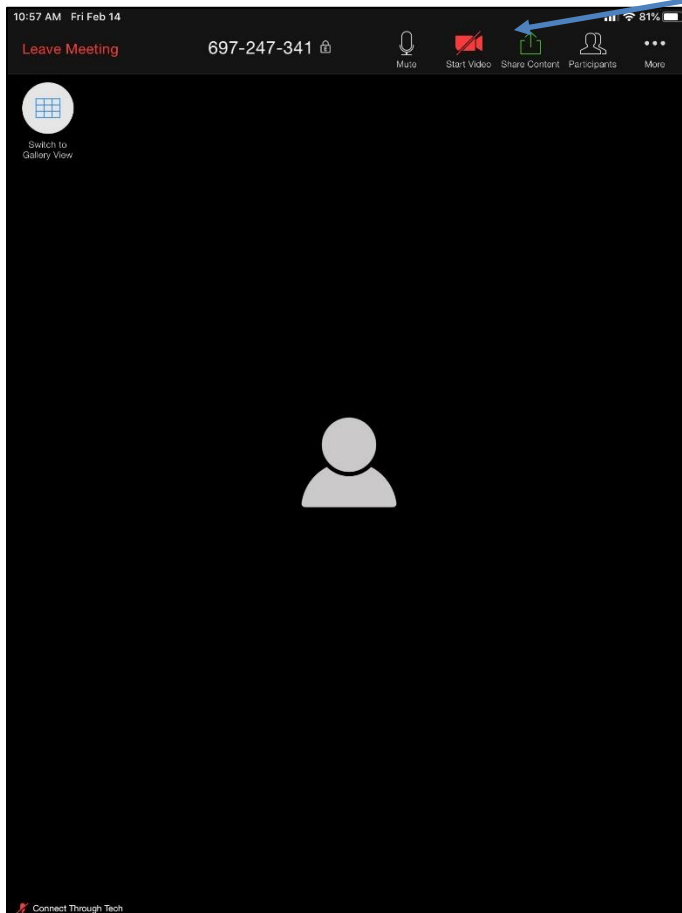
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Joining a Zoom Call on iPad
by Link (continued)

Step 7. The screen below will display when your Zoom call is connected. **Click** (tap) anywhere in your picture to display **icons** (pictures) on top. If desired, **click** (tap) *Start Video* to show your image to other participants. The default is for the camera to be turned off. You will see a red line through the video **icon** (picture).
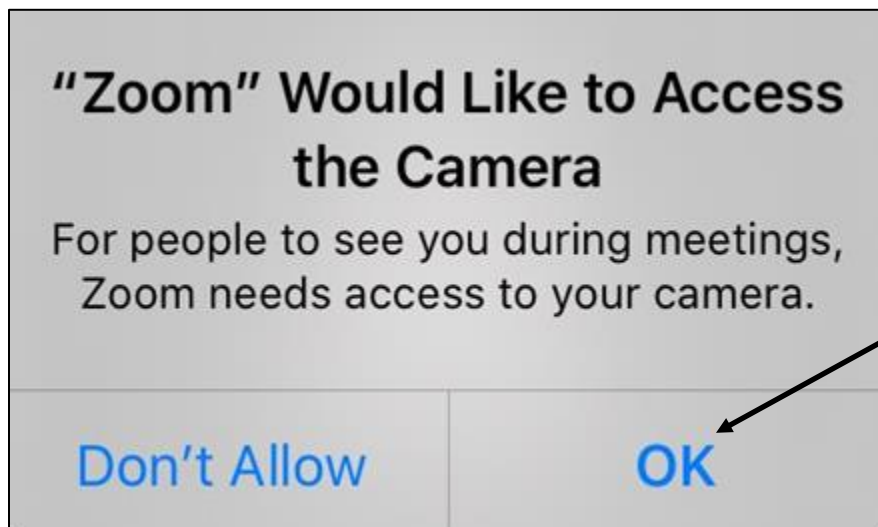
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Joining a Zoom Call on iPad
by Link (continued)

Step 8. The first time you use *Zoom*, you will need to allow *Zoom* to access your camera so other participants can see you. **Click** (tap) *OK.* You will still be able to turn off video mute anytime you want on a specific call.
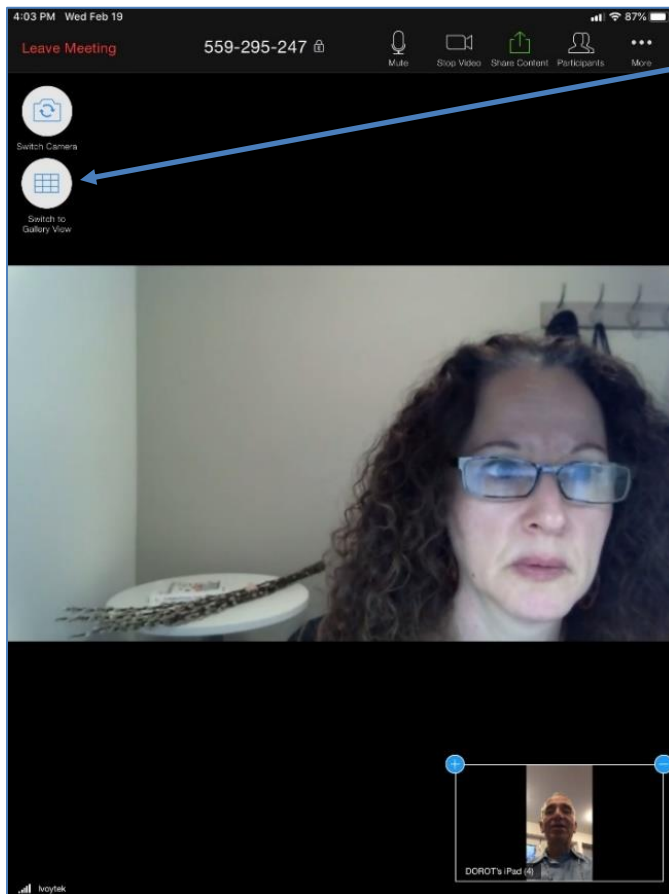
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Joining a Zoom Call on iPad
by Link (continued)

Step 9. If you chose to *Start Video*, your video image will be shown. There are two ways to view others on the call. The *Speaker View* is shown below. The large video image in the center is always the person speaking. It changes as people take turns talking. To see more than two people, **click** (tap) on Switch to *Gallery View.*
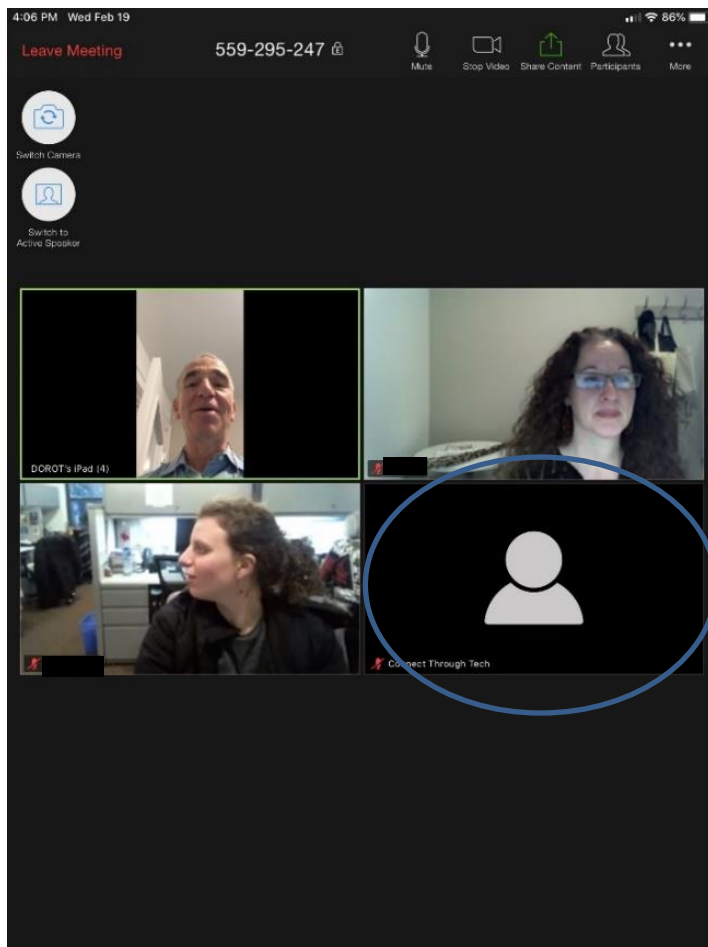
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Joining a Zoom Call on iPad
by Link (continued)

Step 10. After switching to *Gallery View*, there will be an outline around the box of the person who is speaking. If the group is large, you will have to swipe left to see more people. In example below, one participant turned off their video, so that window is black. See page 27 to be able to control audio, video and chat features.
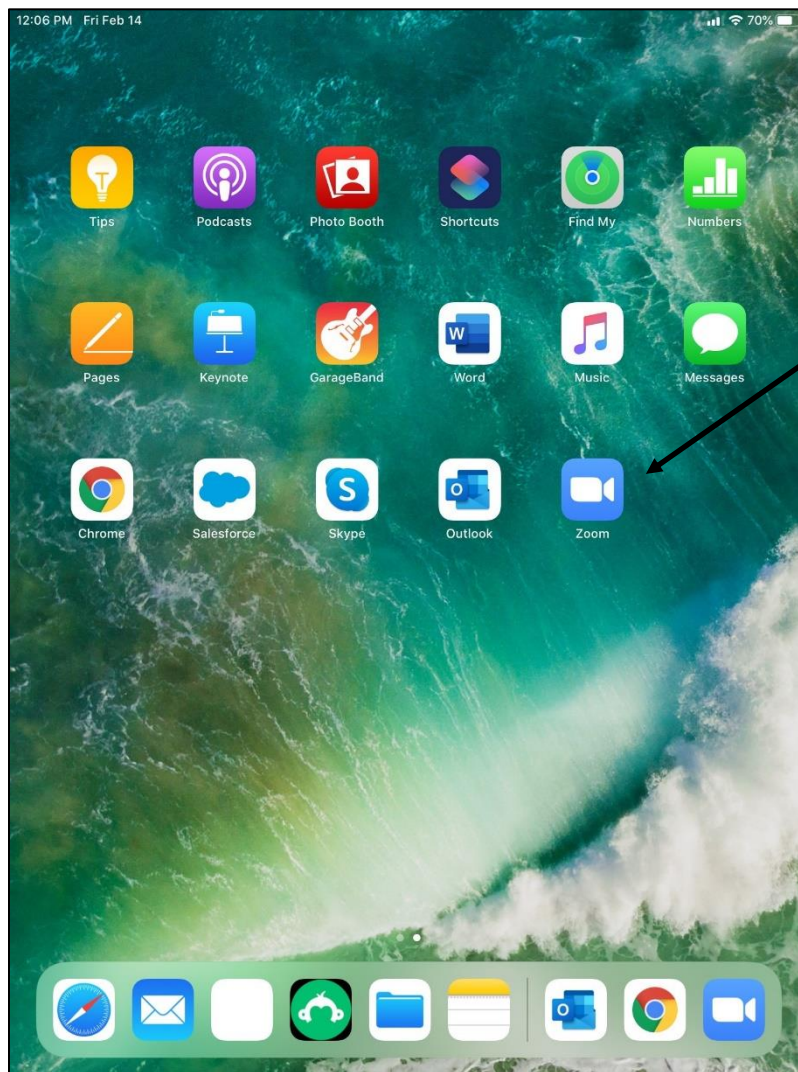
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Joining a Zoom Call on iPad
By Meeting ID

Step 1. **Open** (start) *Zoom*. If *Zoom* is not yet installed, see DOROT's Guide on *Select, Download and Install Apps*.
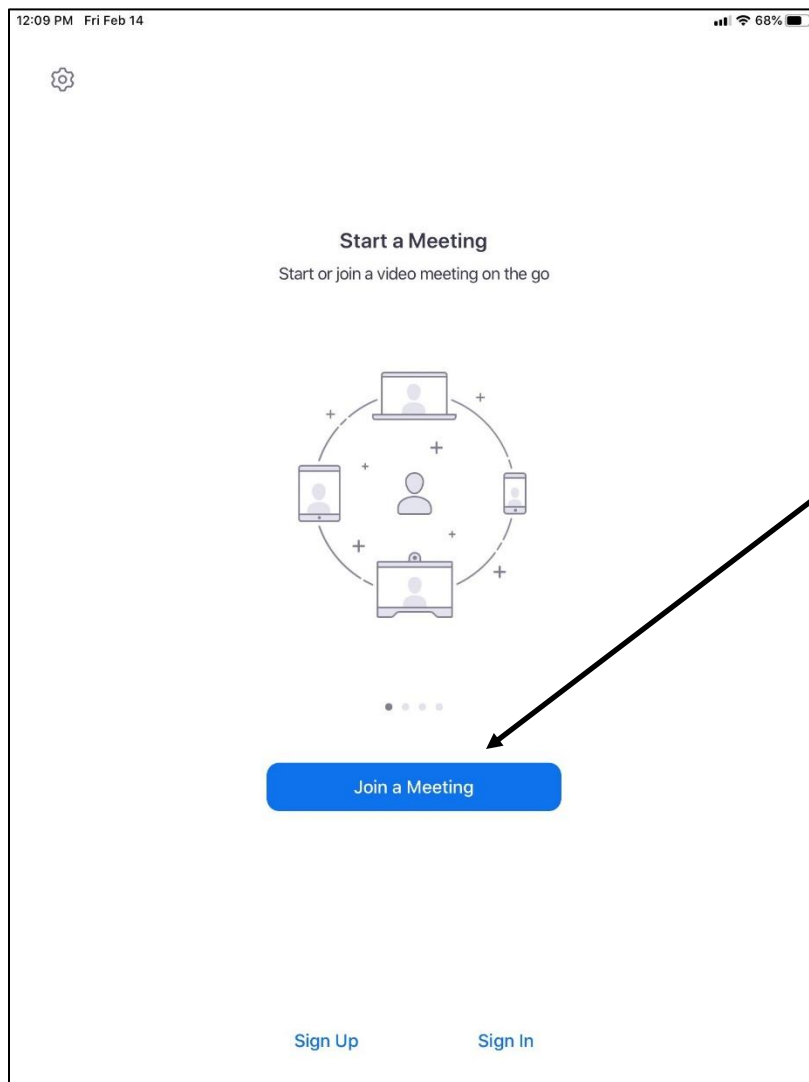
Joining a Zoom Call on iPad
By Meeting ID (continued)
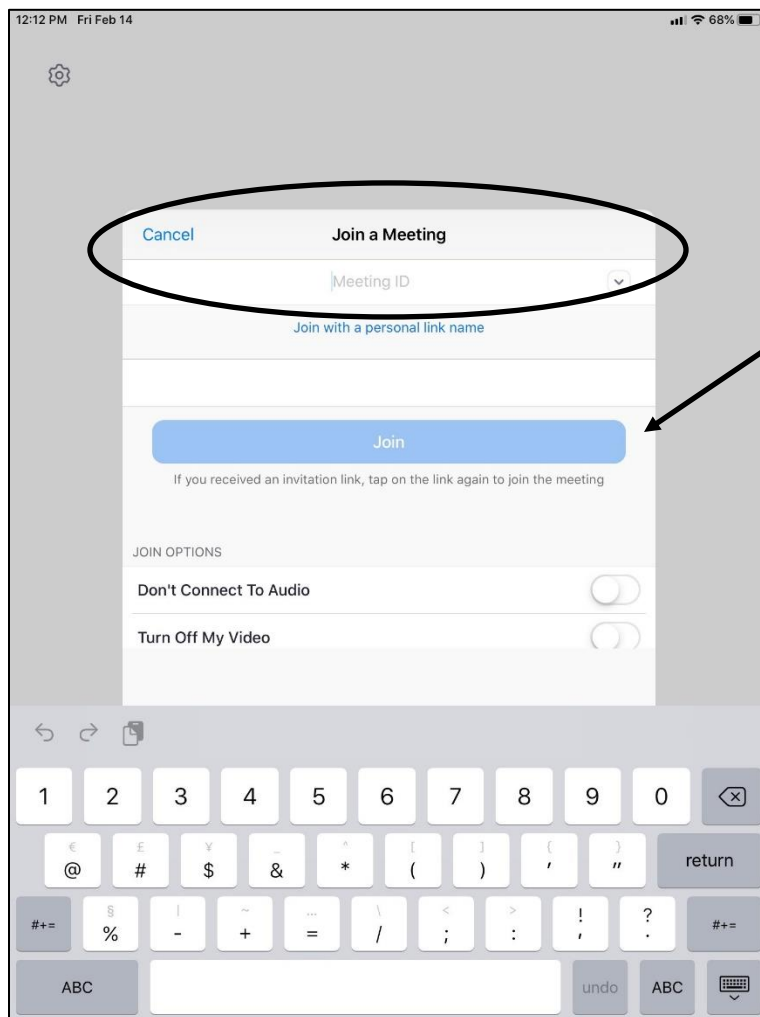
Step 2. **Click** (tap) *Join a Meeting.*

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Joining a Zoom Call on iPad
By Meeting ID (continued)

Step 2. Enter 9-digit Meeting ID that you received. You may have received this ID by text, email or verbally depending on who scheduled the Zoom call. Then **click** (tap) *Join*.

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Joining a Zoom Call on iPad
By Meeting ID (continued)

Step 3. If you've started the Zoom call before the host has, you will need to wait for host to join the video call before the call can begin. There is no need to disconnect. The call will begin automatically from here once the host connects.

Zoom Test with iPad Client	Leave
Waiting for the host to start this meeting	
Meeting ID	697-247-341
Time	4:30 PM Eastern Standard Time
Date	2020-02-13
IF YOU ARE THE HOST, SIGN IN TO START THIS MEETING	
Sign In	

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Joining a Zoom Call on iPad
by Meeting ID (continued)

Step 4. The first time you use *Zoom*, you will need to allow *Zoom* to access your microphone so other participants can hear you. **Click** (tap) *OK.* You will still be able to use mute anytime you want on a specific call.

"Zoom" Would Like to Access the Microphone

For people to hear you during meetings, Zoom needs access to your microphone.

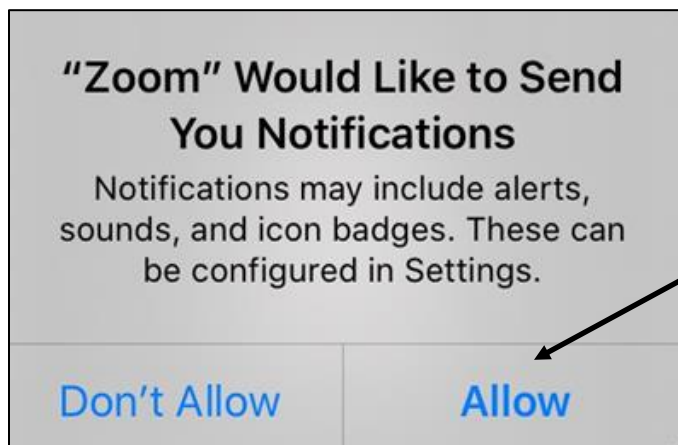Don't Allow   OK

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Joining a Zoom Call on iPad
By Meeting ID (continued)

Step 5. The first time you use *Zoom*, you will need to allow *Zoom* to send you notifications. Notifications let you know you have received calls, texts or status alerts. Notifications include:

- alerts/banners – visual messages
- sounds – audible alerts
- icon badges – image or numbers that are added to the app icon on your phone screen

To receive notifications, **click** (tap) *Allow* (recommended)*.* If you prefer to check the Zoom app manually for calls, texts, and status updates, **click** (tap) *Don't Allow.*
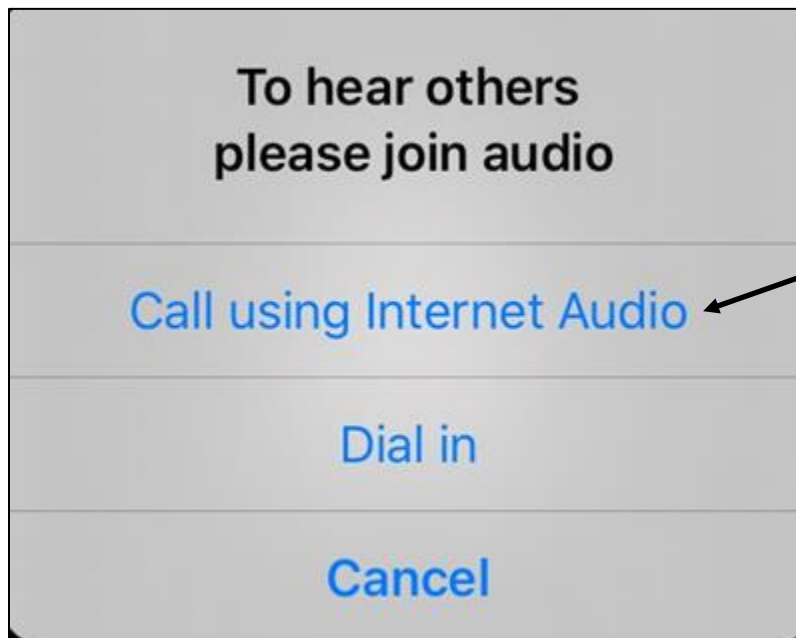
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Joining a Zoom Call on iPad
by Meeting ID (continued)

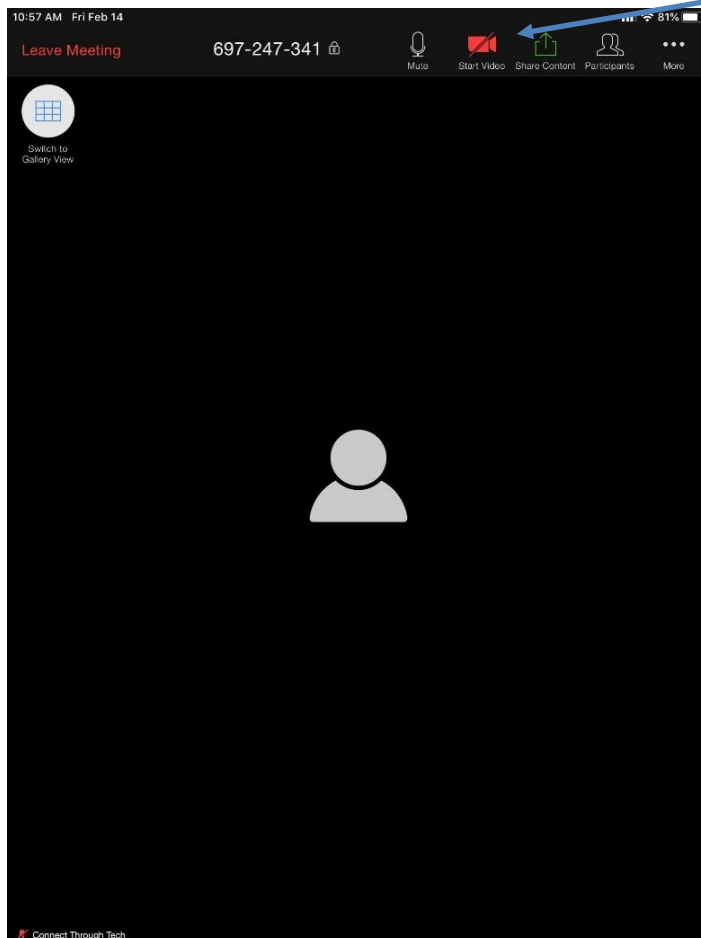Step 6. So that you can hear other participants on call, **click** (tap) on *Call using Internet Audio*.

To hear others
please join audio

Call using Internet Audio

Dial in

Cancel

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Joining a Zoom Call on iPad
by Meeting ID (continued)

Step 7. The screen below will display when your Zoom call is connected. **Click** (tap) anywhere in your picture to display **icons** (pictures) on top. The default is for the camera to be turned off. You will see a red line through the video **icon** (picture). If desired, **click** (tap) *Start Video* to show your image to other participants.
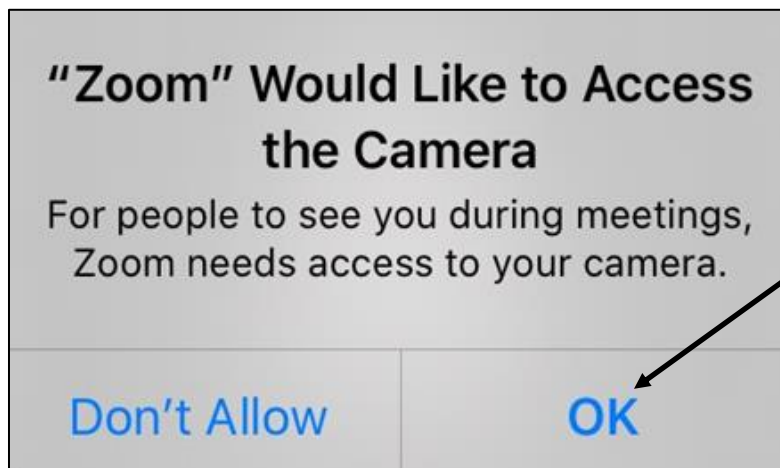
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Joining a Zoom Call on iPad
by Meeting ID (continued)

Step 8. The first time you use *Zoom*, you will need to allow *Zoom* to access your camera so other participants can see you. **Click** (tap) *OK.* You will still be able to turn off video mute anytime you want on a specific call.
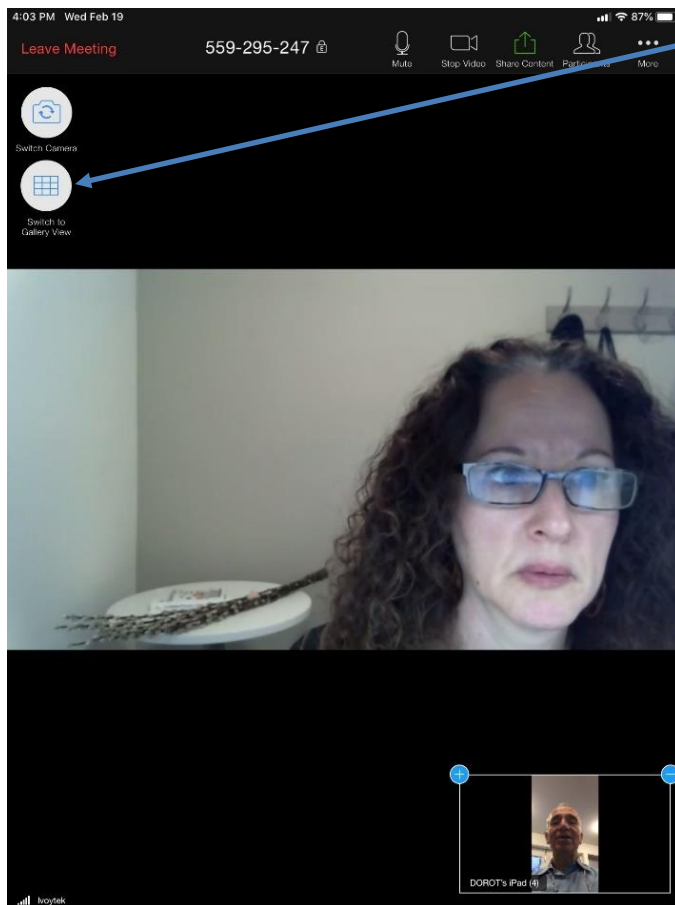
"Zoom" Would Like to Access the Camera

For people to see you during meetings, Zoom needs access to your camera.

Don't Allow   OK

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Joining a Zoom Call on iPad
by Meeting ID (continued)

Step 9. If you chose to *Start Video*, your video image will be shown. There are two ways to view others on the call. The *Speaker View* is shown below. The large video image in the center is always the person speaking. It changes as people take turns talking. To see more than two people, **click** (tap) on *Switch to Gallery View.*
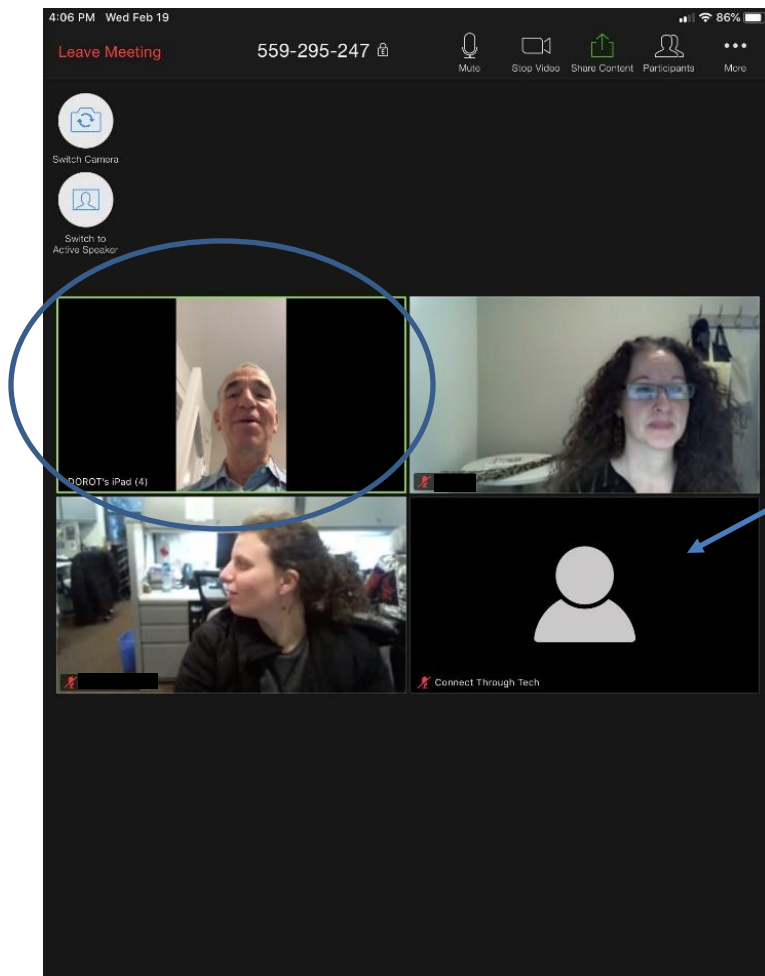
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Joining a Zoom Call on iPad
by Meeting ID (continued)

Step 10. After switching to *Gallery View*, there will be an outline around the box of the person who is speaking. In example below, one participant turned off their video, so that window is black. See next page to be able to control audio, video and chat features.
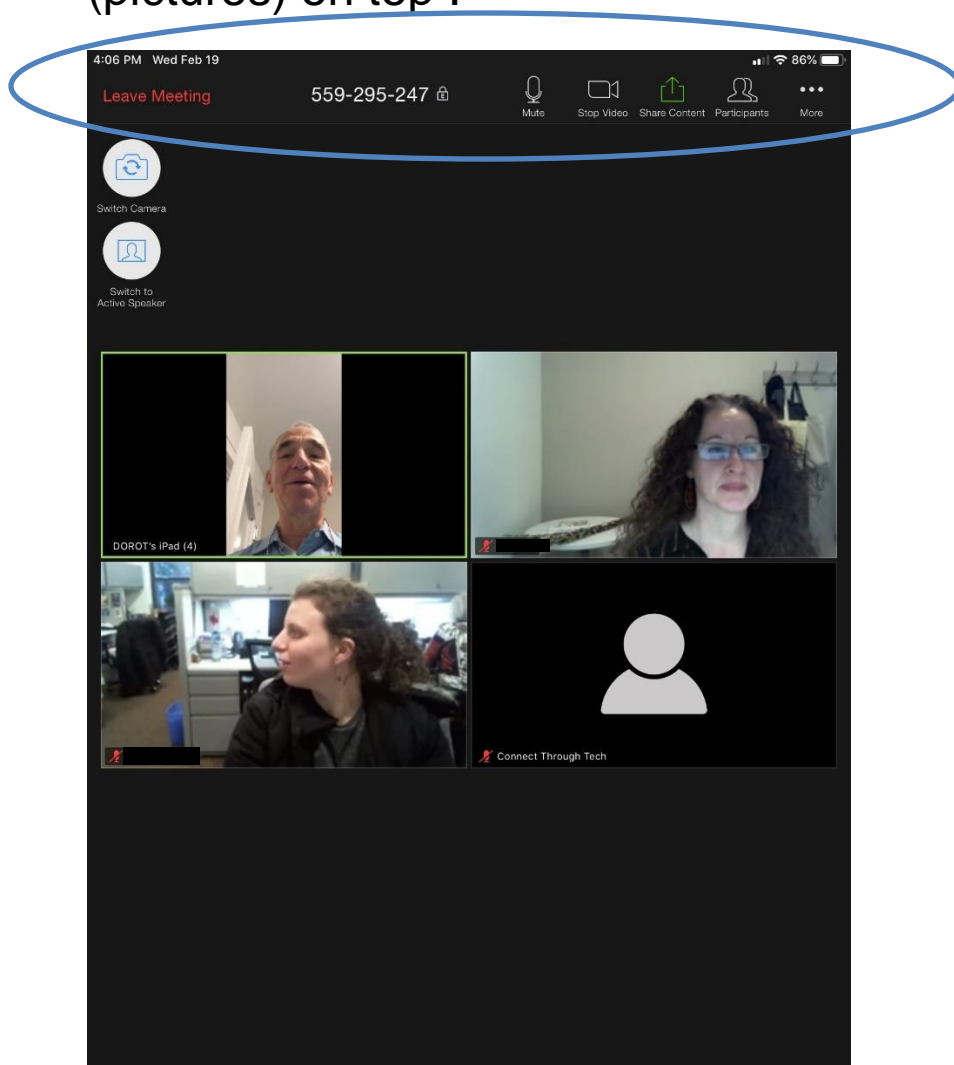
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Zoom Call Features on iPad

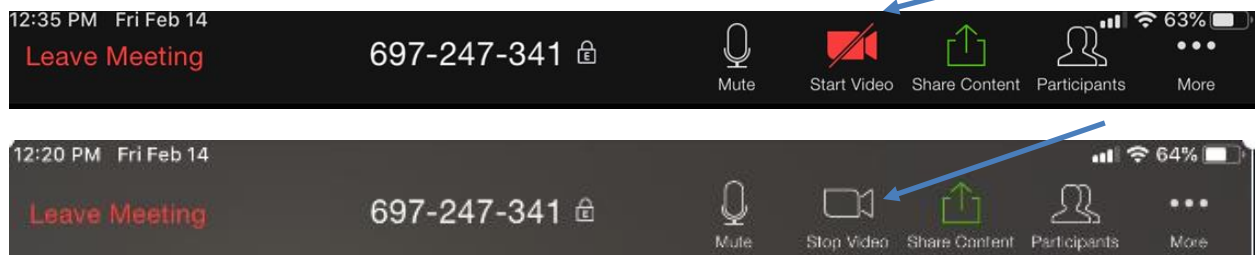Step 1. **Click** (tap) anywhere on screen to display **icons** (pictures) on top .

Zoom Call Features on iPad - Video

Step 2. Every Zoom call starts with the video option turned off. There is a red line through the video camera **icon** (picture). You can leave it off for others to only hear you, while you can see and hear them. If you want others to see you, **click** (tap) on *Start Video.* The red line will disappear. You can stop the video at any time by **clicking** (tapping) *Stop Video*. The red line will reappear*.* Others will still be able to hear you.
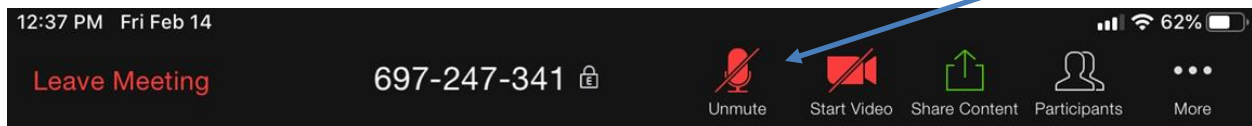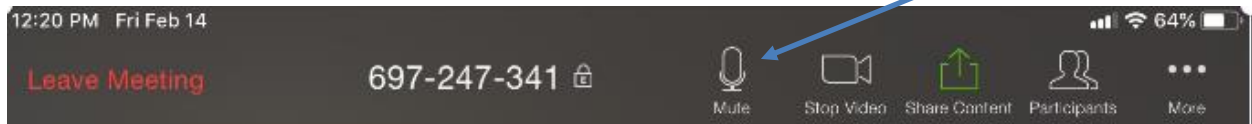
Zoom Call Features on iPad - Audio

Step 3. To temporarily mute your audio so other participants cannot hear you (e.g. if you have background noise at your location), **click** (tap) *Mute*. A red line will appear over the microphone **icon** (picture). **Click** (tap) *Unmute* when ready to resume your audio.
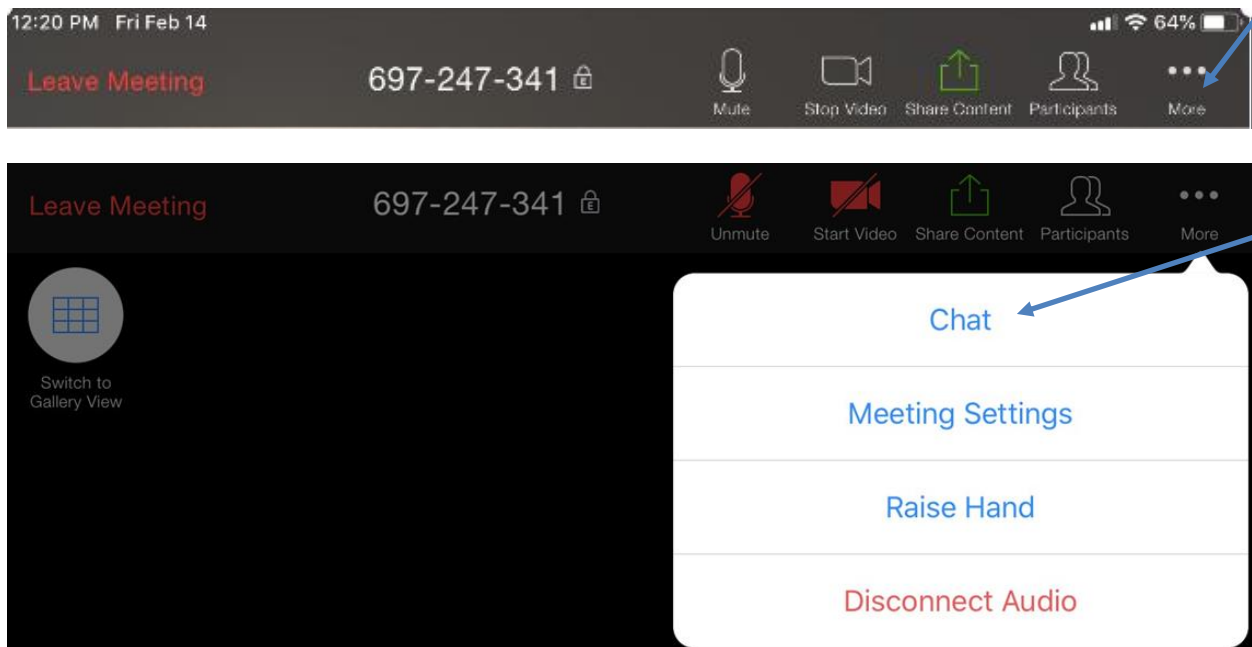
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Zoom Call Features on iPad - Chat

Step 4. The chat feature is like texting during the Zoom call. You can type messages to the group if you prefer not to speak. **Click** (tap) on *More* at the top right corner of screen, then **click** (tap) on *Chat.*
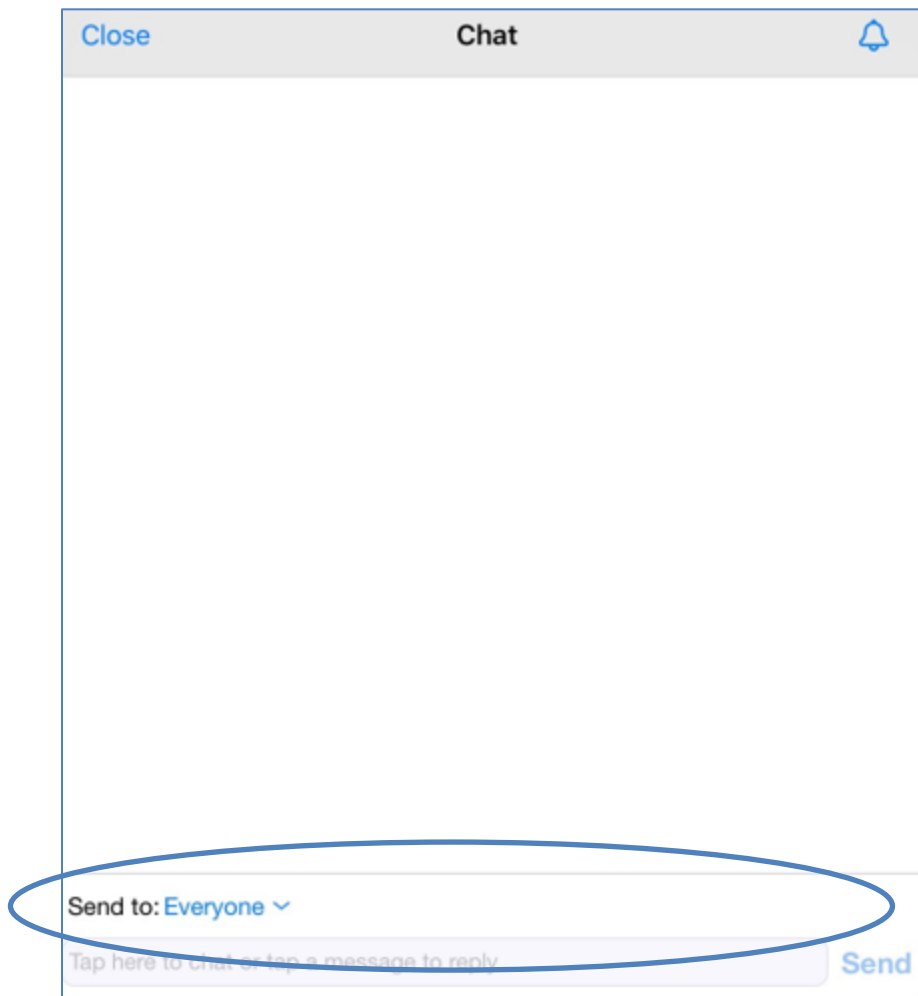
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Zoom Call Features on iPad - Chat (continued)

Step 5. **Enter** (type) in chat window in center of screen. By default, chat messages will be sent to all call participants. If you wish to send it only one person, **click** (tap) on arrow next to *Everyone* to see and choose individual names.
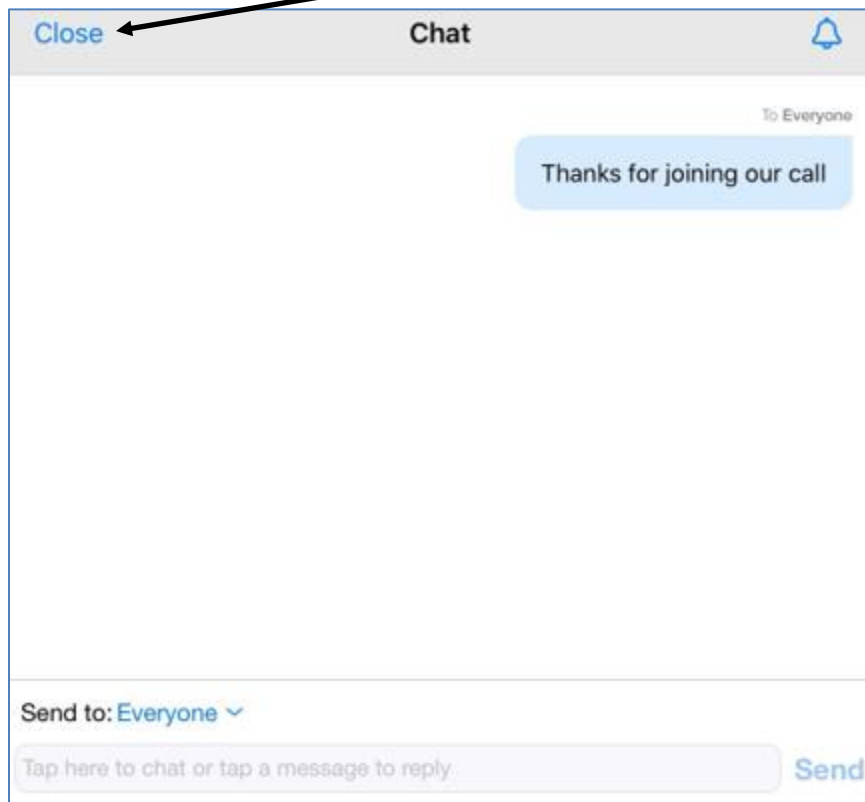
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Zoom Call Features on iPad – End Call

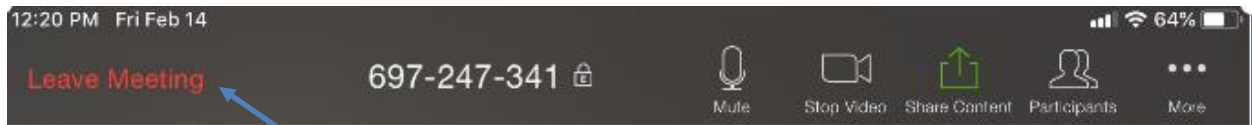Step 6. When finished chatting, **click** (tap) Close to return to main Zoom screen.

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Zoom Call Features on iPad – End Call

Step 7. To end a call, **click** (tap) mouse anywhere in your image to display **icons** *(pictures)* on top of screen, then **click** (tap) on *Leave Meeting.*

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DOROT hopes that you have found this guide useful and that it has made technology easily more accessible.

We would love to hear from you. Please share your comments through technologyhelp@dorotusa.org.