

 **get online
week**
19-25 October

Zoom



**Richmond Tweed
Regional Library**

Connect. Discover. Escape.

How to download Zoom for IOS iPad & iPhone

Before joining a Zoom meeting on a mobile device, you need to download the Zoom app. By downloading the app and signing in you will have enhanced, easy to use features.

Download Zoom

Download the App through the App store If you have been provided with a link to the Zoom meeting, you will be prompted to download and install Zoom.



IOS Download

A screenshot of the Zoom app interface on an iPhone. At the top left, there is an Apple logo and the text "iOS". Below this, there are two numbered instructions: "1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the App Store." and "2. Join a meeting using one of these methods:". Under the second instruction, there is a bullet point: "• Tap **Join a Meeting** if you want to join without signing in." Below this, there is a status bar showing "Sprint", "6:47 PM", and "57%". The main screen has a gear icon in the top left, the title "Start a Meeting", and the subtitle "Start or join a video meeting on the go". In the center, there is a circular diagram with four icons representing different devices (laptop, smartphone, tablet, laptop) connected by dashed lines. Below the diagram are three dots. A blue button labeled "Join a Meeting" is highlighted with a red border. Below it are two links: "Sign Up" and "Sign In". At the bottom, there is a bullet point: "• Sign in to Zoom then tap **Join**." and a large blue rounded square button with a white plus sign inside.

We recommend signing into the app for easier use.

Join

3. Enter the **meeting ID** number and your display name.

- If you're signed in, change your name if you don't want your **default name** to appear.
- If you're not signed in, enter a display name.

4. Select if you would like to connect audio and/or video and select **Join**.

Sprint 6:48 PM 56%

Cancel Join a Meeting

Meeting ID

Join with a personal link name

Molly Parker

Join

If you received an invitation link, tap on the link again to join the meeting

JOIN OPTIONS

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
0	✕	

Want to test ZOOM before your meeting?

Test your internet connection & See how your camera and audio are working by joining a test meeting at <https://zoom.us/test>

How to download Zoom onto your Computer

Before joining a Zoom meeting on a computer, you need to download the Zoom app. By downloading the app and signing in you will have enhanced, easy to use features.

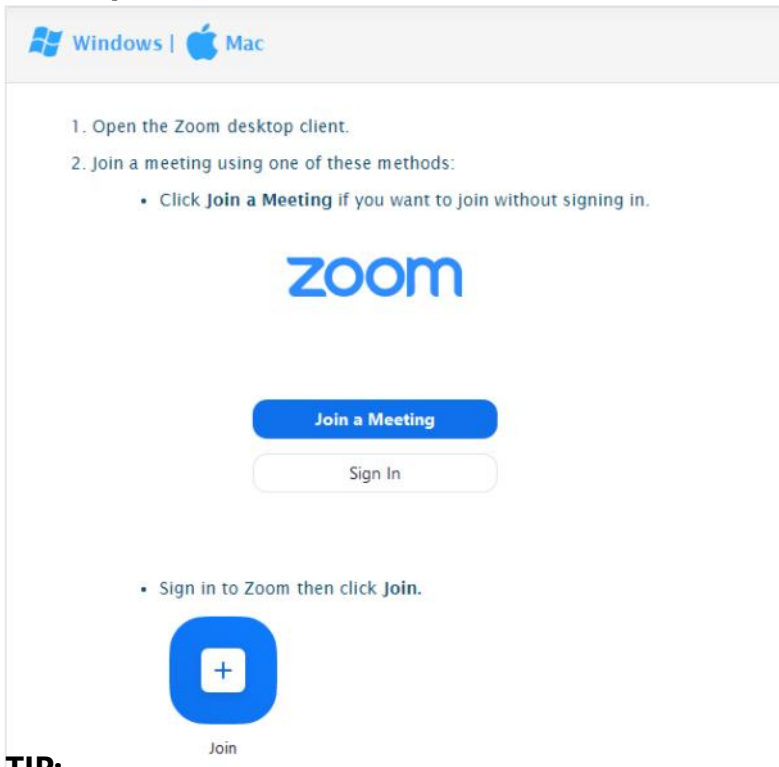
Download Zoom

Download the program onto your computer.

Go to <https://zoom.us/download>

Select 'Zoom Client for Meetings'. Or if you have been provided with a link to the Zoom meeting, you will be prompted to download and install Zoom.

Desktop Download



TIP:

We recommend 'signing into' the app for enhanced features & easier use.

3. Enter the **meeting ID** number and your display name.

- If you're signed in, change your name if you don't want your **default name** to appear.
- If you're not signed in, enter a display name.

Join a Meeting

Meeting ID or Personal Link Name

Grant MacLaren

Do not connect to audio

Turn off my video

Join

Cancel

4. Select if you would like to connect audio and/or video and click **Join**.

Want to test ZOOM before your meeting?

Test your internet connection & See how your camera and audio are working by joining a test meeting at

<https://zoom.us/test>

How to download Zoom for Android

Before joining a Zoom meeting on a mobile device, you need to download the Zoom app. By downloading the app and signing in you will have enhanced, easy to use features.

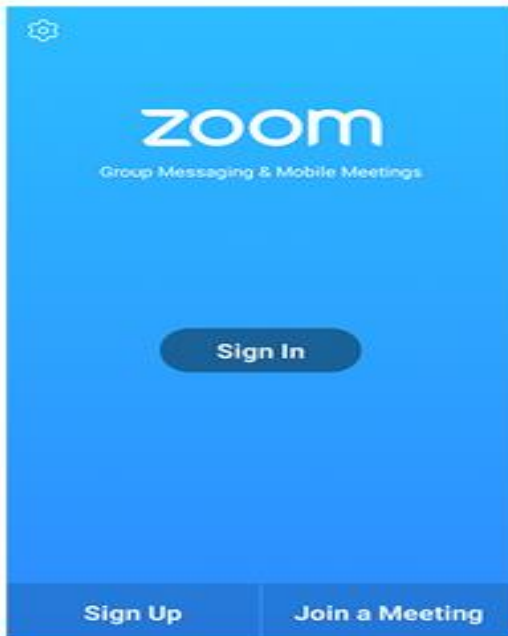
Download Zoom

Download the App through Google play (Android) If you have been provided with a link to the Zoom meeting, you will be prompted to download and install Zoom.

Android Download



1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the Google Play Store.
2. Join a meeting using one of these methods:
 - Tap **Join a Meeting** if you want to join without signing in.



- Sign in to Zoom then tap **Join**.

We recommend signing into the app for easier use.

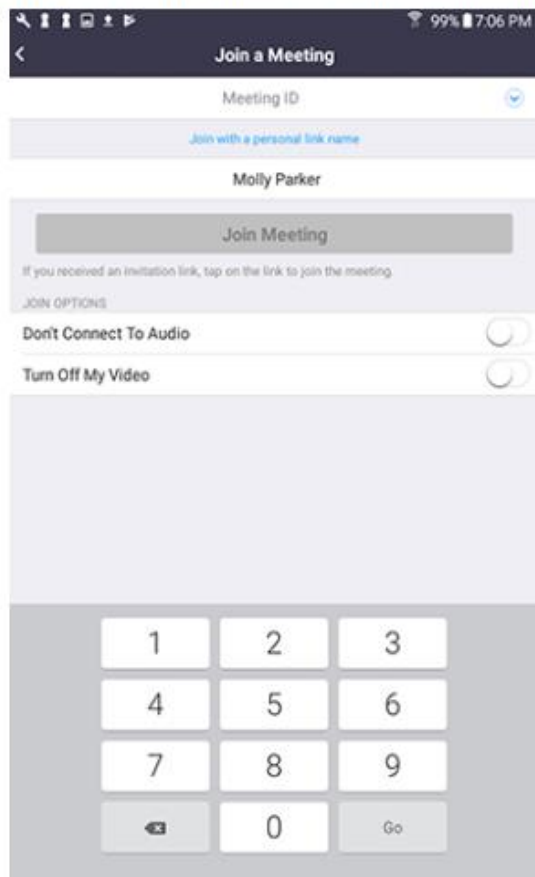


Join

3. Enter the **meeting ID** number and your display name.

- If you're signed in, change your name if you don't want your **default name** to appear.
- If you're not signed in, enter a display name.

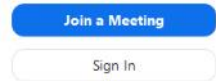
4. Select if you would like to connect audio and/or video and tap **Join Meeting**.



Hosting a Meeting

If you do NOT have the Zoom app installed, go to zoom.us and select "Host a Meeting" to start the installation. If you DO have the App installed, see below

Open your Zoom app on your desktop and click **Sign In**.

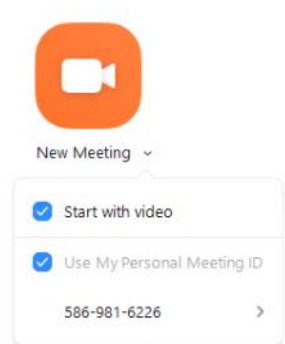


1. Log in using the **E-mail** and **password** that you have created, or with Google (Gmail or Facebook).
2. **Note:** If you do not have a current Zoom account, please click on **Sign Up Free** to create a new one.
3. Click the downward arrow and select **Start with video**, then click **New Meeting** to start an instant meeting.

Inviting others during a meeting

1. Sign in to the Zoom Desktop Client.
Start or join a meeting.

1. Click **Participants** in the meeting controls.
2. Click **Invite** at the bottom of the participants panel.
3. Choose from the following invite options and follow the prompts.
 - Invite by Contacts
 - Copy Invite Link
 - Copy Invitation
 - Invite by Email



Quick tips

Mute & Unmute

You can press and hold the spacebar to quickly mute and unmute your mic, right from your keyboard.

Turn on gallery view

See everyone in the meeting at once, instead of just the person speaking. To turn that on, click the tab that says "Gallery view" in the top right corner.

Change it back by clicking "Speaker view" in that same top right corner.

React with an emoji

Send an emoji to communicate without interrupting the meeting. Click the Reactions tab at the bottom of the meeting screen (it's in the same panel as mute audio and video, to the right) and choose the one you want. Emoji will disappear after 5 seconds.

Sharing a meeting reaction

1. In your meeting controls, click **Reactions**.



2. Click the type of reaction you would like to send: clapping hands or thumbs up.



3. The reaction will display for 5 seconds.

Zoom Etiquette for absolute beginners

- It's natural to be nervous when communicating for the first time over video, stay calm and enjoy the experience, you don't need to be an expert.
- Think of a Zoom Meeting as a face-to-face meeting and conduct yourself as you would if you were all present in the same room.
- Join early – up to 5 minutes before the meeting start time
- If you haven't used Zoom before, download Zoom prior to the day of the meeting and familiarise yourself with any features you may need to use on the day – mute/unmute microphone, stop/start video.
- Have your video on unless you are experiencing connection issues, its more natural and really nice to be able to see everyone in the meeting.
- Find a quiet space without interruptions / background noise
- Have a plain background – avoid backlight from bright windows
- Have good lighting on your face so you can be seen clearly
- Adjust your camera to be at around eye level if possible especially take note of the angle of your laptop screen, or make sure your device is stable and not in your hand.
- Mute your microphone when not talking
- Try to avoid talking over / at the same time as other participants, You can raise your hand, or even use the chat box to ask a question
- If anything goes wrong don't worry, you can leave the meeting and rejoin using the invite code, this will often help improve connection if you are experiencing problems.
- In doubt about anything? Just ask, type a message or put your hand up and your host will help you out! If there are a lot of people in the meeting be patient and remember everyone is learning.

Tricks & Tips

Virtual background for desktop and mobile: This cool feature allows you to upload an image of anything you want – a favorite picture, a mountain scene, or professional office, to customise your background. It's available for both iPhones (8 and later) and desktops

Touch up my appearance: This instant filter provides a very subtle smoothing of fine lines and under eye bags. It looks very natural – like you got a great night of sleep. How cool is that? To activate this feature, go to *Settings*, and under the *Video* tab, check the box next to *Touch up my appearance*.

Gallery view: By turning on gallery view, you see up to 49 meeting participants at once, as opposed to the default 25, depending on your device.

In Meeting Chat Don't want to speak up? You can type your contribution to the meeting.

While in a meeting, click Chat in the meeting controls.

This will open the chat window. You can type a message into the chat box. Hit the enter key to send!



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out of life online
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