

Zoom Video Conferencing – *Smart phone, iPad, Tablet*



CONTENTS

Introduction.....	1
Sign up for an account.....	1
Download and install the Zoom app.....	2
Joining a meeting	3
For further instructions.....	5

INTRODUCTION

Zoom is a video conferencing application and you can sign up for a personal free account.

This quick-start guide describes how use Zoom from your **smartphone, iPad or tablet computer**. You may attend sessions at the Recovery College using smartphones, laptops, PCs and Chromebooks.

You may install the App on a smartphone if you have one. You will incur no fees as long as you are connected to wifi.

The Zoom website has a series of very useful guides and videos that you should refer to for further information and guidance:

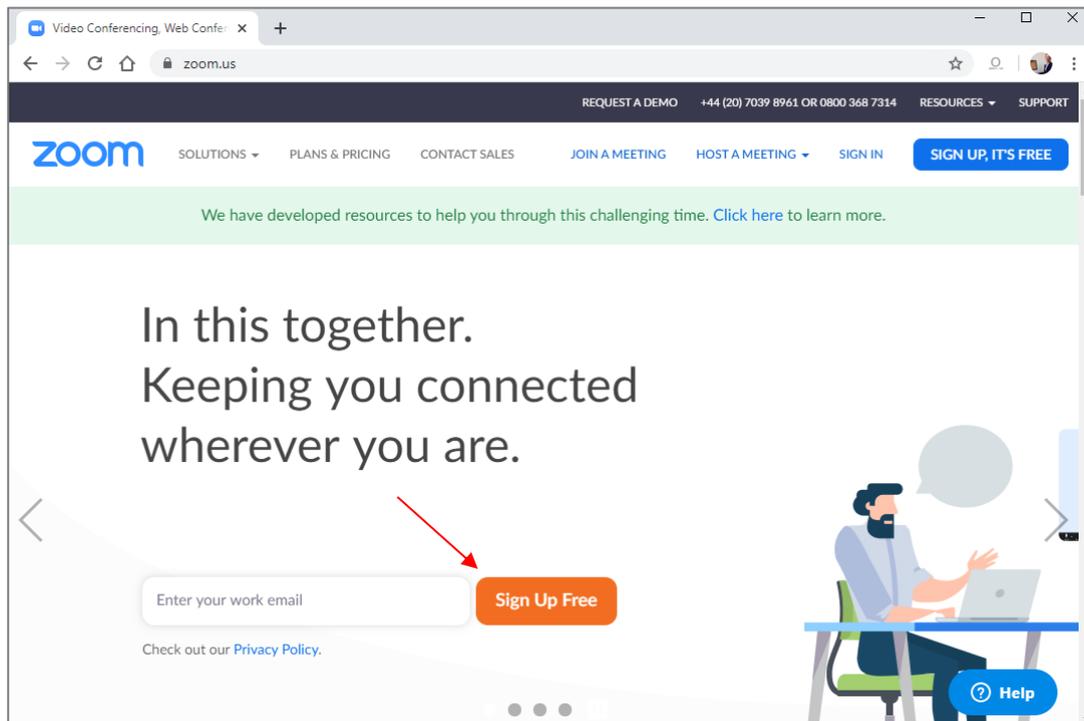
<https://support.zoom.us/hc/en-us>

SIGN UP FOR AN ACCOUNT

Before you host join a Zoom session at the Recovery College, you will need to sign-up for a Zoom account. To set up an account you can click the link below, or type the address into your web-browser address bar:

<https://zoom.us/>

Enter your personal email address and click **Sign Up Free**:



Then **Confirm** on the next page:



DOWNLOAD AND INSTALL THE ZOOM APP

You may download and install Zoom to your smartphone. You can then use the App to attend sessions at the Recovery College once you have been sent the link for your particular workshop or session.

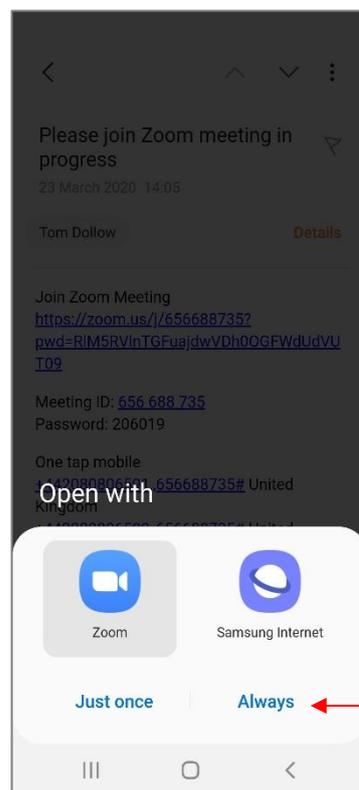
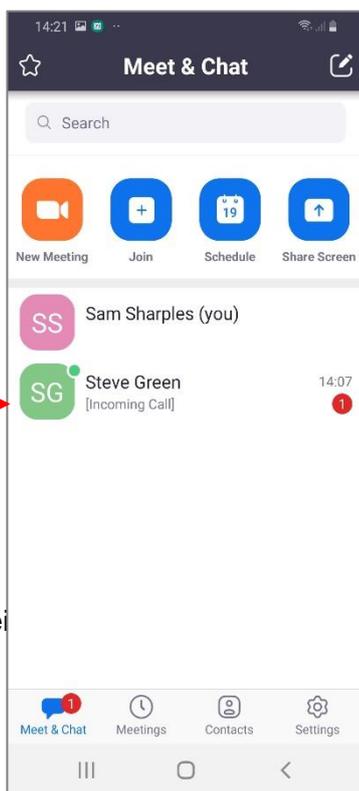
Visit the AppStore (or PlayStore) and download and install Zoom cloud meetings:



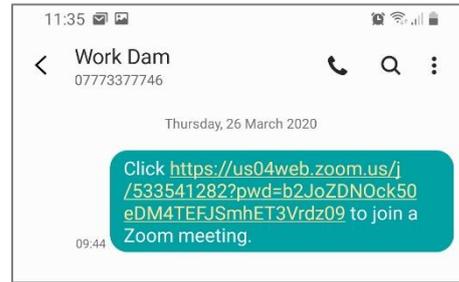
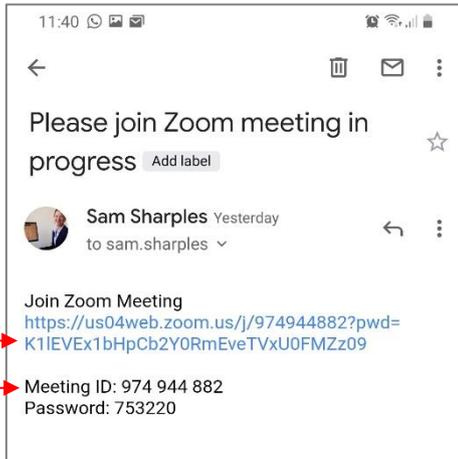
Once the app is installed, tap it to start – or tap on the link in a meeting invitation and choose to open it from the App (rather than your browser) on the phone.

JOINING A MEETING

If you have Zoom installed on your mobile phone and are invited to join a Zoom meeting, you will see the following (Incoming call). Tap the name of the person sending you the request to join, then select Zoom from the **Open with** window and tap **Always**.

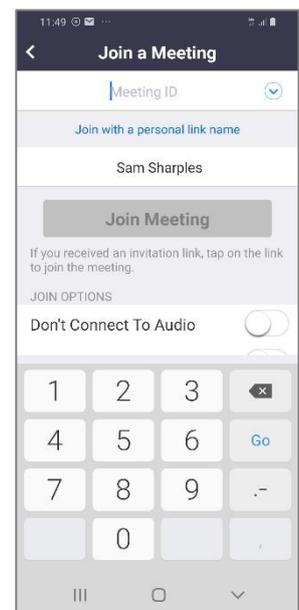


You may also receive an email or text:



Simply click on the Join Zoom Meeting link and confirm that you want to open it with Zoom to join the meeting.

Alternatively, you can open Zoom on your phone and tap to join a meeting then type in the Meeting ID:



You will have the option to join with Device Audio, tap on this to accept.

Video appears to be turned off by default as a participant joins. If your video icon is red when you join the meeting, tap on it to turn in white and enable video.



Swipe left and right to change the view from **Speaker** (where the last person to speak is displayed larger than other participants) to **Gallery** (where all participants are displayed, and the last speaker highlighted in yellow).

Speaker view:



Gallery view:



If more than 4 people participate in the meeting, in gallery view the participants that join later will appear on a second meeting participant screen, which can be accessed by swiping left.

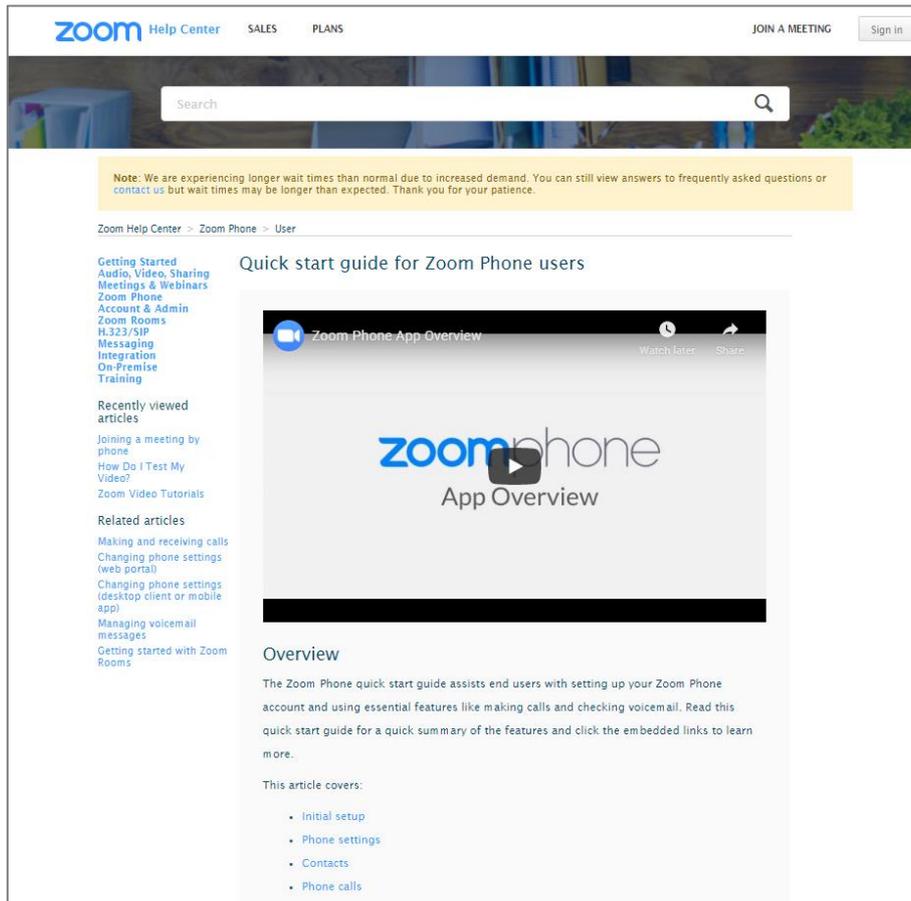
Note: as the meeting is underway, the tools at the bottom of the screen disappear, tap on your image to display them again.



FOR FURTHER INSTRUCTIONS

This is a quick start guide to enable you to quickly start or attend a Zoom meeting on your smartphone. Zoom is a powerful virtual meeting tool with very many more options. Please refer to the Zoom Phone Help Pages:

<https://support.zoom.us/hc/en-us/articles/360028936531-Quick-start-guide-for-Zoom-Phone-users>



If you need further help that is not available via the Zoom help pages, contact the Recovery College recoverycollege@southdown.org or call 01273 749500