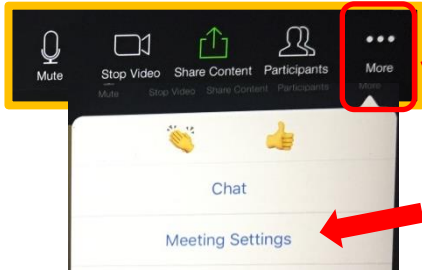


ZOOM Instructions for an iPad

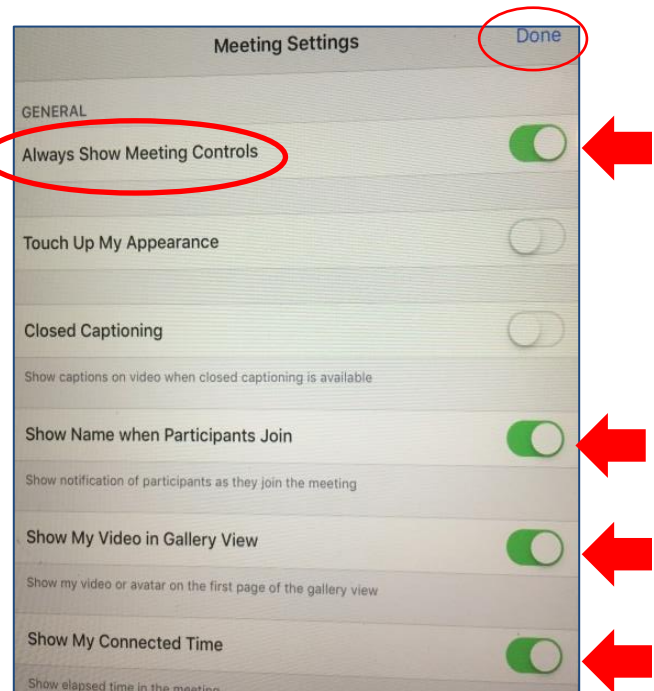


1. Go to the App Store, search for ZOOM Cloud Meetings, and download the app.
2. It will ask you to “sign up” or “sign in.” Sign up to create an account with Zoom. Once you create an account, you can close the app.
3. Go to your email with the invitation to the Zoom meeting.
4. Click the link in the email to join the meeting. The app you just installed should open and ask you if you want to join the meeting. Click YES to join and type your name. If asked, choose YES for audio, YES for video.
5. When you enter the meeting, you should see the host/speaker.

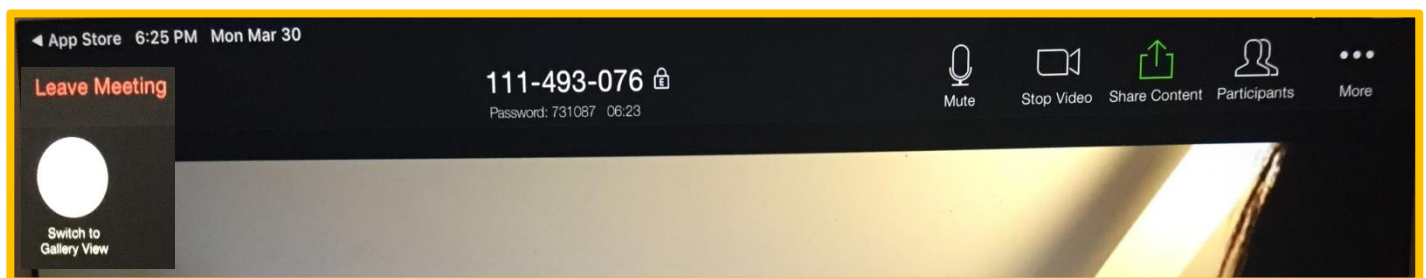


6. Tap your screen to view the control panel at the top of your screen.
7. Click on “More” (3 dots) to access your Meeting Settings

8. Read through each setting carefully to select the option you prefer. These are the settings I chose for my iPad. Especially useful is the first setting, “Always Show Meeting Controls.” Click “Done” at the top right of the screen when you are finished making your selections.



ZOOM Controls are usually found at the top of the iPad screen.



You can switch between “Speaker View” and “Gallery View.” Speaker View shows you the active speaker. Gallery View shows you tiles of all participants. If there are a lot of participants, they might not all fit on the screen, so you may have to scroll or swipe the screen

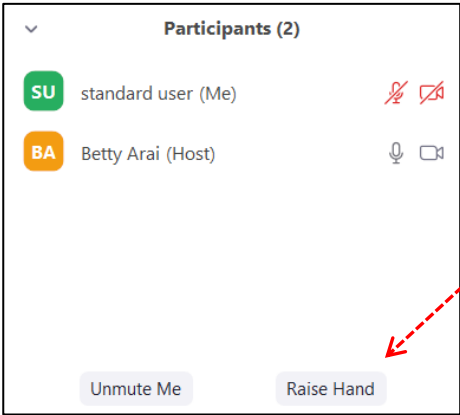
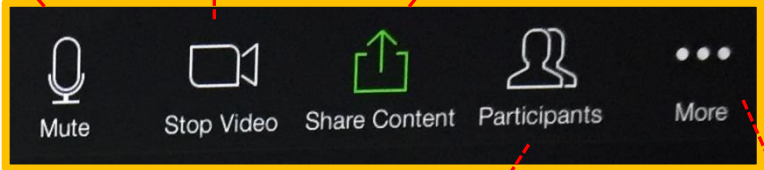
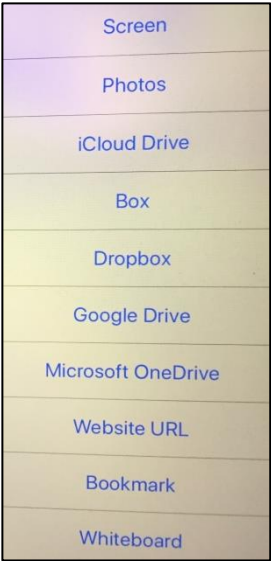
ZOOM Controls

Mute or unmute your microphone

Turn your camera on/off. This allows others to see you

Share allows you to show everyone something from your iPad.

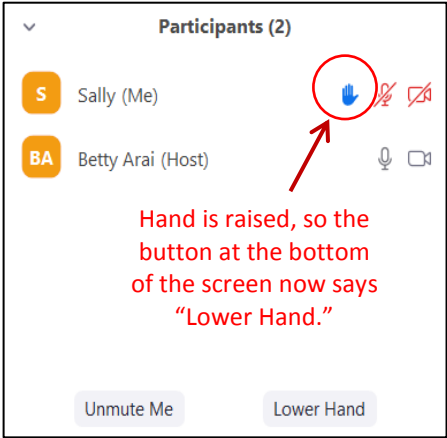
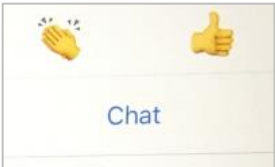
When you click on Share, it will give you a list of locations on your iPad to select the file you want to show.



Participants brings up a list of people who are in the meeting. Click on the "Raise Hand" button at the bottom of the screen to vote or to get the host's attention.

Under More there is a Chat option.

Chat brings up a box with an option to send a message to everyone or to a specific person in the meeting.



Hand is raised, so the button at the bottom of the screen now says "Lower Hand."

