

Zoom Novice - iPhone or Other Smartphone

Getting Started

If you have not used Zoom previously, download and install the Zoom Meetings app from the App Store (for iPhone) or Google Play Store (for other smartphones).

Please do this in advance of any scheduled meeting and take a little time to learn some of the basic functions of the program (see next page).

You will be asked if you want to “*Sign Up – it’s free*”. This is a good idea, but not essential. If you do, you will be asked for your email address, then you will receive an email from no-reply@zoom.us with a link to **Activate Account**.

Join a Meeting

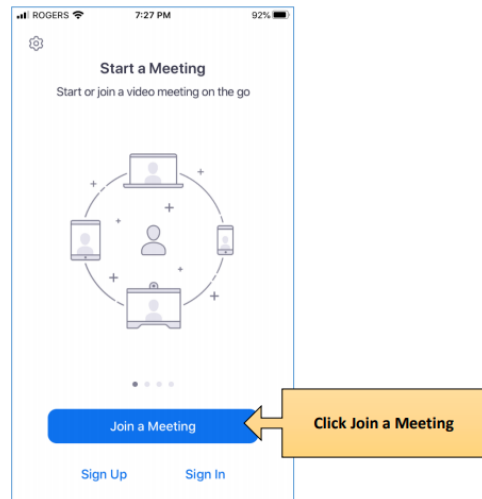
You will receive an email **Invitation to Join a Meeting** giving the date/time and containing a **Link**, the **Meeting ID** (9 to 11 digits), and a **Password** (letters or numbers or a combination). It’s a good idea to print this for reference and keep it in your Inbox so that you can tap the Link when the meeting starts.

At the scheduled time (please be prompt) tap the Link in your Invitation email on your device. You will be prompted to **Download** or **Launch** or **Run** or **Open** Zoom. If you previously downloaded and installed (as suggested) you should be able to choose to **Open** Zoom. You may be prompted to enter the **Meeting ID** and **Password**, and you will be asked to enter your **Screen Name** (the way you would like to be addressed and recognized during the meeting).

You may then be asked to wait a moment until the Host is ready, and you may be given an opportunity to check your camera, microphone, and speaker.

Tap [HERE](#) if you want to [See a Demonstration](#).

If you see THIS screen, do what’s indicated:

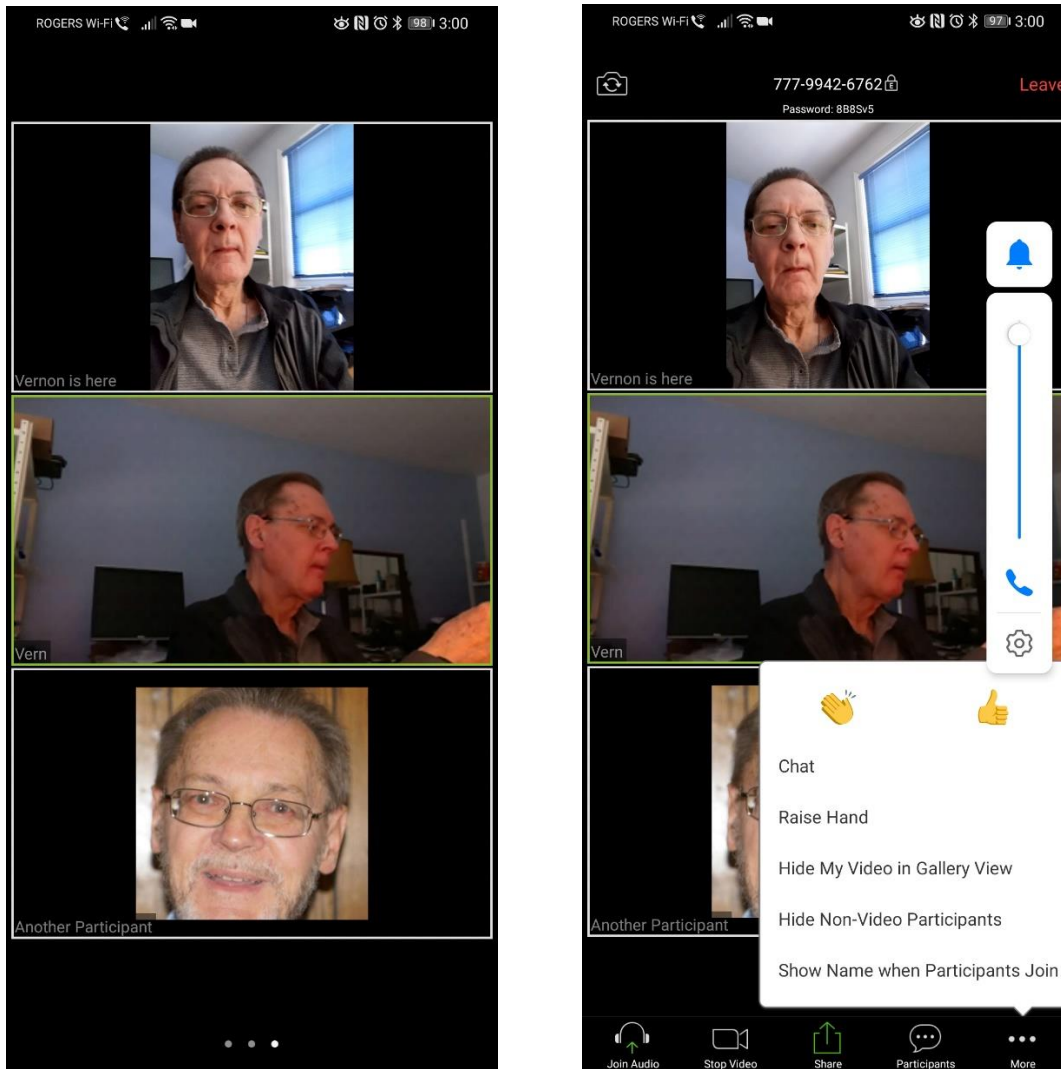


then enter the Meeting ID and Password.

If you first **Sign Up** and **Activate** an account you will see a slightly different display inviting you to “**Sign In**” to your account, then an option to start a “**New Meeting**” which will allow you start your own meeting or just practice and play with the system (see below).

BEFORE THE MEETING

Please take some time before the meeting to learn the location of several “controls” that will help you participate and enjoy the meeting fully:



Zoom controls are sometimes hidden (left). Tap the screen to reveal them (right).

Important basic controls are **Join/Disconnect Audio** (speaker), **Mute/Unmute** (microphone), **Start/Stop Video** (your camera), **Chat** (send and read text messages), **Raise Hand** (catch the host’s attention), and **Participants** (how you see others). Also look for a menu (“**More**” or **3 dots**).

Your display may look slightly different depending on the model of your phone and the version of its operating system.