



## ZOOM ONLINE MEETINGS | **MOBILE DEVICES (iOS and Android)** | STUDENT GUIDE | 2015 SPRING

### BEFORE YOU JOIN AN ONLINE MEETING

Prepare your Equipment. You will need the following hardware and software:

1. Internet connection, broadband wired or wireless.
2. iOS or Android device with the current operating system.
3. Webcam, built-in to your device.
4. Microphone and speakers, built-in to your device.
5. Earphones or a headset, Bluetooth or wired.

Obtain the Meeting Information. In order to participate in an online meeting, you will need the following information from your instructor:

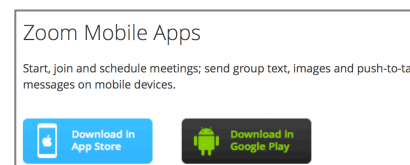
1. Meeting ID. The nine- or ten-digit ID that allows you access to an online meeting room.
2. Time and date of the online meeting. Be sure to take note of the time zone.

Install the free Zoom software.

1. Go to the App Store or Google Play directly to look for the app, *Zoom Cloud Meetings*.

2. Or, look for *Zoom Mobile Apps* section on the Zoom

Download Center: <https://zoom.us/download>.



Use the Zoom Support Center.

1. For assistance on installation on iOS or Android devices:

<https://support.zoom.us/hc/en-us/categories/200110013-iOS-and-Android>

2. For more details on system requirements:

<https://support.zoom.us/hc/en-us/articles/201179966-System-Requirements-for-iOS-and-Android>

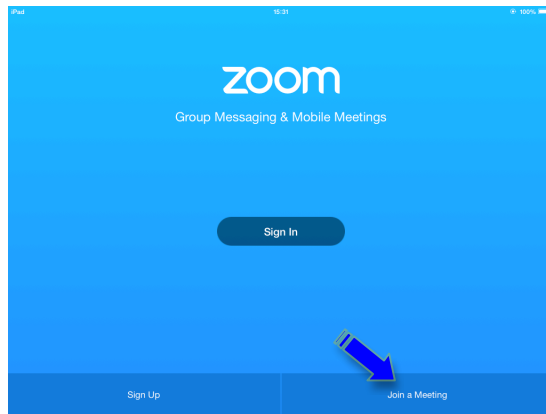
## JOINING A MEETING – USING THE MEETING ID

*To provide you with time to solve any technical issues, prepare to join the online meeting 20-25 minutes ahead of schedule. Also, note that you do not need a Zoom account to participate in a meeting.*

1. Launch the Zoom software on your device.



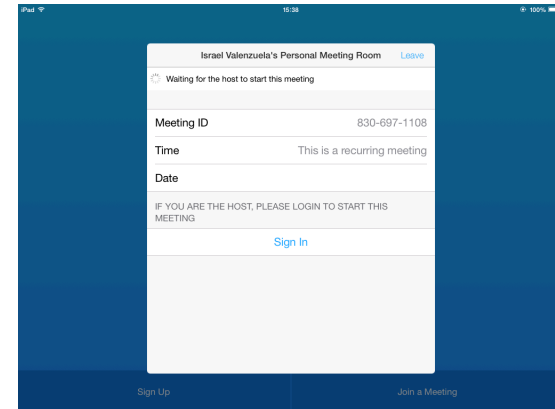
2. Click **Join a Meeting**. (You do not need to sign in.)



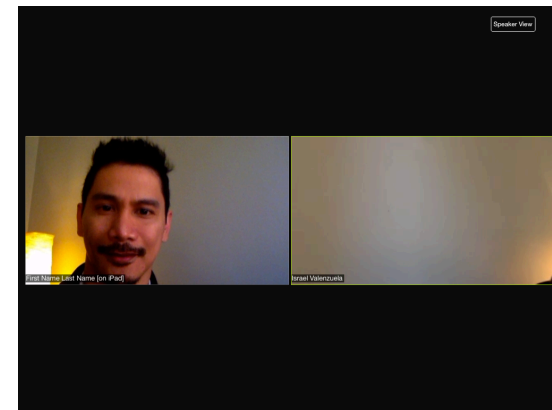
3. Enter the Meeting ID (except the dashes) and your full name. Click **Join**.



4. If the meeting has not started, you may need to wait a few minutes until the scheduled meeting time.

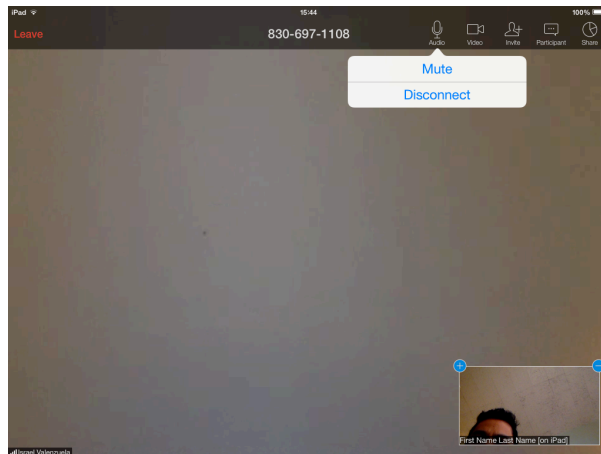


In the **Gallery View**, you can see the thumbnail of each participant's webcam feed displayed in rows. The rows adjust according to the number of students in the room.

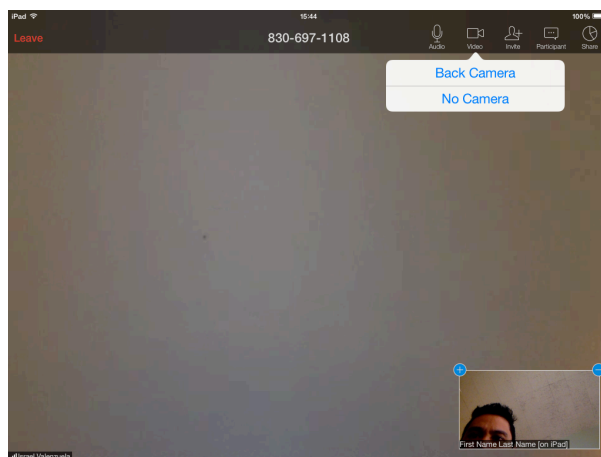


In the **Speaker View** (not shown), the webcam feed of the current speaker moves to the center and is enlarged.

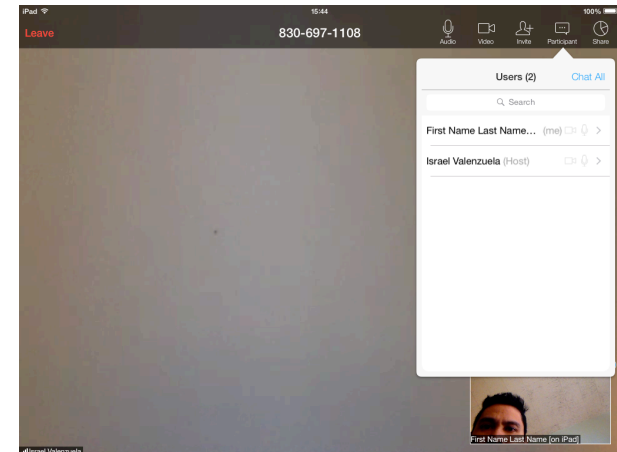
5. Once you are in the meeting room, you have access to the settings and other features:
  - a. Audio: Tap to mute, unmute, or disconnect.



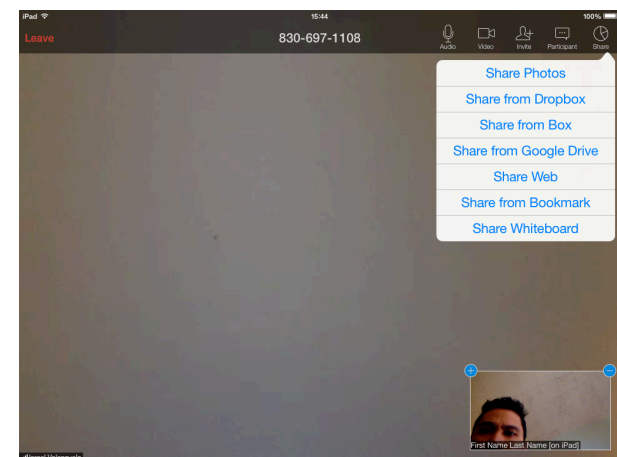
- b. Video: Select the front facing or back camera, or use no camera.



- c. Invite: You won't be sending invitations.
  - d. Participant:




- e. Share: Use to share items from various sources.





6. Once you are in the meeting room, you have access to the settings and other features:

**Zoom Meeting Window**  
(toolbar enlarged)



Edit audio, video, and other settings



Share your desktop or a window on your computer





Mute/Unmute your audio

Choose one of two options to hear the meeting audio:

- Computer Audio** (default) – use your computer speakers and mic
- Join by Phone** – call the number listed (landline recommended)




Start/Stop your video feed

Chat with others in the room  
(use this feature to communicate while troubleshooting technical issues)

