

Getting Online

How to join Zoom calls using your iPad/iPhone

What: Zoom is an App which is used to create and join video calls. It allows you to join calls with groups of people. Group calls using Zoom are called 'meetings'.

Before you start...

You will need to do the following:

- Make sure your device is charged
- Switch your Device on
- Make sure you are connected to the internet

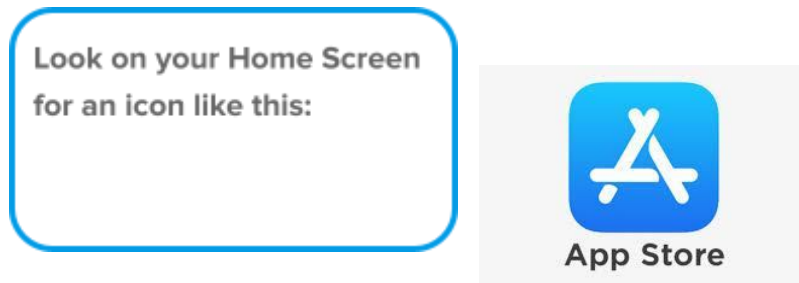
How: This guide will explain how to download Zoom, how to change your settings, and how to join a Zoom meeting. You can join a Zoom meeting in two ways:

- Using a Meeting ID and Password.
- Using a link you have been sent via Email or Text.

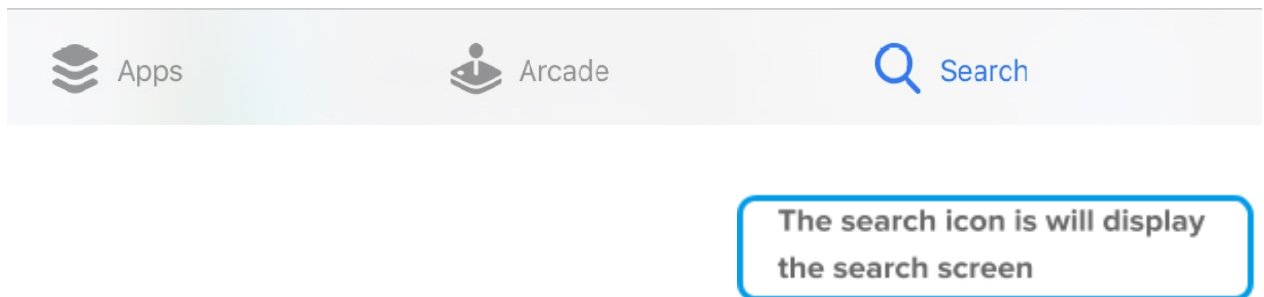
How to Download Zoom

To download Zoom you will need to go to the Play store.
This is where you can add new Apps to your iPad/iPhone

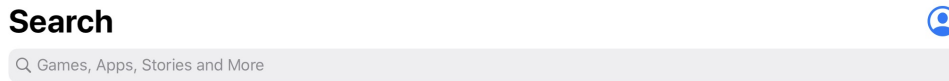
1. Press on the App Store icon on the Home Screen.



2. Press on the Search icon at the bottom of the screen.

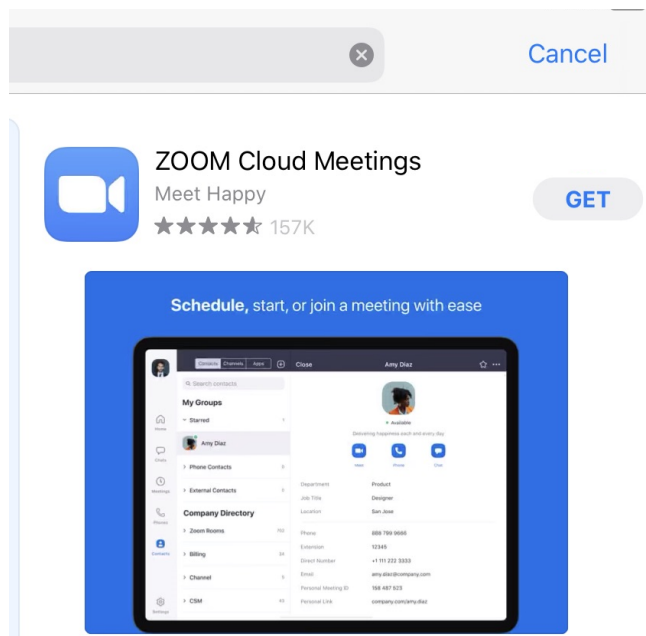


3. Press on the Search Bar at the top of the screen



The search bar is used to find Apps you know the name of

4. Type 'Zoom' or 'Zoom Cloud Meetings'.

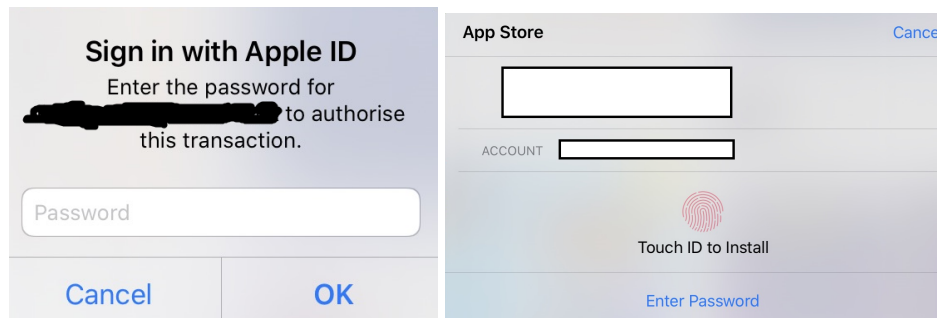


This is the App you need to download

5. Press Get to download the App.

GET

You may need to enter your password or use your fingerprint if you have a newer iPad/iPhone set to use that function.



6. Wait for the App to download

The blue circle shows how much has downloaded

7. When the App has downloaded the Home button to return to the Home screen

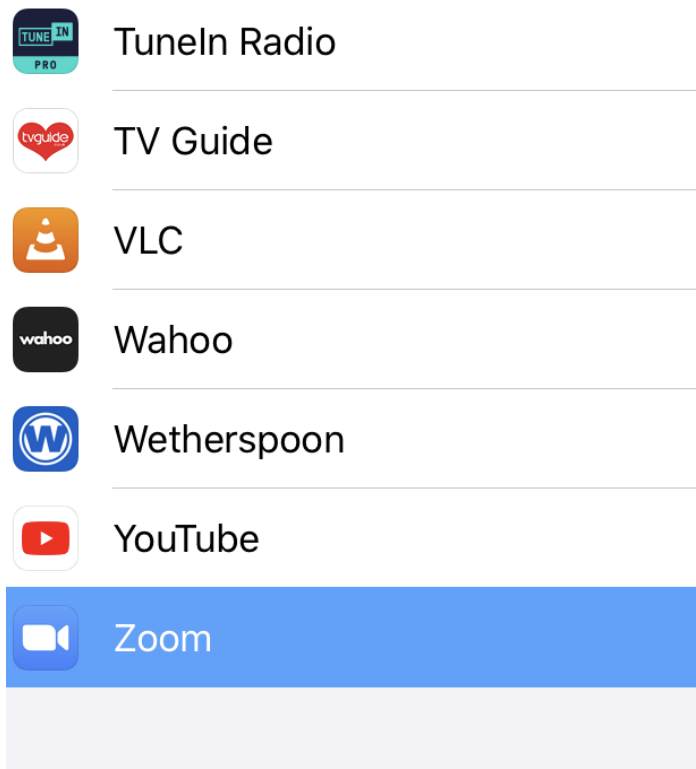
Changing your settings to use Zoom

Before you use Zoom, you will need to make sure that your Camera and Microphone are tuned on. You will do this in your settings.

- 1. Open your Settings App on your Home Screen.**

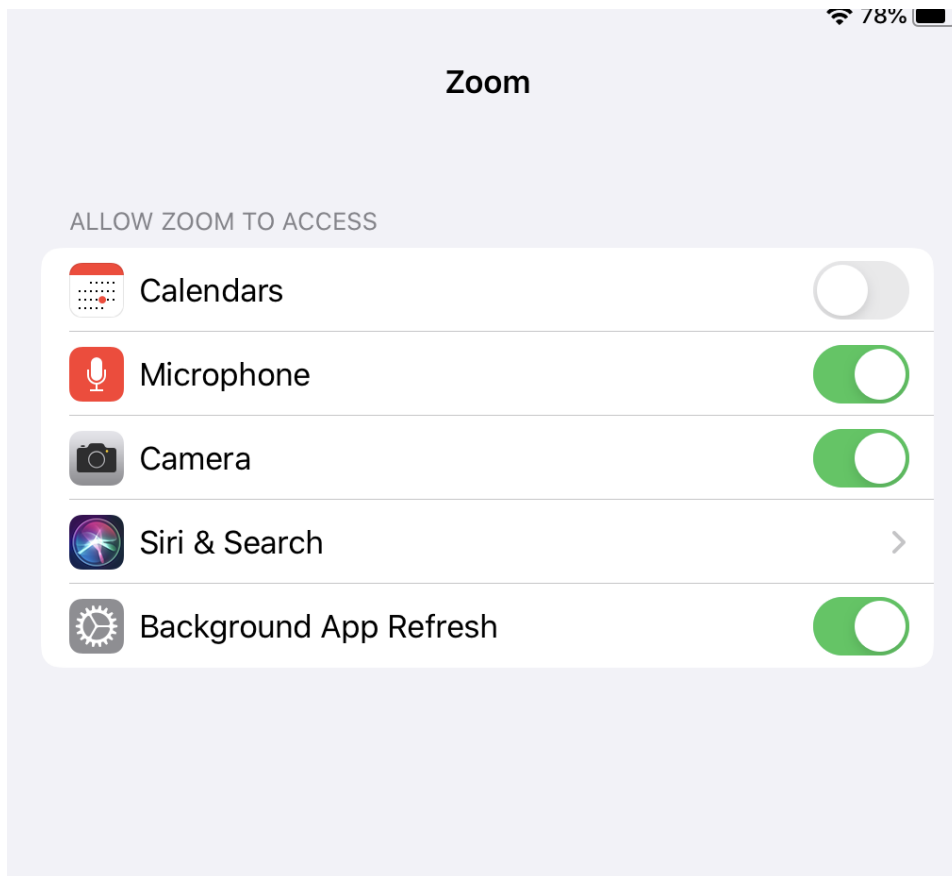


Scroll down to 'Zoom' and press to open. This means that you will be adjusting the settings for the App, 'Zoom'.



Press to Open

Once in 'Zoom' settings, you should see a list of 'App permissions on the right of the screen. You will need to press on the Toggle Button next to 'Camera' and 'Microphone'



See step 3 above.



Joining a Meeting Early

It is best to wait until the correct meeting time before dialing the number you have been provided with. However, sometimes you may be able to join a meeting before the meeting organiser.

You will be asked to enter the 'host key'. **You will need to enter the hash key (#)** to wait to join the meeting.

