Zoom Meeting Guide for iPads

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Getting started with Zoom

Zoom video meetings allow for two-way communication. You can see and hear people on the other end, and they may be able to see and hear you too. This guide will help you get started and go over the controls so you feel comfortable using Zoom.
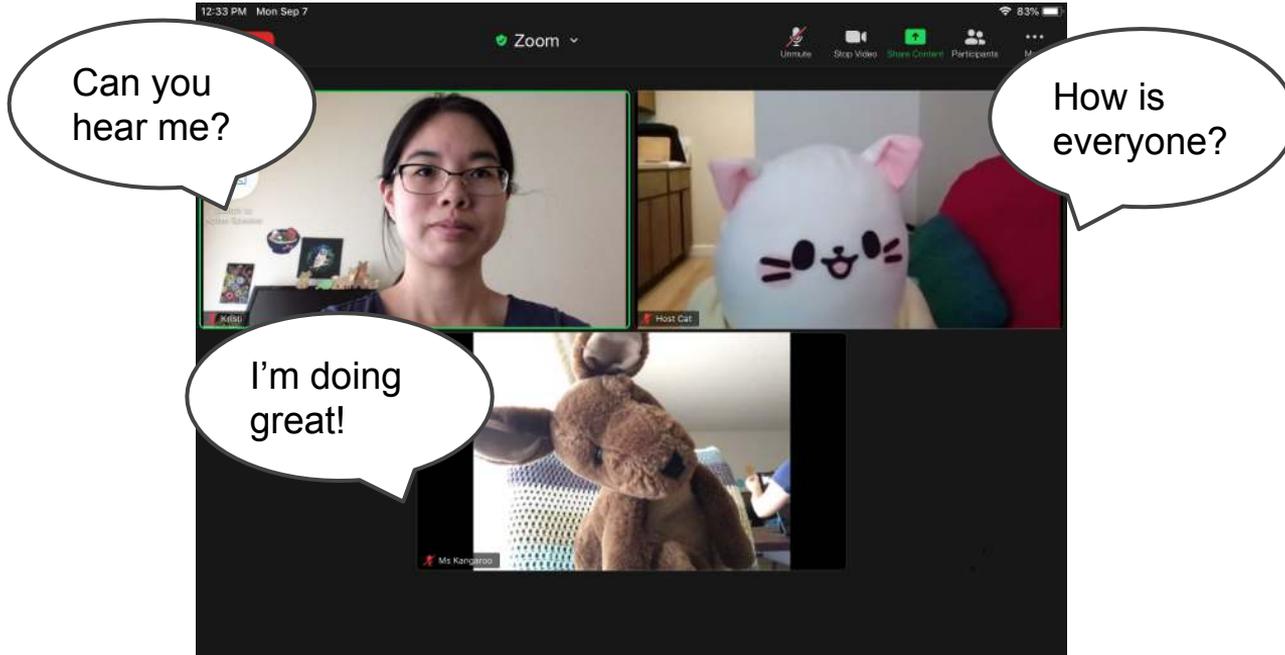
What you need

- iPad 2 or later, iPad mini, or iPad Pro
- Internet connection
- Email

iPads come with a camera, microphone, and speakers built in.

Preparing before a video meeting

Position your camera: Hold or prop up your iPad so the camera is facing you. It should preferably capture your head and shoulders.

Clean up your background: Since your background would also be on camera, move anything you don't want others to see.

Minimize noise and distractions: Turn off the TV or anything that might make a lot of background noise. If you have others in your household who will not be joining, let them know that you will be in a video meeting.

Getting the Zoom app

Download the Zoom app on your iPad for the easiest way to join meetings. Make sure to get the Zoom app <u>before</u> your first meeting starts.

1) Go to the **App Store**.

2) Search for **ZOOM Cloud Meetings**.

3) Tap **Get** to download the app.
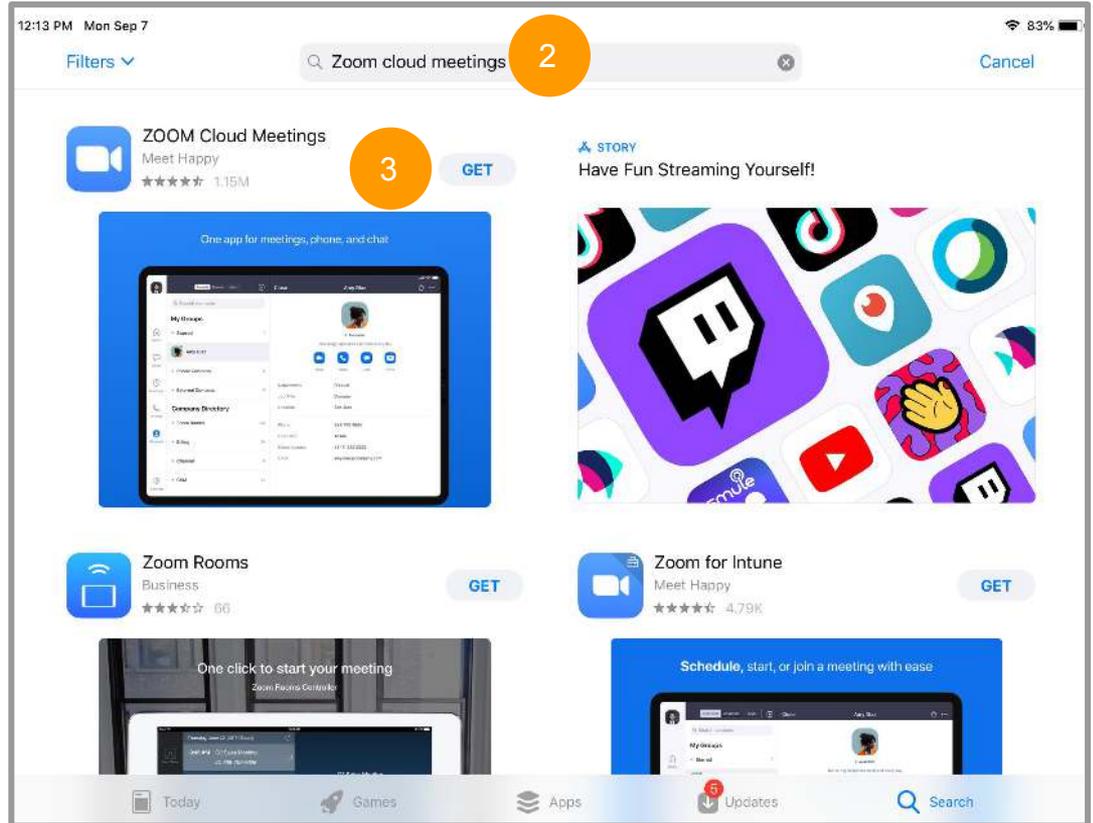
Joining a Zoom video meeting

1) Go to your email. An email will be sent to you with a link to the meeting. This email will be sent out the day before or the day of the meeting.

2) On the day and time of the meeting, click the Zoom link. You can also copy and paste the link into the Safari web browser. This link automatically opens a Zoom meeting.

   If you don't have the Zoom app yet, a screen would open telling you to get the app.

Example Zoom link

Meeting Join Link:
https://zoom.us/j/8823452450?pwd=KSDup3dsfkl23sdflksldsl948KDS

Meeting ID: 882 345 2450
Password: 3Pbk35

Security note: Don't share Zoom links in public places such as Facebook or Twitter. Strangers can use these links to barge into meetings (aka Zoombomb).

3) Enter your name and click **Continue**. You may not get this window if this is not the first Zoom meeting on the account.

4) Wait for the host to let you into the meeting.

5) Tap **OK** to allow Zoom to access your microphone.

6) Tap **Call using Internet Audio**.

7) Tap **OK** to allow Zoom to access your camera.
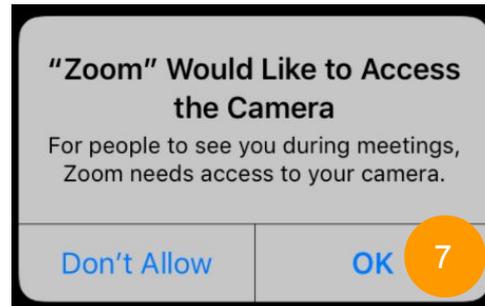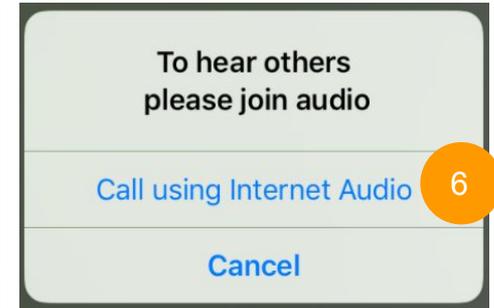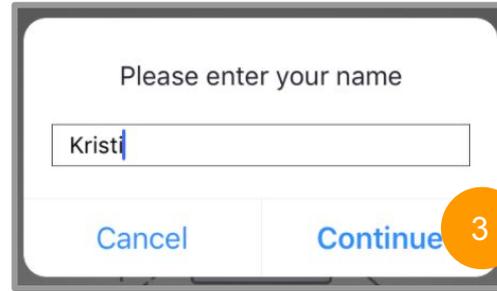
Tip: Your microphone and camera may be on when you join the meeting. That means others may be able to see and hear you.

Please enter your name

Kristi

Cancel   Continue ③

"Zoom" Would Like to Access the Microphone
For people to hear you during meetings, Zoom needs access to your microphone.

Don't Allow   OK ⑤

To hear others please join audio

Call using Internet Audio ⑥

Cancel

"Zoom" Would Like to Access the Camera
For people to see you during meetings, Zoom needs access to your camera.

Don't Allow   OK ⑦

Finding the Zoom controls

Most of the controls you would use for Zoom are in the top bar. If you don't see this bar, tap your screen. The bar should pop up.
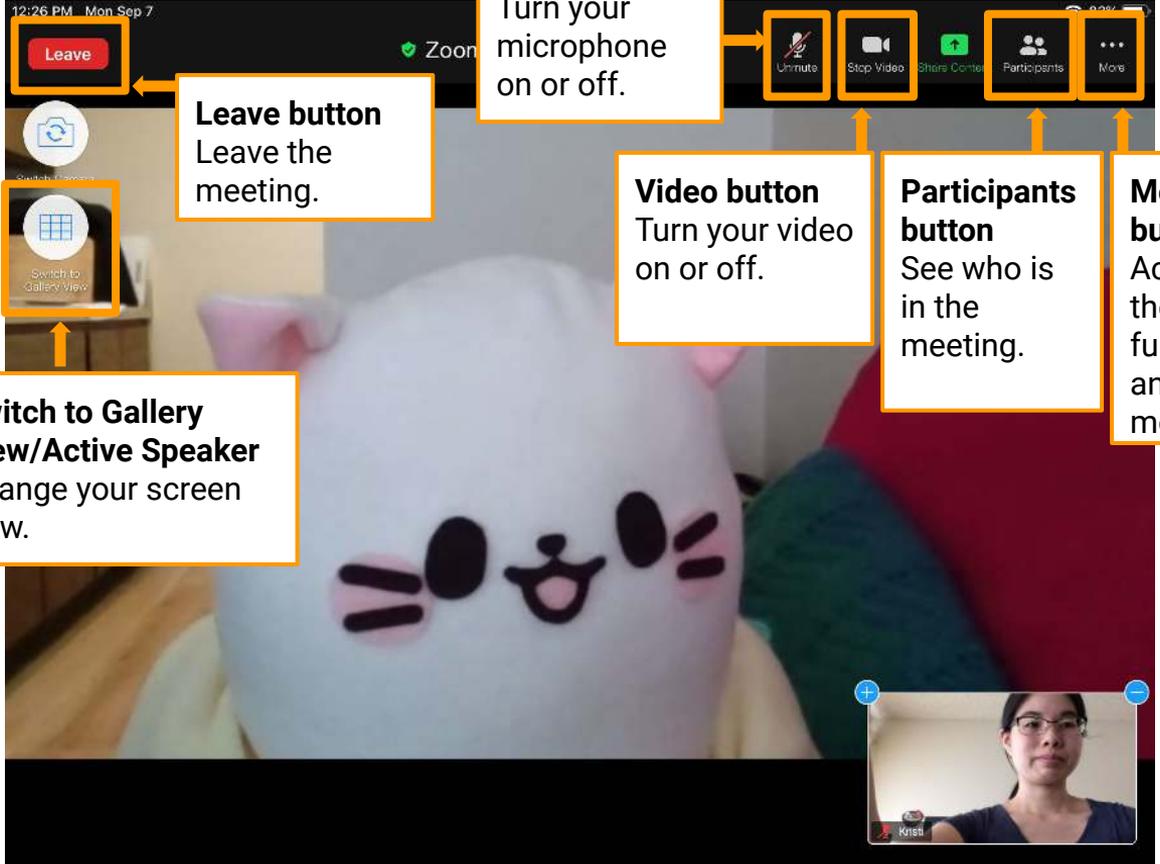
Audio button
Turn your microphone on or off.

Leave button
Leave the meeting.

Video button
Turn your video on or off.

Participants button
See who is in the meeting.

More button
Access the chat function and more.

Switch to Gallery View/Active Speaker
Change your screen view.
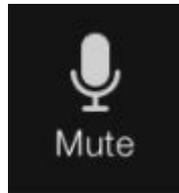
Turning the microphone on or off

In a Zoom meeting, everyone can either hear you or not hear you at all. The audio button in the top toolbar.

If your audio button looks like this, your microphone is **OFF**. (No one can hear you.)

Click the **Unmute** button to turn your microphone **ON**. The red slash will disappear to show your mic is on.

Tip: Keep your microphone **OFF** unless you are speaking. This minimizes background noise and avoids everyone overhearing you unintentionally.

Don't forget to turn your mic on if you get a bingo!

If your audio button looks like this, your microphone is **ON**. (Everyone can hear you.)

Click the **Mute** button to turn your microphone OFF. A red slash will appear to show your mic is off.

Turning the video on or off

In a Zoom meeting, everyone can either see you or not see you at all. This video button is in the top toolbar

If your video button looks like this, your webcam is **OFF**. (No one can see you.)

Click the **Start Video** button to turn your webcam **ON**. The red slash will disappear to show your camera is on.

If your video button looks like this, your webcam is **ON**. (Everyone can see you.)

Click the **Stop Video** button to turn your webcam **OFF**. A red slash will appear to show your camera is off.

Tip: Video meetings are a lot more fun if everyone can see each other. It is recommended that you keep your video **ON**. (It is also easier for the hosts to see if you have a bingo when your camera is on.)

Feel free to turn your video off when you need to.

Screen viewing options

You have a couple of screen viewing options to choose from.

Active Speaker
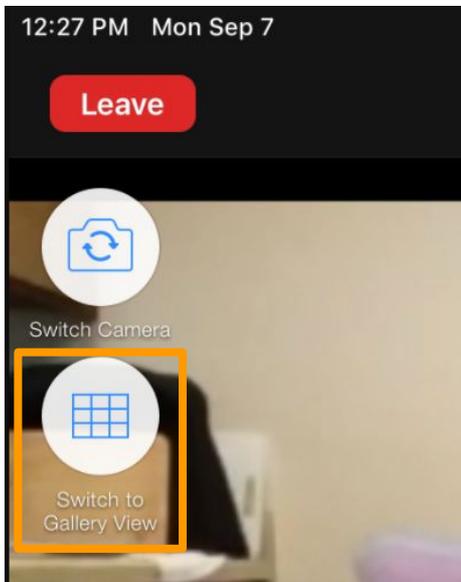The speaker has the largest screen.

Gallery View
Everyone on screen has an equally sized screen. This also lets you see more people.
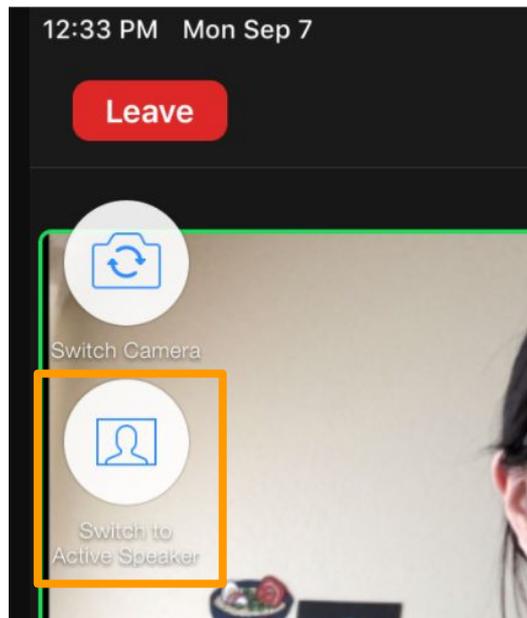
Changing the screen view

Switching from Active Speaker to Gallery View
Tap **Switch to Gallery View**.

Switching from Gallery View to Active Speaker
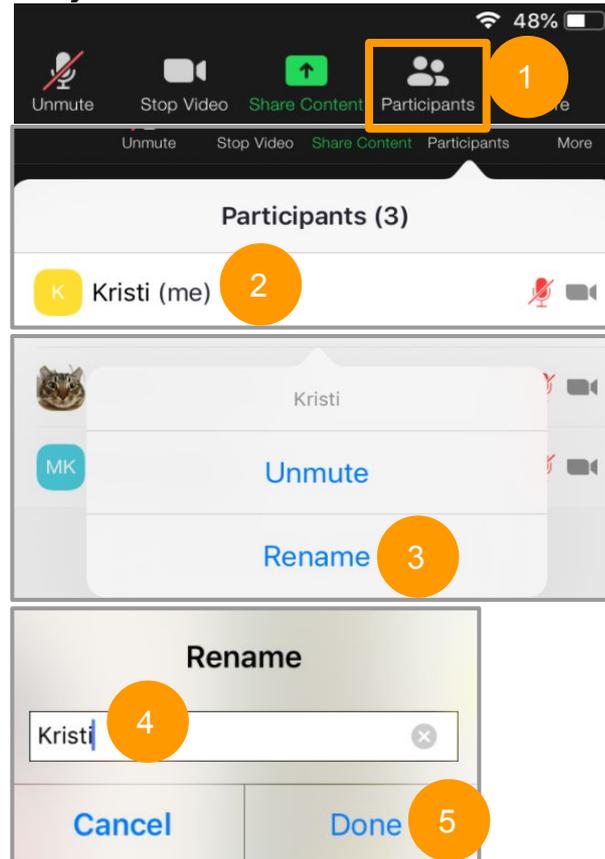Tap **Switch to Active Speaker**.

Changing your name

You can change your name if the name on your video screen doesn't match your own.

1. Click **Participants** in the toolbar. A screen with a list of participants will pop up.

2. Click on your name

3. Click **Rename**.

4. Click the field under **Rename** and type in your new name.

5. Click **Done** to save your name change.

Viewing messages in chat

You can view public and private messages sent to you with the chat function.

1) Tap the **More** button located to the top right.

2) Tap **Chat**. A window will pop up where you can view the previous messages and where you can send a message.
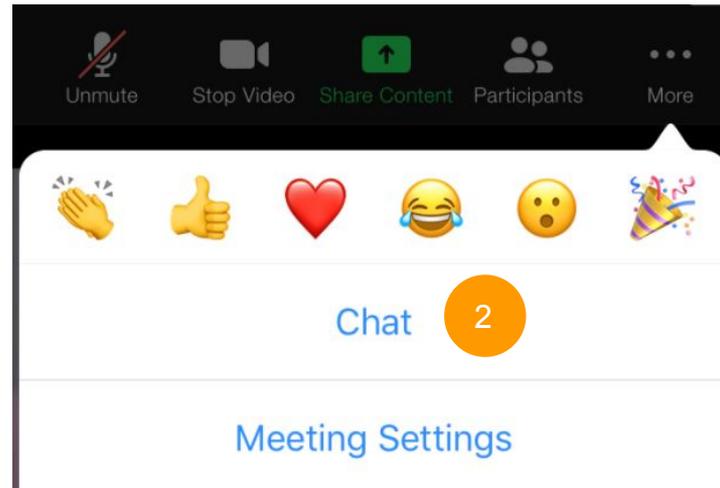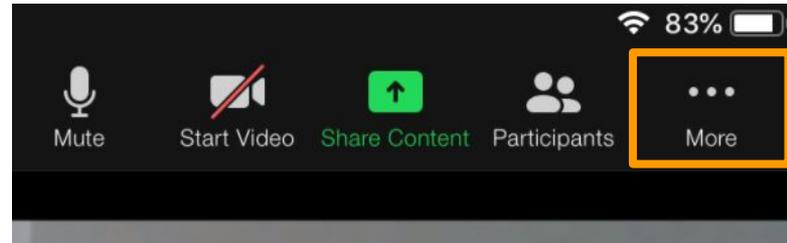
Sending public messages in chat

You can send public messages that everyone can see with the chat function. For large Zoom meetings, limit public messages to necessary notes, like asking for help.
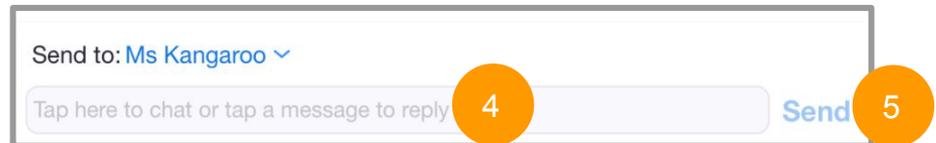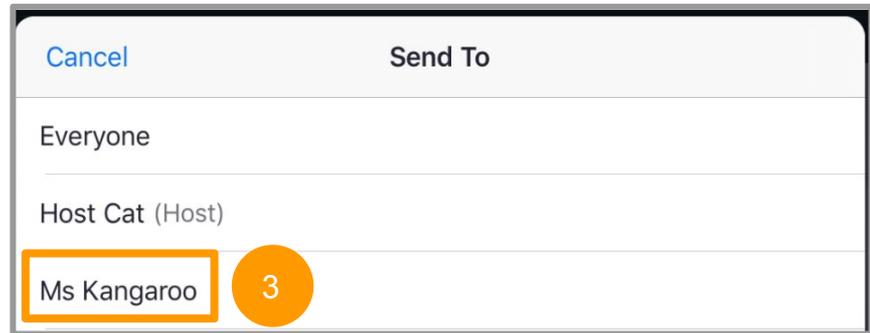
1) Tap **More** and then **Chat** to open the chat function.

2) Make sure the **Send to:** section is set to **Everyone**. If it is not, click on the downward arrow and select **Everyone** from the drop-down menu.

3) Tap on the **Tap here to chat or tap a message to reply** section to start your message.

4) Tap **Send**.
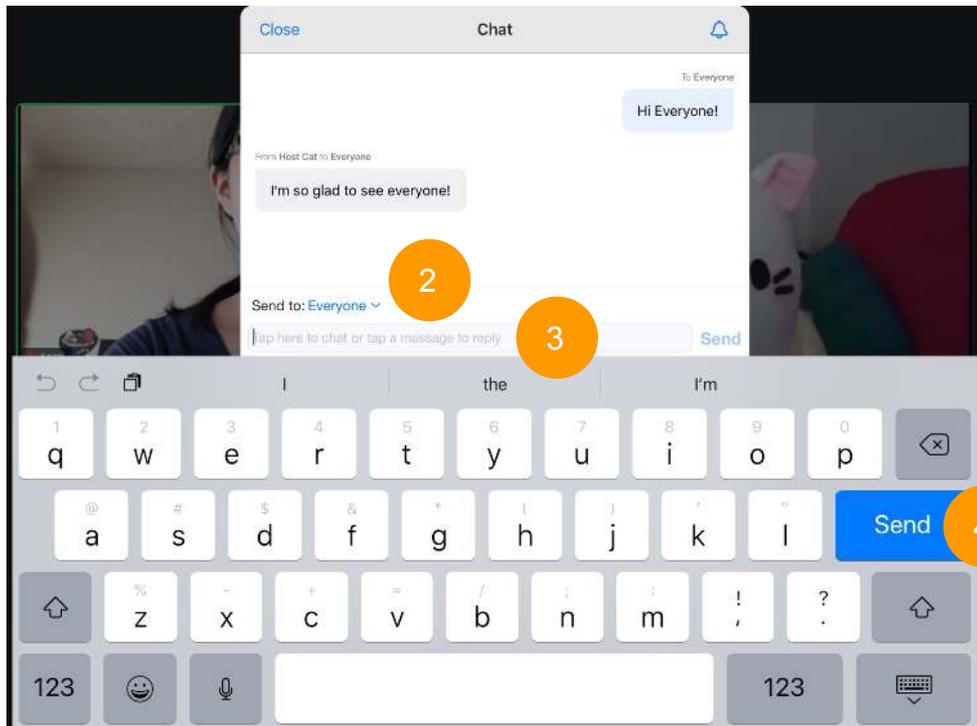
Sending private messages in chat

You can send a private message to an individual. You will need to know how to send a private message if you win a bingo so the host can record your prize.

1) Tap **More** and then **Chat** to open the chat function.

2) Tap on the downward arrow next to **Everyone**.

3) Select who you want to send a message to from the menu.

4) Tap on the **Tap here to chat or tap a message to reply** section to start your message.

5) Tap **Send**.

Send to: Everyone ∨

Tap here to chat or tap a message to reply   Send

Cancel   Send To

Everyone

Host Cat (Host)

Ms Kangaroo

Send to: Ms Kangaroo ∨

Tap here to chat or tap a message to reply   Send

Leaving a meeting

You can leave a meeting at any time. If you leave a meeting, you won't be visible to participants still in the meeting. It will also turn off your microphone and camera.

1) Click on the **Leave** button.

2) Click **Leave Meeting** to confirm you want to leave the meeting.
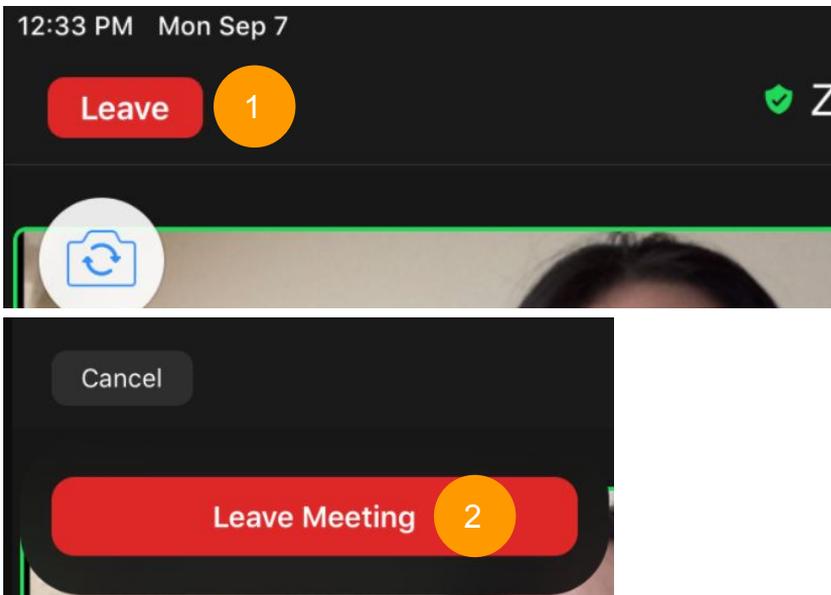
Resources

MVBT's Tech Support team is happy to help! Please email us at techsupport@mvbuddhisttemple.org or call 650-964-9426 extension 3 and leave a voicemail. Our team will get back to you ASAP!