

# Zoom Instructions for Tablet

## To Join a meeting:

- **Tap** on the Zoom meeting link (underlined) in the email you were sent.
- Example:

Caitlin Dunnington is inviting you to a scheduled Zoom meeting.

Topic: Zoom for screenshots

Time: Jul 12, 2020 02:00 PM Pacific Time (US and Canada)

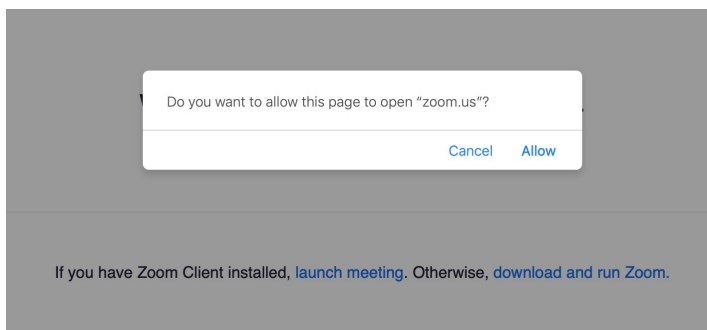
Join Zoom Meeting

<https://us02web.zoom.us/j/83892985149?pwd=MTNzTmtlazlvQjVCWXBiK2V3NXc2QT09>

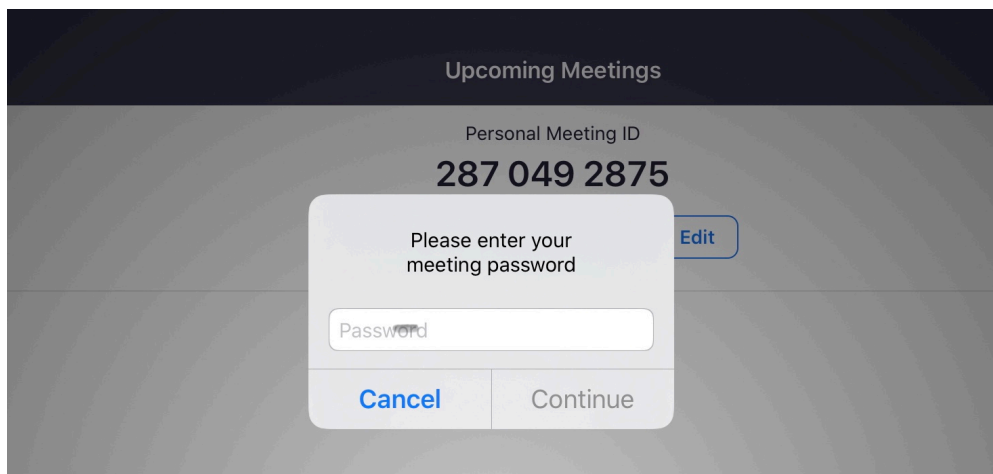
Meeting ID: 838 9298 5149

Password: 4gSdd4

- When the screen below appears, click **Allow**. If you have not used Zoom before, you will need to tap on the link further down that says "download and run Zoom" to download the app.

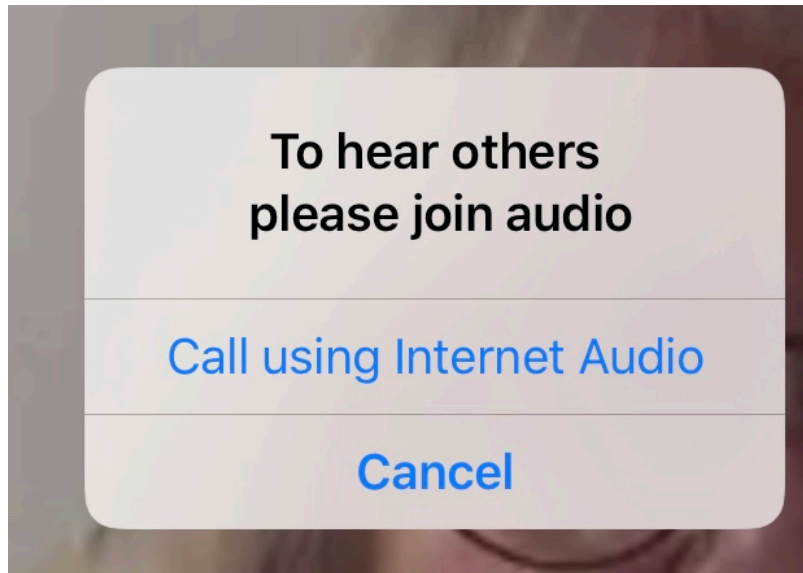


- First time users will be asked to enter your name. It may or may not ask for the password. I usually copy it just in case. Then hit **Continue**.

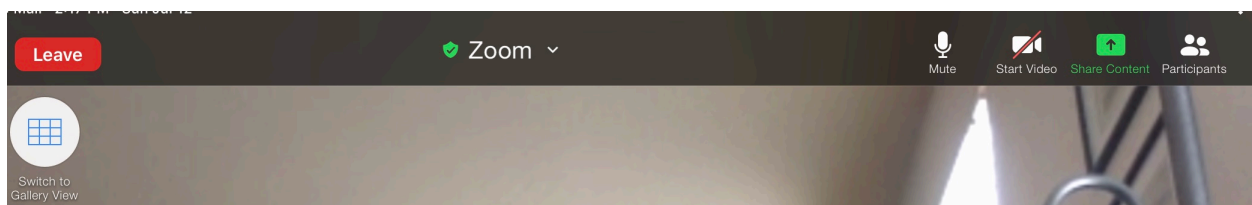


- You may be asked to wait a moment to be let into the meeting at this point. It shouldn't be long. If you find yourself waiting many minutes, text or call the person who sent your Zoom meeting request and they will help you out.

- On this screen Tap on **Call Using Internet** . (You can [Test Speaker and Microphone](#) by clicking on that if your audio isn't working. Then follow the instructions.)

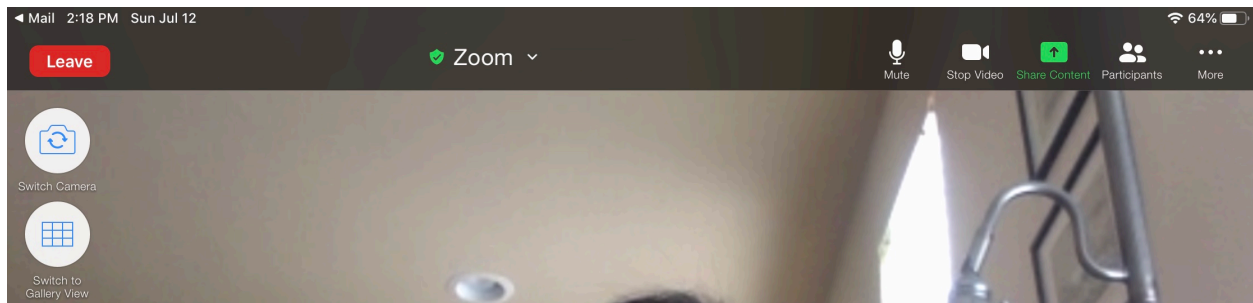


- If you don't appear on the screen, look in the top right hand corner for the little Video Camera icon ( **Start Video**). If it has a red slash across it, your video is **Off**. Just tap it to toggle it to **On**. (or leave it Off you don't want us to see you in your pajamas.)



### To Mute/Unmute:

- Check to make sure you are muted. In the same upper right hand corner is the microphone icon that switches between **Mute** and **Unmute**. Tapping on it will toggle it on and off. Make sure it says **Unmute**. It will show a microphone with a red slash through it when the sound from your microphone is Off. It may seem weird but the words printed are for the NEXT action that will happen if you tap the icon, not the current state it is in.
- When you are going to speak, tap on **Unmute**. The microphone will no longer be red, and everyone can hear you.
- When finished speaking tap on **Mute**. You can also hold down your space bar to talk, then release it to re-mute. Cool shortcut!
- Please be aware of staying muted when not talking as back-ground room noises can be as loud as the speaker-- you'd be surprised how loud paper rustling can be!
- Note that Video works the same way--if your picture isn't appearing, see if **Start Video** has a red slash across it. Tap it to toggle it on. On the example above, the little



microphone and video camera are gray so both are operating --you are being seen and heard!

### **To Adjust your View**

- **Screen view:** In the upper most left corner it shows display views as icons. If you don't see these just tap that area of the screen.
  - **Speaker View** places the speaker as the main part of your screen with the participants' small views either along the top or side. Speaker View icon is not showing because this screen is already on Speaker View; the only option is Gallery View.
  - **Gallery View ( looks like a grid)** has all the participants the same size on your screen. If there are more than 9 there will be additional "pages" which you can scroll to see everyone by using the right and left arrows on your screen on the right and left sides.
  - The speaker will have a yellow box or underline around their video.

**Leave the meeting:** When you want to leave, or the meeting is over, tap on **Leave** in the lower right-hand corner. Then tap on **Leave Meeting** again. Close your browser.