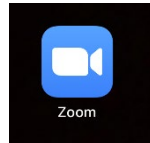


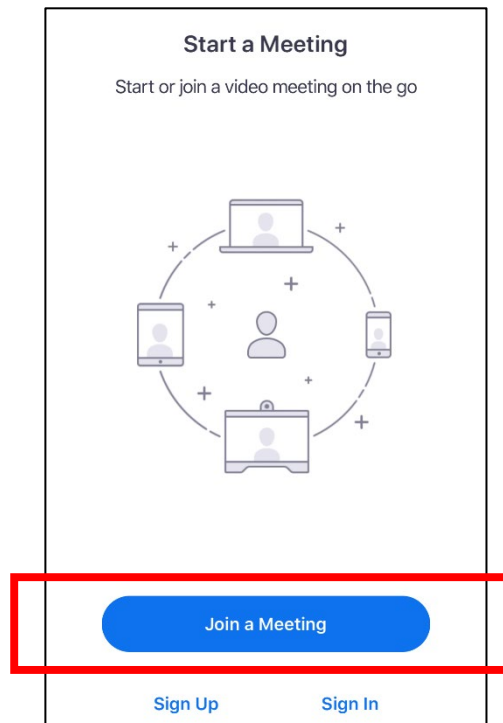
Instructions for Joining Zoom on a Smart Phone

1. You will have to download the **Zoom app**

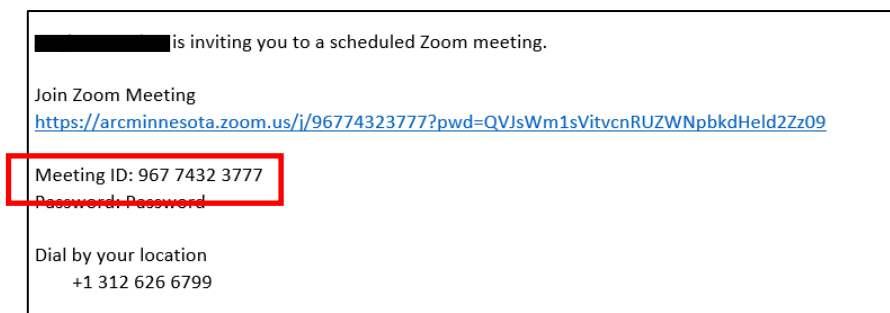


2. Open the app.

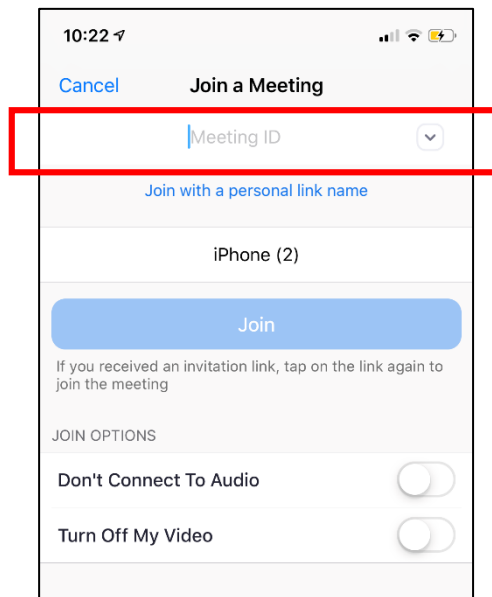
Click or tap the button that says **Join a Meeting**



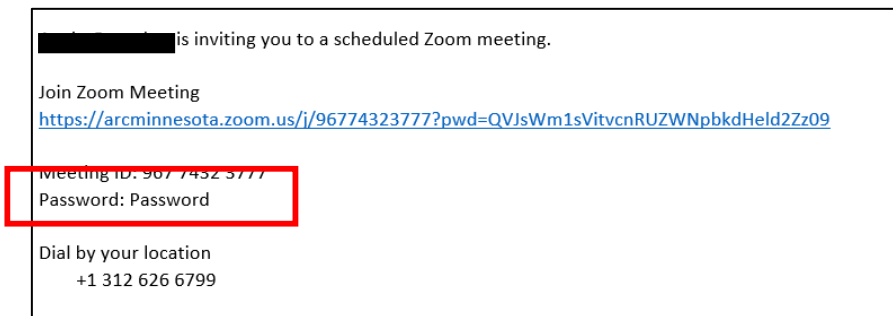
3. Look at the meeting invitation. There is a **Meeting ID**.



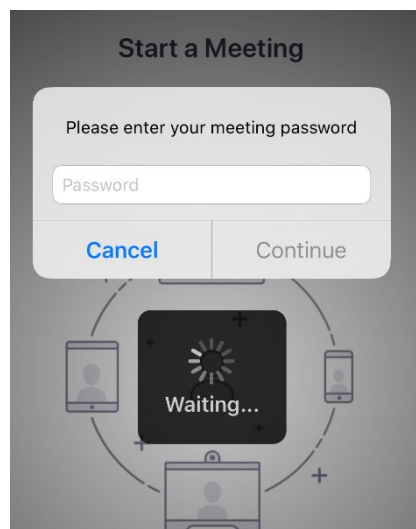
Type the meeting ID number into the area it says **Meeting ID**



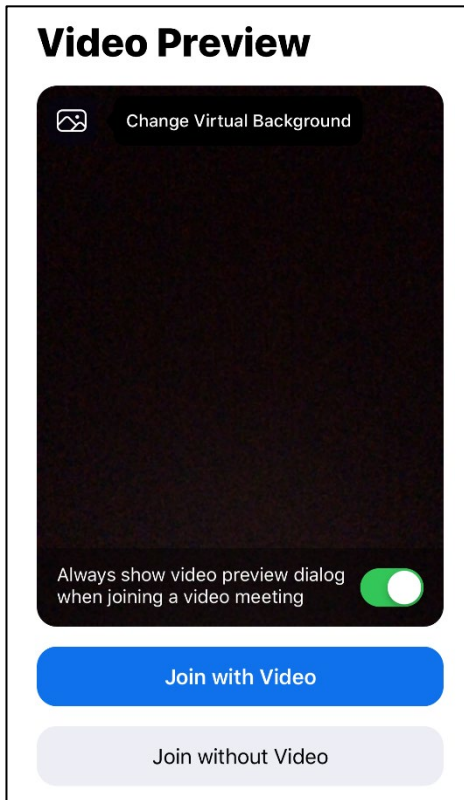
4. Your meeting might have a password. The password is in the invitation



Type your meeting password in the box that says **Password**



5. Zoom will show you what your video will look like. You can decide if you show your video to the group

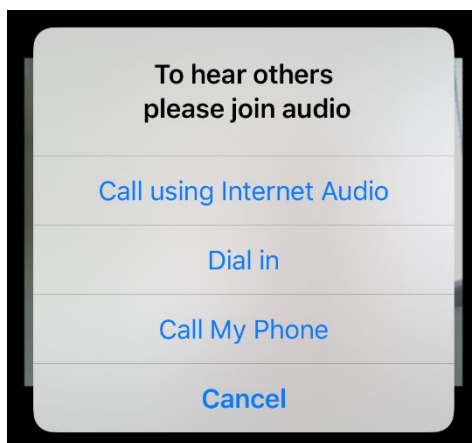


If you tap **Join with Video** it will show everyone your video

If you click **Join without Video** it will not show anyone your video

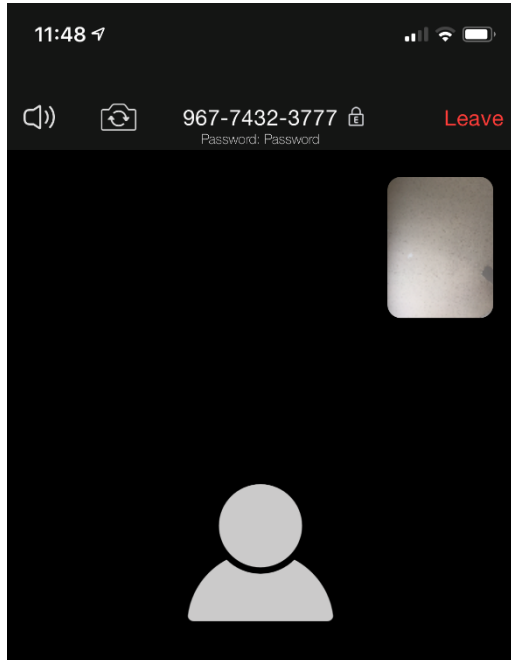


6. Zoom will let you pick how your hear others



You need to select one of the options to hear others

7. You are now in the meeting! It will look like this

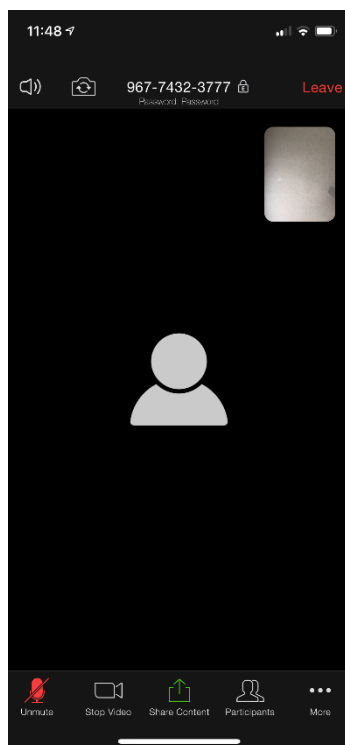


← Your video will be here

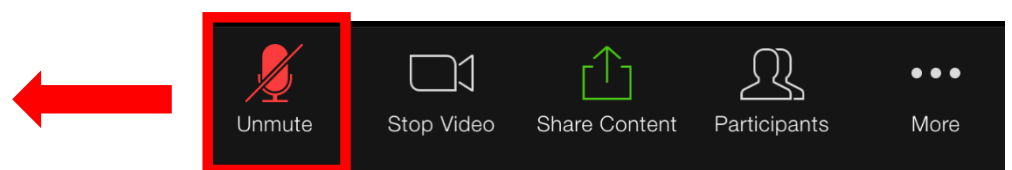
← Meeting participant will be here

If you have a lot of people in the swipe across the screen to see other participants in the meeting

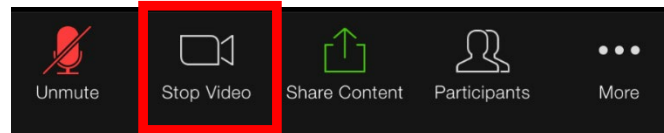
8. Tap your screen. You will see a toolbar in the bottom of your screen.



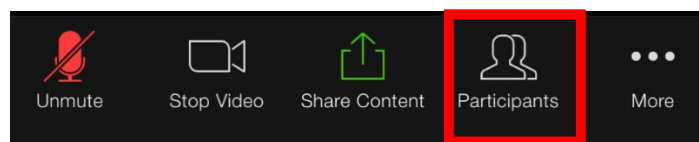
- You are muted when the microphone is red with a line through it. People will not be able to hear you.
- People will be able to hear you when the microphone is white with no line through it. You will be unmuted.
- Tap the microphone to mute or unmute



9. Tap the video camera button and the camera will show you so all people at the meeting can see you. You can click the video camera and it will **Stop Video** and there will be a black screen. No one can see you.



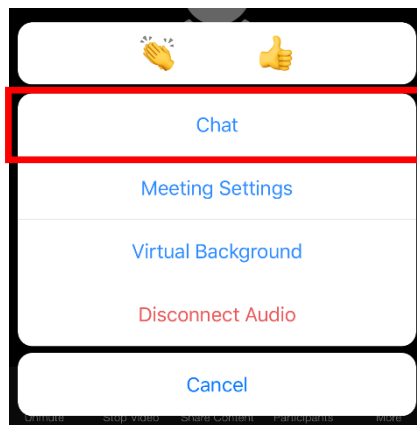
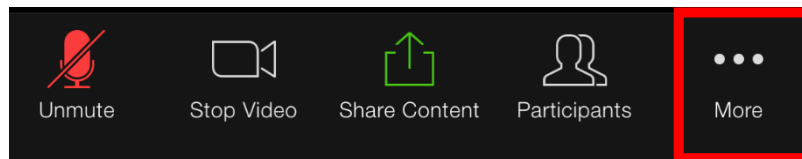
10. Tap the **Participants** button and a box will open on your screen. This box has the list of the people in the meeting.



At the bottom of the Participants box are 6 buttons. You can use to send messages to the leader of the meeting and all participants without speaking

- The **blue Raise Hand** shows you have a question or would like to speak
- The **green check or Yes** button shows you agree
- The **red X or No** button shows you do not agree
- The **grey left arrow** tells the speaker to go slower
- The **blue right arrow** tells the speaker to go faster
- The **More button** is a **grey circle** with three small white dots in it. If you tap the More button there are other ways to participate
 - The **blue thumbs down** shows you dislike something
 - The **blue thumbs up** shows you like something
 - The **blue clapping hand** shows you like something
 - The **grey mug** shows you need to take a break
 - The **clock** shows you have stepped away from the meeting

11. When you tap the **More** button. You will get more options.



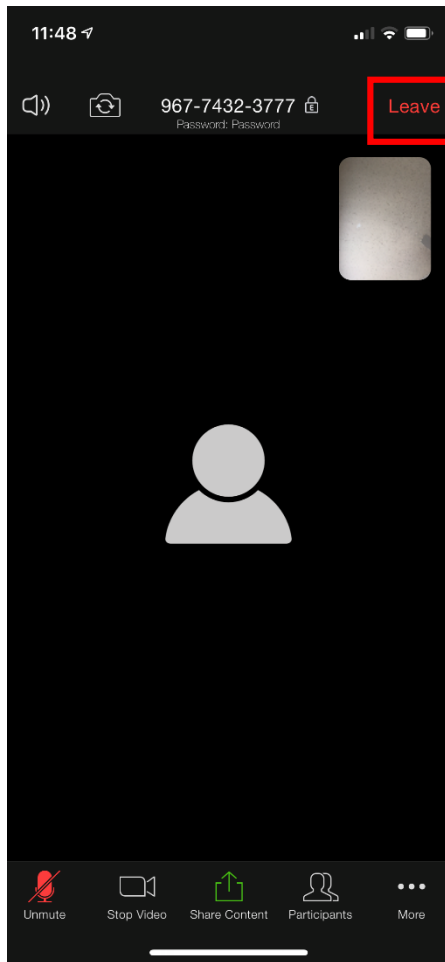
When you tap on the **Chat** button, a chat box will appear

In the Chat box, you can type messages to the whole group.
Or you can send a private message to one participant

To send it privately to one participant, click the grey box that says **Everyone**. A drop box will appear with a list of participant names. Select the participant you want to send the message to

You type your message in the space below where it says **Type message here...**

12. Tap the **red Leave** button in the right corner to leave the meeting.



If you leave the meeting on accident you can come back