

Zoom – a Beginner’s guide to joining a meeting –iPad/Apple

In the present difficult times video conferencing will be playing an important role in keeping in touch with friends and family and our U3A.

Minimum Requirements

An iPad or Tablet (iPhones/smartphones are usable but restricted because of their size)

Downloading the App (It is a good idea to do this a day ahead of the meeting)

For Apple devices <https://www.apple.com/uk/ios/app-store/>

Search for ‘Zoom’, click install. Once it has installed the install button will change to ‘Open’

Once on the Zoom home page - which is headed “Start a Meeting.” Click your home button to close the App. You are then ready to join using the email link at the time set for the meeting. Zoom will open automatically.

You do not need to ‘Sign up’ unless you intend to host a meeting

Joining a Meeting

The person organising the meeting – the host- will send you an email which will contain a link, usually starting https:// , the meeting ID and a passCODE

You will now get a screen with the title of the meeting, usually the host’s name and below that ‘Waiting for the Host to start this meeting’, followed by meeting ID, time and date.

This will be followed by ‘Join with Video’ and ‘please wait-the meeting host will let you in soon’

This is followed by ‘Connecting’ and ‘Join with Internet Audio’

For monthly meetings your video and microphone will be switched off automatically by the host

Please do NOT switch on your microphone or video for the monthly meetings

For the big monthly meeting you will only see the chairman and the speaker but for a group meeting you will be able to see everybody.

On the iPad in the top left corner there should be “cut in the gallery display” clicking on this will give you the ‘gallery’ where you can see everybody in smaller pictures or clicking again “switch to the direction of current in the outgoing” will return you to the ‘Speaker’ where you will see the person who is speaking at the time.

By clicking at the top of the screen there are buttons to switch on/off sound and video.

Please do NOT switch on your microphone or video for the monthly meetings

And there is a ‘Chat’ where you can type messages for all or specific people to see. We shall be using this in the Monthly meeting for you to ask questions

Tip

I found that if you tap on the top of the screen - even while everyone in the group is still visible - there are three little dots in a row with ‘more’ written underneath. Tap on More.

You then have the option to choose Chat. Tap on Chat and a screen comes up with a box at the bottom where you can type a message. You then click send. What happens then I don't know because our microphones are all always on, so we don't need to type messages to each other to communicate. I think in large group meetings, where everyone is muted, you get the option at the top of Chat to choose who you want to send it to. You can choose 'everyone' or individual people.