

Zoom using Mobile App



Video connectivity

Prepared by: U3A Network NSW 2020



About Zoom

Zoom offers free video conferencing and messaging across any device, with up to 100 participants (with a 40 minutes time limit on meetings with three or more total participants), and unlimited 1:1 meetings.

This guide provides **basic instructions on creating an account** and setting up a meeting using Zoom from your Phone or Tablet. To use Zoom on your device Open your device's App manager – this will be the **Google Play store** for Android devices, or the **Apple App store** for Apple devices: [Google Play Store](#) or [Apple Store](#). In either case Search option to find 'Zoom', select **ZOOM Cloud Meetings** and click **Install**.



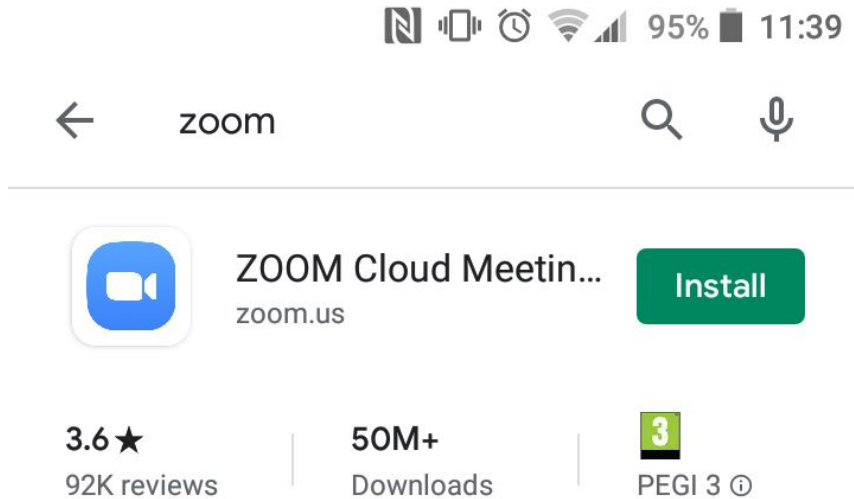
About Zoom

Zoom offers free video conferencing and messaging across any device, with up to 100 participants (with a 40 minutes time limit on meetings with three or more total participants), and unlimited 1:1 meetings.

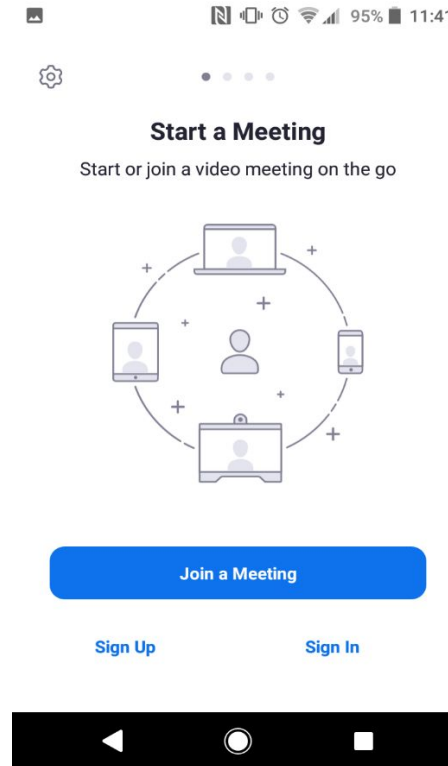
This guide provides **basic instructions on creating an account** and setting up a meeting using Zoom from your Phone or Tablet. To use Zoom on your device Open your device's App manager – this will be the **Google Play store** for Android devices, or the **Apple App store** for Apple devices: [Google Play Store](#) or [Apple Store](#). In either case Search option to find 'Zoom', select **ZOOM Cloud Meetings** and click **Install**.



Installation



Once successfully downloaded, the Install button will turn into an **Open** button. Click **Open** to launch the app.



With the App launched, you will be given the option to **Join a Meeting** if you have been invited to join one hosted by another person, **Sign Up** if you have not yet registered or **Sign in** with an existing account.



Registration Options

Option 1: Registration by Email Address

If you selected to **Sign Up** you will have the option to register using your **Email address**.

Enter a valid **email address**, your **First and Last Name** and agree to the **Terms and Conditions**

The **Next** button in the top right will become active. Click **Next**

The screenshot shows a mobile application interface for a registration screen. At the top, there is a dark header bar with a back arrow on the left, the text "Sign Up" in the center, and a "Next" button on the right. Below the header, there are three input fields: "Email", "First Name", and "Last Name". At the bottom of the form area, there is a checkbox with the text "I agree to the [Terms of Service](#)". The bottom of the screen shows the standard Android navigation bar with a back arrow, a home circle, and a recent apps square.

Registration Options cont.

Option 2: Registration through Google

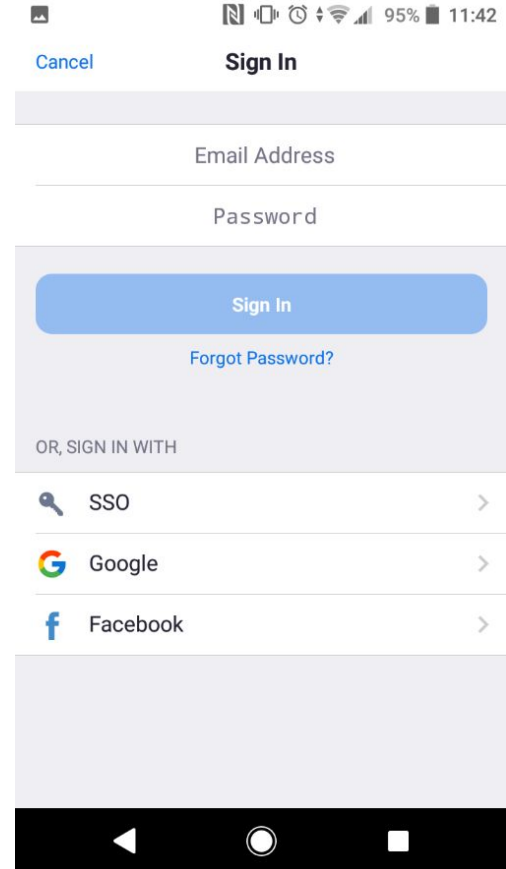
If you selected to **Sign In** you will have the option to register using your **Google Account**.

Click the **Google** icon where you will select which **Google Account** to use, or enter the details manually.

Option 3: Registration through Facebook

If you selected to **Sign In** you will have the option to register using your **Facebook Account**.

Click the **Facebook icon** then when prompted click **Continue as [NAME]**





Login to Zoom

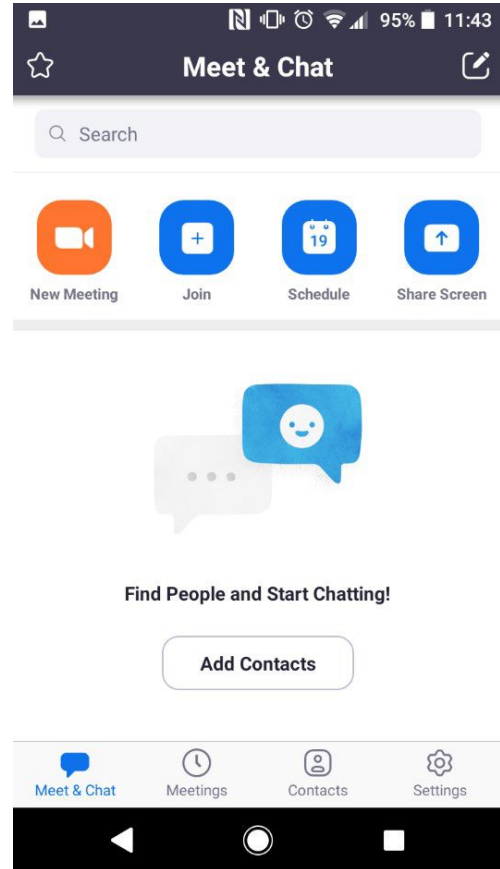
Based upon your setup choice

Enter your **Email address** and **Password**,

OR sign in using **Google**,

OR sign in using **Facebook**.

From the **Meet & Chat** screen you can Add
Contacts from your Phone Contacts or
using an Email Address.



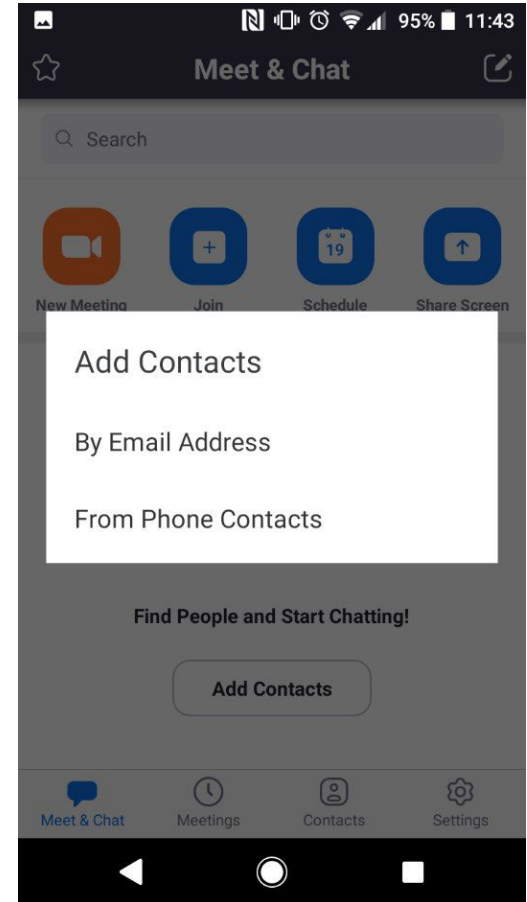


Add Contacts

Enter your **phone number** to search for any contacts registered for Zoom. You will need to give the App permission to view your Phone Contacts to do this. If there are no matches, you can invite any of your contacts to join Zoom.

Alternatively, search for the **Email address** in the Zoom database, and Add any Matched Contacts

Matched contacts can later be found in the **Contacts** area





Scheduling a Meeting

Give your Meeting a Unique **Name**

Set a **Date**

Set a **Start Time**

Set an **End Time**

You can set the meeting to recur every **Day, Week, Two Weeks, Month** or **Year**

If want to permit attendees to enter your meeting using only the **Personal Meeting ID (PMI)** number, **move the slider** to enable this feature.

Or

Disable the requirement of a **Meeting Password** to enter your meeting, **move the slider** to disable this feature.

Cancel Schedule Meeting Done

Joanne Smith's Zoom Meeting

Date 22/03/2020 >

From 12:00 >

To 12:30 >

Time Zone GMT +10:00, AET >

Repeat Never >

Use Personal Meeting ID (PMI)

862-476-####

If this option is enabled, any meeting options that you change here will be applied to all meetings that use your personal meeting ID.

PASSWORD

Meeting Password

Password 062###



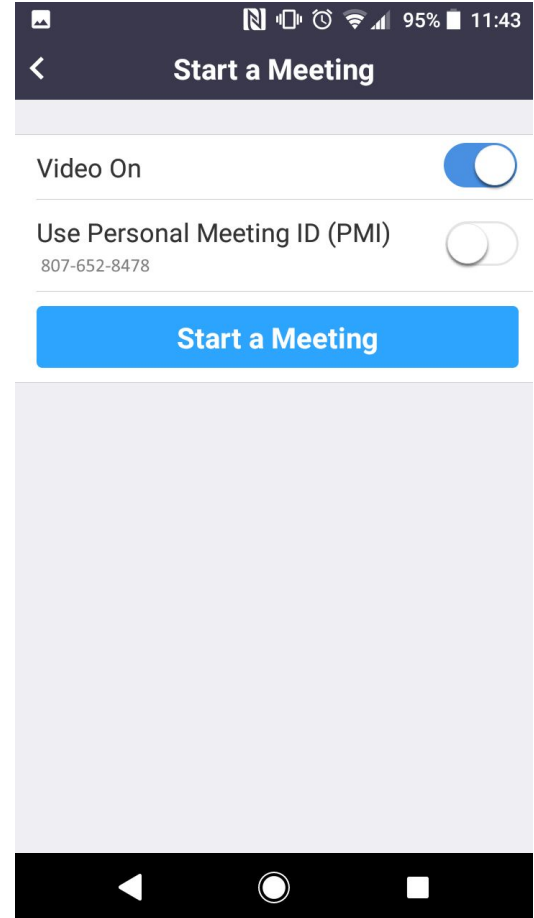
Starting a Meeting - 1

From the **Meet & Chat** screen,
click on **New Meeting**

If you do not want your meeting to have Visual,
Move the slider to turn off Video

If **Use Personal Meeting ID** is switched off
(default), participants will need to use a
password to enter your meeting (recommended).

To disable this and allow anyone with the
meeting number to join, **move the slider** to turn
this off.



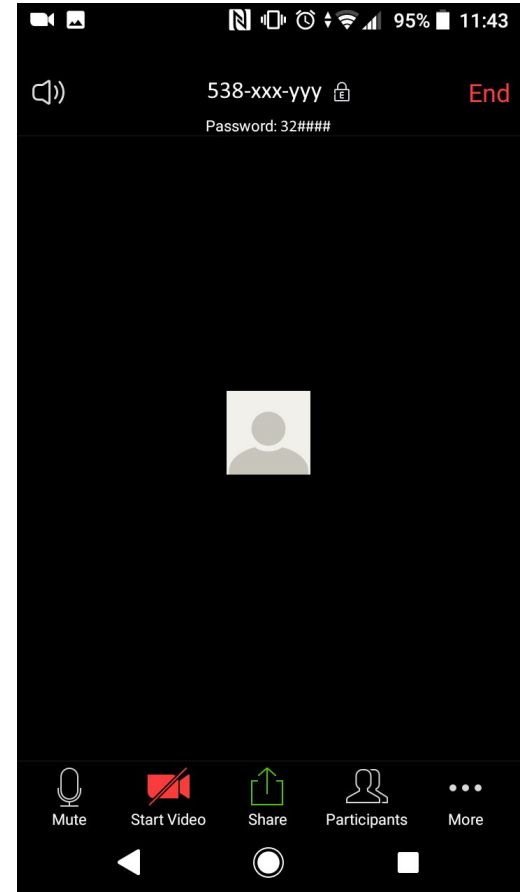
Starting a Meeting - 2

From within your meeting, you can invite people to attend using the **Participants** icon.

From here you will have the option to invite **Zoom** contacts, your Phone contacts through **Messaging**, Facebook contacts through **Messenger**, or email an invitation via **Outlook** or **Gmail**.

You can also copy the **URL for this meeting** and distribute this to potential participants.

Note other bottom of screen choices.





Zoom Security - 1

Passwords

For added security, it is **highly recommended** that your meetings require a meeting **password** to join.

Because most groups meetings use a public link that permits anyone using that link to join, they are vulnerable to infiltration by unwanted guests. This is known as 'Zoom bombing'.

To protect your meeting and its attendees from unwanted guests and their motives, you can increase security or restrict sharing by the attendees.

Two Factor Authentication

If **Use Personal Meeting ID (PMI)** is switched off, attendees will need to use a password to enter the meeting which adds an extra layer of protection against unwanted guests.



Zoom Security - 2

Disable Screen Sharing

Another option is for the meeting host **disable screen sharing**.

To disable screen sharing after you've started your meeting:

- Click the **More** (...) button at the bottom right corner of the screen
- Click "**Meeting Settings**"
- If you're using an iPhone, scroll down to "**Allow Participants to Share**" and switch the toggle off. If you're using an Android phone, find "**Lock Share**" and switch the toggle on.



Some Help Resources

You can watch instructional Video guides here: <https://us04web.zoom.us/resources>

You can attend live webinars here: <https://support.zoom.us/hc/en-us/articles/360029527911>

Zoom help centre:

Visit: https://support.zoom.us/hc/en-us?flash_digest=eca740e9f3660525382eb5ceee4cb6ce1726943b

Log a query here: <https://support.zoom.us/hc/en-us/requests/new>

Getting started with Zoom:

<https://zoom.us/docs/doc/Education%20Guide%20-%20Getting%20Started%20on%20Zoom.pdf>

Joining a Zoom conference: <https://www.youtube.com/embed/vFhAEoCF7jg?rel=0&autoplay=1&showinfo=0>

Setting audio & video options: <https://www.youtube.com/embed/HqncX7RE0wM?rel=0&autoplay=1&showinfo=0>

Controls for the meeting: https://www.youtube.com/embed/4w_pRMBEALE?rel=0&autoplay=1&showinfo=0

Running a meeting and sharing your screen: <https://www.youtube.com/watch?v=l8UwTwjpE6E>