

Technology **SLOWED DOWN**

Hosting a **zoom** meeting on iPad.

DON'T FORGET

Make sure you have downloaded the most current version of "Zoom Cloud Meetings" from the App Store.



STEP 1

Log into your Zoom account. If you don't have one, create one! You want to use your work email since it may be paid for already.

STEP 2

When you see pop ups accept what meets your needs. I declined all popups but the choice is yours. Do what meets your needs.

LOOK AROUND

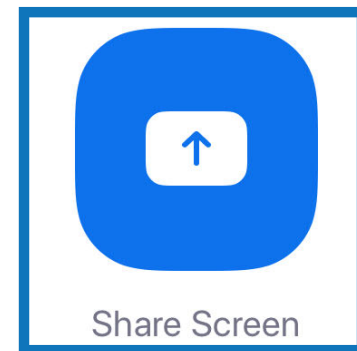
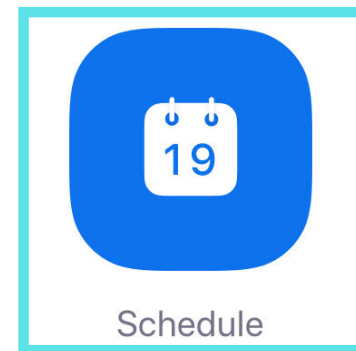
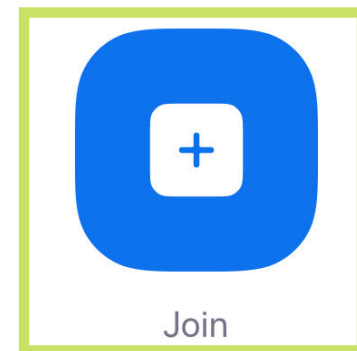
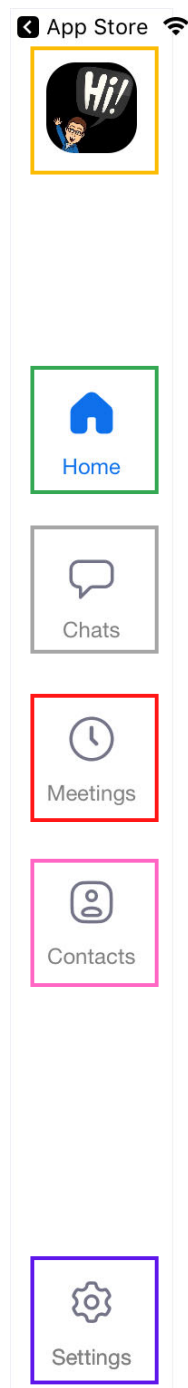
This is your profile picture. Does absolutely nothing when you tap on it.

Takes you to the screen you see on the right

If you like chatting the hard way and don't know how to use an email this is what you use. Don't be that person.

Shows you your upcoming meetings. This also allows you to start a meeting with your Personal Meeting ID (PMID)

Shows who you are connected with on Zoom. Your company contacts (people who are in the same Zoom branch as you) are here too.



Gives you all settings for Zoom. Read the description below them to know what they all mean. You can also change your profile picture here.

Starts a meeting instantly.

If you have a meeting ID and password and want to do things the hard way. You can use this button instead of the links.

The nicer way to start a meeting. Gives you the options you would have on the Zoom website.

Creates a meeting with your screen shared. You must have iOS 12 to use this feature on your iPad. Zoom will let you know if you don't.

STEP 3

If you don't have a meeting to play with create one with the schedule button. Then go to meetings and click "Start" on it.

NOTE

If this is your first time using Zoom once you join a meeting you need to allow access to your microphone and camera.

LOOK AROUND



STEP 4

When joining the meeting you need to click "Call using Internet Audio". This makes it so that you can be heard.

Ends the meeting.

Gives you Meeting info. (password, ID)

(un)mute you when clicked

Turns video off or on when clicked

Shares your screen or the content you choose. Follow in-app instructions.

Shows you everyone in the meeting. This is where your waiting room is.

Gives you more settings and has the chat there.

STEP 5

Run your meeting. Once you are done click the red end button.

CONGRATS!

You've hosted your first meeting!