

ACCESSING A ZOOM MEETING USING AN APPLE TABLET OR CELL PHONE



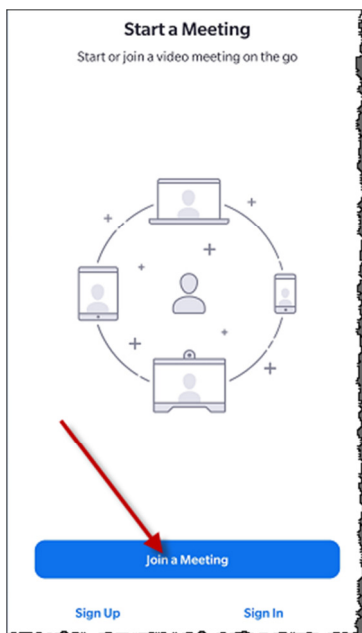
STEP 1 – Install the ZOOM CLOUD MEETING app from the APP STORE



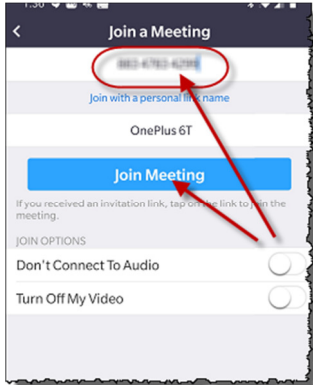
STEP 2 – Click “Open” once the app has successfully been downloaded to your device.



STEP 3 – Click on “Join a Meeting”. Note, you do not need to “Sign Up” or “Sign In” in order to join a meeting.



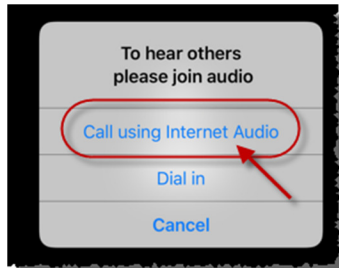
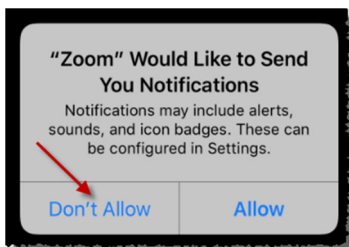
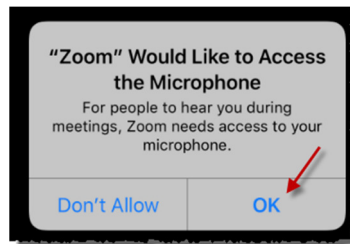
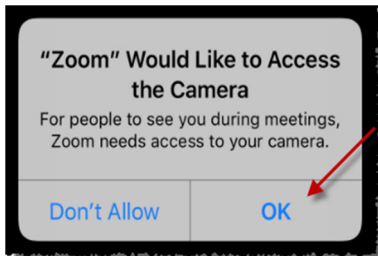
STEP 4 – Enter in the **MEETING ID** number provided to you and once entered, click on “Join Meeting”.



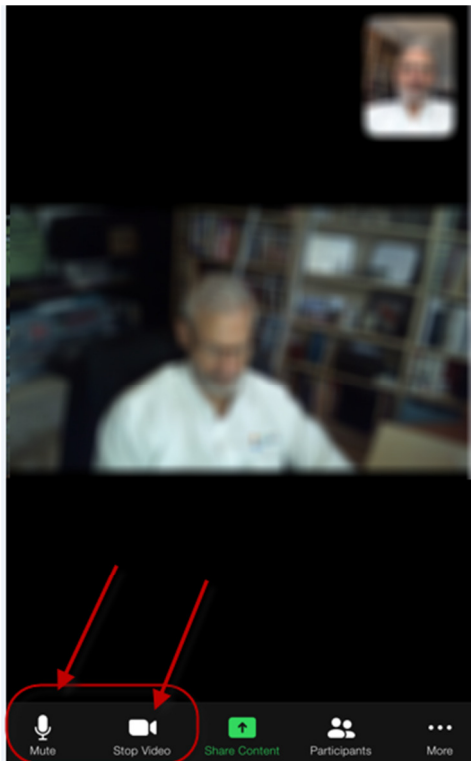
STEP 5 – Enter the **MEETING PASSWORD** which was also provided to you.



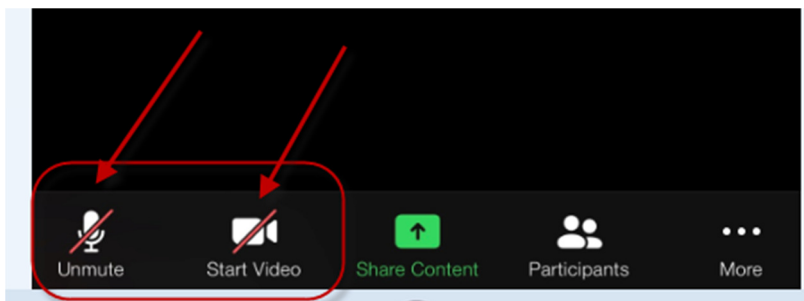
STEP 6 – You will be presented with a few speedbumps where the application asks to allow permission to your camera and microphone in order for the application to work properly. Make sure to click on “Don't Allow” for the “Notifications” speedbump.



STEP 7 – At this point you will be joined to meeting. Please make sure that you enable you're your audio and video option are enable and do not have a red slash in them:



STEP 8 – You can mute your microphone and suspend your video at any time during the meeting by simply clicking on the microphone or video icon as seen below:



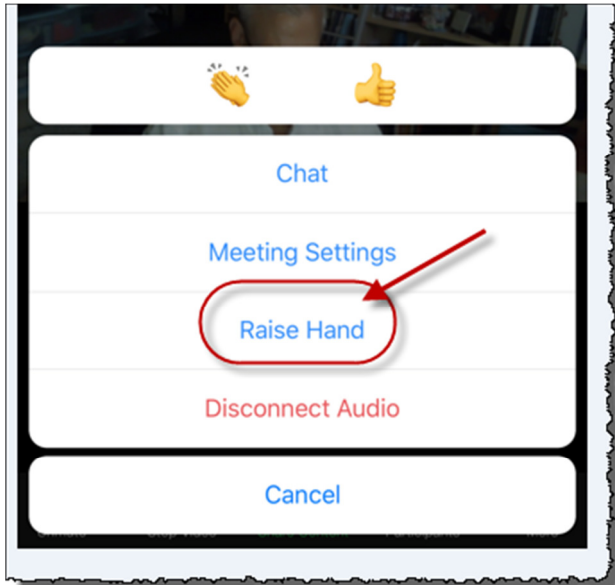
As you can see in the above example, I have my microphone muted and video suspended and I would unmute myself when I wanted to speak or allow video if I want people to see me.

Note: It is a good practice to mute yourself when you are not talking which eliminates background noise when you do not need to speak.

STEP 9 – You can access additional meeting controls by clicking the “More” option as seen below:



Here you can perform the following additional options:



One of the most useful options under “More” is the “Raise Hand” feature which allows the host to see that you are requesting to speak. Although this is not necessary, in doing so, you allow the host to better manage the meeting by using this feature.

Lastly, the latest versions of Apple iPhones and Tablets allow you the ability to change your background that is displayed behind you. If this option is available to you, it will show up under the “More” option menu.