



Using your Tablet to

zoom

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What is it?!

Have you read or heard the term “Virtual Meeting” or “Remote Learning”? Basically, that means you are not meeting in a conference room, exercise studio or classroom but you are meeting via your phone, computer or tablet technology from wherever you are.

You may have used or heard of **Facetime** and **Zoom** is similar but offers much more! Zoom is a program or “app” that allows you to both call or meet someone using your phone, computer or tablet from wherever you are and actually see them live at their home or business, while you talk.

Why use it?

Zoom provides a form of connection that you just can’t get over a voice phone call! You can see each other’s face and the expressions that we can’t get behind the phone or behind a mask. You can even get to see your friend’s dog or cat in the background!

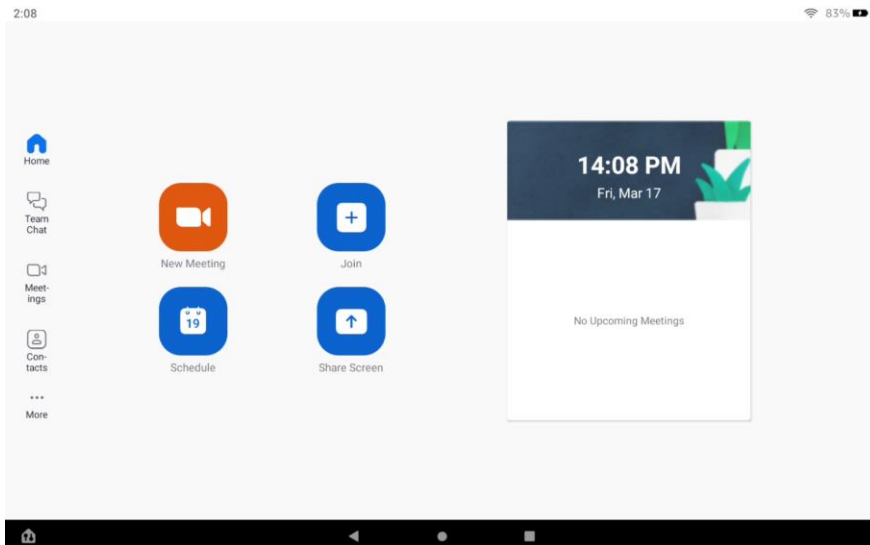
Doctor’s use it for virtual appointments or what is referred to as “telemedicine,” exercise instructors or physical therapists use it to teach their exercise classes, schools use it to teach their classes and senior centers are using it to present their courses or hold social events.

How much does it cost?

By the way, did we forget to mention, it is **FREE!** Yes, the basic level of the program is free and in most cases, it is just what you need to get connected to friends, family and/or your student(s). So let’s get started!

When you tap on the Zoom icon from your Tablet's home screen you will come to the Zoom dashboard:


Fire Tablet Zoom Dashboard:

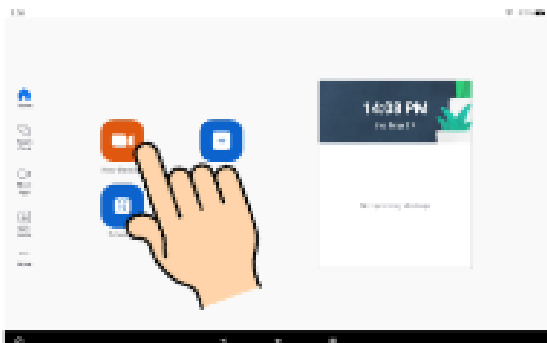


HOW TO HOST/START A MEETING:

If you wanted to have an instant “video call” with your friends or family, you can host a meeting following these steps:

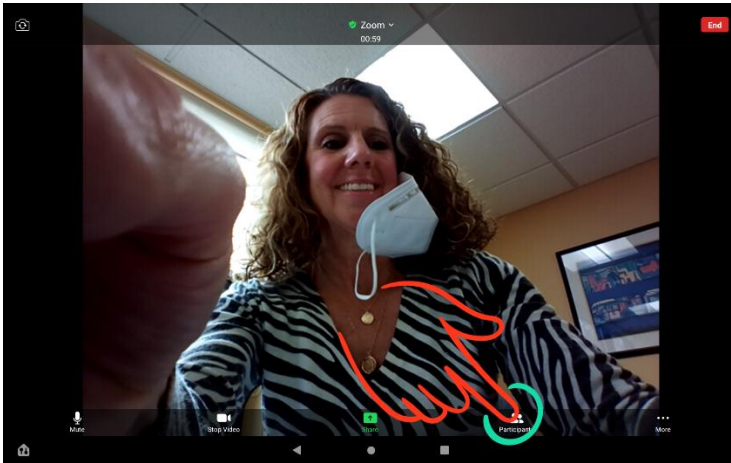
How to start an instant zoom meeting from your Tablet:

1. On the Home screen of your tablet, tap on the **Zoom Icon** .
2. Tap on the orange **New Meeting** button.

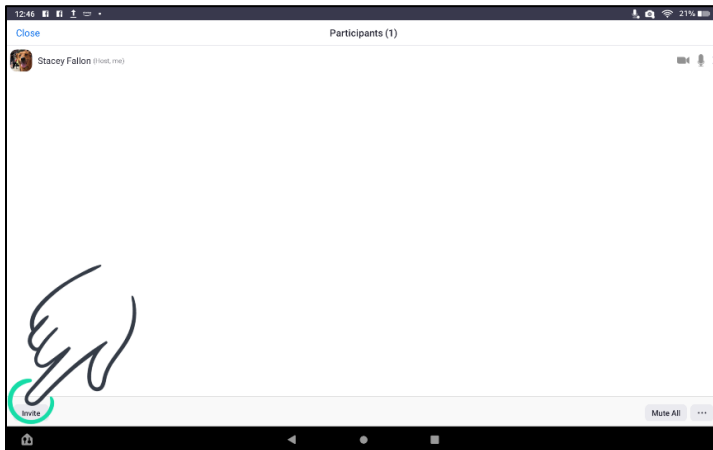


3. In the next screen, tap on the blue **Start a Meeting** button. The screen will change and you will see yourself on screen ready to Zoom so now, you need to invite someone else to talk to 😊

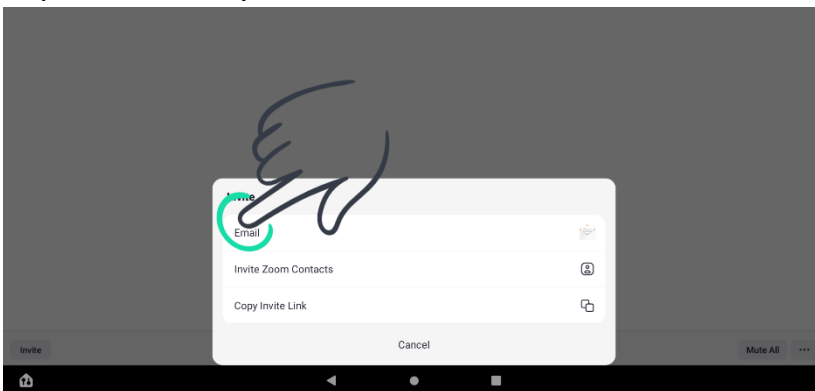
4. Tap on **Participants** to invite others:



5. In the bottom left corner, tap on **Invite** button:



6. Tap on **Email** if you would like to email the invite to friends or family.

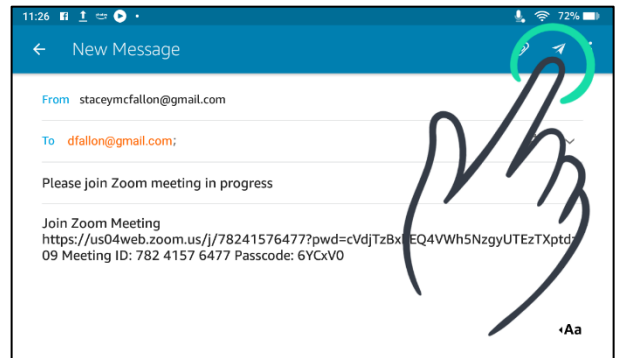


7. Your Zoom “link” address will appear in an email message and all you need to do is enter your friend’s email address(es) in the **To** box:



8. Press in the **To** box and a keyboard will appear below and you can type the recipient's email address, (you may get suggestions from your contacts so, if you see your recipient in the list, press to select it.)

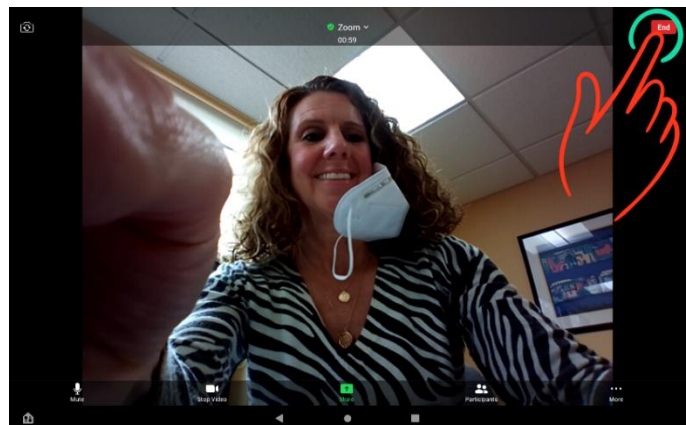
9. When you have all your recipients/invitees in the to box, then **tap** on the **paper airplane icon** in the top right corner of the email to send your invite!



10. You will come back into Zoom Participants screen. Tap/click on **Close** to get back to your Zoom meeting screen.



11. When you want to End your Zoom call you can just tap on the red **End** button.



ZOOM MEETING OPTIONS AND CONTROLS

To access Zoom Controls:

If you are in a meeting and you cannot see the Zoom controls, tap anywhere towards the bottom of the screen and they should pop up.



Without Zoom Controls



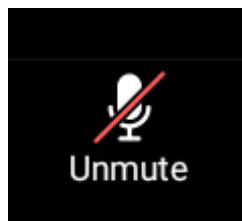
With Zoom Controls

Zoom Controls:

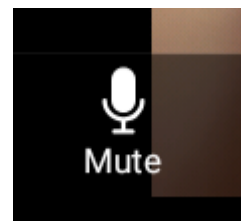
1. **Mute/Unmute** - If participants say they cannot hear you, click this button to take yourself **off mute**.
2. **Video On/Off** - If you do not want to be seen “live” then click off your video.
3. **Share Screen** - If you want to show your audience something other than your lovely face. For example, if you have a document or a website you would like to show them and/or reference.
4. **Participants** - If you want to add a participant to your meeting or you want to **mute everyone** or ask everyone to unmute themselves.
5. **More...** This is where you can select **Chat** and or **Meeting Settings** or raise your hand to ask a question or send an emoji reaction to the group.

The Mute and Unmute Option:

If participants say they cannot hear you, look at the icon in the bottom left corner of your screen and if it has a red line through it, that means you are muted! Tap on it to remove the mute setting and turn your sound back on.



Your Voice is Off

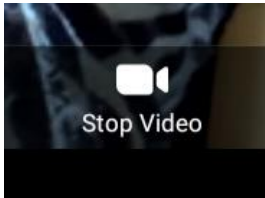


Your Voice is On

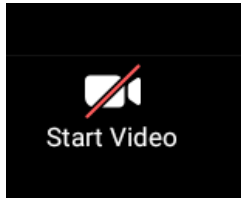
****NOTE:** If you unmute yourself but your audience stills says they cannot hear you, then you need to change your Zoom application settings on your device!! Go to page.....

The Video Option:

If you do not want to be seen “live” then **tap/click** off your video:



Now they see you...



Now they don't!

The SHARE Option:

If you want to share a screen or a document with your audience, you can select Share and from the pop up box select what you want to share (please note that it is not like sharing on a pc, laptop or mac in that you cannot share a currently active screen):

Microsoft OneDrive: If you use Microsoft and have a document saved in “OneDrive” select this option to sign into your OneDrive account and select what you would like to share.

Google Drive: Select this option if you want to share something saved on your Google Drive. You will be prompted to sign into your Google drive with your Google username and password.

Box: Select Box, if you use “DropBox” to store files and would like to share a file in DropBox. You will be prompted to sign into Box before you can select the file.

Photo: Select this option, if you want to call up a photo stored on your tablet and show it to your current Zoom audience.

Document: Select this option if you want to show your audience a document that you have stored on your Tablet device (files must be in a PDF or a image file format.)

Web URL: Select this if you want to share a webpage with your audience. You will be prompted to type in the Address of the URL you wish to share.

Bookmark: Select a bookmarked web page.

Screen: Shares your current “desktop” screen. This option enables you to switch to another page or application on your tablet and let your audience see what you see.

Camera: Share whatever your camera is pointed at and/or photographed.

Share Whiteboard: Enables you to share a blank whitescreen onto which you can write/draw freehand using your fingertips.

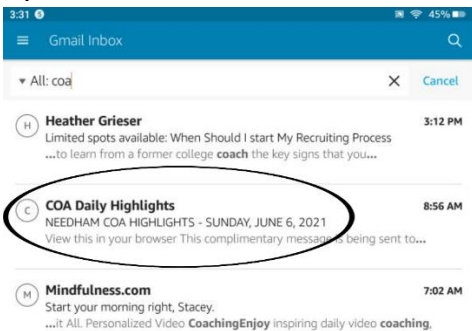
The Participants Option:

If you want to add/invite or see participants in your current meeting, you can select **Participants**.

HOW TO JOIN A ZOOM MEETING FROM EMAIL:

You can join a Zoom meeting via a link or you can type in the meeting ID in your Zoom dashboard. In this example, we will open an email with the COA Daily Highlights to access a schedule of Zoom Meetings and join one:

1. At the time of the meeting you wish to attend, open your e-mailbox and scroll to find the email that contains your meeting information. Tap/Click on that email, to open the email.

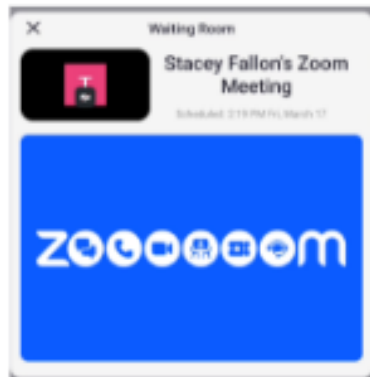


2. In the schedule of Activities, you will see the Topic, Time and then **JOIN ZOOM Meeting: CLICK HERE**. (If there is a Passcode, make a note/write that down). Press on the **Click Here**. Wait and be patient 😊

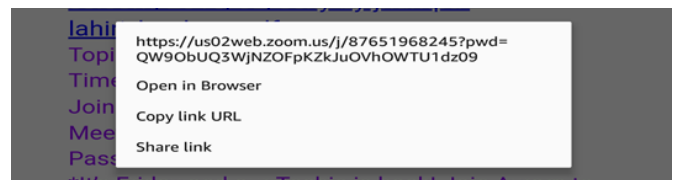
Topic: T'ai Chi with Scotty*
Time: Thursday, August 13, 2020 @ 10:00 AM
To Join Zoom Meeting [Click here](#)
Meeting ID: 826 4683 5130
Passcode: 399551

3. If you try to enter the meeting before the start time, you will see one of the following:

- a. You **just wait** until host lets you in the “**waiting room**”



- b. Or, you may get a white box with 4 options. (see right)
This just means you tried to enter the meeting way too early and need to ignore the message by touching the screen below it so that you get back to that original email. Now, wait to try again and click on the link just about 5 minutes before the meeting start time.



- c. A 3rd option contains a green bar at the top that states – **Waiting for the host to start the meeting**. Host will let you into the meeting. **Ignore** the BLUE bar that says **Sign In** that is for the host only.

When the host lets you in, you will see the Host in the middle of your tablet screen. (pictured right)

In the lower left-hand corner, *if* you see a white box-**tap** on **CALL OVER INTERNET** to be able to hear the meeting.

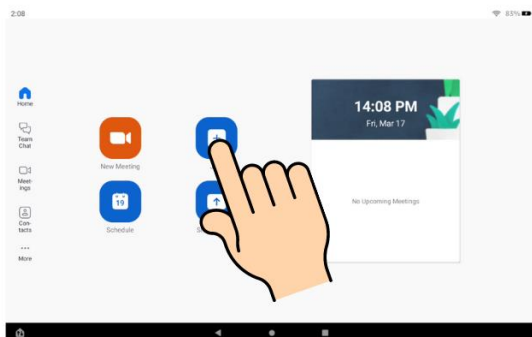


- To adjust the audio volume, use the **volume buttons** on the edge of your tablet. The right button increases volume and the left button decreases it.



HOW TO JOIN A MEETING USING THE MEETING ID:

- From the home screen, tap on the **Zoom** icon.
- Tap** on the **Join** button on the Zoom dashboard.



- In the subsequent screen, type in the **Meeting ID** number that you received from your host.
- Tap** on the **Join** button.
- Tap** on the words **Meeting Passcode** and then type the meeting passcode for your meeting and tap on **OK**.

HOW TO LEAVE A MEETING:

- If you do NOT see a red **Leave** button at the top right of your screen, then simply tap on the top of your screen to reactivate the control buttons.
- You should see a red Leave button in red. Click on **Leave**.



- Click on the next red, **Leave Meeting** banner.

