

## iPad and iPhone Zoom Setup

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An iPad or iPhone can be used with Zoom, but a bigger screen makes it more enjoyable so if you have a laptop or desktop computer use that if possible – tablets and smartphones are still OK though.

Zoom uses quite a bit of data during a meeting so it is better to use a home, wireless, internet connection (NBN or ADSL) rather than use up your phone plan but a phone should only be a problem if you have a very small amount of data. The expected usage is less than 0.5 gigabytes an hour, this can be reduced by not having your video on in the meeting.

- 1) First, get the zoom app
  - Open the App Store on your device.
  - Type in “Zoom Cloud” in the search area at the top of the screen, click on search.
  - Click on the ‘Get’ button alongside “Zoom Cloud Meetings”. The app will be installed.
  - Add your Apple id password to approve the install if prompted.
  - You don’t need to start Zoom at this point, so just close the App Store.
  
- 2) The next thing that will happen is that you will receive an email from Indigo U3A inviting you to a meeting. To join the meeting follow these steps:
  - Have a look at the invitation email. It will look something like

Indigo U3A Flower Arranging is inviting you to a scheduled Zoom meeting.

Topic: Flower Arranging  
Time: Apr 1, 2020 10:00 AM Canberra, Melbourne, Sydney

Join Zoom Meeting  
<https://us02web.zoom.us/j/686615110?pwd=Sk9WODFIS1FxQXdyeCszNlZXVHFlZz09>  
Meeting ID: 686 615 110

Take note of the time of the meeting. At the indicated time open the email and tap the link to the meeting – in the above example it looks like

<https://us02web.zoom.us/j/686615110?pwd=Sk9WODFIS1FxQXdyeCszNlZXVHFlZz09>

Click on the link above now to initiate the Zoom meeting to finish the setup.

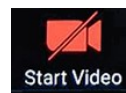
- You will be asked to enter your name. Type your name and tap “Continue”.
  - If this is the first meeting you have attended Zoom will tell you it would like to access your microphone. Tap on “OK”.
  - Then you are asked, “to allow Zoom to send Notifications”. Tap on “Allow” if you want notifications or “Don’t Allow” if you don’t want notifications.
  - Then you are asked, “to hear others please join audio”. Tap on “Call using internet audio”.
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- 3) You will now be in the Zoom meeting. You should see a video display of someone from the meeting (probably the presenter). If there is no one else in the meeting yet you’ll just see a

static display, in that case check in the invitation that you've got the right time and date for the meeting. If the time is correct you can wait until someone else joins the meeting.

- 4) You may need to change a couple of options to get your sound and video working.
- If you can't see a little row of icons across the bottom of the screen just tap on the main part of the screen and they should appear. These are the various options you can use during the meeting.
  - If you already have your sound and video connected for the meeting, then the icons will be as shown below:

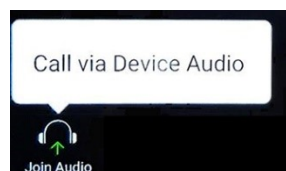


- The microphone on the left indicates that your sound is on, the white video camera indicates that your video is on.
- If you see a red video camera with a line through it then your video is turned off.



To turn it on:

- tap on the red video camera icon.
  - If this is your first meeting you may be asked to allow Zoom to access your camera. Tap on "OK".
- If you see the words "Join Audio" at the bottom left of the screen, then click on the little box that says, "Call via Device Audio". This will turn your sound on.



- 5) You will see whoever is talking on the screen and hear what they are saying. In the same way, if you start talking, everyone will be able to see and hear you. If the sound is too soft or loud just change the volume on your device.
- 6) There is a little box at the bottom right of the screen which shows what you look like in the meeting. You can tap this box to switch between the view of you and the view of the person talking. Have a look at the view of you to check how you are positioned in front of your camera. Note that a lot of laptop users tend to have their screen (and camera) pointing up from below to their face – try to make your laptop higher so other people get a better view of your face.

When you want to leave the meeting, you can tap on the word "Leave" in the top right-hand corner of your screen. If you can't see it, just tap in the centre of the screen and it should appear.