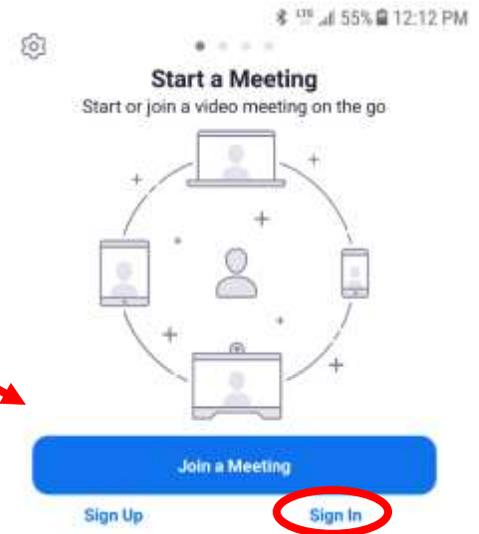


Android Smartphone version

**Bits and Bytes June Speaker Meeting
Creating your Zoom Meeting**

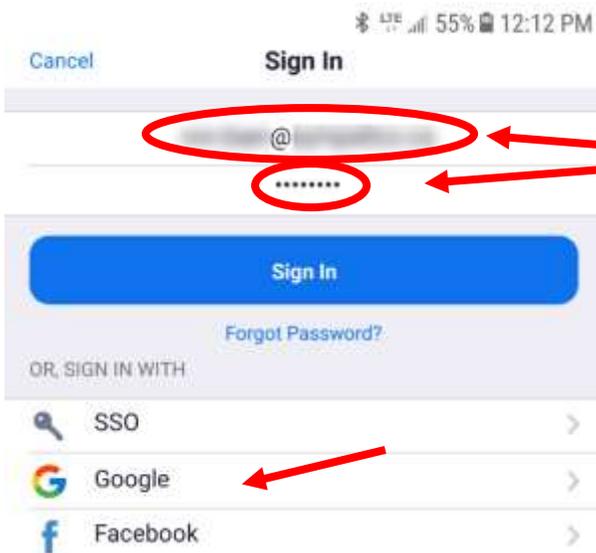
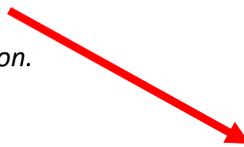


Locate and click the Zoom application Icon on your phone



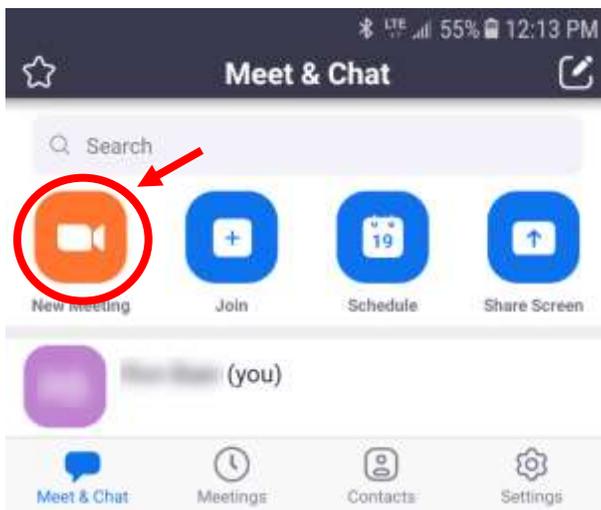
When the Zoom program launches, click "Sign In"

Note: you may already be signed in from an earlier session.

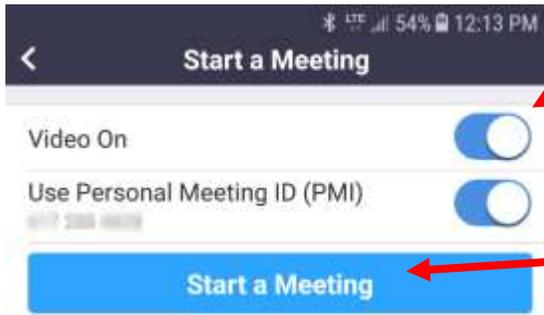


Enter your Zoom Username and Password. If you haven't created a Zoom account yet, click "Sign up" and follow the prompts to create your account.

Note: As an alternative, you can log in with your Google or Facebook username and password instead. Just remember to always use the same login method.



To create your own meeting that others can attend, click "New Meeting" in the "Meet and Chat" screen



If you use your "Personal Meeting ID", your participants will always connect to your meetings using the same 10 digit ID provided. If you disable this, the meeting ID will change for each meeting you start.

Next, click "Start a meeting "



Your Zoom meeting will now start. Your camera will activate, and display you in the screen.

Note: This sample screen shows the video camera disabled.

Review of a few basic controls

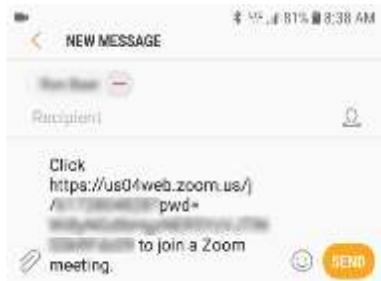
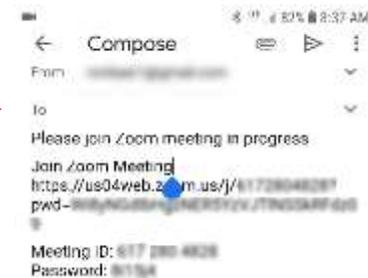
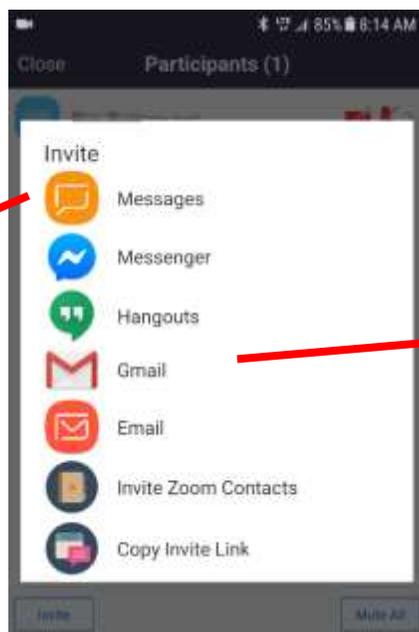
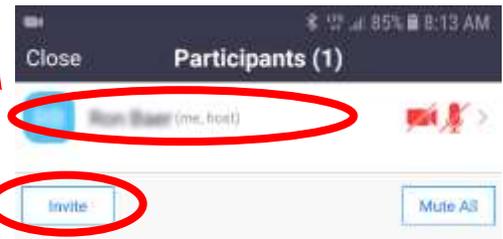
Tapping the screen of your Android smartphone will cause a menu to appear at the top of your Zoom App. This menu disappears after 5 seconds, and is made visible each time you tap the screen.

Inviting other Participants



Click the Participants icon in the Control menu to invite others to your Zoom meeting and see who is connected.

You can Invite others to your meeting through Text Message, Messenger, Gmail and other apps.



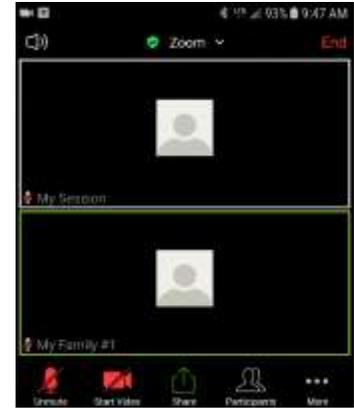
Switching Viewing Modes

Zoom has two basic display views: Speaker view and Gallery View. To switch from one view to another, you need to swipe either right or left. Swiping to the right will get you to Speaker View, swiping to the left will show you Gallery Views, with screens with up to 4 additional participants each.

In Gallery View, you see all your meeting participants displayed on the screen in equal sized windows.

In "Speaker View" you see a larger image of the person currently speaking.

This is what Gallery view with one other participant looks like.



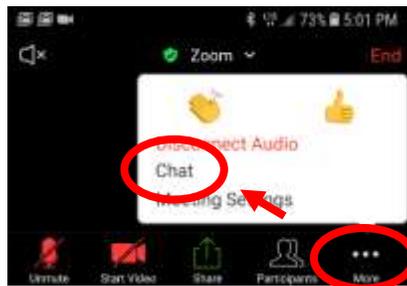
Review of more basic controls



At the right of the control menu, you will see buttons to turn your microphone on and off, and to turn your camera on and off.



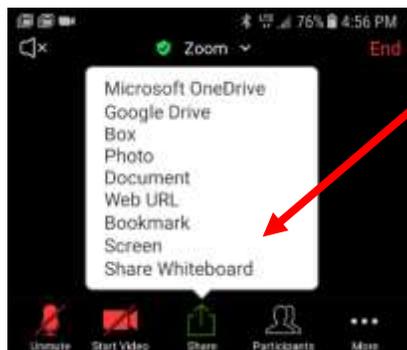
Your phone has 2 cameras, one at the front of the phone, and one at the back. To switch between cameras, click the Switch Camera icon. This icon only appears if your camera is enabled.



The Chat selection allows you to create a text-based Chat session at the same time as your meeting. This can be useful for selected participants to dialog with others, but not impact the video meeting in progress. Chats can be directed to "Everyone" or individual participants. You will find this in the menu bar, by selecting "... More", then selecting "Chat"



If there is something on your smartphone that you want to show other participants, you can click the "Share" icon. For example, you can share web pages or photos to other participants.

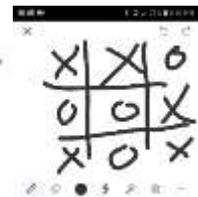


For example, you can also share a Whiteboard that other participants can access.

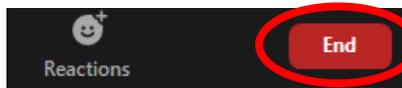
Click the pencil icon to access functions such as "Draw" (free hand images).



Perhaps enjoy a game of Tic Tac Toe with your family using the draw tool



Ending your meeting



To end your session, tap your screen to display the menu bar, then click "End" on the right side of this menu. You will also need to click "End Meeting for All" to close your session out.

