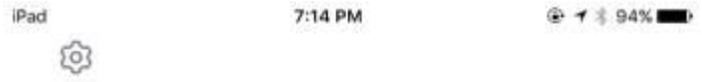


iPad version

Bits and Bytes June Speaker Meeting Creating your Zoom Meeting



Locate and click the Zoom application Icon on your iPad.

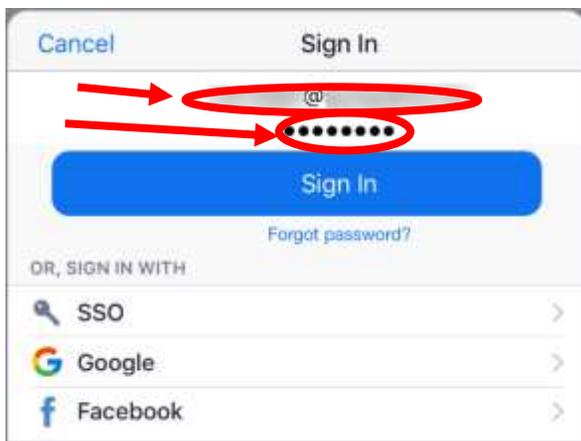


When the Zoom program launches, click "Sign In"

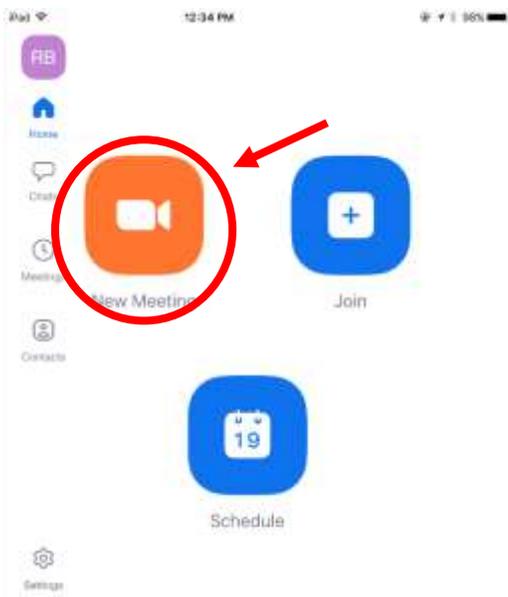
Note: you may already be signed in from an earlier session.



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

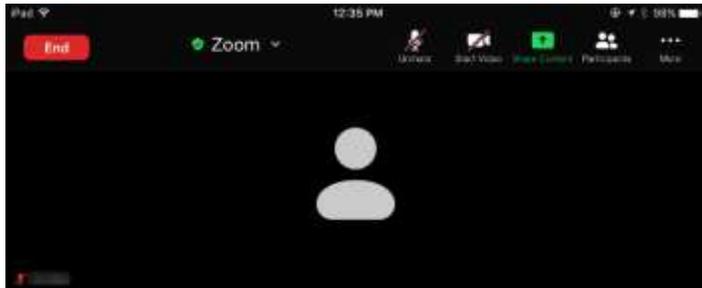


To create your own meeting that others can attend, click "New Meeting"



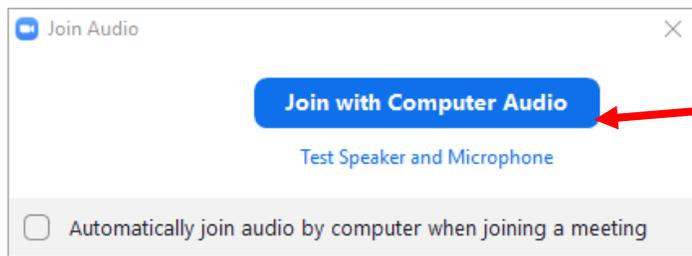
If you use your "Personal Meeting ID", your participants will always connect to your meetings using the same 10 digit ID provided. If you disable this, the meeting ID will change for each meeting you start.

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.

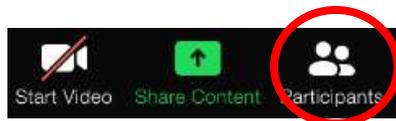


Click "Join with Computer Audio"

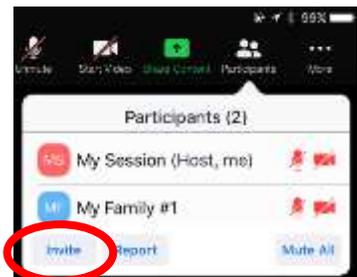
Review of a few basic controls

Tapping the screen of your iPad will cause a control 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



Clicking the Participants icon will show you who is connected to your Zoom meeting.

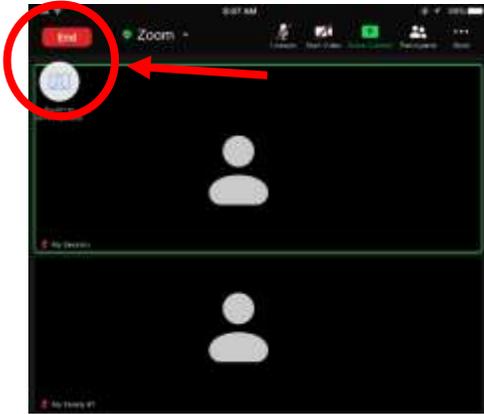


Click the "Invite" button in the Participants screen to send a meeting invitation to others.



Select "Send Email" to send an invitation to your participants by e-mail.

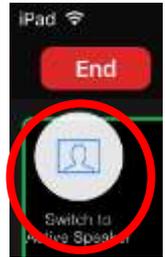
Switching Viewing Modes



Zoom has two basic display views: Active Speaker view and Gallery View. When your participants are connected to your meeting, you can switch from one view to another.

Click "Switch to Gallery View" to see all your meeting participants displayed on the screen in equal sized windows.

Click "Switch to Active Speaker" to see a larger image of the person currently speaking and smaller images of your other meeting participants.



Review of a more basic controls



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



Your iPad has 2 cameras, one at the front of the iPad, 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 function 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 iPad that you want to show other participants, tap the screen to make the menu bar visible, then click the "Share Content" icon in the menu. For example, if you have a web page or a PDF document open, you can share this to other participants.



You can also share a Whiteboard that other participants can access. With this, you will have access to functions such as "Draw" (free hand images), and "Text" (add written text)



Ending your meeting



To end your session. tap your screen to display the menu bar, then click "End" near the left corner of the menu. You will also need to click "End Meeting for All" to close your session out.

