

Tips for Using Zoom on an iPad and Android Devices

To participate in Zoom using an iPad (or iPhone) you will first need to download the free Zoom Cloud App from the App Store.

The Zoom website has training tips and videos to get you started

<https://support.zoom.us/hc/en-us/articles/201362993-Getting-Started-with-iOS>

When participating in a Zoom meeting using an iPad, the controls are in different locations than they are on a typical computer. Below is a list of where you will find the various controls on an iPad. *Note: for many of the controls to appear, you need to first tap on the screen.*

Mute (mutes/unmutes your microphone) - First icon on left, upper-right corner of screen

Stop Video (toggles off/on your video of you) - Second icon from left, upper-right corner of screen

Share Content - Shares your screen. This is disabled unless you are the host or co-host of the meeting. Third icon from left, upper-right corner of screen

Participants - Opens list of participants. Second icon from right, upper-right corner of screen

More - When you tap on 'More', you will see the following options:

Reactions - Tap on the 'hand clap' or 'thumbs up' icon to give a reaction to the class

Chat - Opens the chat window. Here you can type in messages to the class or instructor. Any messages typed to the class can be seen by the entire class.

Meeting Settings - Opens additional settings

Raise Hand - Raises your virtual hand so the instructor knows you have a question. It will stay up until you lower it so don't forget to do that after you speak.

Disconnect Audio - Disconnects your audio (use only if you are connecting to audio through speakerphone)

Leave Meeting - Upper left-hand corner of screen. When a participant leaves, their

name is displayed so the class is aware who has left.

Switch Camera (toggles between the front-facing and rear-facing cameras on the iPad)
- Upper left-hand corner of the screen, directly below 'Leave Meeting' As a participant you will want to use the front-facing or “selfie” camera so that your face shows on the screen

Switch View (toggles between 'Speaker View' and 'Gallery View') - Upper left-hand corner of the screen, directly beneath 'Switch Camera'.
Active Speaker View just shows whomever is speaking. Gallery View shows up to 9 cameras on the screen at a time. See more cameras by swiping to the left.

Meeting Settings - These are for the instructor or host to use, participants will not be able to use these functions.

A Few Additional Notes:

Both the **Participants** and **Chat** windows will cover a portion of your screen, so you'll probably want to exit these windows when not in use.

When the instructor **Shares their Screen**, the speaker will appear in a window in the bottom right-hand corner of the screen. The '+' or '-' symbols don't adjust the size of the window. The '+' symbol adds more cameras, usually the pictures of others in the class which you will see as you swipe to the left. When you want to return to 1 screen you hit the '-' symbol.

When the instructor is not sharing their screen, you will see your camera view in this same location. It can be resized by using the same + and - controls

Having your iPad propped up in front of you in portrait position will give you the best camera experience

Zoom on Android Devices

If you are accessing Zoom using an Android device visit the Zoom website for

tips <https://support.zoom.us/hc/en-us/articles/200942759-Getting-Started-with-Android>