

Joining a Zoom meeting – for Android device users



You will be invited to join a zoom meeting by receiving an email or text message from someone you know. It will contain a link to download the zoom app, for example

<https://us04web.zoom.us/j/213456789>

Each meeting has a unique 9, 10, or 11-digit number called a meeting ID that will be required to join a Zoom meeting

If you are not confident clicking on the link you can install the Zoom Cloud Meetings App directly from the Google Play store

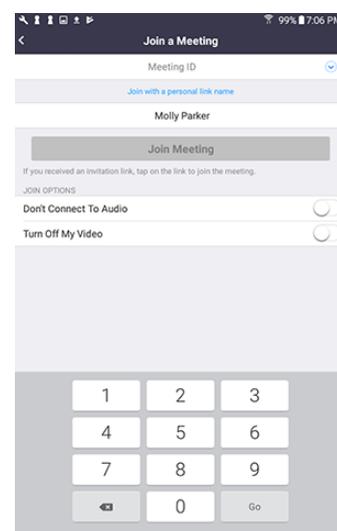


You do not need to set up a Zoom account if you are only joining meetings hosted by another person.

*If you already have the App, open it, click **Join** and type in the meeting ID you've been sent.*

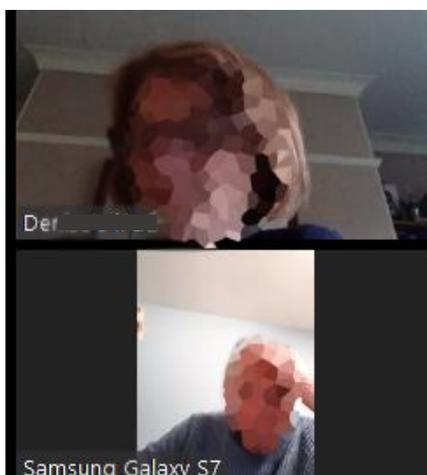


- Type in your name – *this will be visible to all participants*
- If given the choice use **device audio** and
- Turn your phone on its side (landscape). If you use portrait other participants will see a cut down image in the centre of their view.
- Try to find a stand for your phone – bluetak will do!



How everyone else sees you

Your device held on its side



Your device held in portrait

Your screen has at least 3 views – the meeting will open on the 2nd screen. You need to swipe between screens:

- On the left you have a control screen / safe driving mode
- Second screen is the active speaker view – ie the person speaking is visible full screen and a mini icon of yourself – you can't see other participants. Tap the screen to show the controls
- Third and continuing screens show the gallery of participants – this could cover several screens

The participant controls appear at the bottom of your screen, except for **Leave meeting** which appears at the top-right corner.



Mute / Unmute: Mute or unmute your microphone.

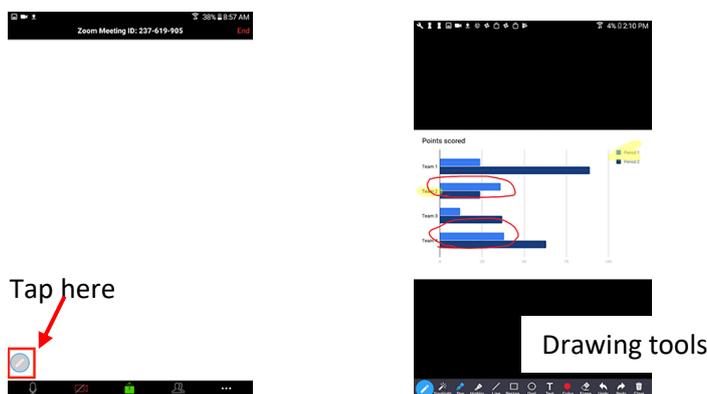
Video: Start and stop your own video (*useful if your internet connection is poor*)

Share: Start a screen share. You'll be able to select what you want to share. *But audio will not be shared, if you want to share a video participants will see it but not hear it.*

The host has the facility to share a screen or whiteboard with you and also to turn on the facility for you and other participants to share your own screens or whiteboard.

If a screen is shared with you, you may be able to annotate it (permission is given by the host). Tap the circle with the pen icon bottom left of your screen

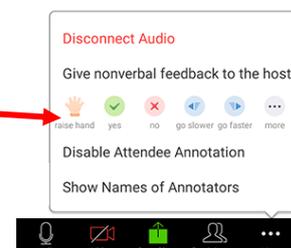
This opens your drawing tools.



Participants: See a list of who's currently in the meeting (*you can also swipe to gallery view*). The participants list also gives you access to these options:

- Tap your name if you want to rename yourself.
- **Chats:** Chat with other participants, you can send either a private message to one other person or a message to everyone – but not a message to a small group of participants.
- **Invite:** Invite others to join your meeting *this is more often done by the host.*

More... feedback icons (if enabled by the host). Tapping an icon will notify the host by placing the icon beside your name in the participants list. The most popular is the Hand Raise icon.



Notes for productive meetings

Gosh, oh my!... try not to make encouraging noises out loud – they simply cut across the speaker and focus the active speaker screen on you!

If you have a poor connection turn off the video – it uses less Internet bandwidth. For the same reason, if using wifi, move closer to your router and ask other users to cut their Internet use.

Be aware that tablets and phones are slightly different – a tablet tends to have more options than a phone.