

Participating in a Zoom Meeting Using an iPad

First Step (one time only):

Download the App from the Apple Store. Search for “Zoom Workplace”

Join a Meeting from an email (preferred method)

Most of the time, tapping on the **Join Zoom Meeting** link in an email invitation or text message invite, will connect you to your meeting. The link is convenient because both the meeting ID and encrypted password are in it. The Meeting ID is at least 10 digits. Some meetings will require you to enter a password for added security.

Topic: Getting Connected Zoom Meeting

Time: May 8, 2020 03:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://csus.zoom.us/j/96710855883?pwd=U2Rwcmdka1VZQWV4NUxuNU83TE5sdz09>

Meeting ID: 967 1085 5883
Password: 276871

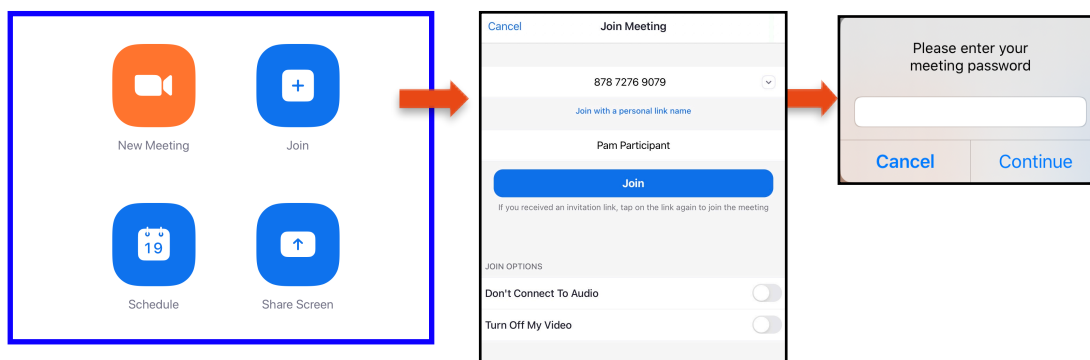


Join a Meeting from your iPad app (alternate method)

You can also join a meeting by opening the Zoom app on your iPad first, but this requires more steps.

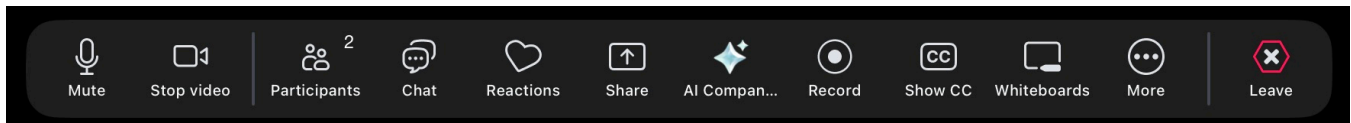
1. **Open** your Zoom iPad app
2. Tap **Join**.
3. Enter the Meeting ID and verify your name includes your last name.
4. Check your Audio and Video settings, then tap **Join**.
5. If prompted to enter a password, enter it, then tap **Continue**.



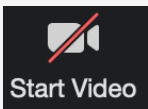
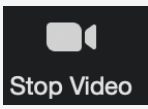
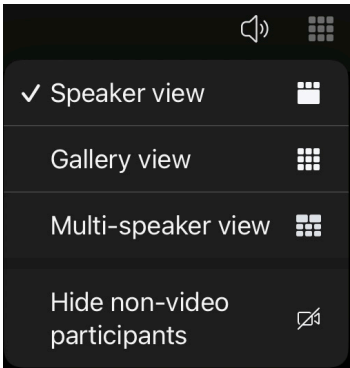
Note: If you Sign in to your account first, you will see the initial screen below. Click **Join** then the following steps will be the same as above.









Interaction tools - once you are in the meeting

Check out the **toolbar** at the bottom of the screen. Audio, Video and View are the first things to check when you join a meeting. If you don't see the toolbar, tap the screen.



Audio			<p>If you see a red line through the microphone, that means no one can hear you talking; tap Unmute and now everyone can hear you. Tap Mute again and you will not be heard. Note: If you see Join Audio instead of a microphone, click Join Audio and select an option, usually Wifi.</p> <p>Tip: It is best to keep your audio muted until you are ready to talk, that way background conversations or sudden sounds like coughing will not be heard in the meeting.</p>
Video			<p>If you see the red line through the camera, no one in the meeting can see you, instead they just see your name or profile picture. Tap Start Video and now everyone in the meeting can see you.</p> <p>Tip: Stop Video if something is going on behind you that would be distracting to others in the meeting or, for instance, if you decide to eat something - you don't want others watching you munch away.</p>
View			<p>(Click boxes in upper right hand corner)</p> <p>Speaker allows you to see a large image of whomever is speaking with a filmstrip, that you can scroll, to view everyone else. Gallery allows you to see up to 9 people in the meeting on one screen. The + sign in the filmstrip allows you to see more people. Multi-speaker allows users to focus on multiple speakers simultaneously without needing to switch views. Hide non-video participants allows you to hide the names or profile pictures of participants who have their video turned off.</p>

 Participants	<p>Participants: Check your Name. It will be first in the list with (me) after it. Your program leader needs to match your name to their class roster. If you need to change your name, tap Participants, select (me) then Rename, enter your full name, click Done, then Close.</p> <p>Tip: Some default names show up as simply a phone number or, for instance, “Sandy’s iPhone” which makes it difficult for the program leader to identify you as a Renaissance member.</p>
 Chat	<p>Chat: Tap to send a text message. Tap the down arrow to the right of Send To: to select who you will receive your message. Type your message in the Tap here to chat box, then tap the arrow to send your message. If you have an open chat, a red number will appear next to the icon.</p>
 Q&A	<p>Q&A: This is an optional feature which may or may not be turned on by the host. If available, Tap Q&A, then Ask a Question, enter your question, then tap the arrow to send your question. Only the host/co-host can answer your questions - either type an answer or answer it verbally. If you have an open question, a red number will appear next to the icon.</p>
 Reactions  Raise hand	<p>Reactions/Raise Hand: Tap Reactions then Raise Hand to ask a question or to respond to a comment from the host. In the case of a question, once acknowledged you can ask your question verbally. When you are finished, tap Lower. Using this method avoids people talking over top of each other.</p> <p>Tip: There are many other reactions you can explore in this area. However, Raise hand is the most common one used.</p>
 Show CC	<p>Show/Hide (CC): If Show CC (Closed Captions displays, Tap to Hide. If Hide CC displays, tap to Show. If don’t see, send a message to host to enable closed captions.</p>
 Leave	<p>Leave: When you are ready to leave the meeting, Tap Leave then Leave Meeting to confirm. If the host ends the meeting, you will automatically be disconnected.</p>

Not all meeting controls are covered here - only the most common ones.

Additional Resources & Support

- On the Zoom website, check out [Getting Started with iOS](#) for more detailed information. Some of the features described are not available in our meetings.
- On the Renaissance Society website, check out our [Online Learning Resources](#).
- For additional technical support, send an email to rensocit@csus.edu