Participating in a Zoom Meeting Using an iPad

First Step (one time only):

Download the App from the Apple Store. Search for "ZOOM - One Platform to Connect"

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

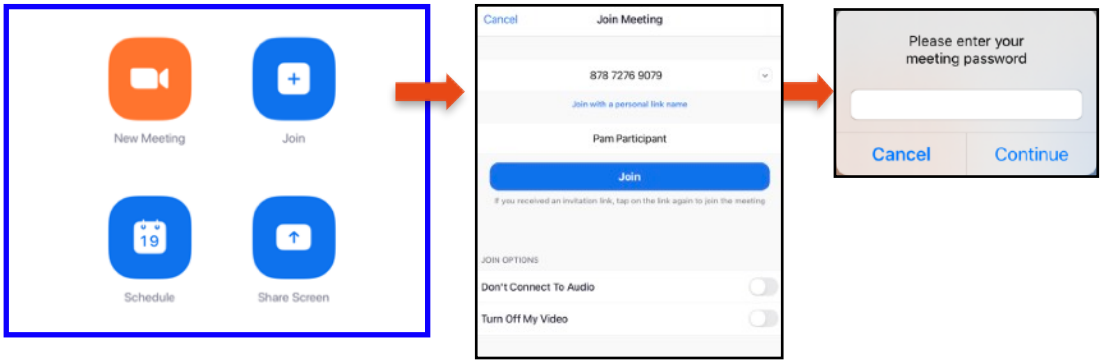
Meeting ID: 967 1085 5883
Password: 276871

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.

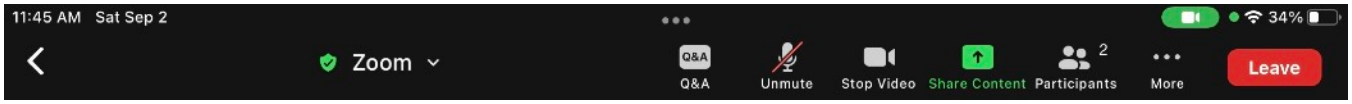
1. **Open** your Zoom iPad app
2. Tap **Join Meeting**.
3. Enter the Meeting ID and verify your name includes your last name.
4. Check your Audio and Video settings, then tap **Join**.
5. If prompted to enter a password, enter it, then tap **Continue**.

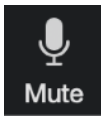
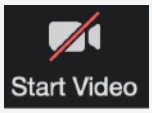
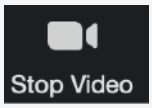
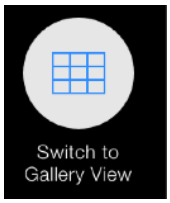
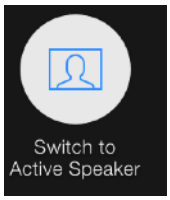
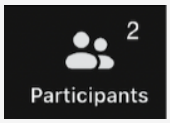
   Note: If you Sign in to your account first, you will see the initial screen below. Click **Join** then the following steps will be the same as above.



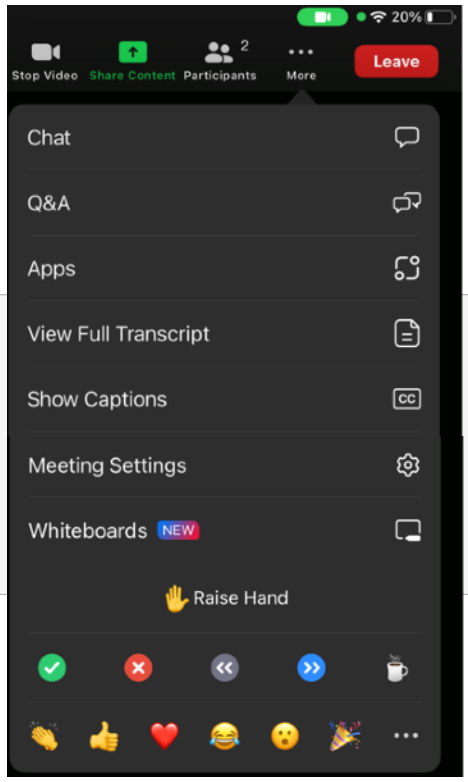
Interaction tools - once you are in the meeting

Check out the **toolbar** at the top of the screen. Audio, Video and View are the first things to check when you join a meeting



Audio			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. **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.
Video			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. **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.
View			(Control located below toolbar on left side) The Gallery View allows you to see up to 9 people in the meeting on one screen. The Active Speaker view allows you to see a large image of whomever is speaking with a filmstrip, that you can scroll, to view everyone else. The + sign in the filmstrip allows you to see more people.
Check your Name		Your name (me) will be first	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. **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.

Tap **More** for more ways to interact - here are the most important (choices vary)

	**Chat:** Tap to send a text message. Tap the down arrow to the right of To:. to select who you will receive your message. Type your message in the Type Message Here box, then tap the arrow to send your message. **Tip:** At the beginning of your meeting, you may be directed to send your Chats to a specific person for assistance during the class.
	Show/Hide Captions(CC): If Show Captions, Tap to Hide. If Hide Captions, tap to Show. If don't see, send a message to host to enable closed captions. **Tip**: You can also select View Full Transcript when captions are showing but this takes up the full screen and you cannot see anything else in the meeting so is not recommended for most users.
	Raise Hand: Tap the Yellow Raise Hand icon 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 Hand. **Tip:** Once you have raised your hand, wait till the meeting host acknowledges you then you can ask your question and/or make your comment verbally. Using this method avoids people talking over top of each other.
	Q&A: If this option is turned on by the host, you will see Q&A in your toolbar and also a listing under More. Tap Q&A, then Ask a Question, enter your question, then Send. The host/co-host will send you an answer.

When you are ready to leave the meeting

Tap the red **Leave** button in the upper right-hand corner, then tap Leave Meeting to confirm. If the host ends the meeting, you will automatically be disconnected from the meeting.

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. Getting Started under Basic Training and Guides is the most relevant for meeting participants.
- For technical support, send an email to rensocit@csus.edu