

How to use Zoom using an Android Phone/Tablet

Using Zoom is as easy 1, 2, 3, 4

The following directions are meant to help you carry out the main Zoom functions for participating in a meeting. If you need help with these instructions or have other questions before or during the training on Jan. 22 or the meeting on Jan. 31, please contact one of the following volunteers:

Paul Apodaca (Windows PC, iPhone, iPad),
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Step 1 (Join the meeting)

On the Day of the meeting, look in your email on your phone for the Zoom meeting invitation.

Below is an email like you will receive to join the meeting. Write down or copy the password, then touch the **blue link** below “Join Zoom Meeting.”

(Note: sometimes the password is included in the link, so you will go straight to the meeting without entering a password.)



Zoom training

Inbox



Leslea Lehoucq 3:21 PM
to me ▾



Leslea Lehoucq is inviting you to a scheduled Zoom meeting.

Topic: Zoom basics training
Time: Jan 22, 2021 02:00 PM Mountain Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/86243141660?pwd=Nmgzc3BjN2xxdTlCYUI6cnZVWXJlZz09>

Meeting ID: 862 4314 1660
Passcode: learnzoom

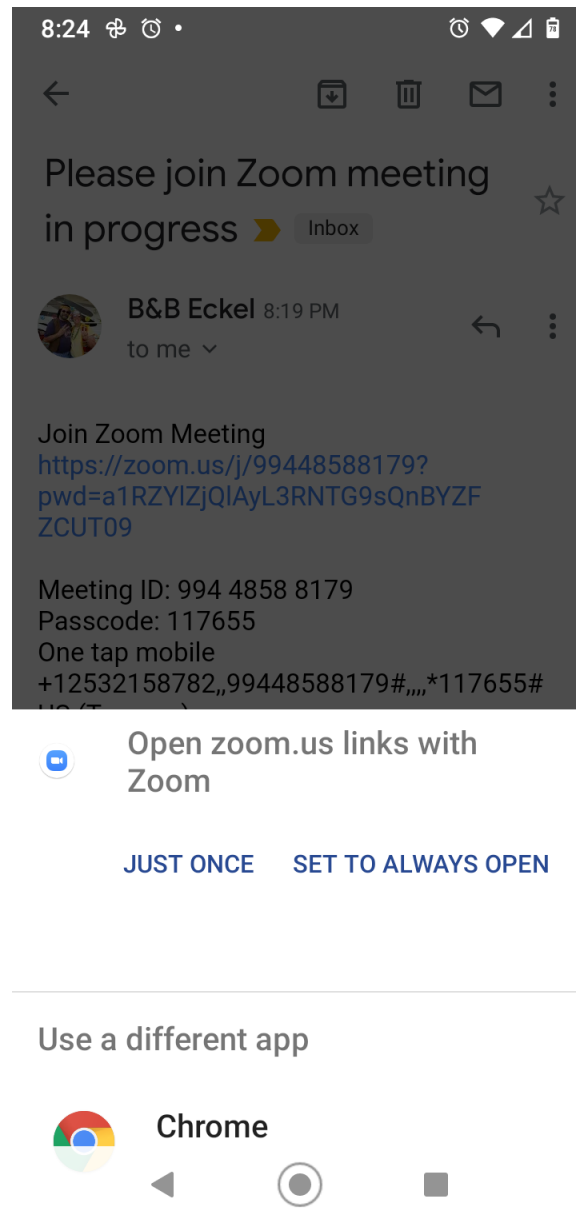
↩ Reply

↩↩ Reply all

➦ Forward



You may see the following. If so, choose **“Set to Always Open.”**



If asked for the password, enter it.

You may see **“Your Host Will Be With Shortly.”** If so, just wait a few to be admitted to the Zoom meeting.

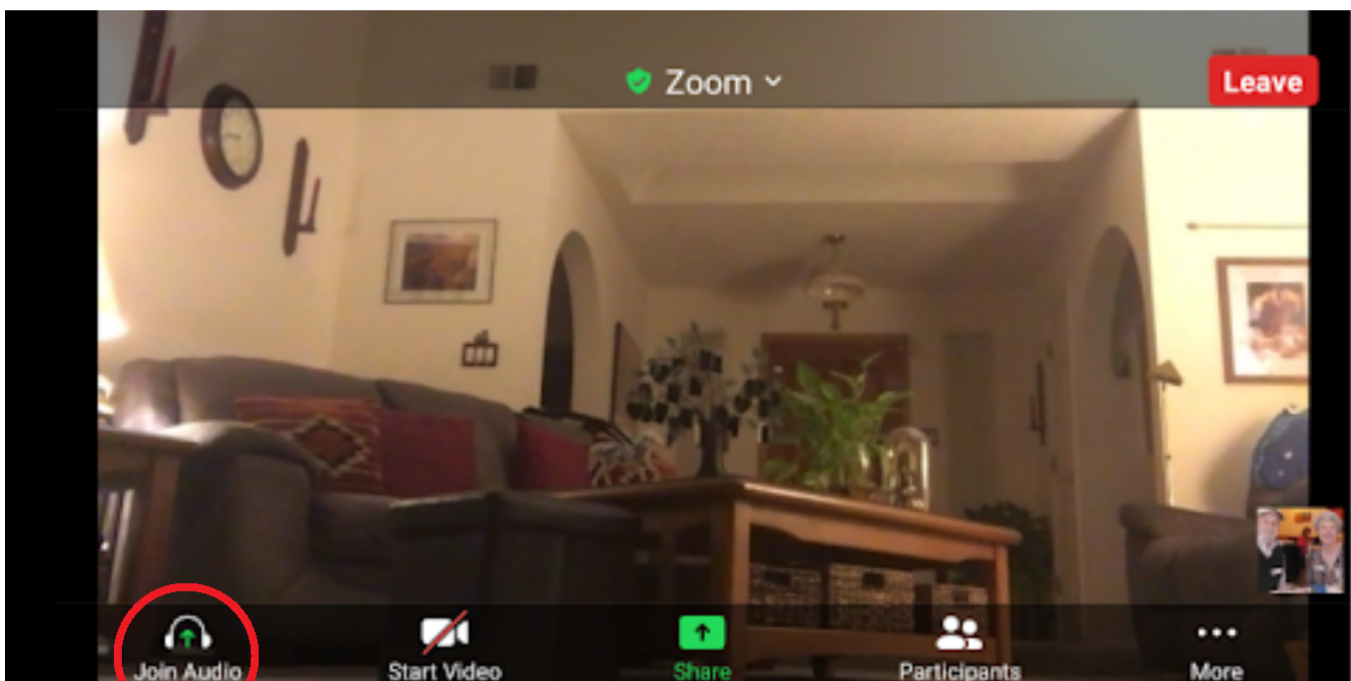
When you are let in, you will see the person speaking.

Turn your phone to the left so it is horizontal for best view and set it on something so it is not bouncing in your hand.

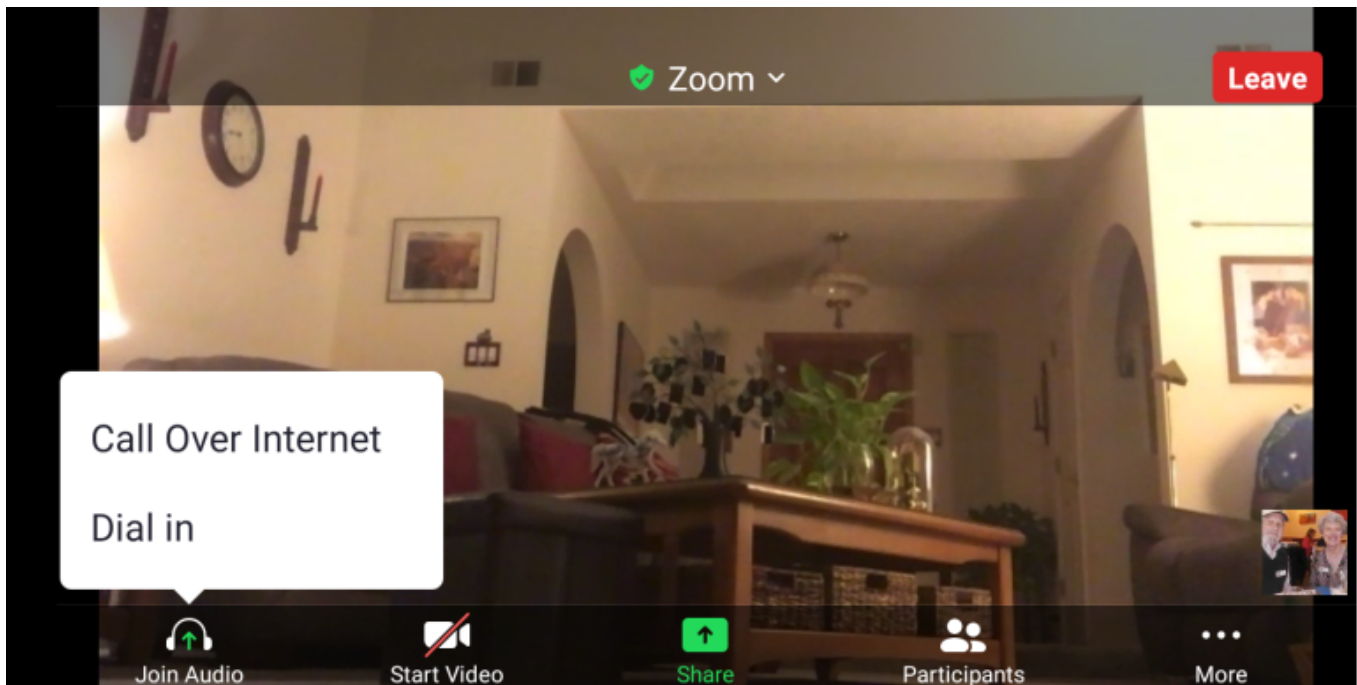
If you touch anywhere on the screen you will see some icons appear around the screen. Let's see what some of them do!

Step 2 (turn on audio)

First, we want to turn on sound by touching the headphone icon ("**Join Audio**") in the lower left.



A popup will appear; touch on “**Call Over Internet.**” This just means that your computer will handle the audio. If you have headphones plugged into your device, your sound should go to the headphones.

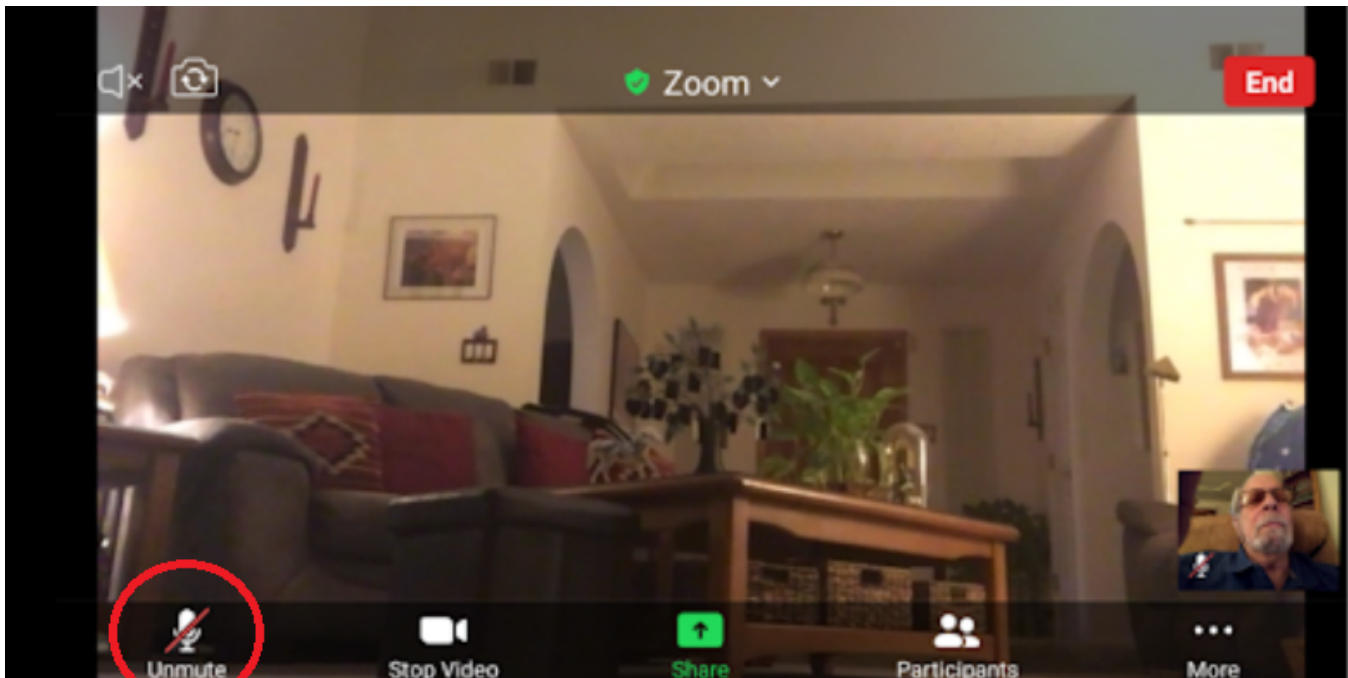


After you have joined audio, then you need to know when to use it!

Step 3 (Turn Microphone on/off)

In order to speak to the group, you will need to turn on your Microphone.

Touch the screen to bring up the bottom icon menu. In the bottom left-hand corner there is now a microphone icon that either has a slash through it meaning it is muted or no slash meaning the microphone is on. Click on the microphone to switch the microphone on/off.



IMPORTANT: When you finish speaking, re-touch the microphone to re-mute your audio.

Your mic needs to be muted at all time (except when speaking) to keep stray noises from interrupting the meeting.

Later in this document you will learn about how to “raise your hand” to get permission to speak in a meeting.

Step 4 (Turn your camera on/off if you wish)

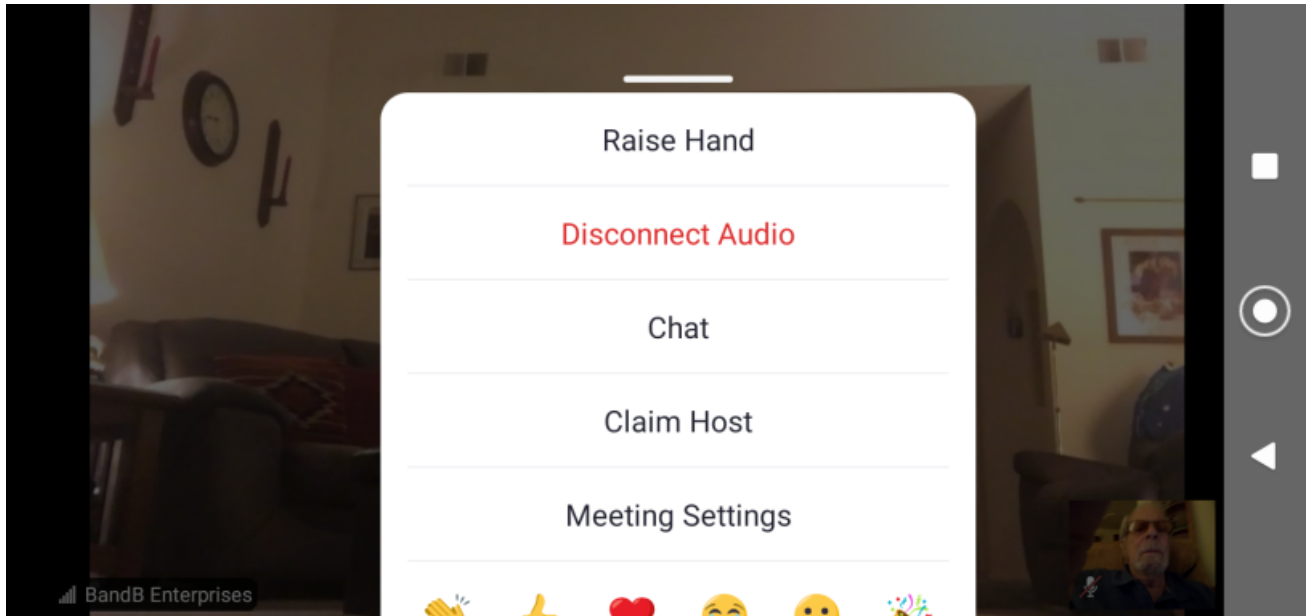
When you sign into a meeting, your camera will already be turned on (you can see yourself and others can see you) or turned off (your sign-in name will be displayed instead) based on the meeting organizer's settings. For you to change that setting to turn your camera on/off, touch the **"Start Video"** button to the right of the "Headphones/ Microphone" icon. You will now see your live video in the lower right corner.

In order to speak when acknowledged by the Host, you will need to turn on your Microphone.



Other useful Zoom skills to participate in a meeting:

The “**More**” menu (bottom right-hand corner) has a variety of settings, including non-verbal ways to communicate with meeting participants. After you click on “**More**” you’ll see the following pop-up:



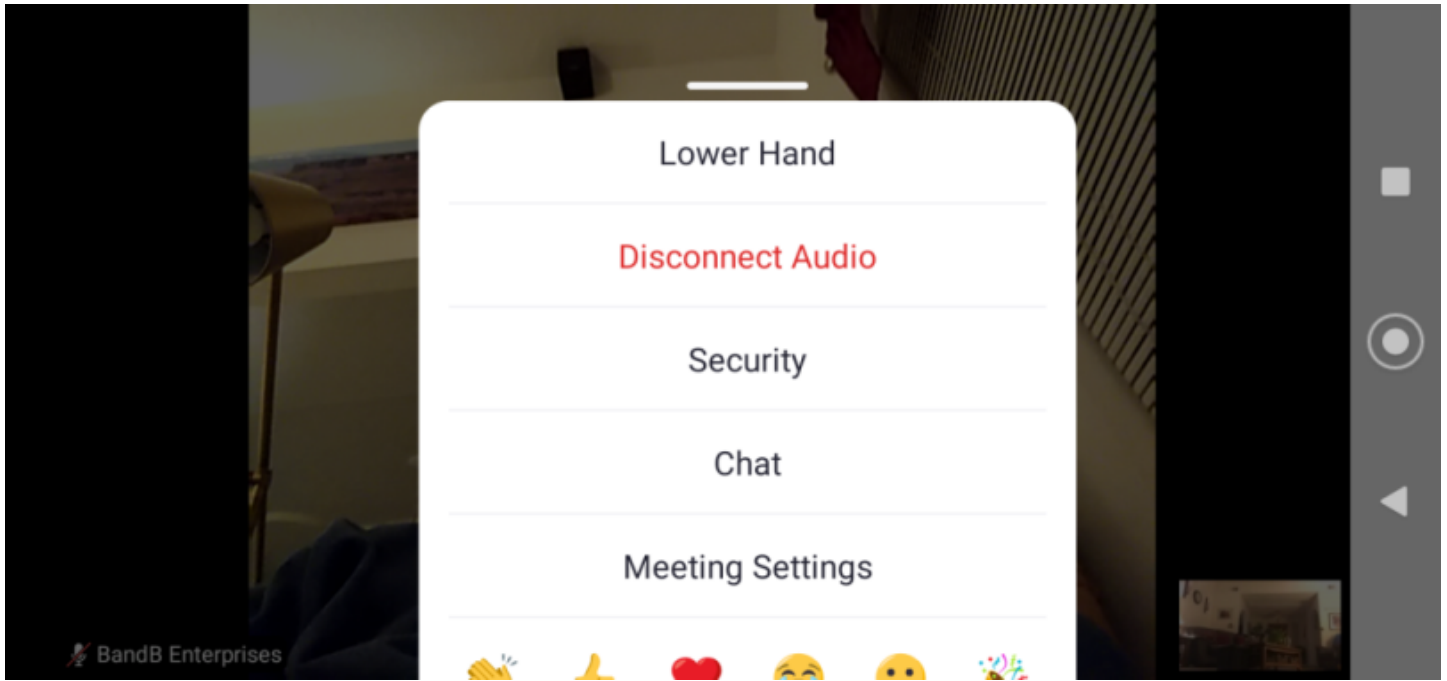
Raise your Hand If you would like to be given permission by the host of the meeting to speak, use the “Raise Hand” option. touch on the “**More**” icon, then touch on “**Raise Hand.**” This is especially useful if in a larger group meeting.

A hand will appear on your screen and will stay there until you **Lower your Hand** (“**More,**” then “**Lower Hand**”)



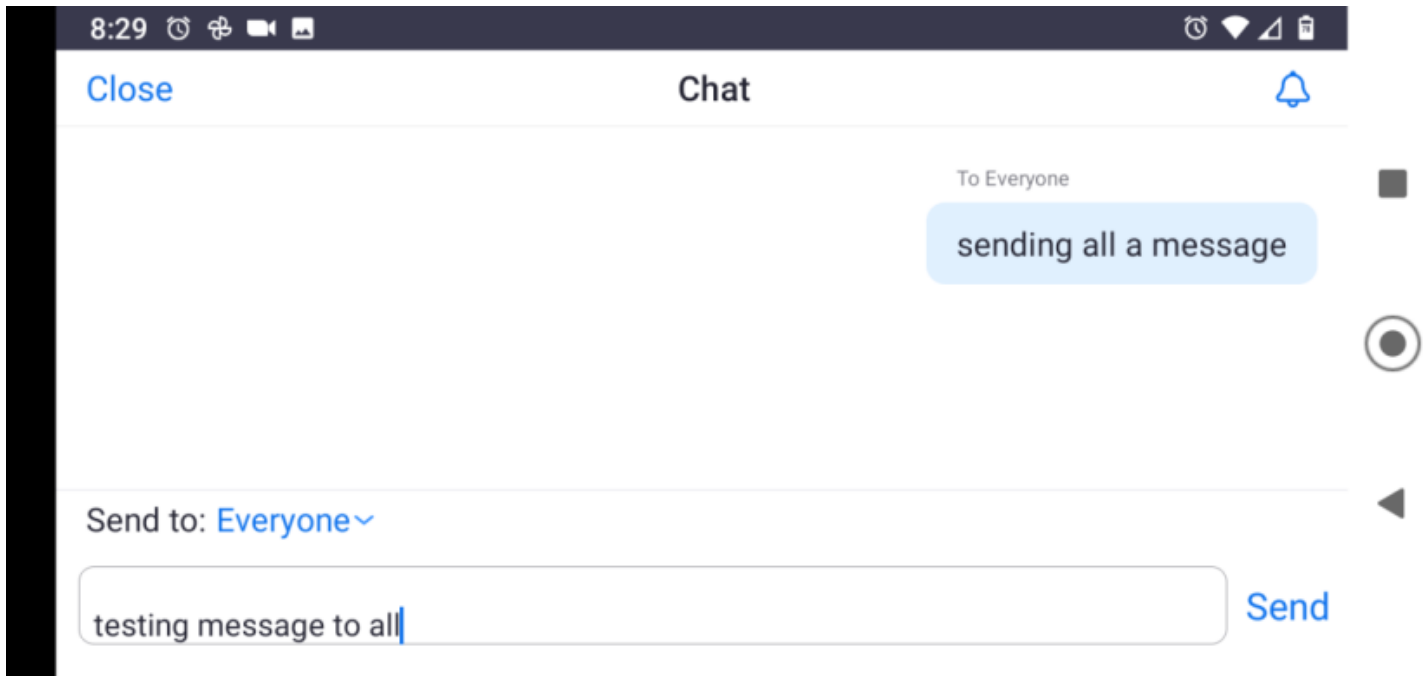
Once you have been acknowledged by the host to have your turn to speak, unmute yourself (remember: click on the microphone icon in the lower left-hand corner to unmute, and then again, to remute).

After speaking and re-muting your mic, lower your hand by clicking on the “More” icon, then “Lower Hand”



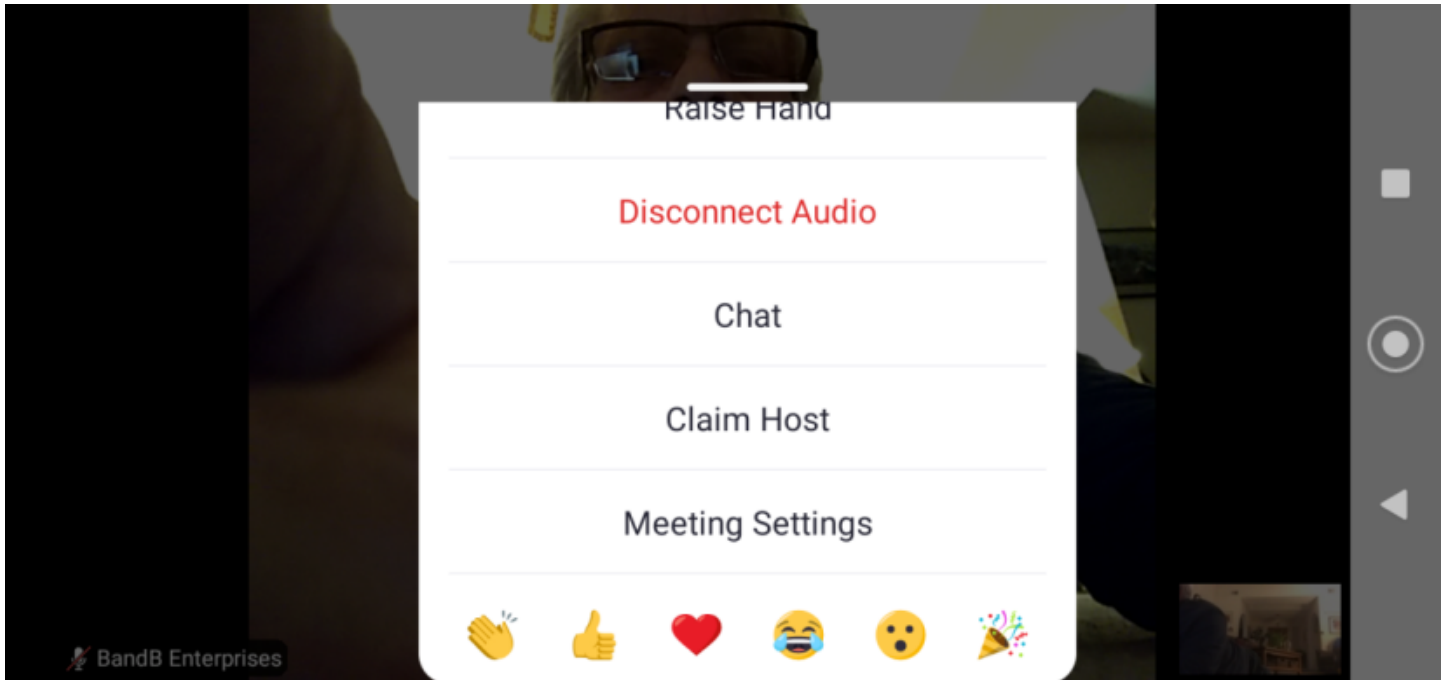
Chat If you wish to ask a question while others are talking, you can do that by clicking on “**Chat**,” after clicking on “**More**,” which will bring up a text box so you can ask a question via text.

The default is to everyone. If you wish to text just to the Host, click on the down arrow to the right of “**Send to Everyone**” and select the person you chose to send to. Then just type in your question and push “**Send**.”



Non-verbal responses (emoji = icon = visual image) You can respond to person speaking during a Zoom meeting by giving a visual response instead of speaking or using the “chat” feature.

Touch the screen again to bring up the icons. Touch the “**More**” icon in the lower right to bring up a popup box. In the bottom of the box there are several picture icons. Clicking on one of them will show in your picture box for about 5 seconds.



From left to right, you might choose one of the following to express how you feel about what's going on in the meeting: clapping, thumbs up, love, laughing so hard your crying, surprise, excitement.

There are many other features of Zoom, but you'll get far with the few you've learned here.

If you are interested in further training on how to create and run your own Zoom meeting, please let us know!