

Zoom Cloud Meetings, using an iPad

1. Introduction

The Zoom Meeting App is very easy to use. However, if you are not familiar with installing apps on your iPad and setting them up, it might be handy to get someone to help you. Once the app is installed and you are signed in, you usually do not need to do anything else.

Zoom is very secure - some important points:

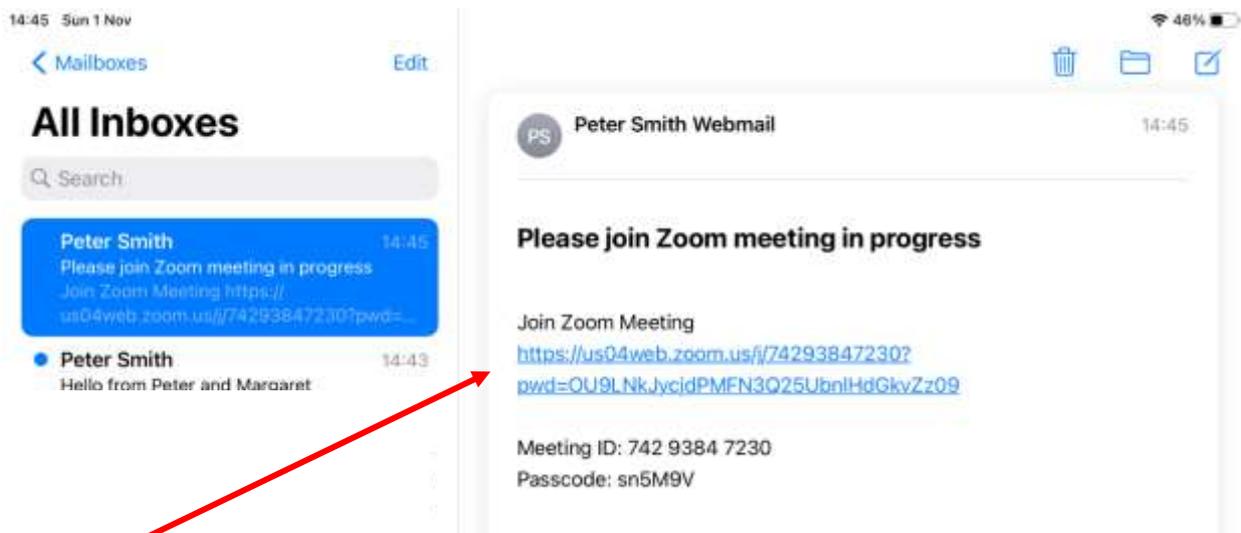
1. Zoom Cloud Meetings Basic, is free to use for meetings of up to 40 minutes duration, with up to 99 participants.
2. When you download the App it only asks your email. you do not have to give your address or credit card information. Note: It is slightly more complicated, but you can join a meeting without the App at all. If you do not have the Zoom App, follow the invitation email link and you will be asked for a name, when you join a meeting – you could call yourself 'Joe Bloggs' or similar. Follow the instructions to use Zoom via a WebBrowser.
3. Each meeting has a unique web address (link), this is sent out via an invitation from the host email, usually. Only those receiving the email have this link. If that email is passed on to a third party, in theory that third party could join a meeting but he/she still has to be admitted to the meeting from a waiting room (see bullet 6 below)
4. When you click the link in the email you will be asked to wait in a waiting room until the host lets you join. You will be given a choice whether you wish join with video or not.
5. During a Zoom call, all that people see is what your iPad is called. Your iPad's name is part of its set up and will be a short name (mine says Peter's iPad). If you haven't named your iPad, the name that people see will be 'iPad'
6. When the general public started using Zoom on mass, during Covid-19 lockdowns, Zoom got a bit of bad press because uninvited participants were joining meetings, e.g. by being forwarded a copy of the invitation email . The uninvited participants had been disruptive. Zoom quickly changed things to require all meetings have a waiting room, unless the host changes to some complex settings. If you host a meeting, I recommend that you do not switch off the waiting room.

These notes are in two sections:

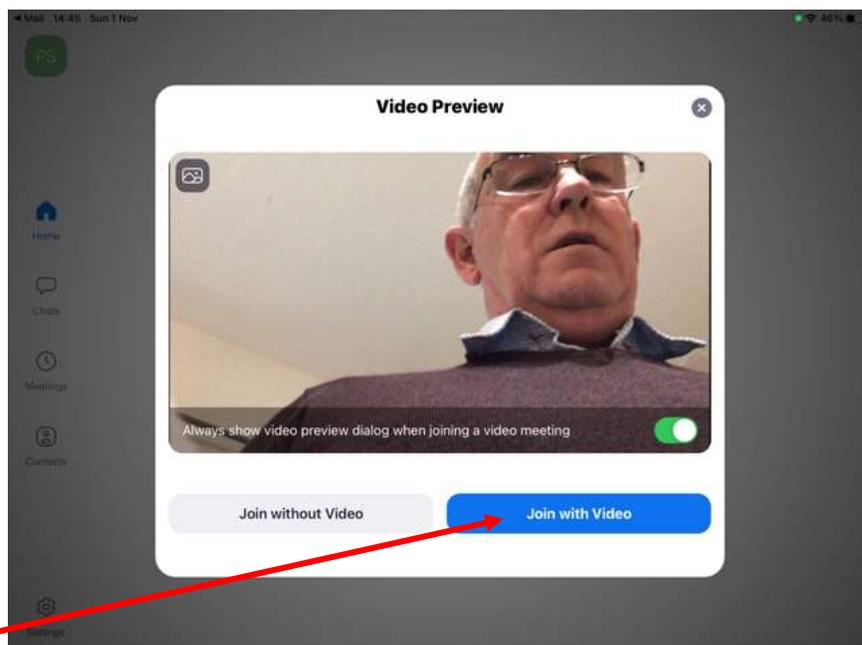
- **Section 2: Joining a Zoom Meeting** – this part of the instructions assume that the app is installed and that you are logged in. Even if you are experienced in using iPads, it is a good idea to join a meeting and learn the basics then to move on to section 3
- **Section 3: Hosting a Zoom Meeting** – this shows how to set up a meeting, inviting participants etc.

2. Joining a Zoom Meeting (set up by someone else)

2.1 A host will set up a meeting and send you an email invitation. Meetings can be immediate or scheduled into your diary. When you want to join the meeting, go to the invitation email which will look like this :-

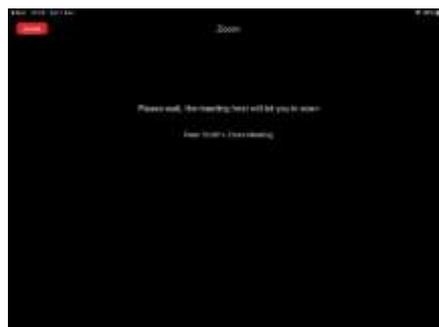


2.2 Tap on the link (it should be blue like this one) and zoom will start up, then this screen will appear :

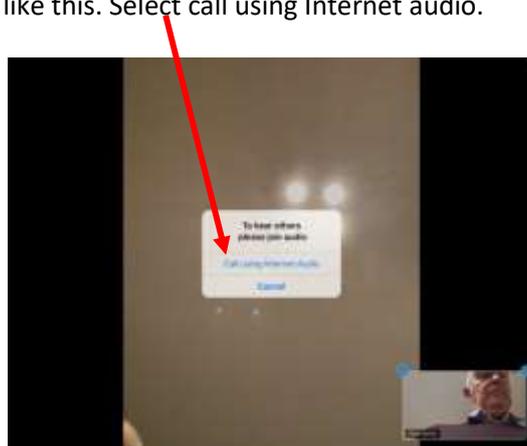


Tap join with video.

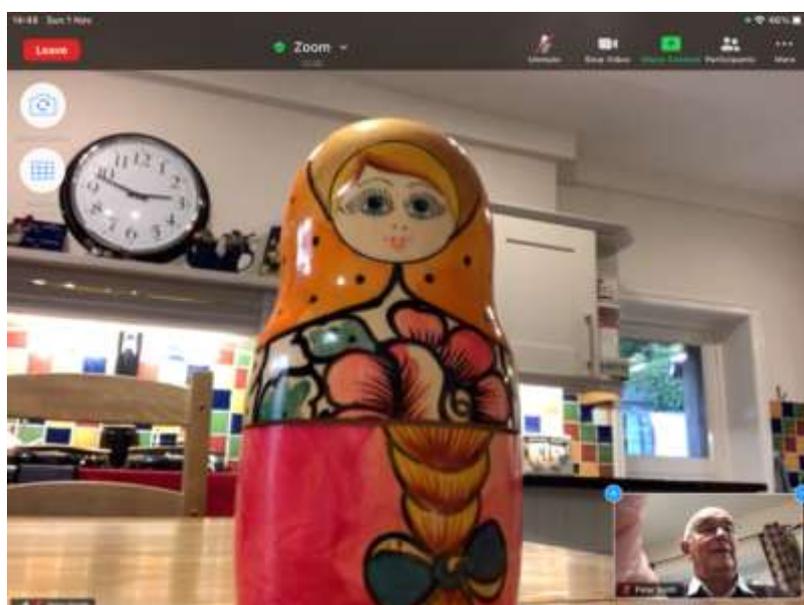
2.3 Your screen will typically go black for a moment, and tell you that your meeting host will let you in soon. It will look something like this.



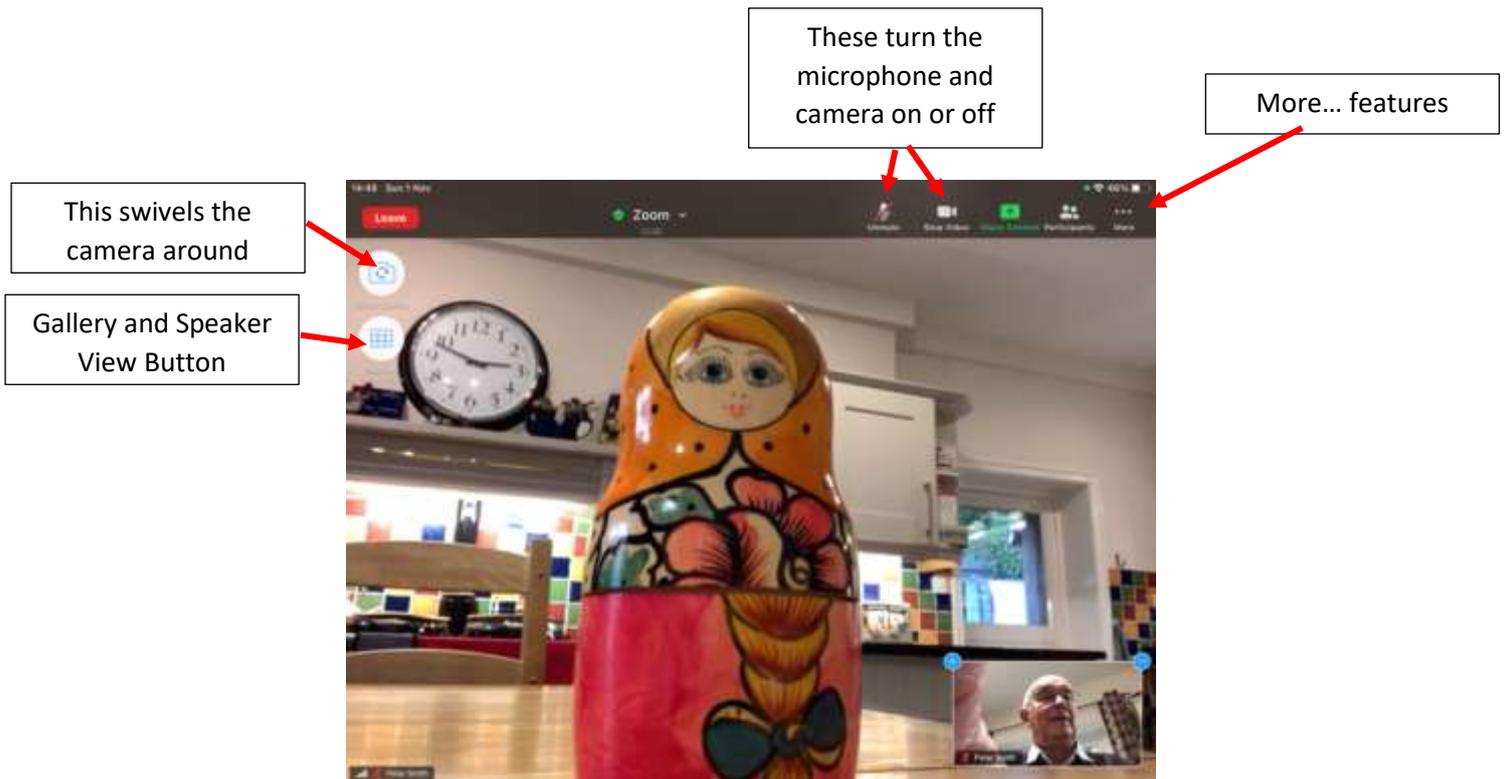
2.4 After a few seconds, the person arranging the meeting (the host) will let you join. You will then see an option to call using Internet audio. It will look like this. Select call using Internet audio.



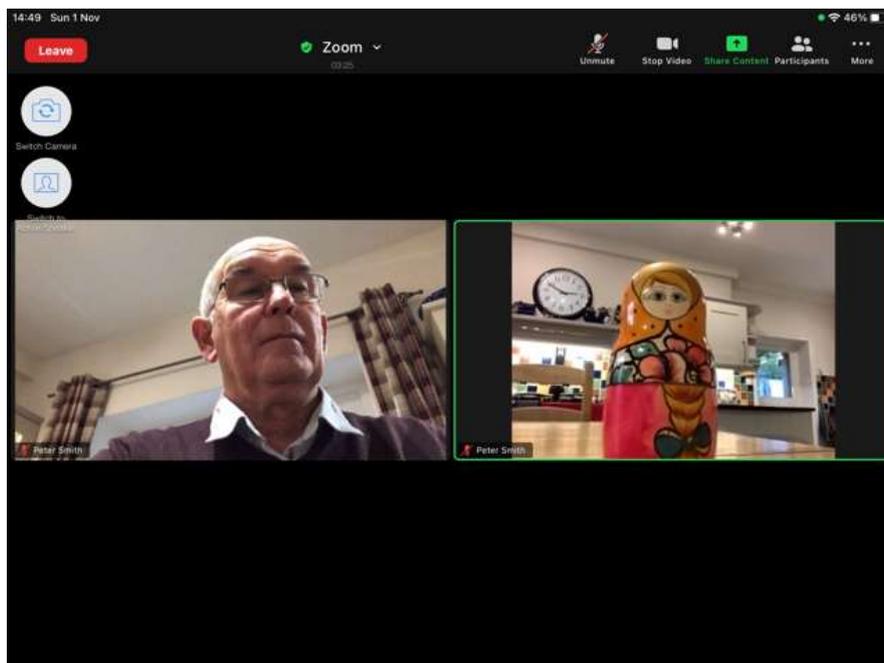
2.5 Here is a typical picture of how the Zoom screen will open. I have used a Russian doll as the host, as I was on my own making these notes. So, the doll is the host. As you can see there is a small picture of me in the bottom right and corner of the screen.



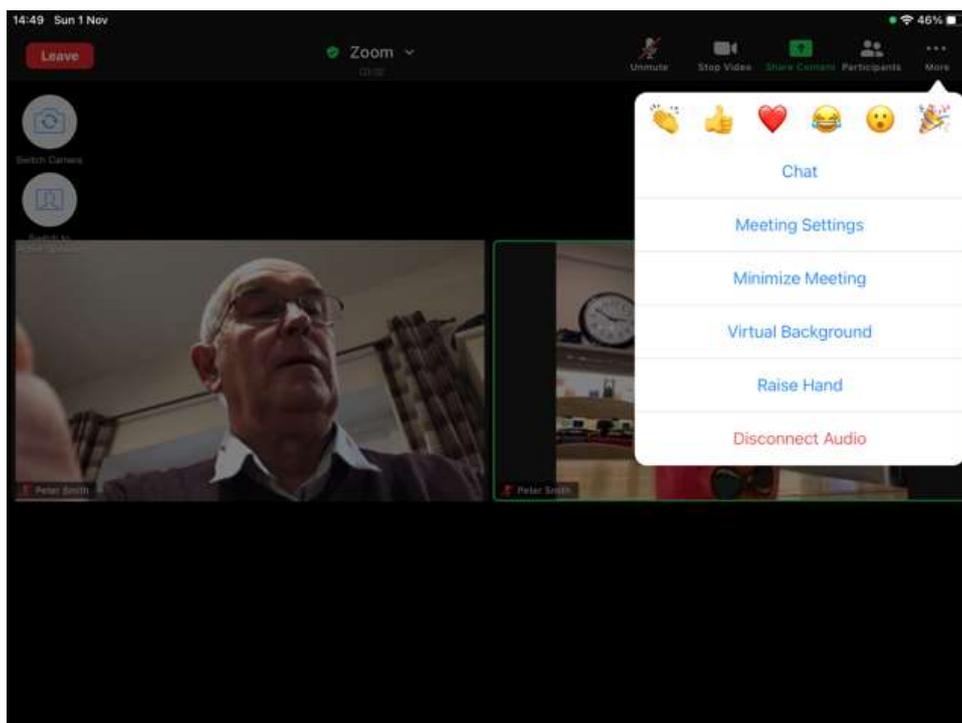
2.6 You will notice there are various buttons around the screen at first, but they will soon disappear and you will just see a picture of the speaker (like this screen) or all participants (Gallery screen – see below). To get the buttons and controls back, just tap the centre of the screen. Below is the screen with all its controls, and I have told you what they all do.



2.7 Here is a picture of what happens if you press gallery view. You will then see smaller pictures of everyone in the meeting. There can be up to 99 people in the meeting! In this case there are only two of us and we are side-by-side.



2.8 In the top right and corner of the screen there is a button called More. This has some very useful features that appear in your little picture just for a moment or two. For example you can give the speaker at a clap to say thank you for a good chat or you can give a thumbs up to agree with a decision etc. You can even set a virtual background – for example San Francisco.



2.9 When the meeting ends the host can close everything down completely or if time runs out Zoom automatically closes completely. The free version allows 40 minutes per meeting.

You can leave the meeting by pressing the red Leave button in the top left of the screen. You can re-join a meeting if it is still in progress by going back to the email invitation.

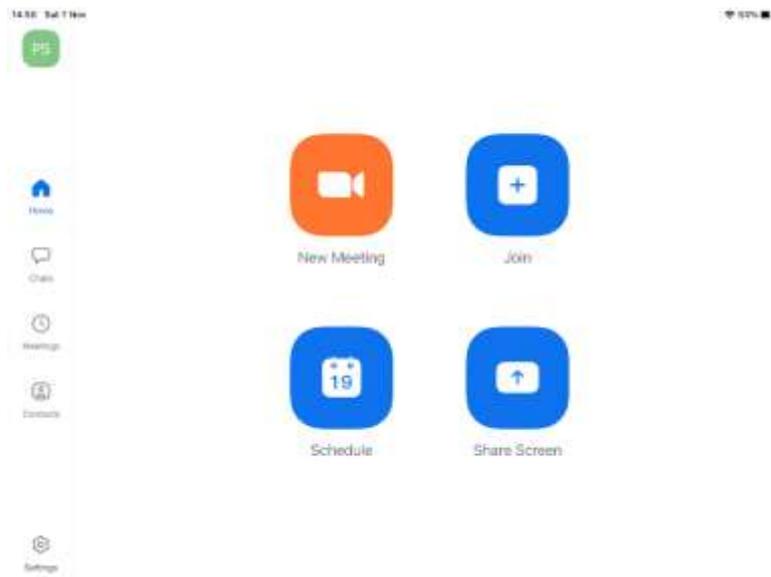
Section 3: Hosting a Zoom

This part of the notes are for users of Zoom that want to set up (Host) a meeting. If you only wish to join meetings please see section 2, above.

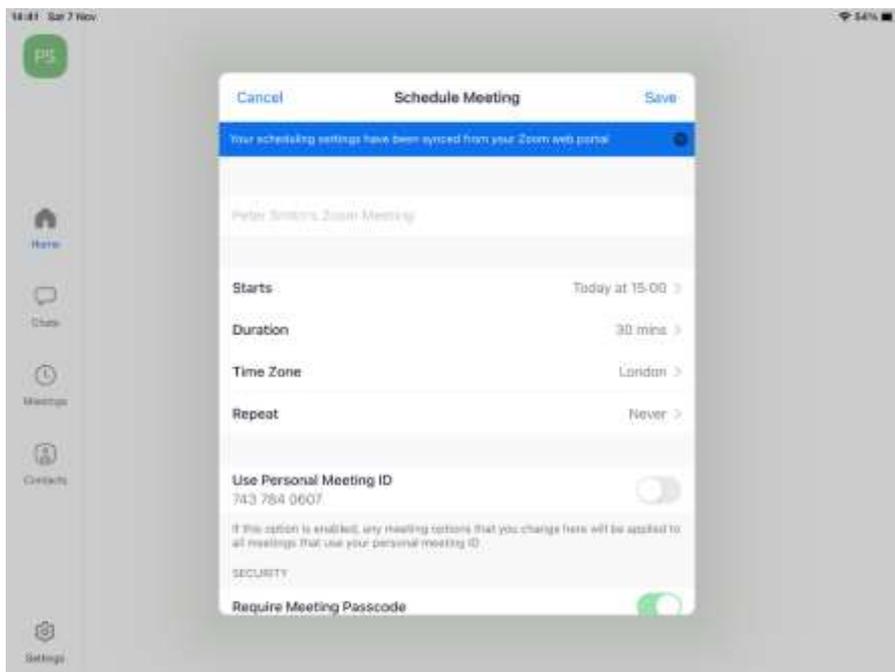
3.1 First, install the zoom app. The first time you open the App, it will ask you to 'Sign Up'. All you are asked to enter, is your email address and a password of your choice. The screen will look like this (note: you will only be asked to go through this sign up process initially).



3.2 Unless you sign out from the app, you will go to this start screen each time you open the App.



3.3 I am going to schedule a meeting for 3 o'clock today, so you touch the button marked schedule and this screen will appear. I suggest that you use the default settings (ones that are built in and automatic assigned by Zoom), for example the waiting room is switched on.



It's a good idea to give the meeting a name and date in the first line (where it says Peter Smith's Zoom Meeting in this picture). You can adjust the start date and time in the second line. I normally choose to switch off the personal meeting ID and also the 'require meeting passcode'. People will have to wait for you to let them into the meeting, so if you switch off these two items, you should only allow people in that you recognise.

When you have set up the meeting information, touch Save. This screen will appear.

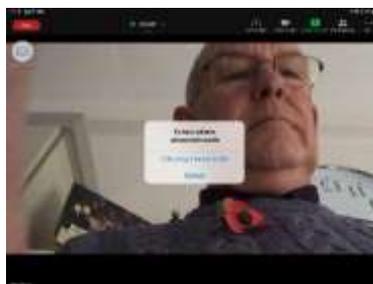


You will then be able to type the names of the participants into the email and send it off. The email will have a calendar invitation that the participants can use in their calendars, if they wish. It is good practice to put email addresses into bc line to maintain confidentiality of emails unless recipients are very well known to one another.

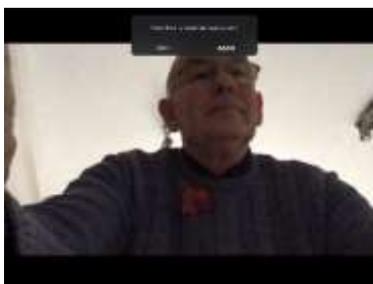
3.4 When it's time to start the scheduled meeting, open up Zoom. Here is the picture of the screen when you open Zoom. Touch the meetings button on the left hand side of the screen. Choose your meeting and touch Start



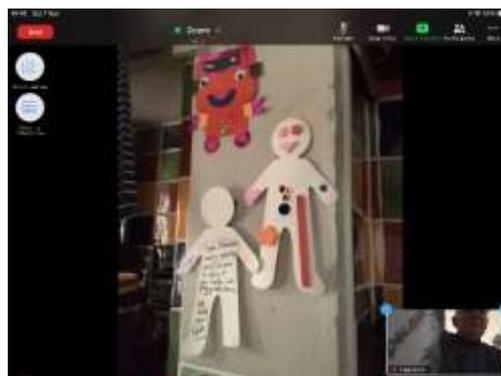
3.5 You will then see the Start a Meeting screen, touch the blue start a meeting box. This screen will appear and touch call using Internet audio.



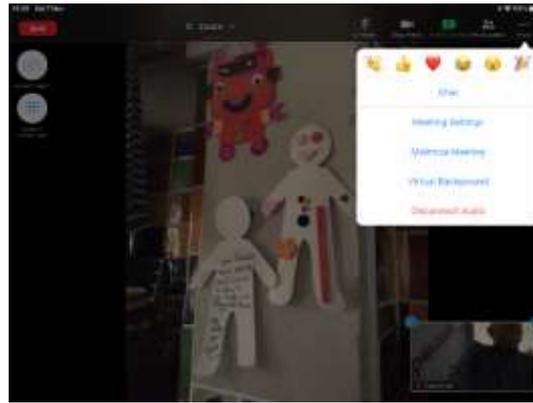
3.6 As each participant wants to join the meeting you will get a little message at the top of your screen. If you recognise the person press admit.



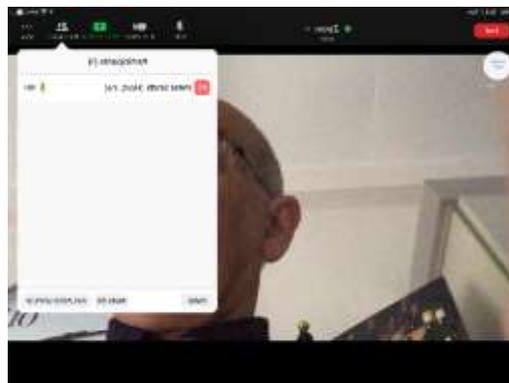
You will then be able to see the participant – I was on my own so you have some nice cut out people that my grandchildren I've done for me when it was my birthday.



3.7 The end button - when you press it, you can close the whole meeting or simply to leave the meeting and the other participants can carry on.



3.8 If you're in a meeting and you want another person to join, simply press the participants button and send them an invitation.



When you press the invite button an invitation email will open up, as 3.3 above. You may need to telephone the participant to warn them that there is an email waiting for them.

3.9 If you wish to start an immediate meeting, from the Zoom Start screen (3.2 above) then press the new meeting button on the start screen. The meeting will start and you invite participants as in 3.8 above.

I hope that these notes are useful.

Enjoy your Zoom meetings.

Peter