

# Apple iPhone

## Joining and Participating in a Zoom Meeting



This tutorial outlines how to join and participate in a zoom meeting on an Apple iPhone. It also describes all of the available controls and what they are used for!

### Assumptions Made in this Tutorial

Some assumptions have been made throughout the creation of this tutorial. They are as follows:

- You are using an iPhone with iOS 14.8 or later installed.
- The Zoom Cloud Meetings app is installed on your iPhone .
- You are familiar with the use of email on your iPhone.

### What is Zoom Cloud Meetings?

Zoom Cloud Meetings, known simply as 'Zoom', is a video conferencing platform that is often used to conduct meetings via the web. It works on Smartphones, Tablets, Desktop and Laptop computers. Zoom was originally used by businesses to conduct their meetings and conferences, however, more and more commonly, Zoom is used by individuals to stay in touch with family and friends! Best of all though, zoom is extremely easy to use!

### Invitations to join Zoom meetings

Zoom meetings involve two types of user. A Host, who organises the meeting in Zoom, and Participants, who are invited to join the meeting. Invitations to join Zoom Meetings are sent via email. An invitation to a Zoom meeting may require registration in order to join it. If registration is required, the email will inform you that you need to 'Register in advance for this meeting' and a link will be provided to register. If registration is not required, the email will include the text "Join Zoom Meeting" and a link will be provided to join the meeting.

## Joining a Zoom Meeting from an Email Invitation

In order to join a Zoom meeting, you must have the Zoom Cloud Meetings app installed on your iPhone. If you don't have it installed, you can download it for free from the App Store!

Once Zoom is installed on your iPhone, you can join a meeting by following these suggested steps:

1. Locate and open the email that contains the invitation to the Zoom meeting.
2. Tap on the invitation link. For reference, it will start with "https://zoom.us". Upon doing this, depending on how the host has configured the meeting, you will either join the meeting, or be re-directed to the Zoom virtual Waiting Room!

The virtual Waiting Room is an area where you have to wait until the Host admits you to the meeting. The message "Please wait, the meeting host will let you in soon" will be displayed on the screen of your device. All being well, you won't have to wait too long before being admitted!

3. Upon being admitted to the meeting, you may be presented with a message which states "Zoom would like to access the microphone. For people to hear you during meetings, Zoom needs access to your microphone". There will be two buttons available, "Don't allow" and "OK". Tap the OK button to grant Zoom permission to use the microphone!

**Note 1:** Once you have granted Zoom permission to use the microphone, you won't have to do this again for future meetings!

4. Next, you will be presented with a message which states "To hear others, please join audio". There are two buttons available, "Call using internet audio" and "Cancel". Tap the "Call using internet audio" button and you are all set!

Congratulations, you have successfully joined the Zoom Meeting!

## Description of the Zoom Meeting Screen

The Zoom Meeting screen consists of 2 rows of buttons, one at the top and the other at the bottom of the screen. In between these 2 rows of buttons, you will find the video area, which takes up approximately 80% of the screen. The row of buttons at the bottom of the screen are the most commonly used controls, so these will be described first!

**Note 2:** If you don't see a row of buttons at the top and bottom of the screen, tap the screen once. Upon doing this, the buttons will appear!

## **The Bottom Row of Buttons**

From left to right, the buttons at the bottom of the screen are: Audio, Video, Share, Participants and More. Each button is described below.

### **The Audio Button**

The Audio button has an associated graphic of an old-fashioned speaker. When the audio is muted, the graphic has a red line running through it, to show that the microphone is inactive. Tap this button to Mute and Unmute the microphone!

### **The Video Button**

The Video button has an associated graphic of an old-fashioned video camera. When the video is stopped, the graphic has a red line running through it, to show that the video is inactive. Tap this button to start and stop the video!

### **The Share button**

The Share button has an associated graphic of a black upwards pointing arrow inside a green box. When this button is activated, a popup window is displayed, which displays options for sharing your screen with others in the meeting. By default, only the Host can share screens, therefore this option will not be discussed in this tutorial.

### **The Participants button**

The Participants button has an associated graphic of the head and shoulders of 2 cartoon people. It also shows the number of participants currently in the meeting. When this button is activated, the Participants panel is displayed. This consists of all of the names of those who are attending the meeting. Alongside each participants name, you will find information relating to the status of their audio and video settings.

### **The More button**

The More button has an associated graphic of 3 dots, arranged horizontally. When it is activated, a popup window is displayed consisting of options for disconnecting the audio, chatting with others in the meeting, raising your hands in order to ask a

question and a small set of Emoji's. Additionally, there is an option for showing the Meeting Settings screen, which consists of options for specifying how video and audio is used, as well as an option for turning on Closed-captions.

## **The Top Row of Buttons**

From left to right, the buttons at the top of the screen are: Audio Source, Switch Camera, Zoom and Leave Meeting. Each button is described below:

### **The Audio Source Button**

The Audio Source button is used to switch between Speaker and Earphones. When Speaker is the selected option, the sound will come directly out of the speaker built-in to your device. When Earphone is the selected option, you will need to plug in a pair of headphones in order to hear the audio.

### **The Switch Camera Button**

The Switch Camera button is only available when video is on. It is used to switch between the front and rear-facing camera on your device. The default setting is Front.

### **The Zoom Button**

When the Zoom button is activated, a popup window is displayed which provides information about the meeting you are currently attending. For example, the name of the meeting organiser, the title of the meeting, the meeting ID, the password and the invitation link.

### **The Leave Button**

The Leave button is displayed in red! It is used to completely exit a meeting. When you exit a meeting, you will either be in the Zoom app, or a web page on the Zoom web site!

Situated above the Audio Source button, you will find the Return to Mail button. It is used to temporarily leave the Zoom meeting and go back to the Mail app. Upon doing this, the audio from the meeting can still be heard! The ability to leave a Zoom meeting temporarily is very useful, as it allows you to locate important messages and documents which you might need for the meeting itself.

## The Video Area

At the centre of the screen, you will find the Video Area. By default, only the video feed of the person who is currently speaking is displayed. This person is known as the "Active Speaker".

**Note 3:** If the Video Area shows an image of the head and shoulders of a cartoon person, this means that the participant who is speaking has their video turned off. There is nothing you can do about this!

Situated just above the Video Area, you may find what is known as an Avatar. This is a small video feed of yourself. Its purpose is to help you position yourself correctly in the camera's view-finder, thus allowing others to see you clearly. The Avatar can either be displayed as an image of a head and shoulders of a cartoon person, or as a live video. It is possible to turn the Avatar off. This is recommended, as it will provide more screen space for the video of the active speaker! Instructions for turning the Avatar off are given later in this tutorial.

## Asking a Question During a Zoom Meeting

If you wish to ask a question during a Zoom Meeting, first tap the More button, and then from the resulting list of options, tap the Raise Hand button. Upon doing this, the host will receive a message on their screen alerting them that you wish to ask a question. If you change your mind, tap the More button again, then tap the Lower Hand button. Upon doing this, the Host will be alerted that you no longer wish to ask a question!

## Sending and Reading Chat Messages

It is possible to send short chat messages to other participants in the meeting. Some common reasons for sending chat messages are to ask a question, provide an answer to a question or to share your email address with participants.

By default, when you send a message, it is sent to everyone. However, it is also possible to send a message to a specific person! For completeness, both scenarios are discussed below.

## **Sending a Message to Everyone**

To send a chat message to everyone in the meeting, follow these suggested steps:

1. Tap the More button, situated at the bottom right corner of the screen. Upon doing this, a popup window will be displayed consisting of a number of options. One of these is a button labelled Chat.
2. Tap the Chat button. Upon doing this, the Chat screen will be displayed.
3. At the bottom of the screen, you will find an edit box. This will include the text "Tap here to chat or tap a message to reply". Tap this edit box to enter 'edit' mode. Upon doing this, a virtual keyboard will be displayed, with the edit box now situated directly above it.
4. Using the virtual keyboard, type your message. When you are done, tap the blue Send To button, situated to the right of the edit box. Upon doing this, all participants will receive your message!

The message you just sent, along with any messages you have received, will now be displayed in reverse-chronological order towards the top of the screen!

## **Sending a Message to a Specific Person**

To send a message to a specific person in the meeting, follow these suggested steps:

1. In the Chat window, tap the button labelled Everyone. For reference, this is situated just above the edit box, towards the left edge of the screen. Upon doing this, the Send To screen will be displayed. This contains the names of all participants in the meeting.
2. Tap the name of the person you wish to chat with. Upon doing this, you will be returned to the Chat screen and the Everyone button will now contain the name of the person you selected.
3. Tap the edit box which contains the text "Tap here to chat or tap a message to reply". Upon doing this, you will enter 'edit' mode.
4. Using the virtual keyboard, type your message. When you are done, tap the blue Send To button, situated to the right of the edit box. Upon doing this, the participant you specified will receive your message!

When you have finished chatting, tap the Close button, situated at the upper left corner of the screen. Upon doing this, you will be returned to the Zoom Meeting screen!

## Turning off the Avatar

As previously mentioned, the Avatar is a small video feed of yourself. Its purpose is to help you position yourself correctly in the camera's view-finder, thus allowing others to see you clearly. However, apart from this, it serves no real purpose, so it is recommended to turn it off. This will result in more screen space being made available for the video feed of the active speaker.

To turn off the Avatar, follow these suggested steps:

1. In the main Zoom Meeting screen, tap the More button. Upon doing this, a popup window will be displayed consisting of a number of options.
2. Tap the Meeting Settings button. Upon doing this, the Meeting Settings screen will be displayed. This consists of a number of options that can be used during the meeting.
3. Tap the Show Self View button until it is toggled to the "Off" setting.
4. Finally, tap the Done button, situated at the upper right corner of the screen! That's it, your Avatar will no longer be displayed!

## Exiting a Zoom Meeting

There are 2 methods of exiting a Zoom Meeting. The first, and most common way, is for the Host to end the meeting. Upon doing this, all participants will be disconnected from the meeting. The second method is to tap the red Leave button, situated towards the top right corner of the Zoom Meeting screen. Upon doing this, you will leave the meeting and be disconnected from the meeting!

**Note 4:** When you exit a meeting, you will either be in the Zoom app, or a web page on the Zoom web site!

This concludes the introduction to joining and participating in a Zoom Meeting on an Apple iPhone. Happy Zooming!