HOW TO:

GET STARTED WITH ZOOM ON YOUR IPAD

BY SCOTT GUENTHER

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LIVE GENEROUSLY

HOW TO:

GET STARTED WITH ZOOM ON YOUR IPAD

BY SCOTT GUENTHER

This document was produced on Monday, April 13th, 2020 to assist people who are looking to get more comfortable using the Zoom app on their iPads. Some of the settings and features may have changed since this document was produced.

1.
DOWNLOAD THE ZOOM APP

If you would like to make the process of starting your first Zoom meeting go smoothly, the first step you should take is to download the Zoom app. In order to do this, you will need to know your Apple ID and password, so you may want to look that up before downloading Zoom.

The app store icon is easy to find on your iPad. It looks like a large letter A. The picture to the right is a picture of the app store icon.

When you open the app store, find the search button near the bottom right corner of the screen. Tap on it, and a search bar will appear at the top of your screen. Type in the word “Zoom” and you’ll find the Zoom app. A picture of the Zoom app is on the next page. Click on the blue button that says “Get”. You’ll then be prompted to put in your Apple ID password in order to download the app. When the blue button that says “Get” changes and says “Open”, then you know Zoom is installed.

◂ Safari 8:23 AM Mon Apr 13 91%

Today

ZOOM Cloud Meetings

Meet Happy

GET

4.5★★★★½ 384K Ratings

#1 Business

4+ Age

Offers iPhone App

Stay connected wherever you go – start or join a meeting with flawless video, crystal clear audio, instant screen sharing, and cross-platform instant messaging – for free! Zoom is #1 in customer satisfaction and the best meeting experience on mobi more

Zoom
Developer

Ratings & Reviews

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4.5 out of 5

383,897 Ratings

The great app Mar 31
★★★★★ BoboMcGoo319

This app is awesome because I can chat with my friends when ever I want. And you can make someone else host if you don't want to be host. But the part that I really like is that if you are host you can mute everyone and turn their video off! And you can have a virtual background, you can volunteer to be host, and if the host m more

Fast & easy Dec 16
★★★★★ JennyTN13

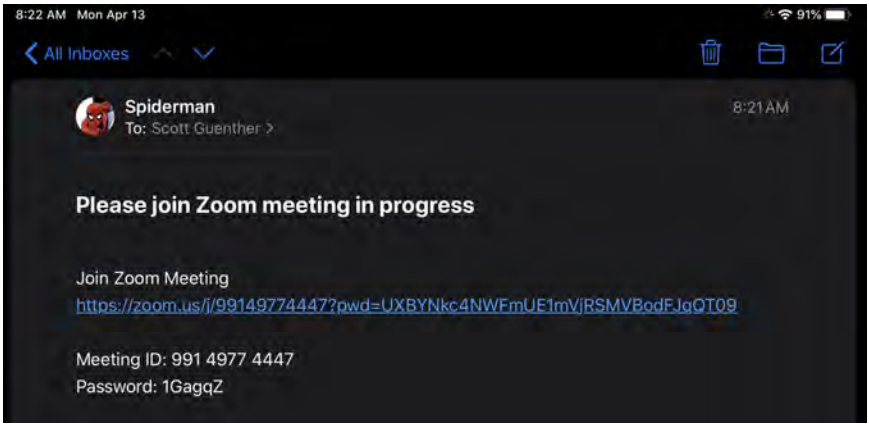
Had an app developer for a different app set up a video call time to ask opinions on a new service coming about one of my medical conditions. I hadn't even heard of Zoom before, but when FT didn't work, I quickly downloaded Zoom & it took zero time for us to be able to view each other's screens, which was mo more

Today Games Apps Arcade Search

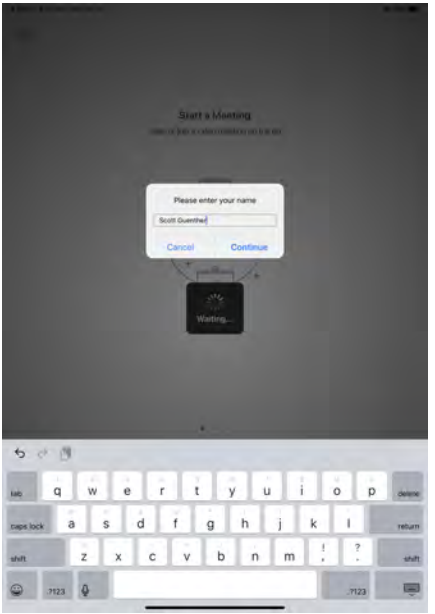
2.

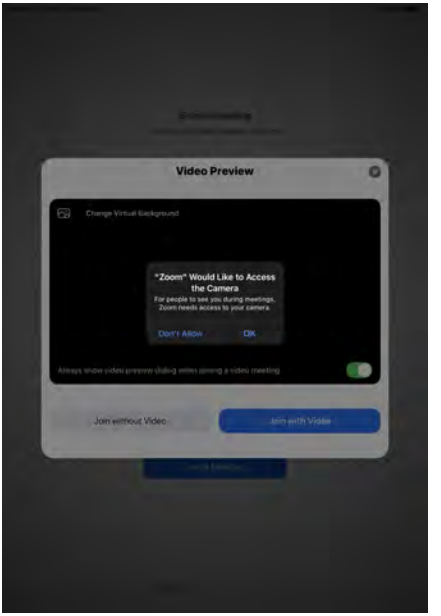
JOIN A MEETING YOU'VE BEEN INVITED TO ATTEND

When someone invites you to a Zoom meeting, you'll receive an email. Zoom generates a meeting ID and a password, as part of their recently added security features. All you really need to do is click on the link in the email that you received.

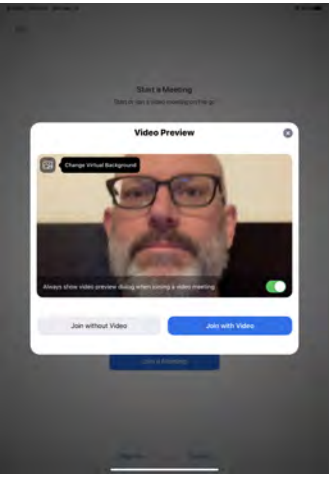


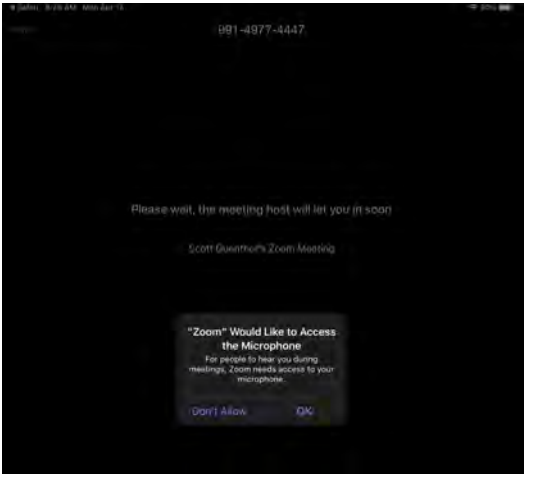
Once you click on that link, the Zoom app will open up and it will ask you to enter your name. When you do that and hit "Continue", you'll be asked to allow Zoom to access your camera. It's fine to do that.





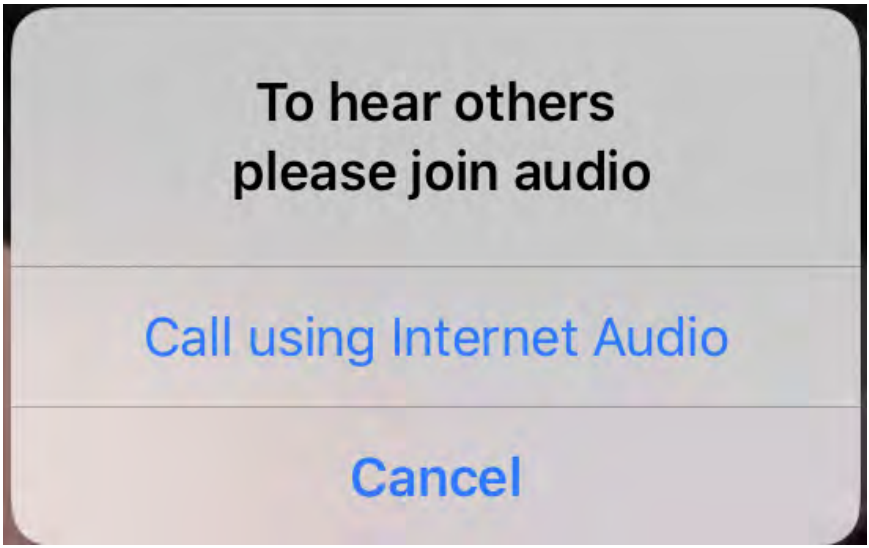
After you've allowed Zoom to access your camera, you'll see a picture of yourself (or whatever your iPad front camera is pointed at). Click on the blue button that says "Join with Video" and a message will be sent to the host of the meeting, letting them know that you are ready to join the Zoom meeting. You'll also want to enable the microphone, by pressing "ok".





The screen above is what you'll see after you've attempted to join the meeting. Zoom has a default setting called "Waiting Room" which prevents people from finding a way to get into your Zoom chat, even though they may be uninvited. You can disable the waiting room feature, but it's not recommended.

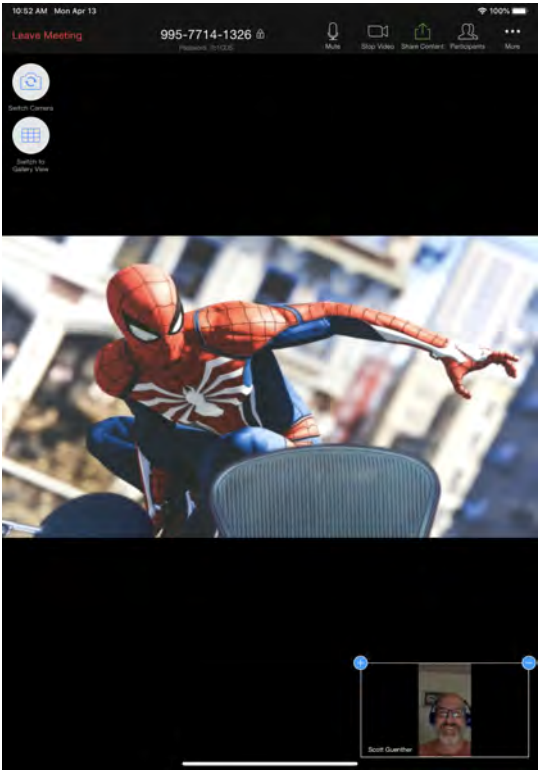
When the host of the meeting invites you in, you'll then have to enable your audio to work so you can hear people and they can hear you. Just click on the blue words "Call using Internet Audio" in order to do this.



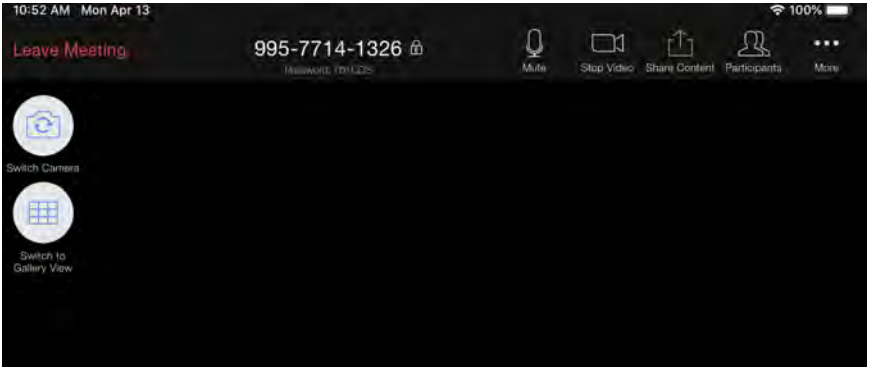
3.

NAVIGATING ALL OF THE BASIC FEATURES WHEN IN A ZOOM CHAT

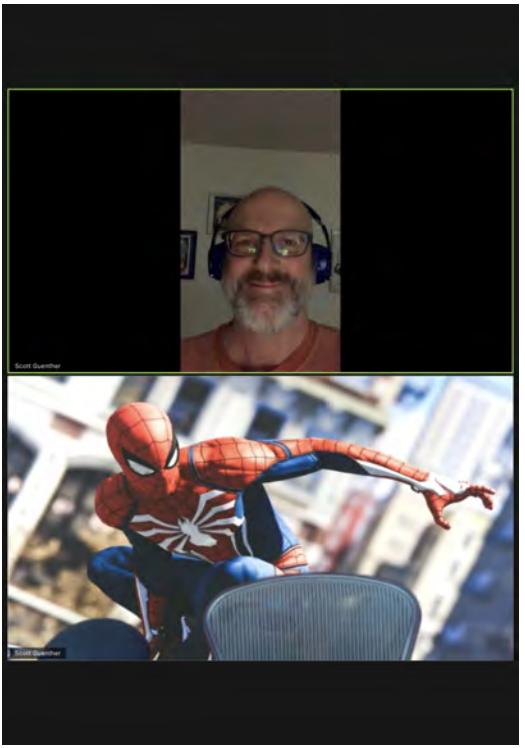
Welcome to your first meeting! If you're just meeting with one other person, you'll see a screen much like the one below. Your face will be in the bottom corner and the person you're talking with will be in the large window above you.



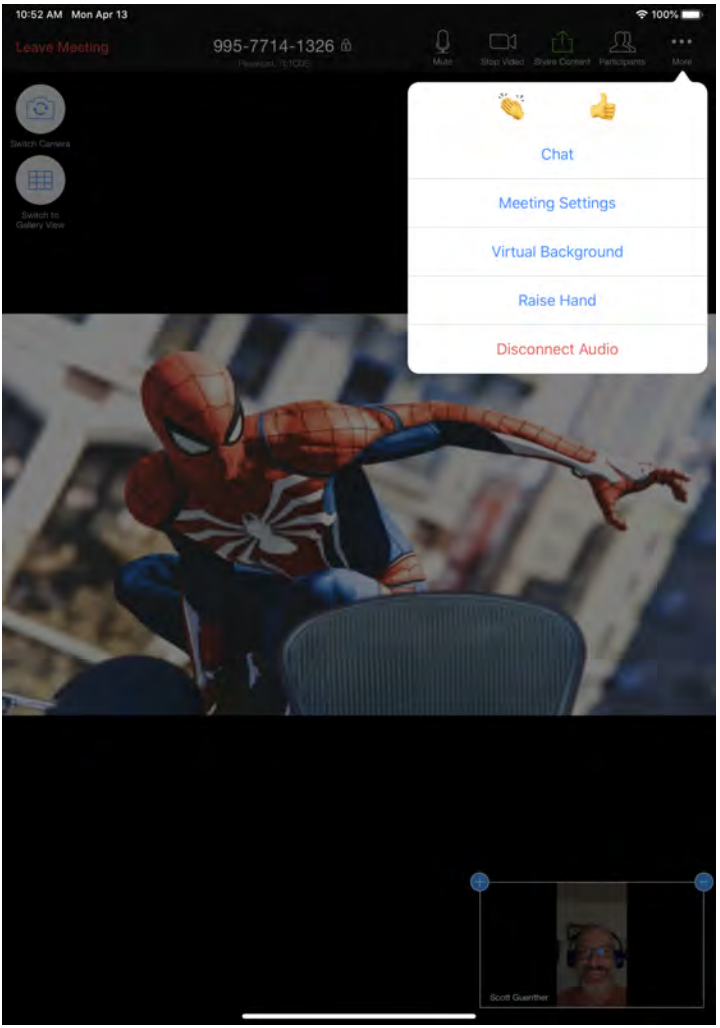
If you'd like to access the functions in your iPad Zoom app, tap on the black area above the person you're talking with. That brings up plenty of features, as you can see below.



The white button on the left lets you switch to gallery view. Then you'll have equal sized windows for everyone in your Zoom meeting and it will look like the image below.



Click on the three white dots in the right corner, above the word “more” and you’ll have access to these features:



The mute button, which is near the center of the top of your features screen allows you to turn off your microphone. If you are sitting outside and it’s windy, or if you have a barking dog, you can mute your audio and only turn it on when you have something to say. This is very valuable when you’re in Zoom meetings with many participants.

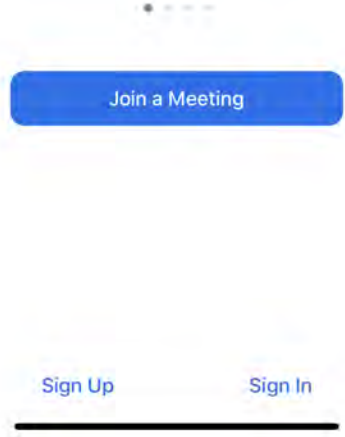
4.

HOW TO START YOUR OWN ZOOM MEETING

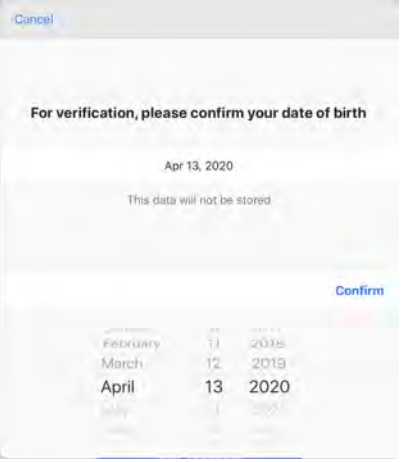
Now that you've experienced a Zoom meeting, you may be ready to start your own meeting. It's really not terribly difficult.

The first thing you'll want to do is open up the Zoom app.

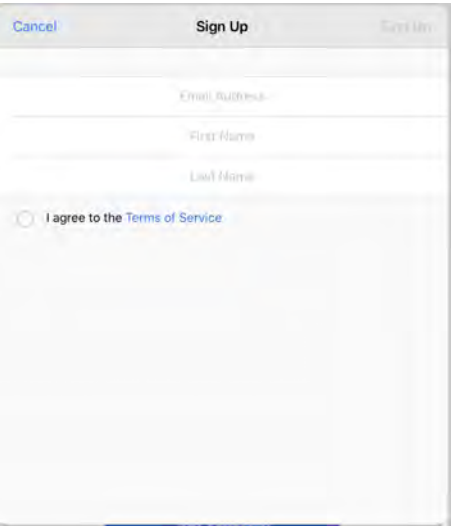
When you click on the Zoom app, you're given the option to join a meeting, sign up, or sign in.



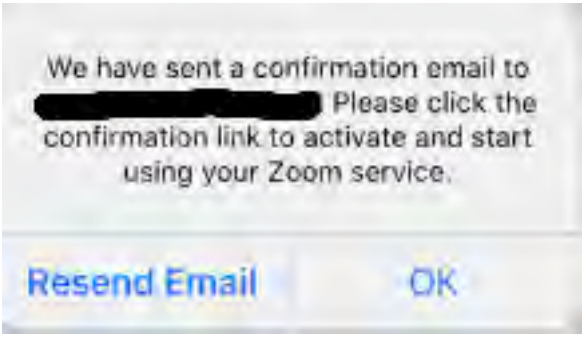
Click on the blue words that say “Sign up” and you’ll be asked to input your birthdate.



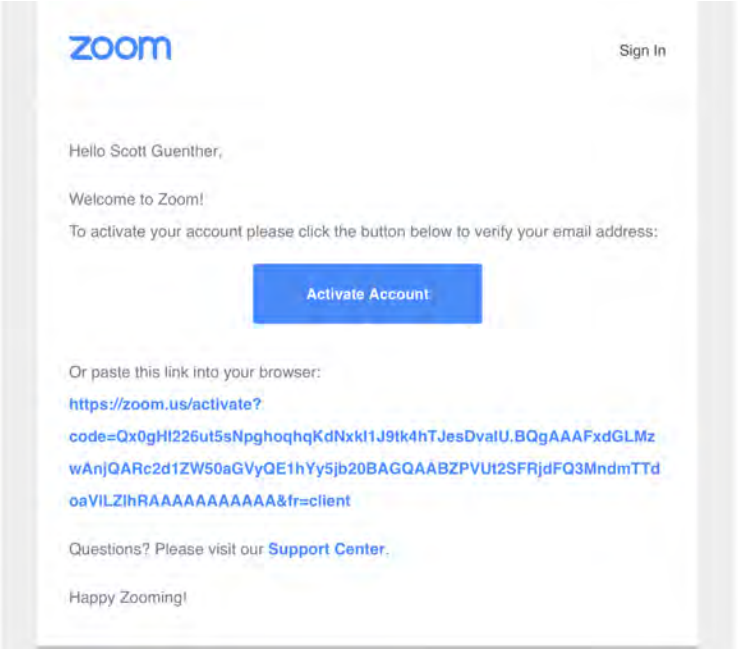
Once you complete that task and click on “Confirm”, you’ll just add your name and email, agree to the Terms of Service, and click “Sign Up”.



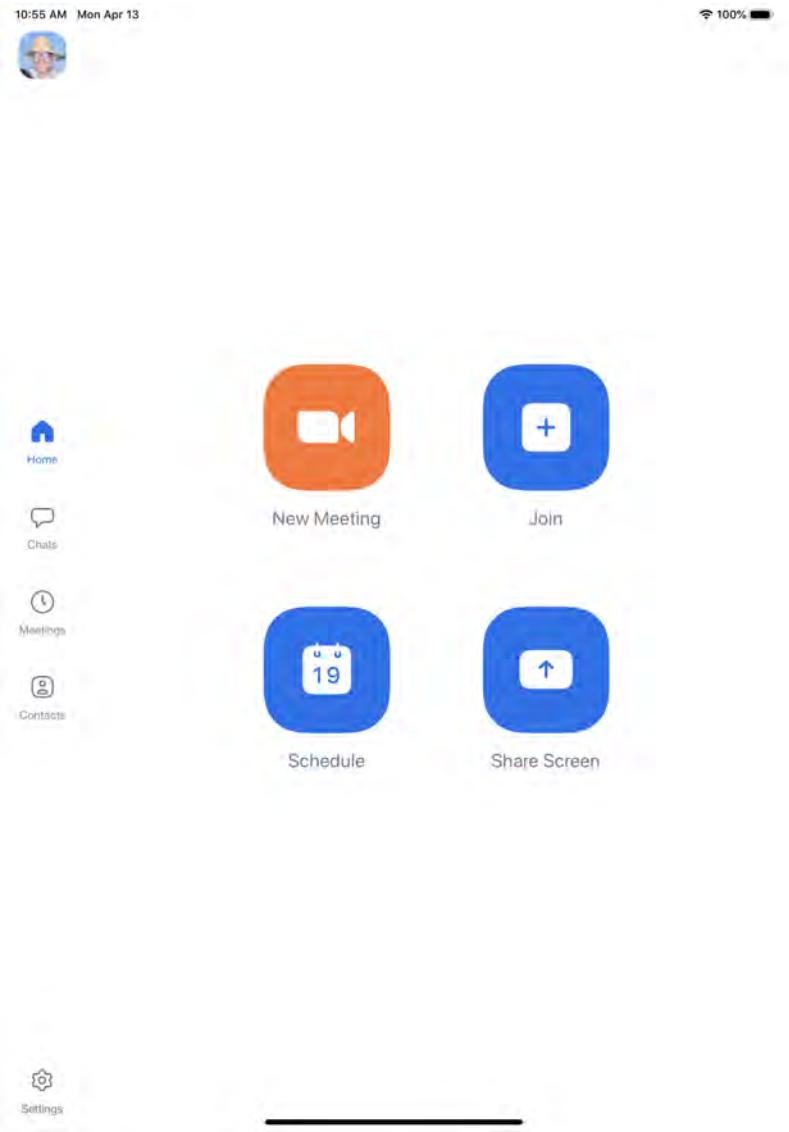
You'll get a pop-up window that tells you an email has been sent to you.



Check your email and click the blue box that says "Activate Account" and you'll have your own Zoom account set up!



Once you have your Zoom account set up, you can open the Zoom app and you'll see this screen:

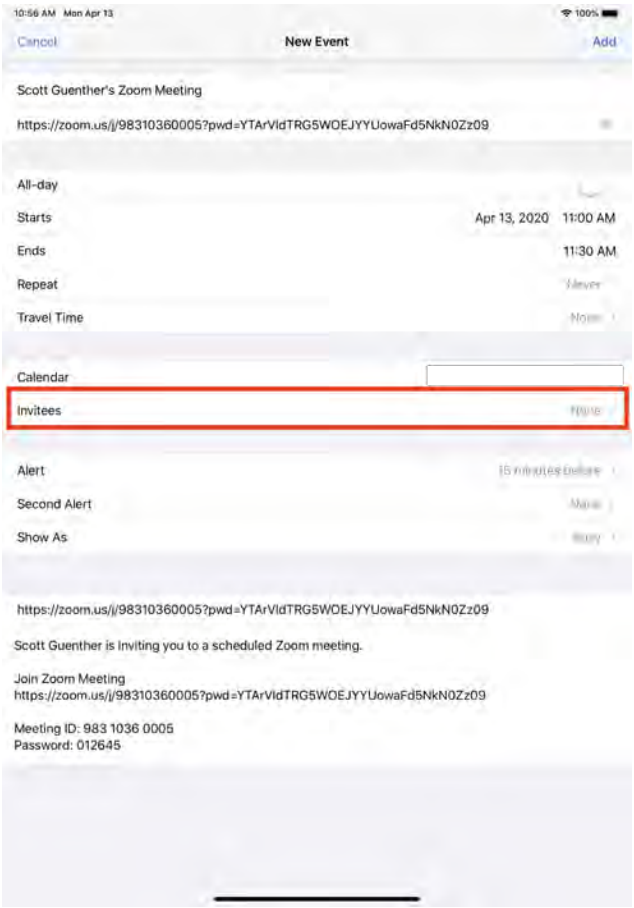


You have 2 different options when initiating a Zoom meeting.

1. Schedule a meeting.

To schedule a meeting, click on the blue button that looks like the image on the right.

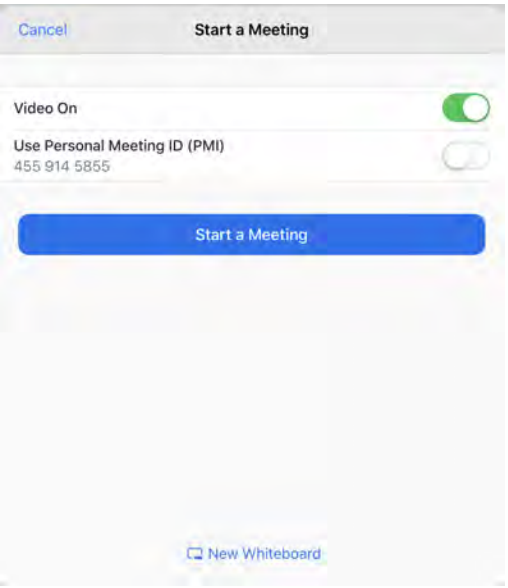
Once you've clicked on this button, it will open up your calendar and create an event in your calendar. You'll see a screen like the one below. Look for the place where you can invite people and tap on it. (I highlighted it with a red box.)

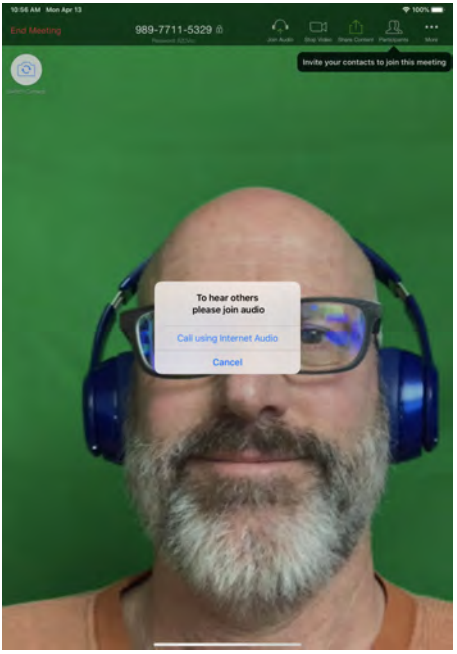


2. Start a New Meeting and then invite people to it.

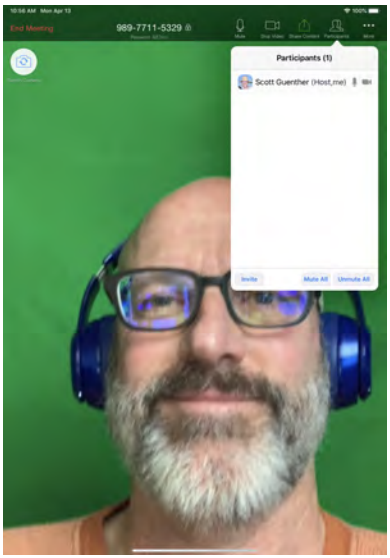
If you're talking to someone on the phone or texting with someone and want to start a Zoom meeting immediately, click the orange button that says "New Meeting".

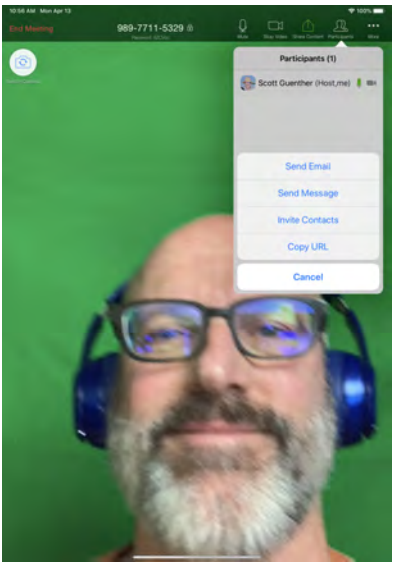
You'll see a popup window that looks like the one below. Click the blue button that says "Start a Meeting". You will then see a picture of yourself with a popup message. Click on the popup message that says "Call using Internet Audio".



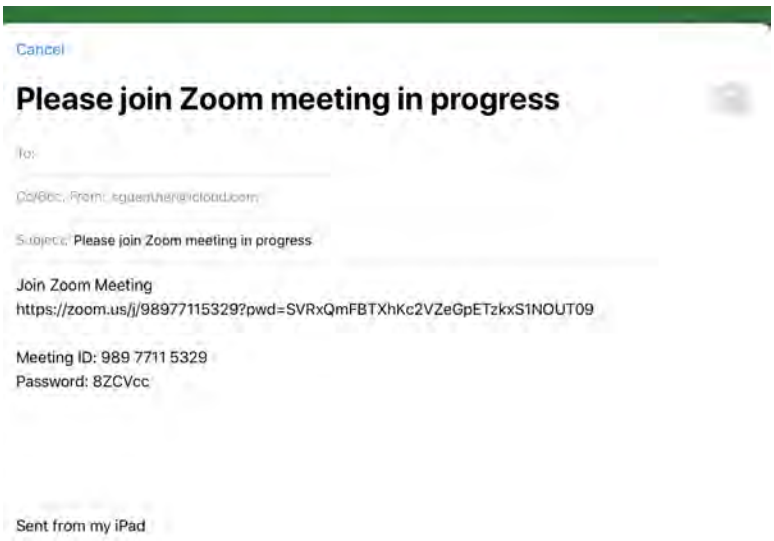


You'll then see a place at the top right to invite participants. Clicking on that shows that you're the only one in the meeting, but you can solve that by clicking the word "invite". You're then given the choice of how to invite those people to your meeting. Typically, people use "Send Email".





If you choose "Send Email", your iPad will create an email like the one below. Send it to your friend and they can use the link to join your


Cancel

Please join Zoom meeting in progress

To:

Cc/Bcc, From: sguenther@icloud.com

Subject: Please join Zoom meeting in progress

Join Zoom Meeting
https://zoom.us/j/98977115329?pwd=SVRxQmFBTXhKc2VZeGpETzkxS1NOUT09

Meeting ID: 989 7711 5329
Password: 8ZCVcc

Sent from my iPad

Zoom meeting.

ABOUT THE AUTHOR

Scott Guenther is the Director of Digital Ministries at Messiah Lutheran Church and School in Lincoln, Nebraska. In his spare time, he works as a teaching specialist at Computer Hardware, an Apple Premier Partner located in Lincoln.