
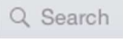






# Download Zoom – iPhone or iPad



Step	Instructions
1	Tap the <b>App Store</b>  icon on the <b>Home</b> screen.
2	Tap the <b>Search</b>  icon in the bottom right-hand corner of the window.
3	Type <b>Zoom</b> in the <b>Search</b> bar at the top of the screen and choose <b>Zoom Cloud Meetings</b> .
4	Tap the <b>Get</b>  button. The app is free – don't be alarmed if it says processing payment. You may be prompted to enter your <b>Apple ID password</b> , use <b>Touch ID</b> or double-click the power button to verify the acquisition of the app.
5	Once the install is complete, tap the <b>Open</b> button  to open the app. You will also find the app on one of your <b>Home</b> screens.

## Handy hints

You do not need a **Zoom** account to participate but you DO need the app.

You do not need to sign in or sign up unless you want to host meetings yourself.

Please leave the JOIN MEETING settings in the default position so you can hear and see others and they can hear and see you.

\*\*\* Be mindful that once you are admitted to the meeting, people can hear you and whatever is going on around you so please be discreet so as not to disrupt the meeting in progress. \*\*\*



# Join Zoom Meeting - iPhone or iPad



Step	Instructions
1	Open the email invitation from your <b>Zoom</b> host.
2	Tap on the link in the email. It should take you straight to the meeting. If prompted, enter the details in the email such as <b>Meeting ID</b> .
3	If prompted, <b>allow connection with audio</b> and <b>allow access to the microphone</b> so host and other participants can hear and see you.
4	You should now be able to hear and see everyone in the meeting; and they you.
5	To leave, tap <b>Leave meeting</b> or simply close the app.

## Handy hints

If you would like to continue with smaller or private one-on-one meetings after the initial group meeting, you will need to sign up for a **Zoom** account.

This is a straightforward procedure which can be done on the website or through the app.

The basic "free" Personal Meeting account allows you to have time unlimited one-on-one meetings.

You can also have up to 100 guests, but the larger meetings are time limited to 40 minutes.






Of all the devices on which Zoom works, iOS devices such as iPhones and especially iPads are the easiest to set up and use.

You can have Zoom on multiple devices at the same time but please do not use more than one device in the same room at the same time as high-pitched audio feedback can occur on the devices during the meeting making it extremely uncomfortable.





# Schedule Zoom – iPhone or iPad



Step	Instructions
1	Tap the <b>Zoom</b>  icon on the <b>Home</b> screen.
2	Tap on <b>Schedule</b>  . This will open the <b>Scheduler</b> screen.
3	Enter all the details of your meeting (or meetings if you are setting up a recurring meeting) and tap <b>Done</b> .
4	Enter the email addresses of invitees in the <b>To</b> line and tap the <b>Up</b> arrow  to send the email invitation.
5	Your invitees will receive an email with details of the meeting and a link to join it at the scheduled start time.
6	The details of your scheduled meeting can be found under <b>Meetings</b>  on the <b>Zoom</b> Home screen. Tap <b>Start</b>  to kick off the meeting at the scheduled time.

## Handy hints

To **Schedule a Meeting** (with a delayed start and/or recurring time and date) or to **Host a Meeting** (immediate start) in Zoom, you first need to download the **Zoom** app from the **App Store** and **Sign Up** (It's Free).

To host a meeting, tap on **New Meeting**  then **Start a Meeting** , and **Join with Audio**. Tap the bottom of the screen and tap **Participants** > **Invite** and select **Send Email**. Proceed with Steps 5 & 6 above.

For all meetings, tap **Admit** allowing invitees into the meeting and tap **End** to finish the meeting.

**Zoom meetings are free for 40 minutes.** Participants can **leave the meeting** at any time, but not the host.

\*\*\* Be mindful that when you are in a Zoom meeting, people can hear you and whatever is going on around you, so please be discreet so as not to disrupt the meeting in progress. \*\*\*