Download Zoom – Samsung (Android)

Step	Instructions
1	Tap the **Play Store** icon on the **Home** screen.
2	Tap in the **Search** Search for apps & games bar at the top of the screen.
3	Type **Zoom** in the **Search** bar and tap on **ZOOM Cloud Meetings**.
4	Tap the **Install** INSTALL button. The app is free to download and use.
5	Once the install is complete, click the **Open** OPEN button to open the app. You will also find the app on one of your **Home** 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. ***

Step	Instructions
1	Open the email invitation from your Zoom 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 **Meeting ID**.
3	If prompted, **allow connection with audio** and **allow access to the microphone** 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 **Leave meeting** or simply close the app.

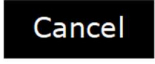| Handy hints |
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| If you would like to continue with smaller or private one-on-one meetings after the initial group meeting, you will need to sign up for a **Zoom** account.

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.

*** 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. *** |

Step	Instructions
1	Open the **Zoom** icon on the **Home** screen.
2	Tap on **Schedule** . This will open the **Scheduler** screen.
3	Enter all the details of your meeting and tap **Done.**
4	Tap to add invitees via Gmail or Email. Enter the email addresses of invitees in the **To** line and tap the **Send** arrow . Your invitees will receive an email with details of the meeting and a link to join it.
5	Tap on **Add to Calendar** Add to Calendar and then **Cancel** Cancel to close this window.
6	The details of your scheduled meeting can be found under **Meetings** Meetings on the **Zoom** Home screen. Tap on the **Start** Start button to start 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 **Play Store** and **Sign Up** (it's free). To host a meeting, tap on **New Meeting** New Meeting then **Start a Meeting** Start a Meeting . Tap **Participants** Participants at the bottom of the screen and **Invite** Invite then 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.