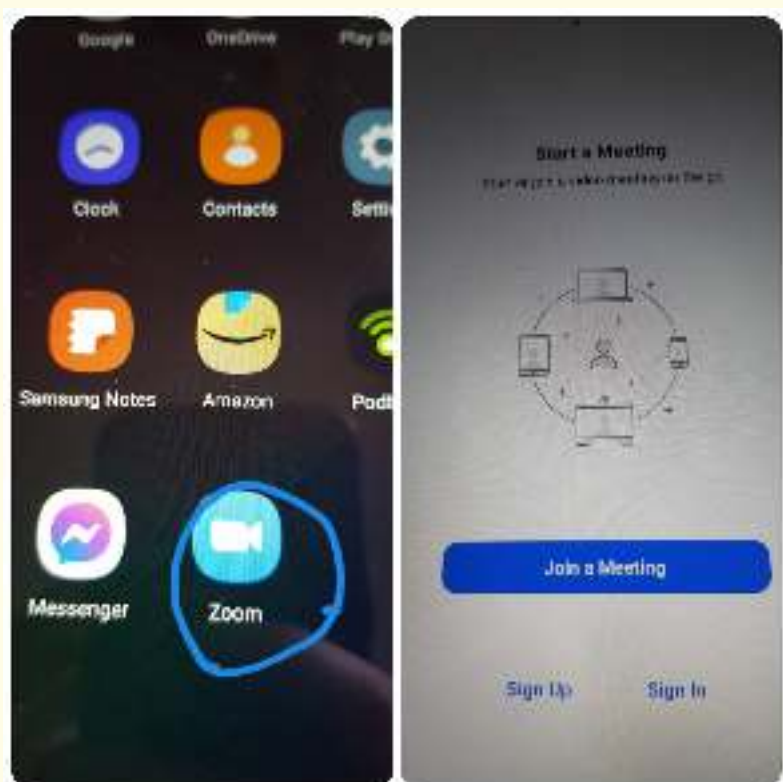
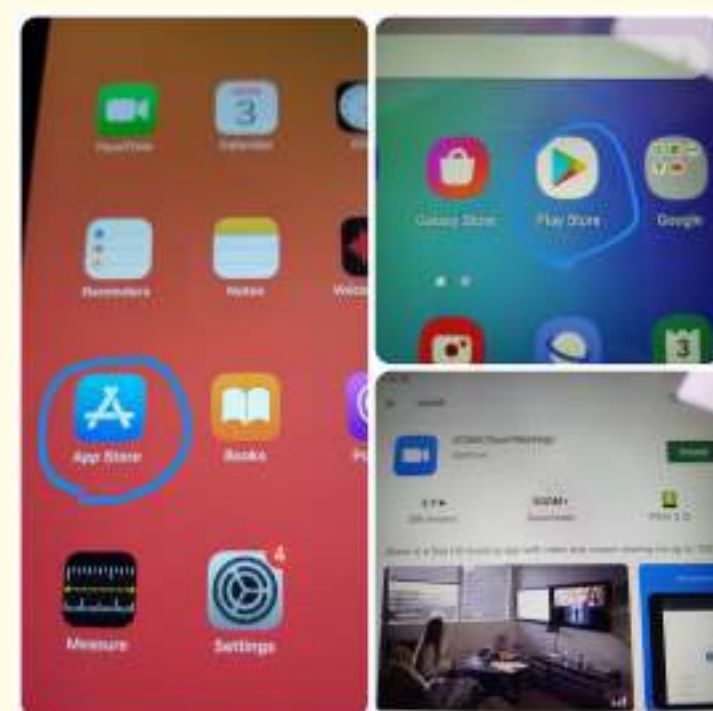




# Joining a zoom meeting on a Samsung tablet or iPad

1

To join a zoom meeting for the first time you need to download the Zoom app from the play store/app store. Make sure you give yourself enough time to do this before the meeting is due to start.



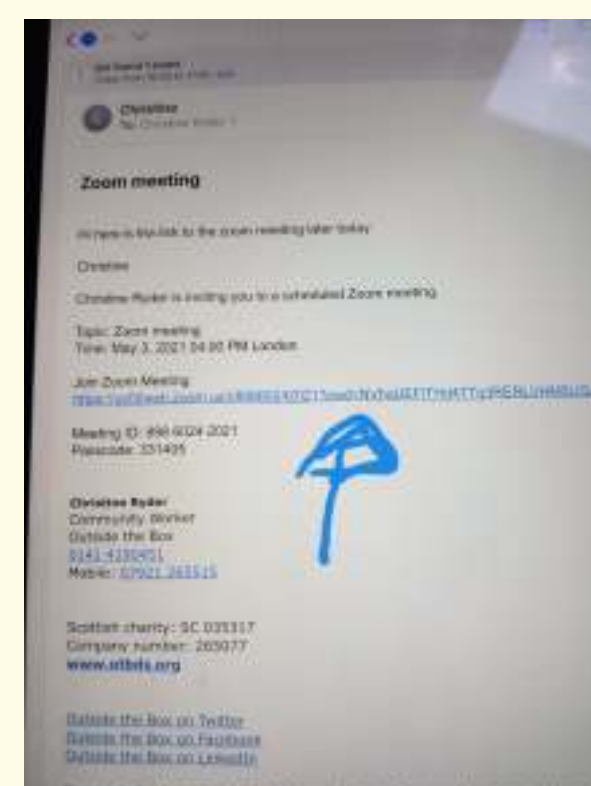
Tap to open the app. If you haven't used zoom before tap 'sign up' & follow the instructions. It will ask for your date of birth name & email address. Allow access to your audio and camera.

If you have used zoom before tap 'sign in' & enter your email address & password.

2

You have a couple of options as to how you join the meeting.

The first option is to use the link sent by email, this is the most common way. Tap on the blue writing that starts <https://us02web.zoom.....>



3

The 2nd option is to tap on the zoom app. Tap Join and where it says Meeting ID type in the meeting ID. You will find this in the email you were sent with the link to the meeting. The next screen will ask for the password. You will find that in the email



4

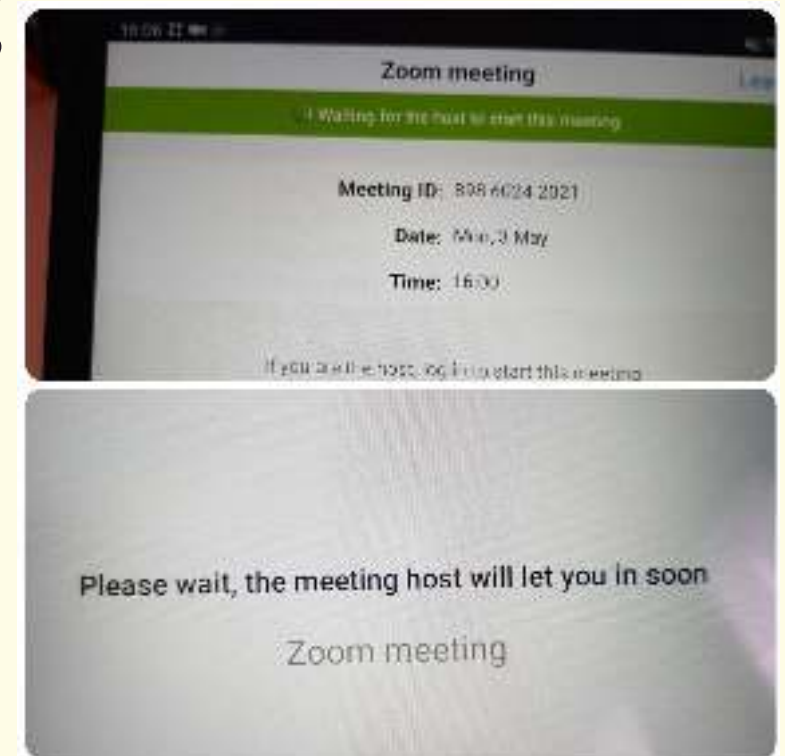
too



# Joining a zoom meeting on a Samsung tablet or iPad

5

If you are a little bit early for the meeting you may get a message saying "Waiting for the host to start the meeting" or "Please wait, the meeting host will let you in soon". Don't panic, just wait. The host knows you are waiting, and will let you in when the event starts



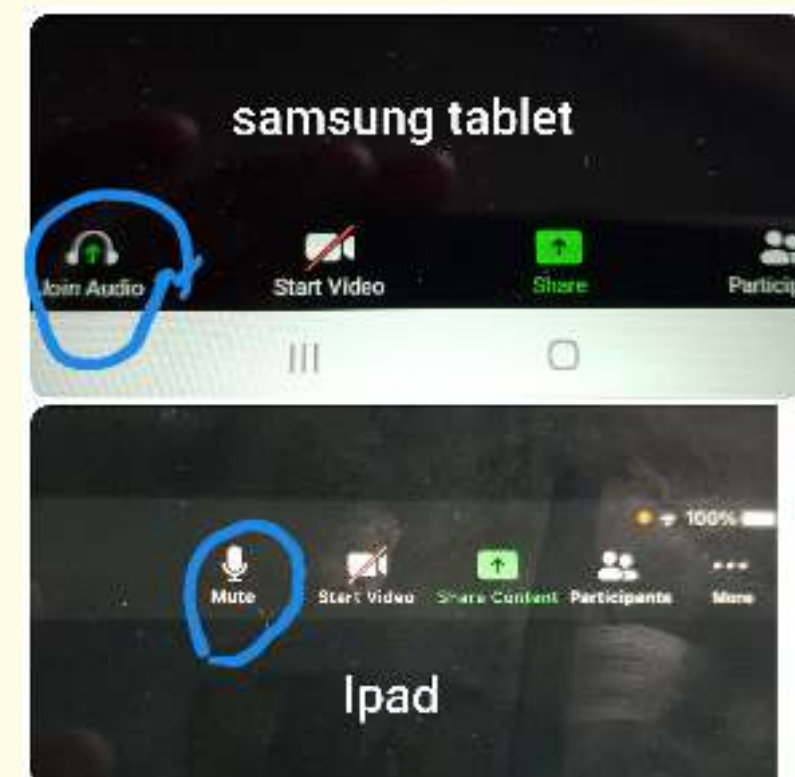
If you can see other people but not yourself that could mean that your camera is off. If you can't see this bar, tap the screen and it will appear. On an iPad pictures will appear across the top, on a Samsung tablet they will be at the bottom. Tap the video camera (it will have a red line through it) If the camera is on and you want to turn it off, tap the same video camera picture.

6



7

If people can't hear you you may be on 'Mute'. To unmute yourself tap the 'join audio' button on a Samsung tablet, or Mute on an iPad. If you want to mute yourself tap on the join audio on the Samsung tablet or the mute on the iPad.



## Useful Tips

- Sometimes in big meetings the organiser will turn everyone's camera off & mute everyone, or they may ask you to do it. Don't panic.
- If you are not talking put yourself on mute as sometimes people can get lots of noise in the background.
- If you don't want to be seen it is OK to turn your camera off, you are still part of the meeting and if you speak people will still hear you as long as you are not on mute.



# Joining a zoom meeting on a Samsung tablet or iPad

8

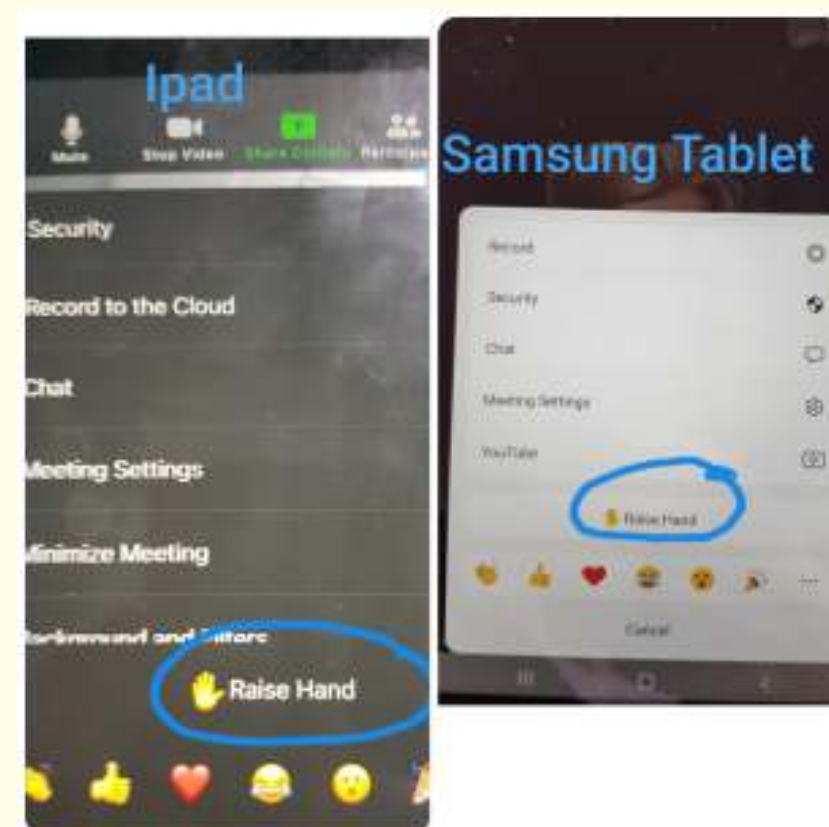
When you tap your screen you will see the word Participants and a little picture of people. A list of everyone attending the meeting will appear. It will also show you if people have their cameras and sound on.



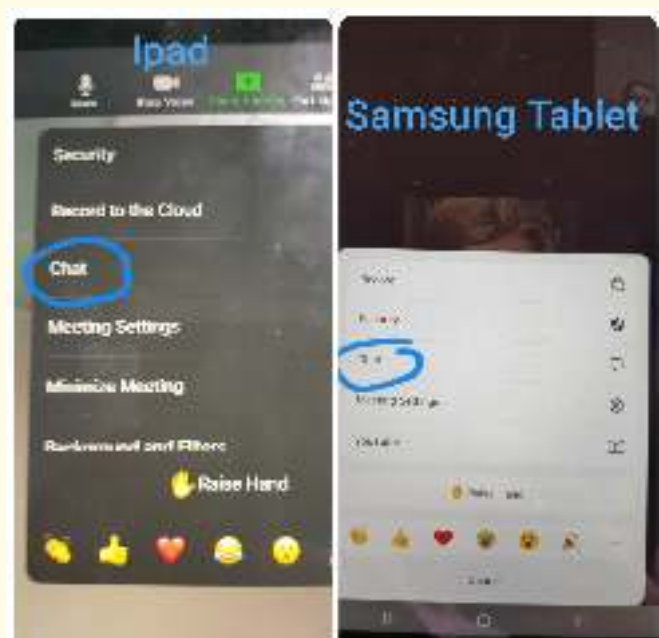
If you tap on the three dots with more written under it you will get more options that maybe useful during a meeting.

9

When you wish to talk in a meeting it can sometimes be difficult to get the attention of the person running the meeting. The best way let them know that you would like to talk is to raise your zoom hand. The hand is found under 'More'. If you tap it you will see a hand appear in the corner of your photo. When you have spoken tap it again and your hand will be unraised.



10



Under 'More' you will also find an option to chat. If you tap on chat you can write messages to everybody in the meeting or you can select an individual to message. You will also see what other people are writing here.

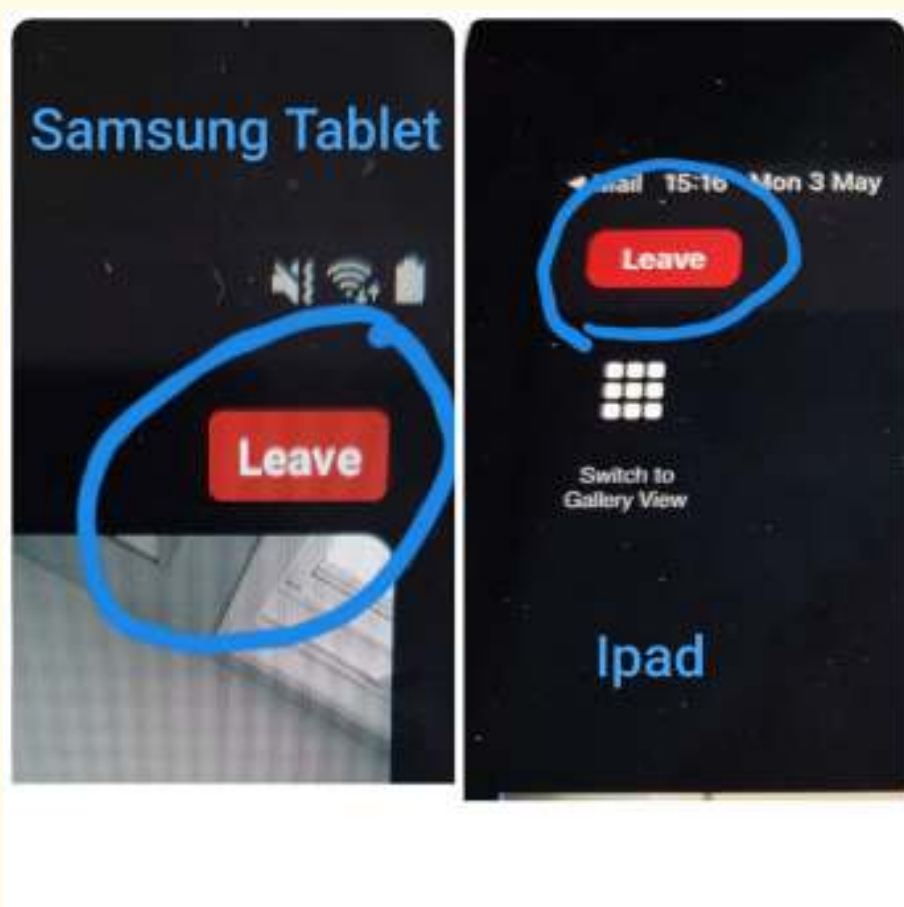
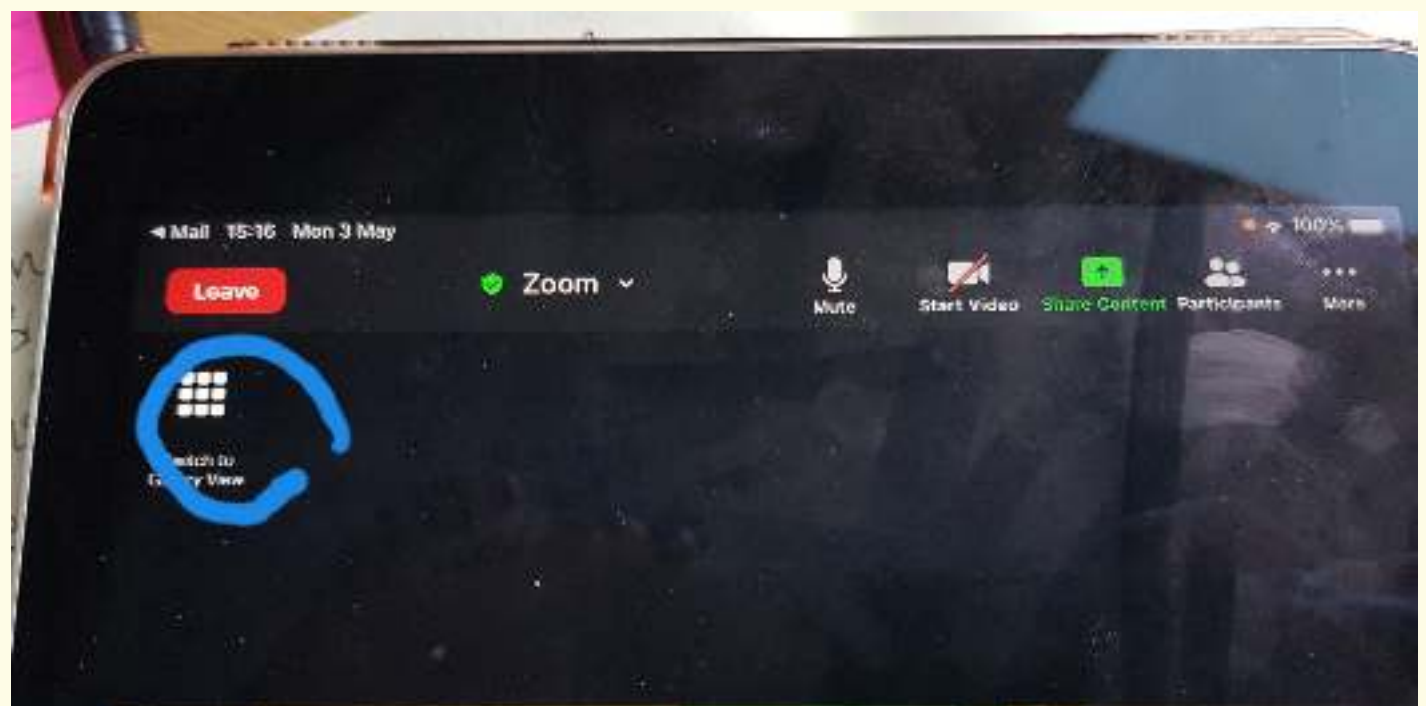
11



# Joining a zoom meeting on a Samsung tablet or iPad

12

On the iPad it is also possible to change the view on your screen to see more people. On the left hand side you will see a square made up of lots of squares, this will change what you see to gallery view. If you tap it you will see more people who are part of the meeting rather than just the person talking. Unfortunately this is not available on the Samsung tablet.



13

When the meeting is finished, you can leave the meeting by tapping the screen. A red rectangle with leave will appear on the top left corner on the iPad or the top right on the Samsung tablet. Tap leave and that will end the meeting for you.