How to use Zoom on an iPad

VIDEO TUTORIAL

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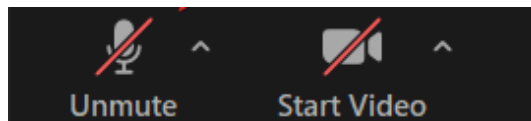https://www.youtube.com/watch?v=KL3fAvmKCMo

Watch this tutorial for guidance when you are actually in a meeting.

STEP BY STEP

Once you are in a Zoom meeting:

1. **Tap the screen** to call up the menu controls – see upper right.
   (Menu will automatically collapse after a period of time.)

2. Enable participants to see and hear you:
   a. **Tap to unmute video/camera** enabling participants to see you.
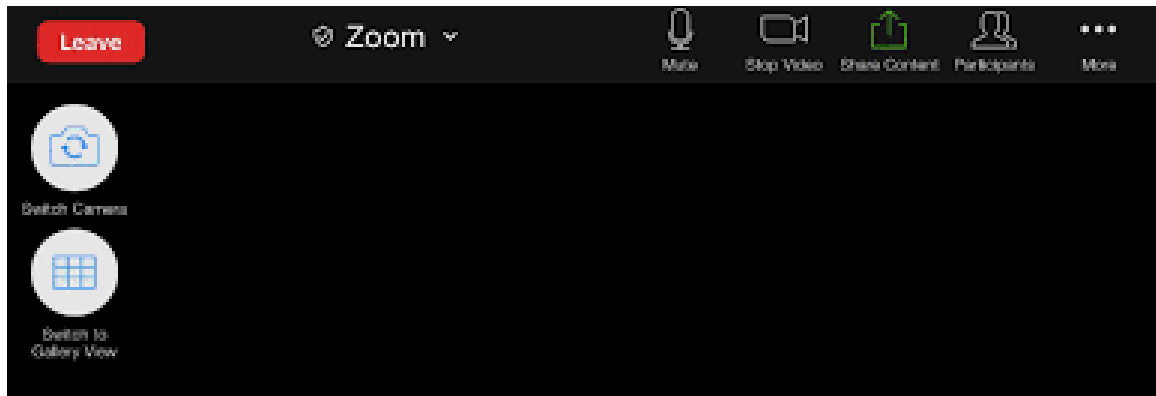   b. **Tap to unmute audio/mic** enabling participants to see you.

3. To switch to Gallery View:
   a. Tap black screen to reveal the **Switch to Gallery View** icon –
      upper left.
   b. **Tap icon** to select Gallery View.
      You will now see thumbnails of everyone in the meeting.

4. To switch back to Speaker View:
   a. Tap black area of screen. In the upper left area of the screen the icon will now be
      Switch to Speaker View.
   b. **Tap icon.**
      You will now see who is speaking in large format.

5. Tap screen to access other menu controls in the upper right of the screen:

Mute Mic, Stop Video, Share Content, Participants, More…

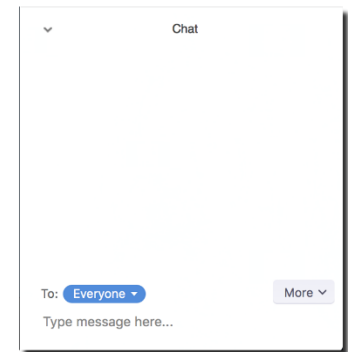**Share Screen** select this to show the other participants a document or web page.

Participants select this to see who has joined the meeting.

Select More… to find the **Chat** icon.

Chat enables everyone to type messages to other participants. Messages can be designated for Everyone or addressed to a specific participant.

6. Explore **Chat**:
   a. Select **More** then select **Chat**.
      The Chat window opens.
   b. Under Everyone, click into the **Type message here** area. The iPad keyboard will appear, enabling you to type in a message.
   c. Select **Send**.
   d. Select **Close** (upper left) to close the Chat function.

7. Explore **Share Content**:
   a. A menu will appear listing **content** you can **share**.
   b. Select one.
      This content will now be visible to all participants.

Note:
The main disadvantage of using a tablet or phone is that the screen is smaller. It is harder to have multiple things open at once. So, if you open Chat, for example, it takes up most of your screen. Still, you should able to access what you need.