

Zoom– How to join a meeting from an iOS device

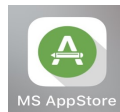
QUICK REFERENCE CARD

Zoom is a video conferencing tool. This document will provide an overview of how to join a Zoom meeting using your iOS mobile device (iPhone / iPad) for both corporate and personal phones.

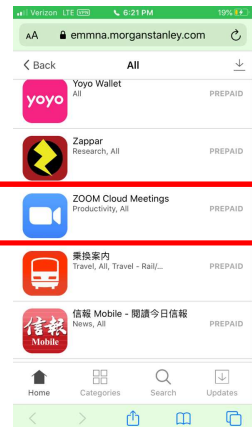
Download the Zoom application

On your corporate phone

1. Launch the MS AppStore application



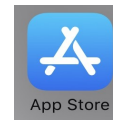
2. Search for the Zoom Cloud Meetings application



3. Click Install

On your personal phone

1. Launch the Apple App Store application

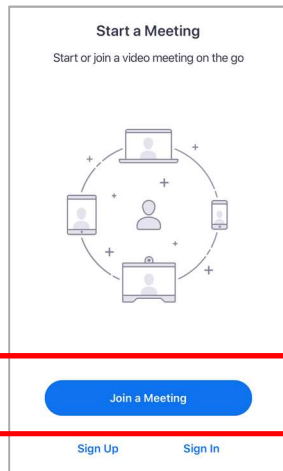


2. Search for the Zoom Cloud Meetings application
3. Click on the download button

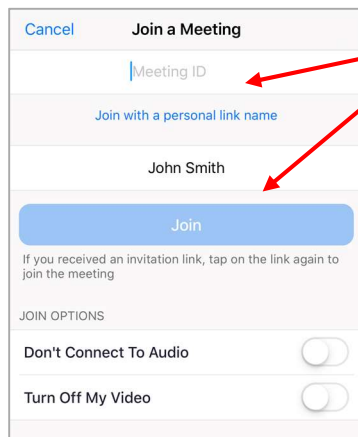


Join the Meeting

4. Launch the Zoom application
5. Click on **Join a Meeting**

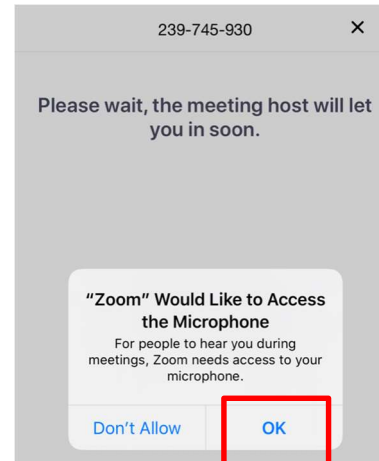


6. Enter the **Meeting ID** and your **name**



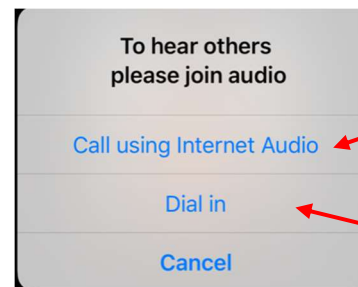
7. Click on **Join**

8. Wait for the host to admit you and allow Zoom to Access the Microphone by clicking **OK**



Select your Audio Options

Once the host admits you, you can select your audio options:

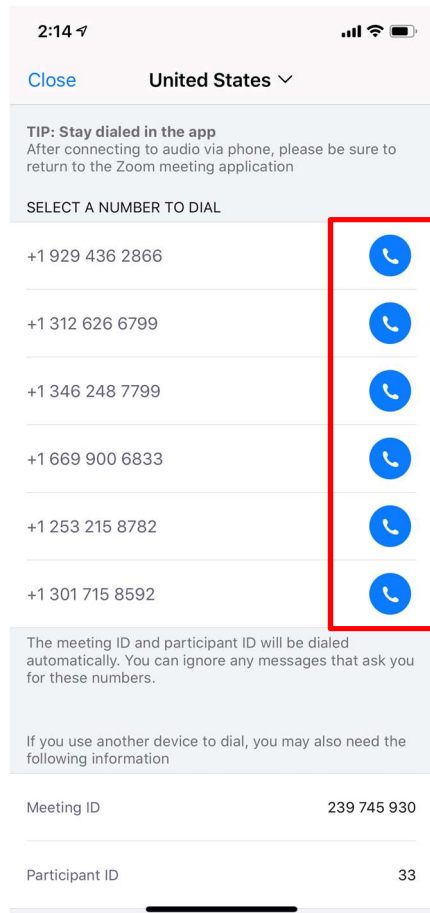


Recommended: to use voice over internet. **Make sure to set up your phone on wifi**

To dial in using an audio line

Note: If you select **Dial in option**, click one of the audio lines,

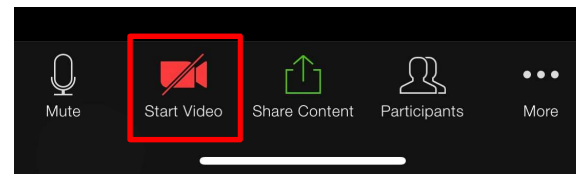
- it will dial in automatically with all the required information (meeting ID and participant ID)
- return to the zoom application once the audio is connected



Enable your Video

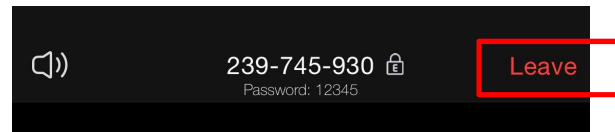
You can enable video by clicking on the **Start Video** button at the bottom.

Note: by default, all participants don't have video enabled when joining the meeting. It's up to them to start video.



Leave the meeting

To leave the meeting, click on the **Leave** button at the top right corner.



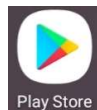
Zoom– How to join from a personal Android device

QUICK REFERENCE CARD

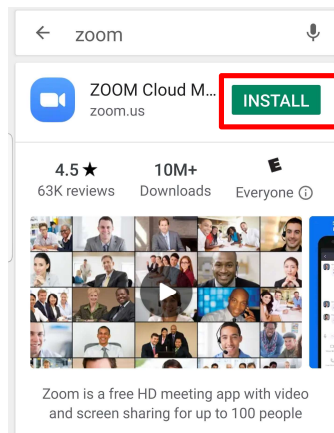
Zoom is a video conferencing tool. This document will provide an overview of how to join a Zoom meeting using your personal Android mobile device.

Download the Zoom application

1. Launch the Google Play Store application

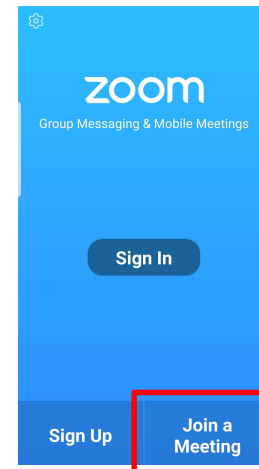


2. Search for the Zoom Cloud Meetings application
3. Click on the **Install** button

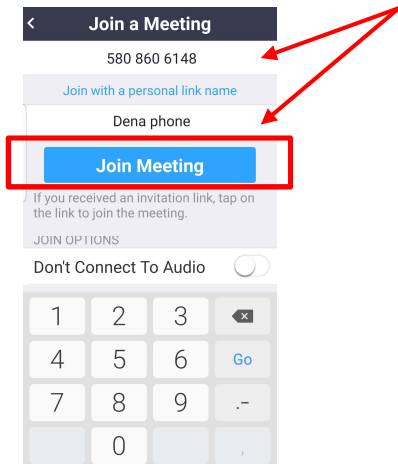


Join the Meeting

1. Launch the Zoom application
2. Click on **Join a Meeting**



3. Enter the **Meeting ID** and your **name**

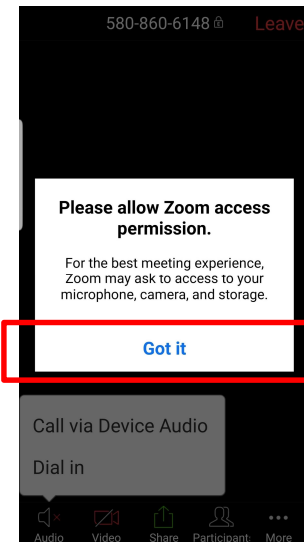


4. Click on **Join Meeting**

5. Wait for the host to start the meeting and admit you

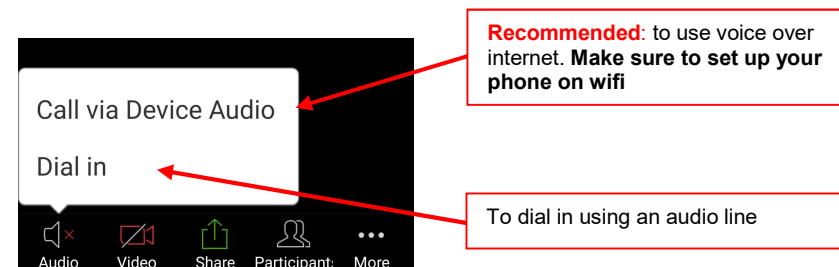


6. Tap **Got it** to acknowledge Zoom permission requirements to access the microphone and the camera



Select your Audio Options

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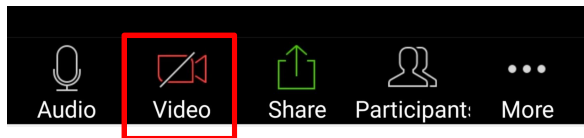
Note: If you select **Dial in option**, click one of the audio lines,

- it will dial in automatically with all the required information (meeting ID and participant ID)
- return to the zoom application once the audio is connected

Enable your Video

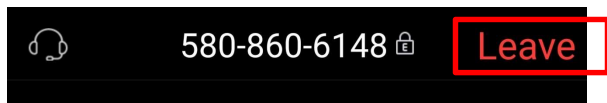
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Leave the meeting

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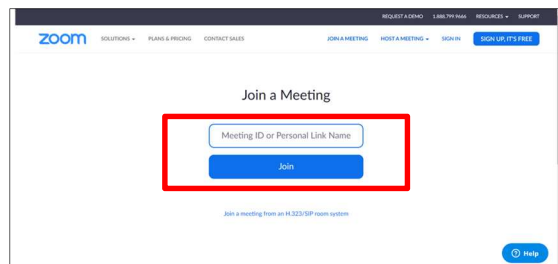
Zoom– How to join from a personal computer

QUICK REFERENCE CARD

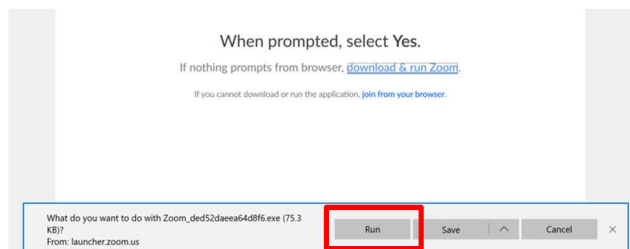
Zoom is a video conferencing tool. This document will provide an overview of how to join a Zoom meeting using your personal computer at home

Join the Zoom meeting

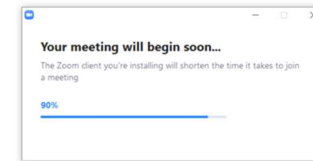
1. Launch your browser (Internet Explorer, Chrome, Edge), and go to <http://zoom.us/join>
2. Enter the Meeting ID and click on Join



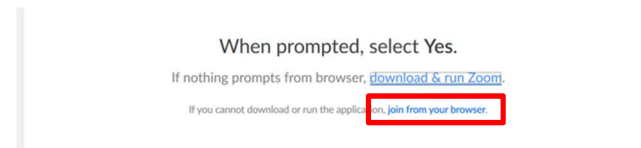
3. You can either download the Zoom application or join from your browser
 - To download the application, click on the Run button



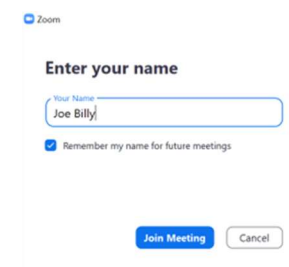
And the application will download:



- To join via your browser, click on the link

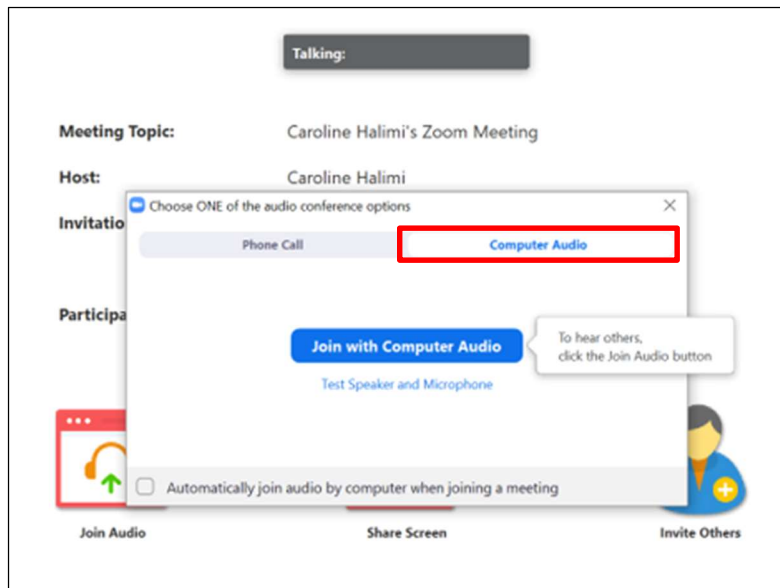


4. Enter your name



Select your Audio Options

1. If you join with **Computer Audio**:
 - Make sure to use a headset for speaker and microphone
 - If you joined via your browser, only Chrome supports that option



2. If you join with **Phone Call**:
 - Select your country
 - Dial in one of the proposed numbers
 - Enter your Meeting ID followed by #
 - Then, enter your participant ID followed by # (this will merge your audio and desktop connections)

