Practical Guide to:

- Download and set up Zoom on your phone or tablet
- Join your Zoom meeting

To participate in a Zoom meeting, you will need:

- A computer, smart phone, or iPad with a webcam and speaker.
- An app called 'Zoom'.

Zoom does not cost anything if it is being used for a meeting between only two participants.

How do I download Zoom on my Phone or Tablet?

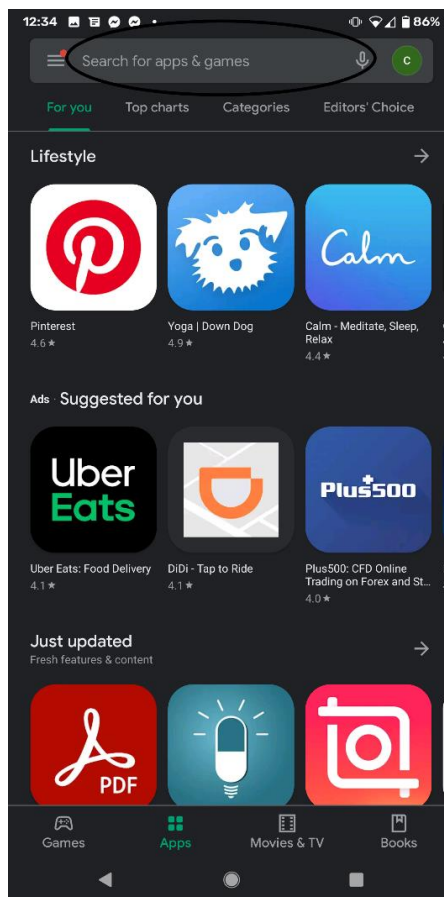**Step 1:** Go to the App store on your phone or table, and search 'Zoom' on the search bar

Image Description: Example of what your screen will look like during this step

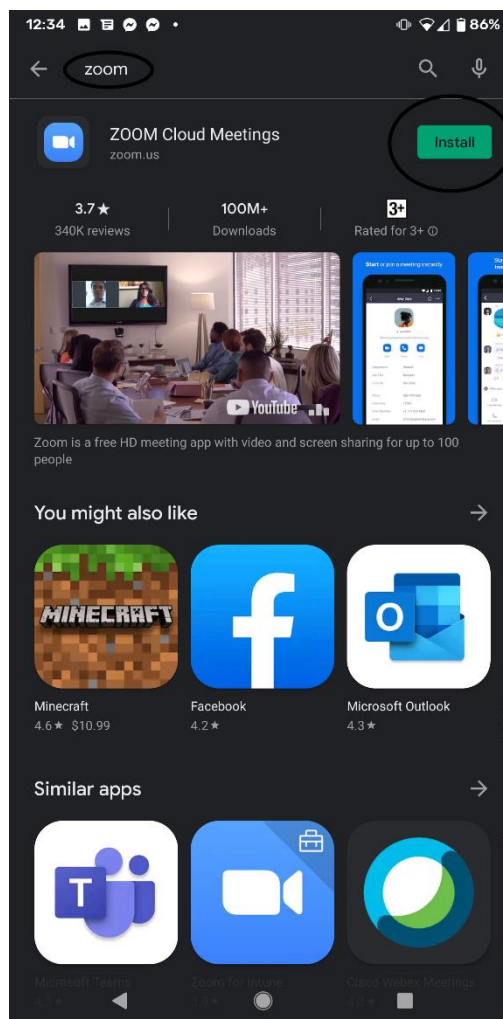**Step 2:** Select 'Install' of the ZOOM cloud meeting app

Image Description: Example of what your screen will look like during this step

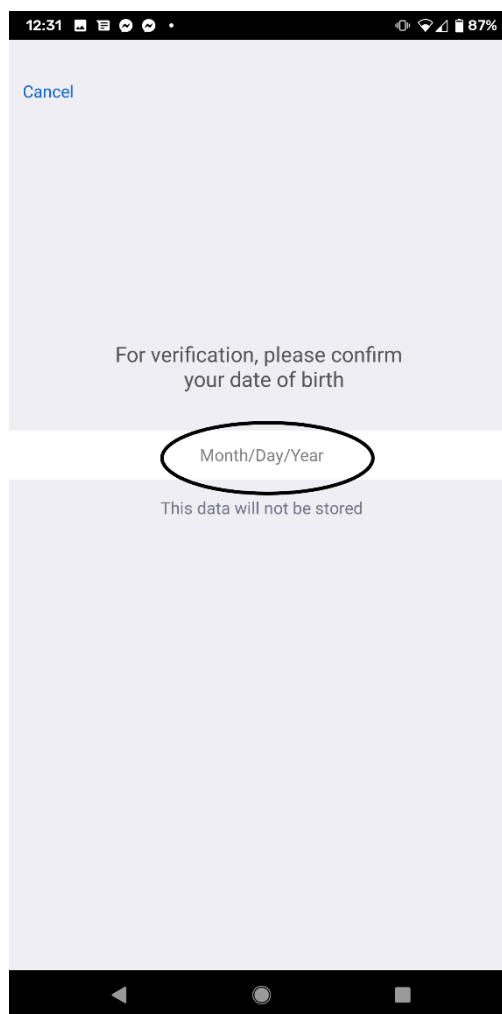**Step 3:** Tap 'month/day/year' bar to enter you Date of Birth

Image Description: Example of what your screen will look like during this step

Step 4: Tap the '+' and '-' buttons to input your date of birth. Tap 'Set' once you are ready.
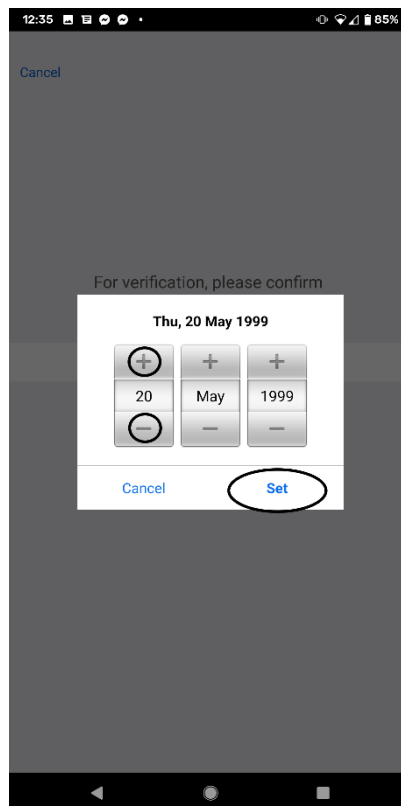

Image Description: Example of what your screen will look like during this step (with example date of birth has been entered)

Step 5: Enter your 'Email account', 'First name', and 'Last name'. Tap 'sign up' when ready.
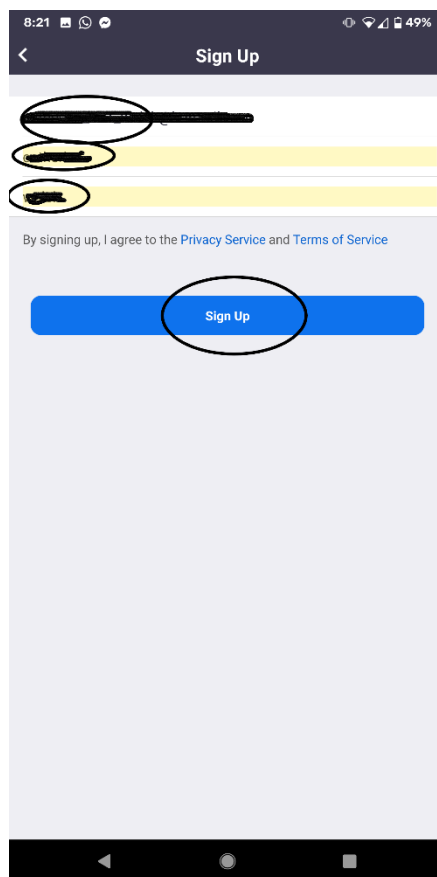

Image Description: Example of what your screen will look like during this step (with example email and name has been entered, and then blacked out)

Step 6: Enter your 'Email account', 'First name', and 'Last name'. Tap 'sign up' when ready.
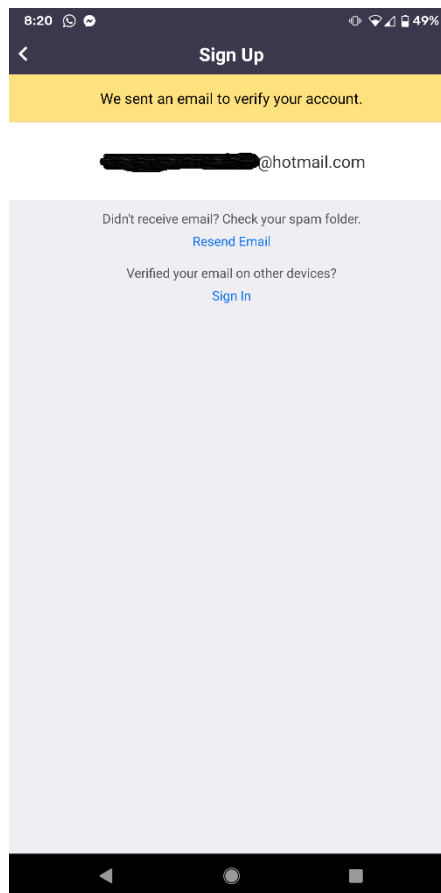
Image Description: Example of what your screen will look like during this step (with example email entered, which name blacked out)

Step 7: Go to your email account and look for email from 'Zoom'. And Tap 'Activate Account'
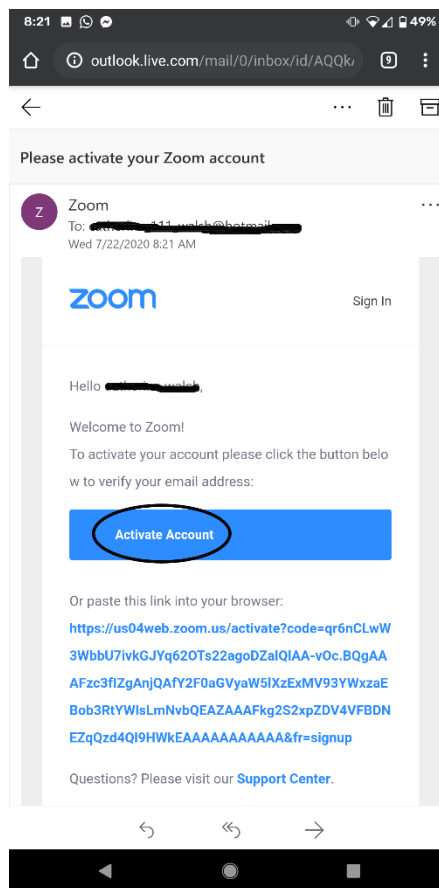

Image Description: Example of what your screen will look like during this step.

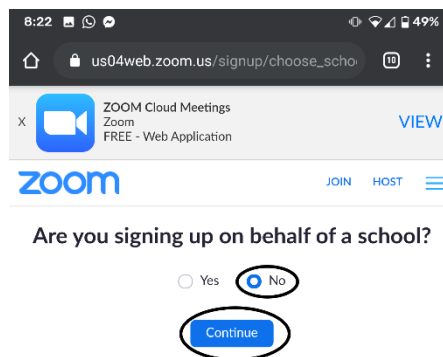**Step 8:** You will be asked 'Are you signing up on behalf of a school?'. Tap 'No' and then 'Continue'.

Image Description: Example of what your screen will look like during this step

Step 9: Enter your first and last name and create a password. Then select 'Continue'
Note: Passwords must

- Have at least 8 characters
- Have at least 1 letter
- Have at least 1 number
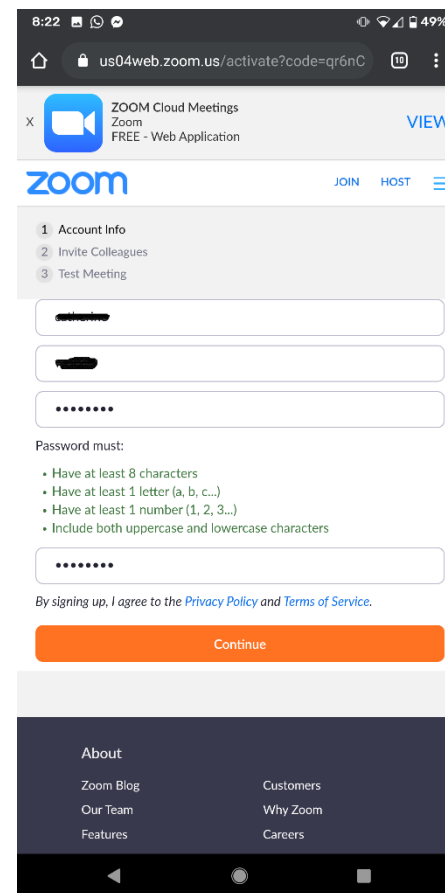- Include both uppercase and lowercase characters

Image Description: Example of what your screen will look like during this step (Example Name and password have been entered, and blacked out).

Step 10: This will launch the app and start a video call test. You can enable and disable both audio/sound and video, by clicking on those icons.
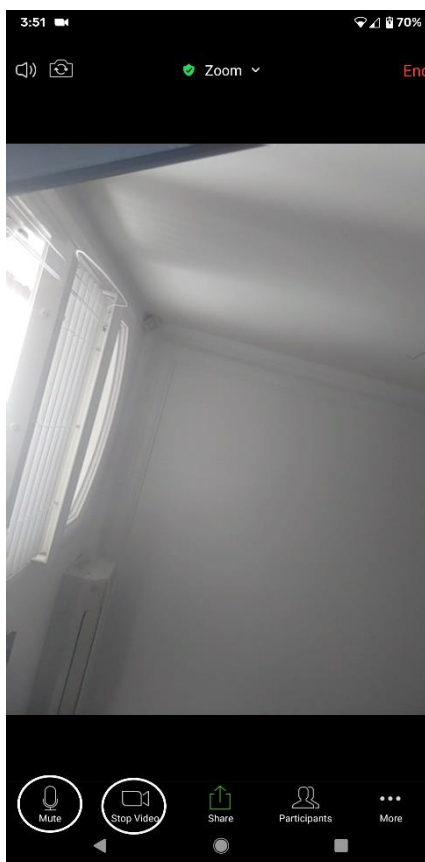

Image Description: Example of what your screen will look like during this step

Zoom is now downloaded on your phone/tablet and ready to use for your Zoom call

How to join your Zoom meeting

Step 1: You will be emailed details to join a Zoom meeting. Click on the link, which will open Zoom on your phone.

Join Zoom Meeting
https://us02web.zoom.us/j/85052715716?pwd=Z2owdmNoVzh5WTVZY1ZjeEUraUJWZz09

Meeting ID: 850 5271 5716
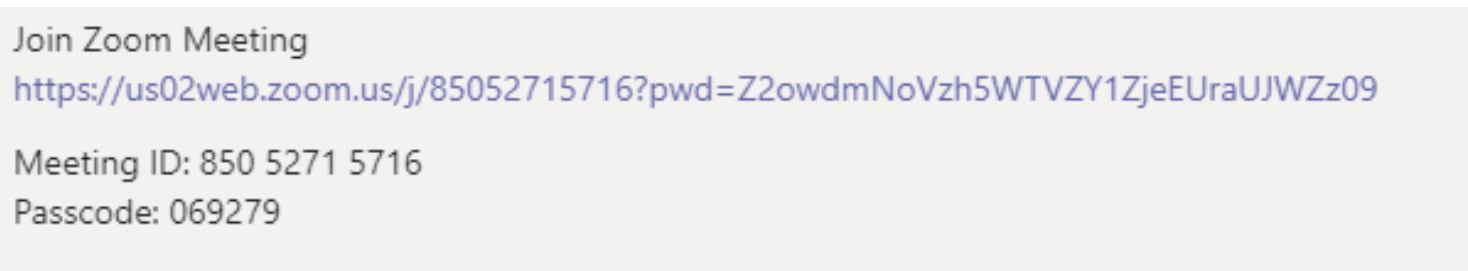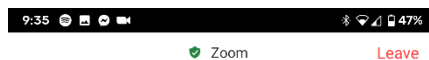Passcode: 069279

Image Description: Example of what your screen will look like during this step (with example name and meeting ID, Password and link)

Step 2: You will see this screen, while waiting to be admitted in the meeting.

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Image Description: Example of what your screen will look like during this step

Step 3: You will be asked if you wish to 'Join with Video' or 'Without video'. Tap 'With video'
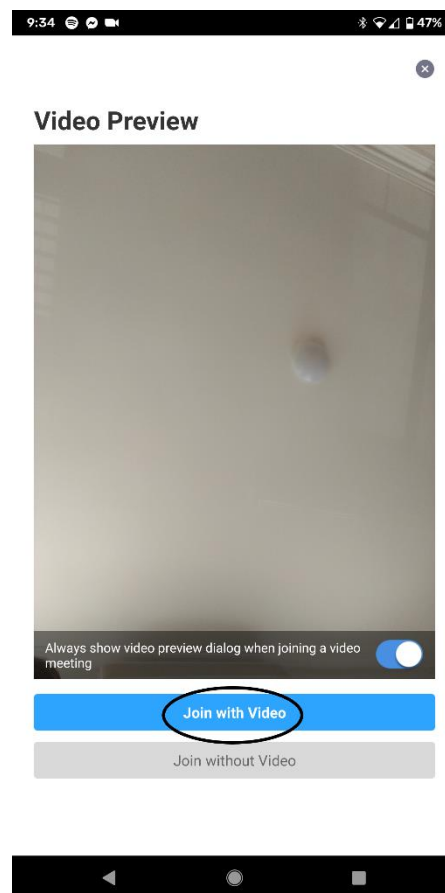

Image Description: Example of what your screen will look like during this step

Step 4: Once you have been admitted into the meeting, you can enable both audio/sound and video, by clicking on those icons
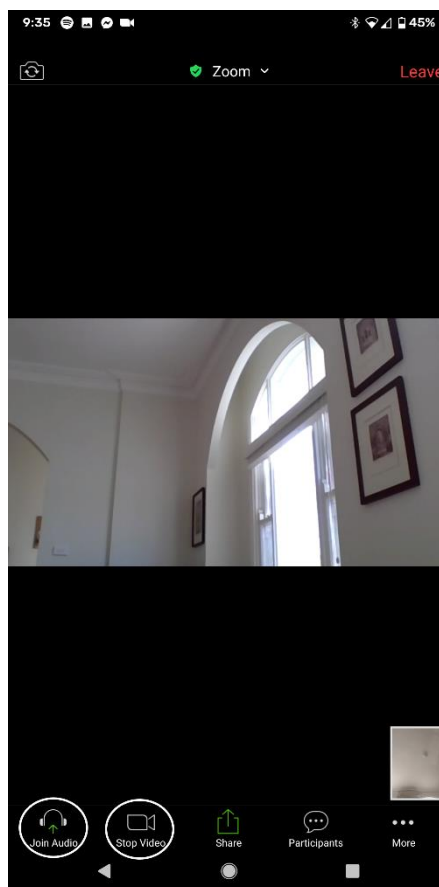

Image Description: Example of what your screen will look like during this step

Step 5: Once you wish to leave the meeting select the 'End' Button, and select 'leave Meeting'
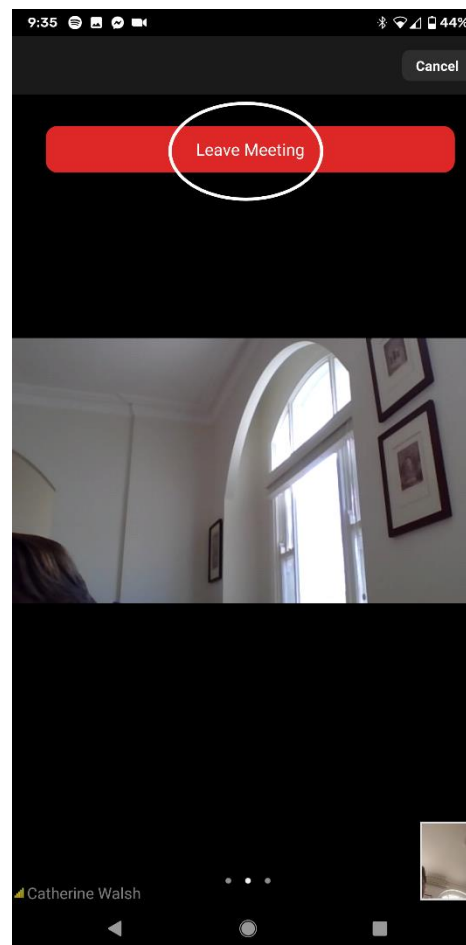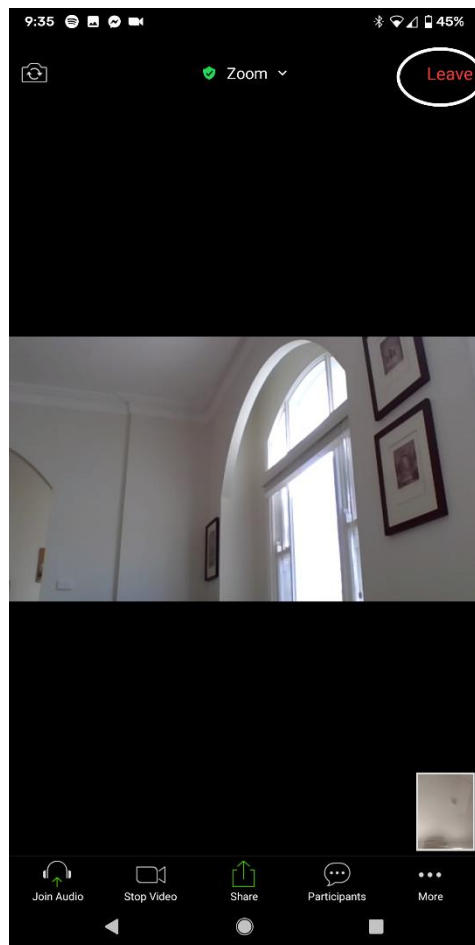

Image Description: Example of what your screen will look like during this step

This resource was created by Diversity and Disability Alliance

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