Getting Connected

A WALK-THROUGH GUIDE TO USING ZOOM ON YOUR PHONE
What is **Zoom**?

**Zoom** is a digital tool that lets you have video-based calls with friends and family.

Learning how to use **Zoom** can take practice. But **don't worry**: this guide is here to help you!
Phone Basics

**AUDIO & VIDEO**
- Louder
- Quieter

**TEXT: COPY & PASTE**

1. Text
2. Text
3. Copy: Text
4. Paste: Text

Front camera

Headphones/earbuds
What You'll Need

- Smartphone with charged battery
- Wi-Fi (Internet) connection
- An email address (only if you want to make your own Zoom account)
- Headphones or earbuds (optional, but helpful!)
Do I have Zoom installed on my device?

Yes! I have Zoom installed.

No, I don't have Zoom installed.

1) Open the Play Store
2) Search for "Zoom Cloud Meetings"
3) Press "Install" and wait
4) Then, press "Open"
Great job!
You've successfully installed Zoom!

If you want to make a Zoom account and host your own calls, press "Sign Up" and go to page 12.

Open Zoom anytime by clicking the icon on your home screen.

To learn how to join Zoom calls: next page
How to join a **Zoom** call with a **link**

Ask the host of the call to send you the "Invitation Link"

Did they email you a link?

Did they text you a link?

**NOTE:** Your link may look different, but it will include "zoom.us/"

Tap the **blue** link to join the call:

```plaintext
Here is the Zoom link!
https://mit.zoom.us/j/91676068014
```

Tap the blue **link** beneath "Join Zoom Meeting" to join the call:

Press and type your name in the box:

```
Please enter your name
My Name
```

Press OK!

Go to page 8
Did the host of your call send you a **Meeting ID**?
(hint: it's a number that looks like XXX XXXX XXXX)

Press "**Join Meeting**"

Press and type (or paste in!) the Meeting ID, then your name.

Click "**Join**"
Entering the **Zoom** call

The first time you join a call, make sure you allow Zoom "permissions" to work properly!

You've joined the call, and can now start talking!
Navigating Your Zoom Call

"DRIVING MODE"
Your microphone is off on this mode, swipe right to exit.

SPEAKER VIEW
See the video only of the person who is speaking in the call.

GALLERY VIEW
See the videos of everyone who in the call (including you!)

TAP THE SCREEN ANYWHERE TO SHOW ALL BUTTONS

Mute
Everyone can hear you

Unmute
No one can hear you

Stop Video
Everyone can see you

Start Video
No one can see you
Exploring Zoom Capabilities

Share your screen, photos, & more with those in the call

- Click and send an emoji to "react" to your conversation
- Press "close" to go back to the main call screen

View a list of everyone in the call

- Share your screen, photos, & more with those in the call
- View Full Transcript
- Meeting Settings
- Virtual Background

Options to raise your hand and send other non-verbal responses

Send text messages during the call

When you share your screen, everyone in the call will see what is on your phone. Zoom will ask you to confirm you know this!
Leaving the Zoom call

You're still in the call until you see and press the big "Leave Meeting" button!

Congratulations!
You've completed your Zoom call!
Bonus: How to make a Zoom account

By having your own Zoom account, you can host your own Zoom calls! (40 minutes max for free account)

1. Start a Meeting
   - Start or join a video meeting on the go
   - Sign Up / Sign In

2. Enter your birthday to start making your account
   - Press "Set" when you're done!
   - Type your email address, first, and last name

3. Your account has been created!
   - Here is your new home page. Look around and the new options!
Thank you to our partners...

Our community partners:

Our academic partners:

Our City partners:

A special thanks to these people:

Find guides for **Zoom** and **Webex** in **English**, **Español**, and **Kreyòl Ayisyen** at:

https://collabgov.mit.edu/getting-connected