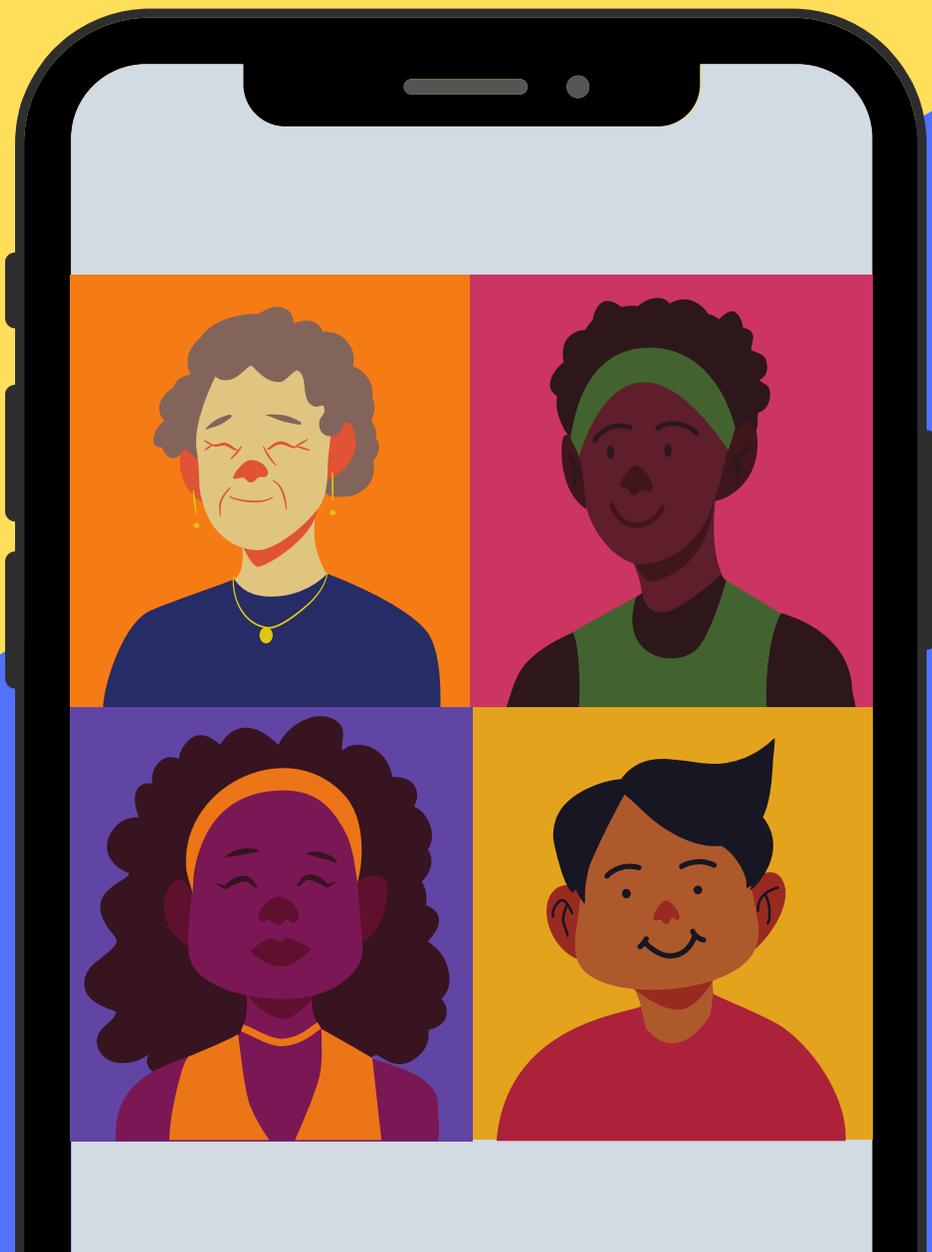


Getting Connected

A WALK-THROUGH GUIDE TO
USING **ZOOM** ON YOUR PHONE



What is zoom?

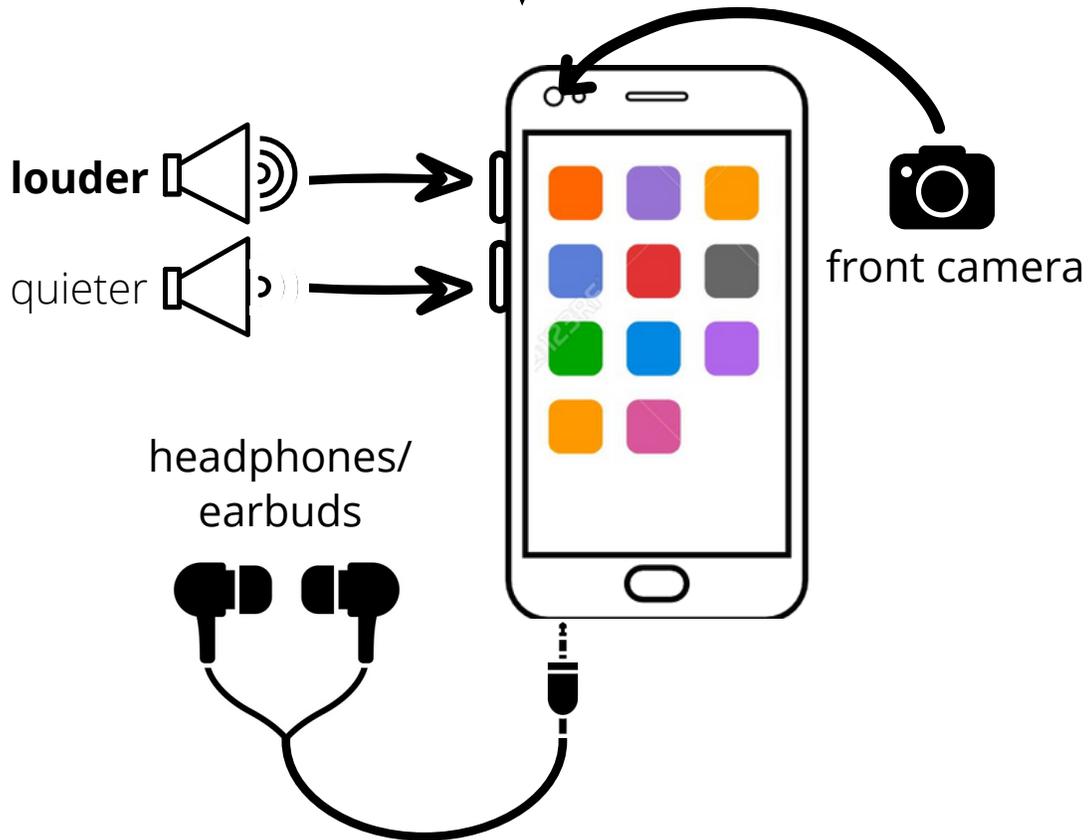
 **zoom** is a digital tool that lets you have video-based calls with friends and family.



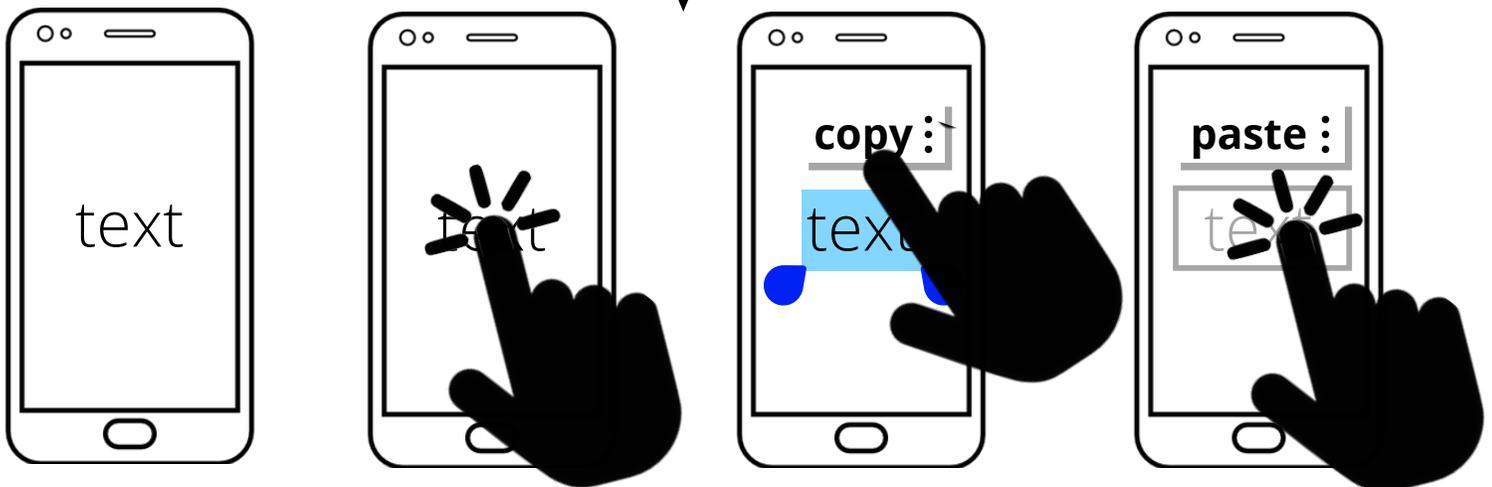
Learning how to use  **zoom** can take practice. But **don't worry**: this guide is here to help you!

Phone Basics

AUDIO & VIDEO

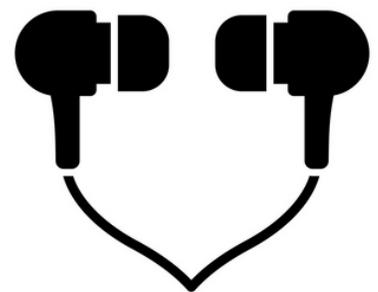
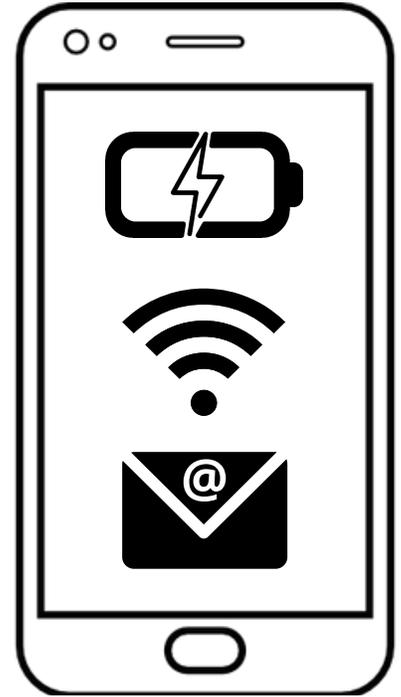


TEXT: COPY & PASTE



What You'll Need

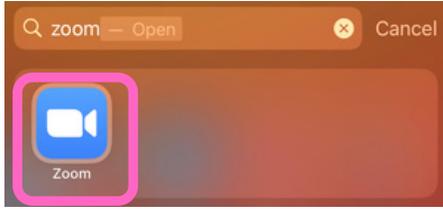
- **Smartphone** with **charged** battery
- **Wi-Fi** (Internet) connection
- An **email** address (only if you want to make your own Zoom account)
- **Headphones** or earbuds (optional, but helpful!)



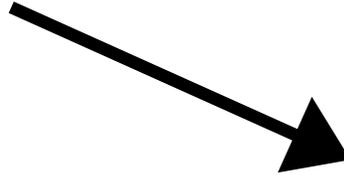


Do I have Zoom installed on my device?

not sure? search!



Yes! I have Zoom installed



No, I don't have Zoom installed

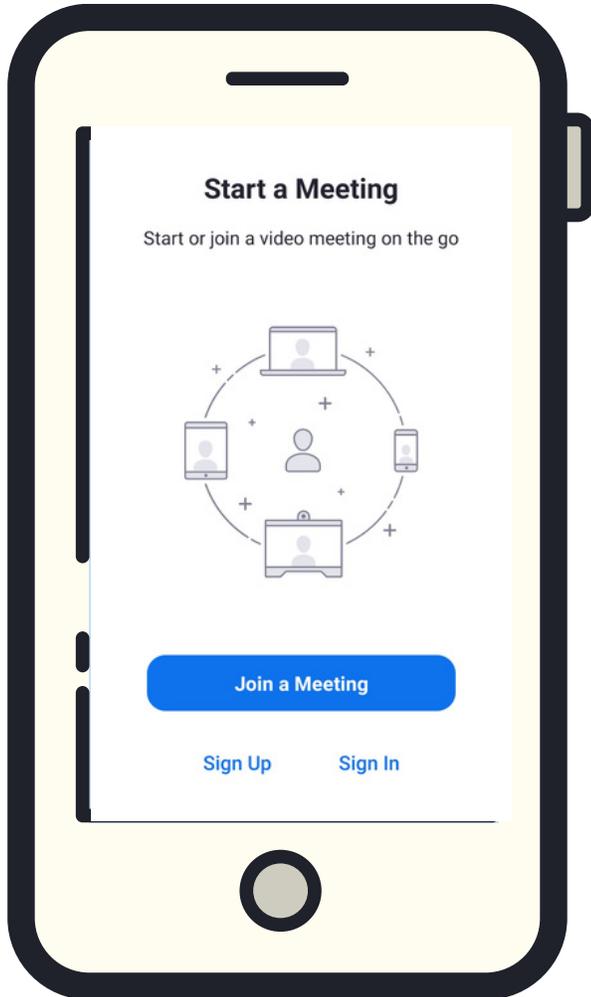
1) Open the App Store 2) Search for "Zoom Cloud Meetings"

3) Press "Get" and follow the Instructions to enter your Apple ID passcode or Touch ID 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 text you a link?

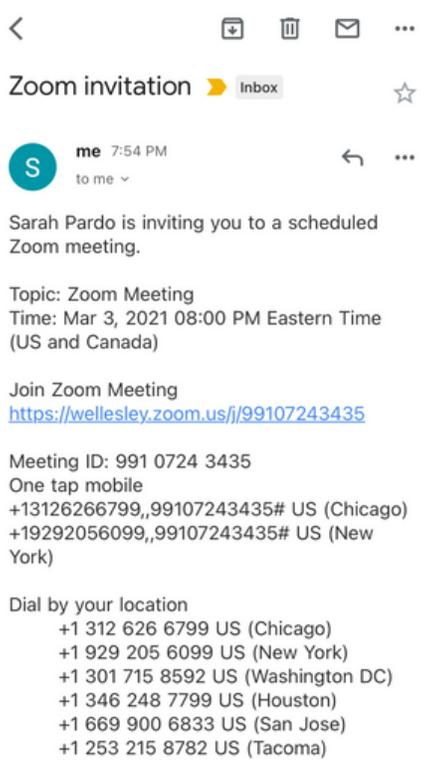
Did they email you a link?

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

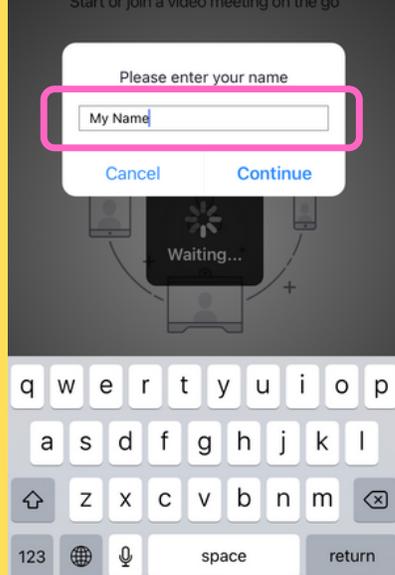
Tap the **blue** link to join the call

Here's the zoom link!
wellesley.zoom.us

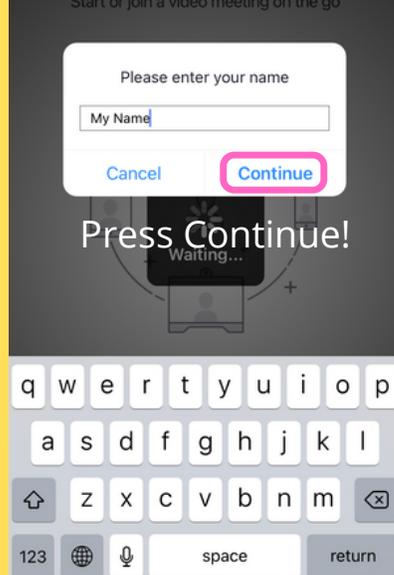
Tap **blue** link beneath "Join Zoom Meeting" to join the call



Press and type your name in the box



Start a Meeting



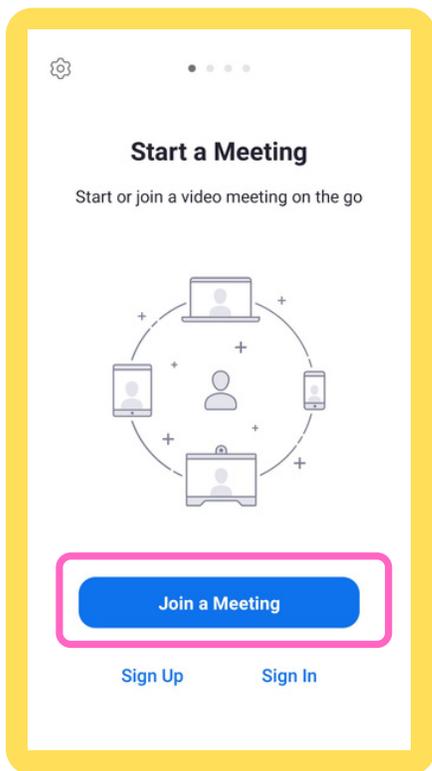
go to page 9



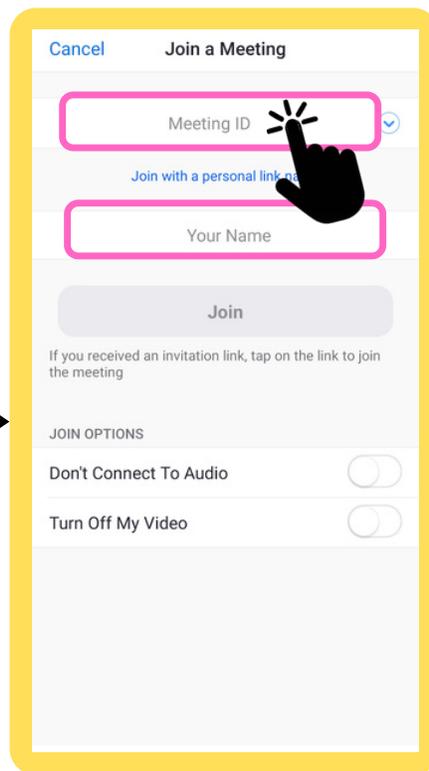
How to join a Zoom call with a Meeting ID

Did the host of your call send you a **Meeting ID**?

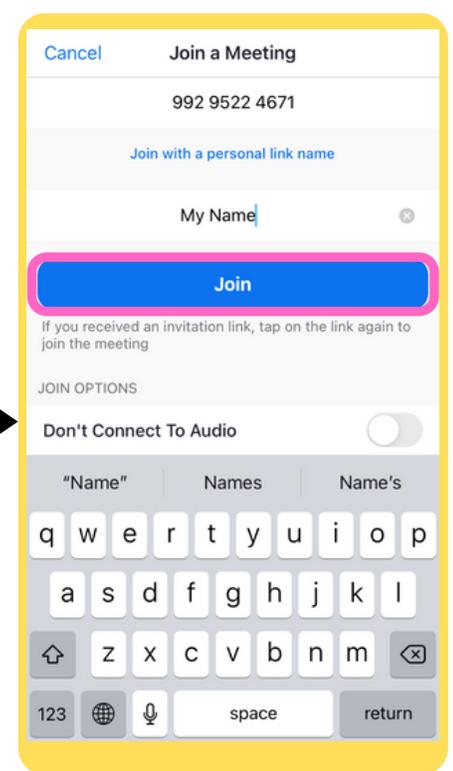
(hint: it's a number that looks like XXX XXXX XXXX)



Press **"Join Meeting"**



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



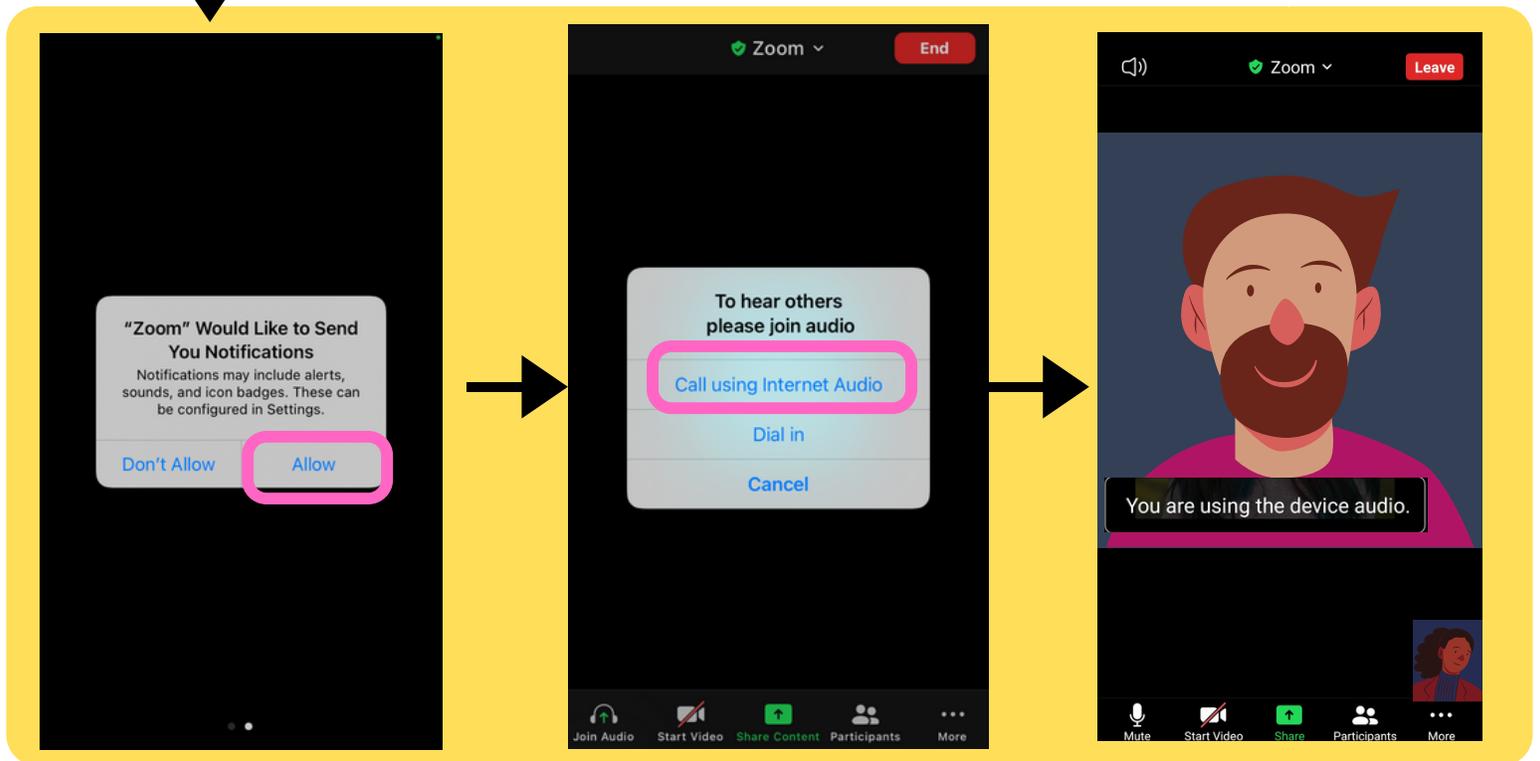
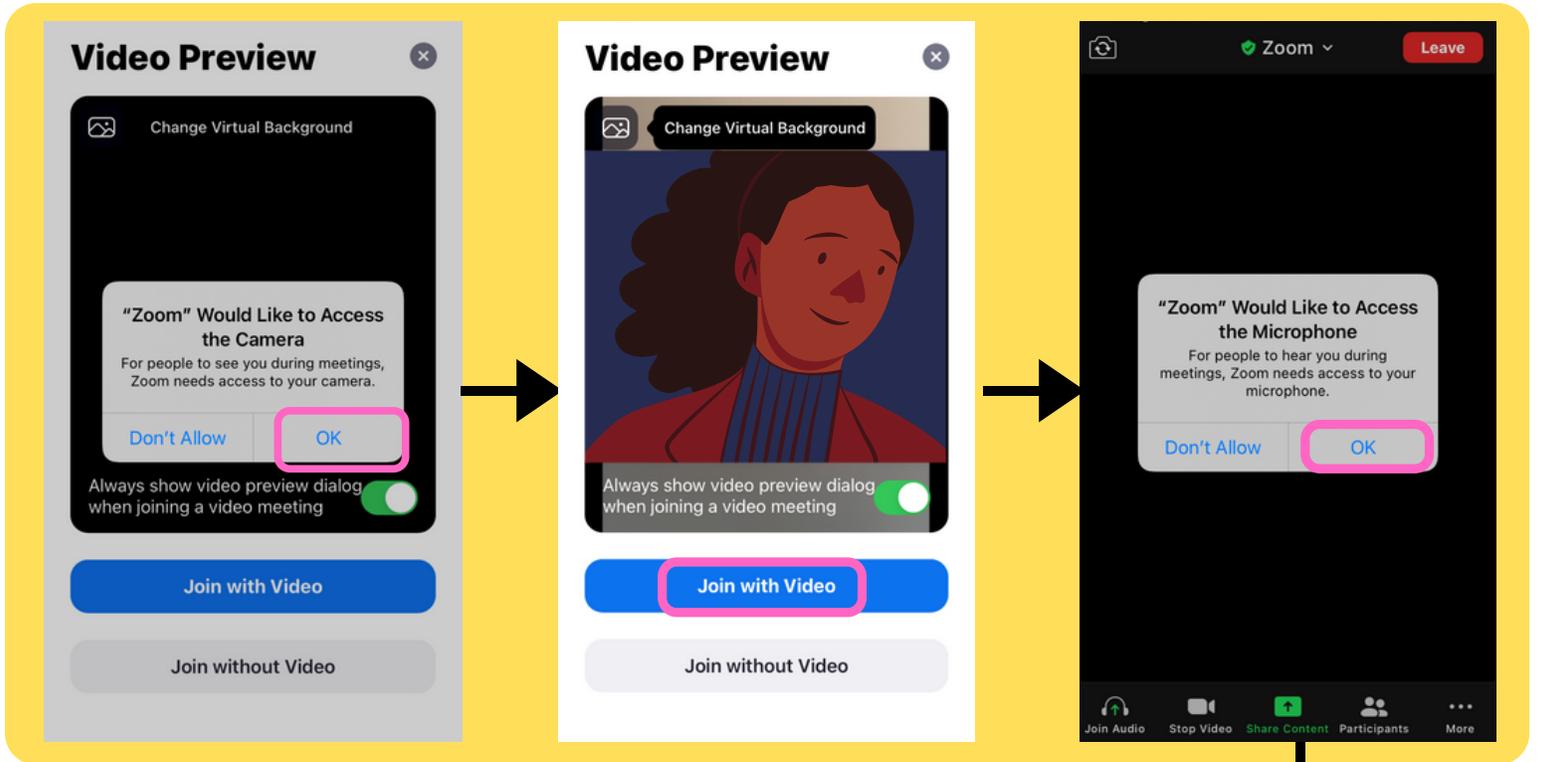
Click **"Join"**

next page

Entering the Zoom call

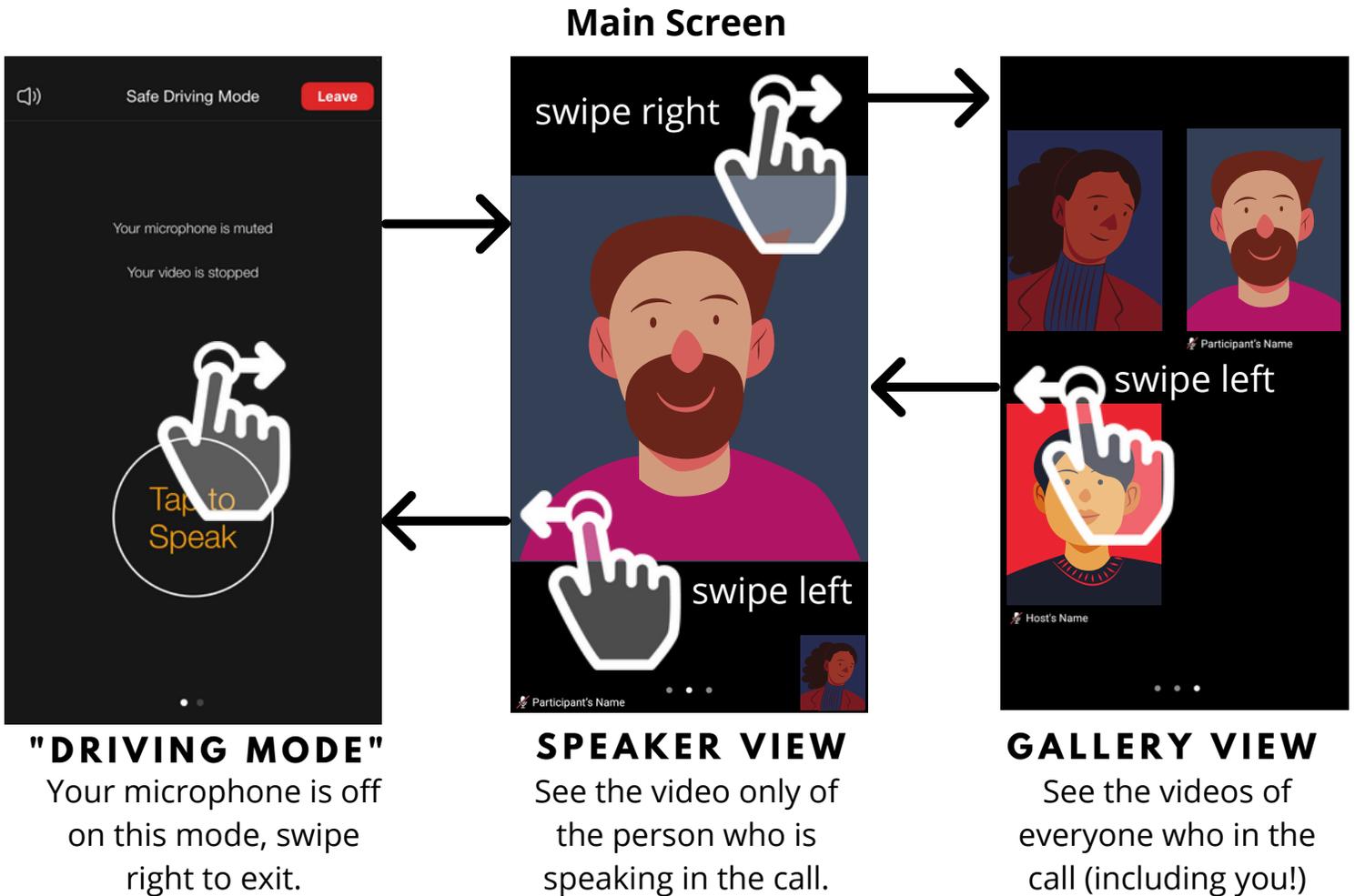


The first time you join a call, make sure you allow Zoom "permissions" to work properly!

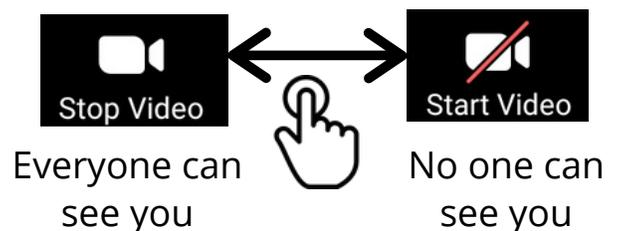
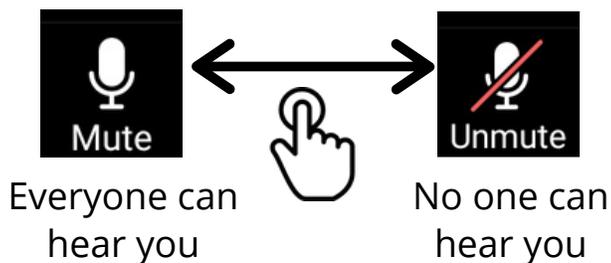


8 You've joined the call, and can now start talking!

Navigating Your Zoom Call



TAP THE SCREEN ANYWHERE TO SHOW ALL BUTTONS

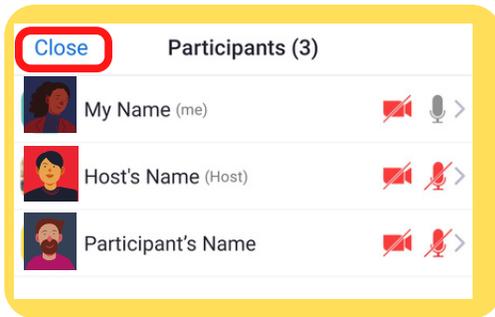


Exploring Zoom Capabilities

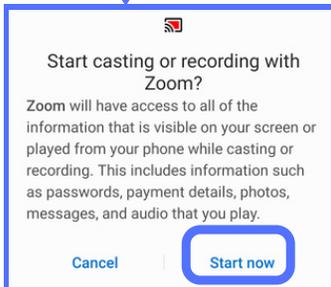
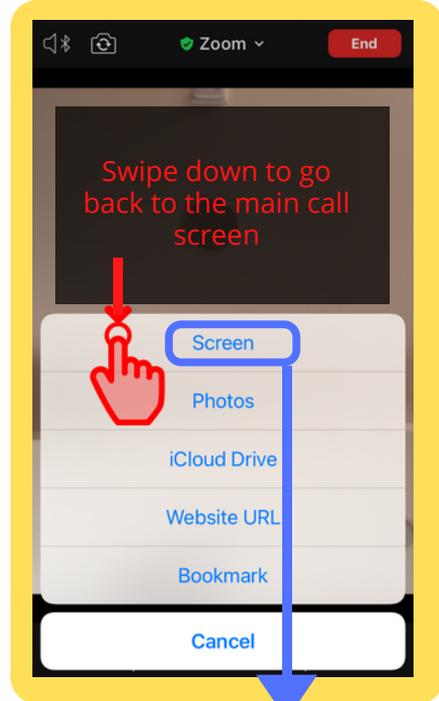


Press "close" to go back to the main call screen

View a list of everyone in the call

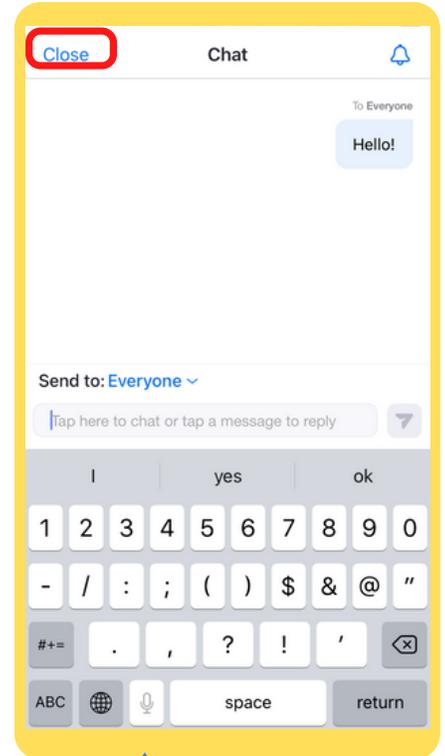


Share your screen, photos, & more with those in the call

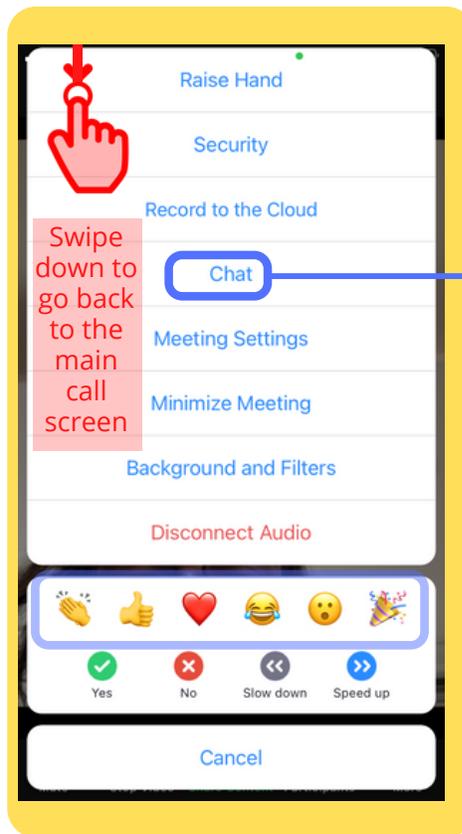


When you share your screen, everyone in the call will see what is on your phone. Zoom will ask you to confirm you know this!

Press "close" to go back to the main call screen



Send text messages during the call



Swipe down to go back to the main call screen

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

Click and send an emoji to "react" to your conversation

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)

The first screenshot shows the 'Start a Meeting' screen with a 'Sign Up' button highlighted in pink. An arrow points to the second screenshot, which is a birthday verification screen. It asks to 'Enter your birthday to start making your account' and shows a date picker with 'Jan 1, 1980' selected. A 'Confirm' button is at the bottom right. An arrow points to the third screenshot, which is the 'Sign Up' form. The 'Email' field is highlighted in pink, and a hand icon points to it. Below the form is a 'Sign Up' button.

The first screenshot shows the 'Sign Up' form with the 'Sign Up' button highlighted in pink. Below the form is a keyboard. An arrow points to the second screenshot, which is the 'Meet & Chat' home screen. It features a search bar and buttons for 'New Meeting', 'Join', 'Schedule', 'Share Screen', and 'Call a Meeting'. A profile card for 'Jane Smith (you)' is visible at the bottom.

Your account has been created! Here is your new home page. Look around and the new options!

Thank you to our partners...



**PEOPLE'S
COLLABORATIVE
GOVERNANCE
NETWORK**

Our community partners:



Our academic partners:



Our City partners:



ANDREA J. CAMPBELL
BOSTON CITY COUNCILOR
DISTRICT 4

A special thanks to these people:

Maridena Rojas * CJ Jean-Luis * Neenah Estrella-Luna * Rachele Gardner * Eric Gordon * Mike Sugarman * Kat Wyly * Leslie Yan * Carole Majors * Carol Sowers * Sarah Pardo * Elie Cuevas * Liz Borecki * Claire Liu * Megan Malkemes

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

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

