A BRIEF GUIDE TO USING ZOOM AS A PARTICIPANT OF A MEETING

Android Based Systems

Note: Screen shots taken from an Android Phone with the phone held in the portrait mode

For the best experience download and install the ZOOM Client or App and keep it updated. For Android devices the application can be found in the "Google Play" store.

Checking Version and configuration settings

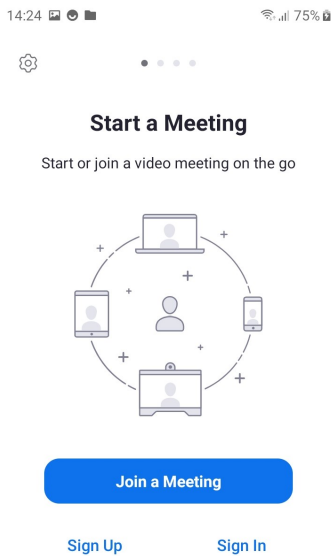Run Zoom and on the Zoom front screen click on the "Cog" top left.
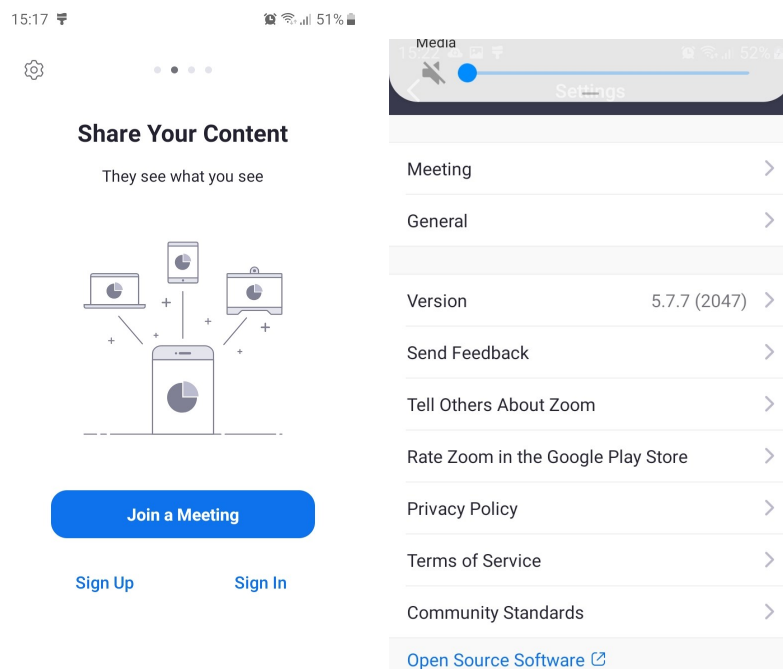
According to Zoom the client should automatically update. However, to manually check you have the latest version click on "Version".

To configure the general meeting settings - click on "Meeting". Note: these can be left at the default settings but if you are joining a lot of meetings where you want your microphone muted and / or video off then configuring the settings in here may be useful.
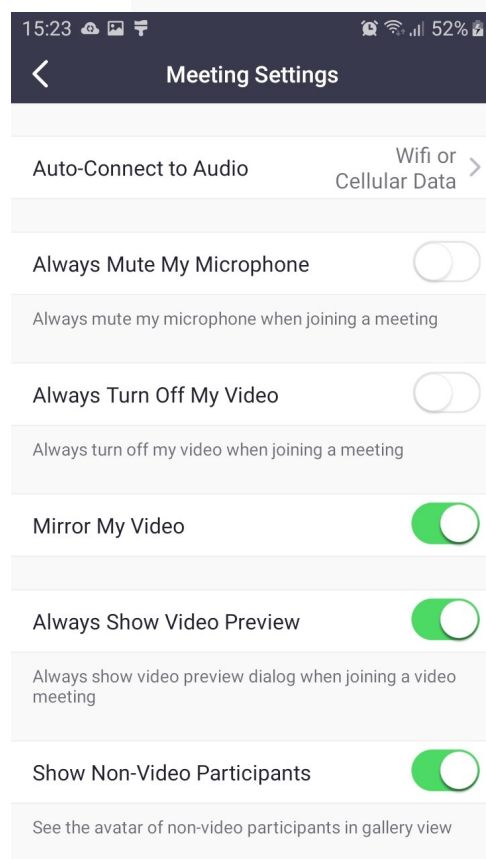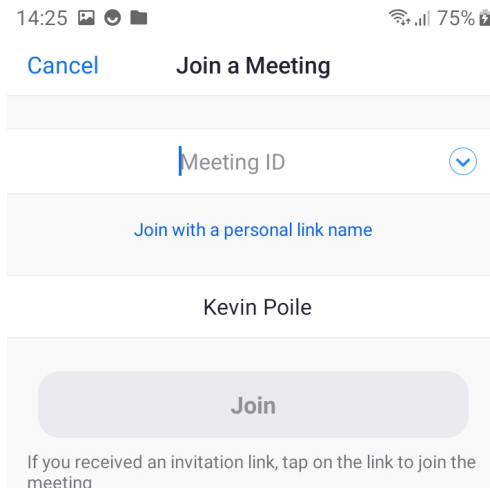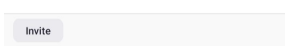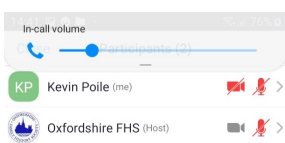
Joining and Participating in a Meeting

1. Use the link sent with the confirmation email to join the Zoom meeting.

2. If this fails - Start Zoom and then click "Join Meeting" then when prompted enter the meetings ID click "Join" and then enter the passcode and click "OK"

You will now be placed in the meetings waiting room and see something like the image on the left

Once admitted into the main meeting your screen will change to something like the image on the right.

If the session is being recorded you may receive an audio alert and their will be a "Rec" icon top left of the screen.

If the menu and top area of the display disappear simply tap anywhere on the screen to bring them back.
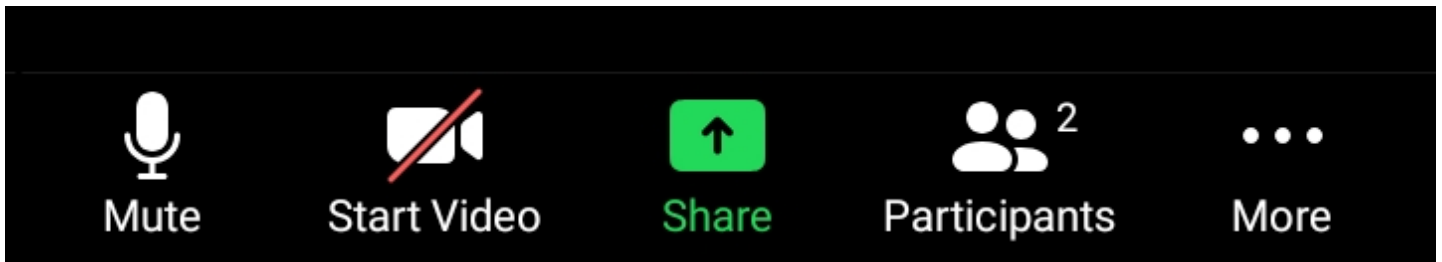
You can leave the meeting at anytime by pressing the "Leave" button (top right).

Clicking on the participants brings up a list of participants in the current room (more later).

Clicking on the "more" (bottom left) brings up an additional menu where you can access Chat, Raise your hand or set emoji's.
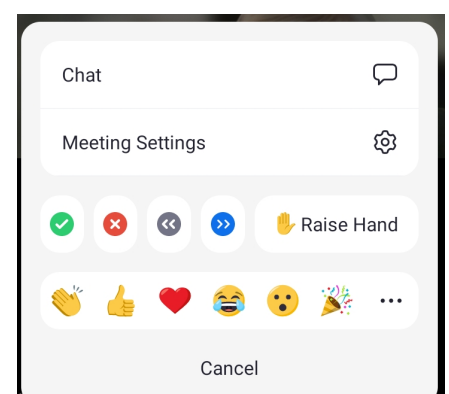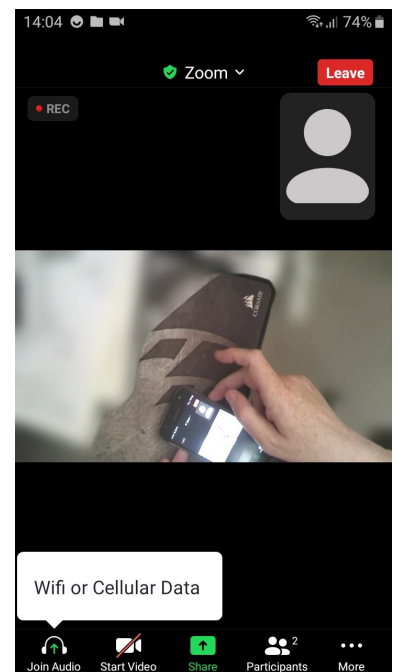
Main Menu Buttons & Chatting

The main menu is displayed along the bottom of the screen, if it disappears simply tap anywhere on the screen.

The first two buttons act as toggles: Mute/Unmute controls microphone and Start/Stop video controls camera.

The "Share" button allows you to share content.   This is outside the scope of this document.

The "Participants" button brings up a list of participants in the meeting. These are ordered so that your name will always be on top, then the Host, followed by any co-hosts. Then the remainder of the participants (not necessarily alphabetically).

The "More" button brings up an additional menu, which includes "Chat", "Raise Hand" and the ability to add Emoji's to your name in the participants list. The raise hand is a good way to get attention since it moves you up the order on other people's (particularly Host/co-hosts) participants lists.
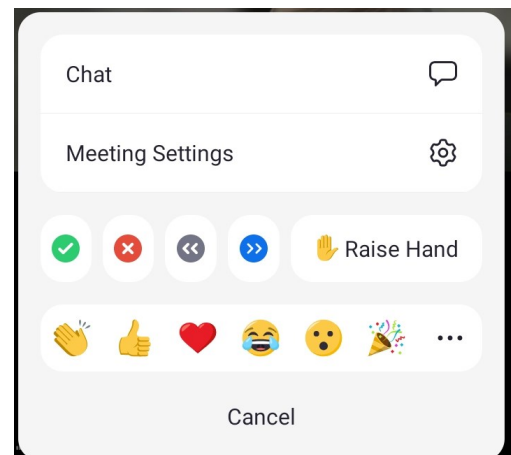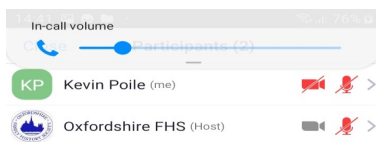
The easiest way to "Chat" with somebody is to find their name in the Participants list and "tap" on it - this will bring up a extra screen, tap "Chat" and you will be taken into the chat system. Doing Chats this way ensures that they are directed and don't appear on everybody else's screens.   Note: You can only chat with somebody that is in the same room (main or breakout).
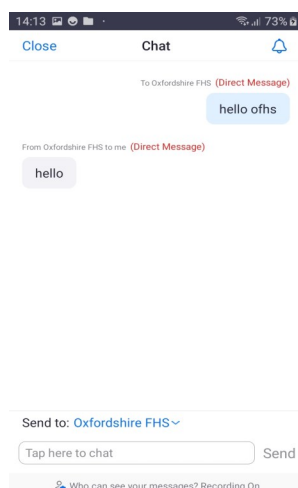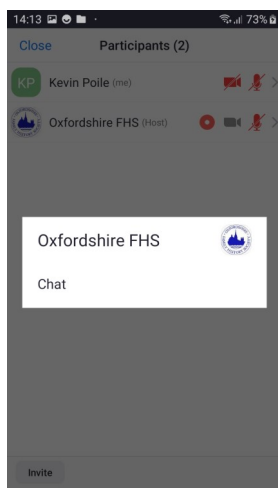
Navigating Breakout rooms

During this process a screen "message your team" may appear, simply click "Back to meeting".

Once the breakout rooms are opened a new icon will appear at the top of the screen (Breakout Rooms) click on this to get the list of available rooms.

Then select the room you want to join and then click Join.

You will now be moved to the breakout room, a visual reminder will appear at the top of the screen.

When ready to leave the breakout room you can either:

1. Click on the "Leave" button. This will give you two choices "Leave Breakout Room" or "Leave Meeting". Leaving the breakout room will place you back in the main room and you can join another breakout room from there.

2. Click on the "Breakout Rooms" icon and simply choose another room

Note: Zoom will remember the last breakout room you visited so this is checked when you click on the "Breakout Rooms" icon.

If you have trouble contact a co-host via chat and they should be able to help you. However, a co-host can't move you back to the last breakout room you visited instead they will have to move you to a different room and then from their to the room you want.