

# Zoom Basics

This article covers some basics on how to use Zoom on an iPad. The TechOwl Lending Library has many iPads and apps to borrow. For more information, please contact Christina Chamberlain at 412.683.7100 ext. 2179 [cchamberlain@classcommunity.org](mailto:cchamberlain@classcommunity.org) or visit <https://www.classcommunity.org/services/adult/tech-owl>.

## Sign up:

- Open the Zoom app on your iPad and click "sign up."
- Enter your birthday, email address, and name.
- You will need to open your email address to continue. You will have an email from Zoom with a button that says "Activate Now." Click this button.
- Once you have activated your account, you are ready to sign in! Return to the Zoom app and click "Sign in."
- Enter your email address and password, then click "Sign in.'
- Some pop-up boxes may ask for permission to send you notifications, access your calendar, or save your password for you. It is okay to click "don't allow" or "not now" on any of these.

## Join a meeting:

- Open the Zoom app on your iPad.
- Sign in with your email and password, then click "Join."
- Enter the meeting ID number. If you don't know the meeting ID number, check for an invitation in your email or ask the person who told you about the meeting.
- Click the "Join" button.

### During a meeting:

- A bar at the bottom of the screen shows the meeting controls.
- The most important buttons are the microphone and video camera. These buttons let you decide whether other people can hear and see you. When they have a red slash, they are turned off.
- Tap the button once to turn them on or off.
- Near the top of the page, there is a button that lets you decide how many people you would like to see on your screen.
- "Gallery View" will show everyone who is participating in the call. "Speaker View" will show one person at a time.
- Click to change the view.
- Click the red leave button to hang up when you are done with the call.

### Invite your friends to a meeting:

- Open the Zoom app on your iPad.
- Sign in with your email and password, then click "New Meeting."
- Turn on "Use Personal Meeting ID." The toggle moves to the right and has a green background when this setting is on.
- Write your personal meeting ID number someplace you will remember it. Give this number to your friends so they can join you on Zoom. It's like telling someone your phone number,
- Click "Start a meeting" and wait for your friends to join!
- Your free Zoom account has a 40-minute time limit on each call.