

# How to join a Zoom meeting with a phone or a tablet



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This guide explains you all the steps to join a Zoom meeting.

Zoom is a video chat software to meet and discuss with people online.

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# What is Zoom?



Zoom is video chat software to help you have meetings with people online.



You can speak with them and see them at the same time. They can see you.

Zoom is very good to meet many people online at the same time.

If people want to use zoom they will invite you to a «Zoom meeting».



Some companies use it to discuss with their staff.

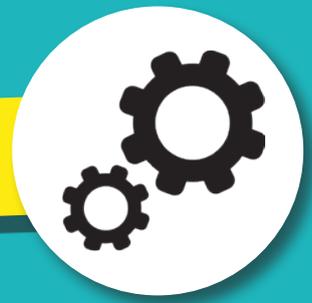


Some teachers use it with their students.



You can use Zoom on your computer, laptop, tablet or smartphone.

# What do I need to use Zoom?



To use Zoom you need:



A laptop

or a computer  
with a  
microphone  
and a webcam



OR



A tablet

OR



A smartphone



A good connection to the internet.  
If your connection is poor, your  
Zoom meeting may not work very  
well.

# Download the Zoom App onto your phone or tablet



You need to download the Zoom app onto your smartphone or tablet in order to use it.

1

On your phone or tablet, click on:

For iPad and iPhone



Apple Store



For Android phone or tablet



Google Store



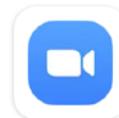
2

Search for the application called "Zoom Cloud Meetings".

Search Zoom Cloud Meetings

3

Click on the Zoom App and click on Install.



ZOOM Cloud Meetings

zoom.us

Install

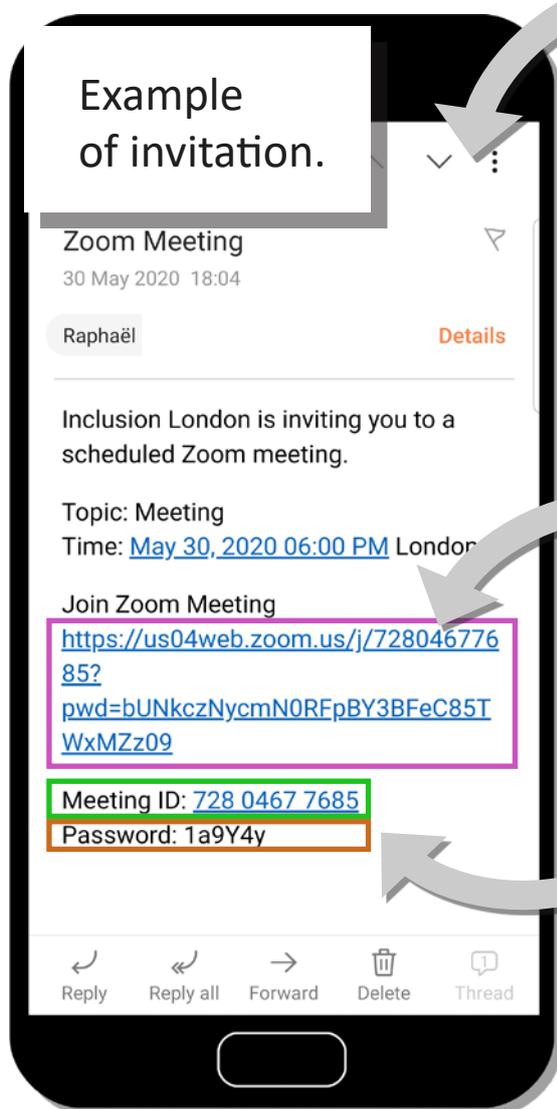


# Invitation

## Two ways to join a Zoom meeting



When someone invites you to a Zoom meeting, they will send you an email or a message like this.



There are two ways to connect:

Option A - By clicking on this **link**.

→ Go to **page 7**.

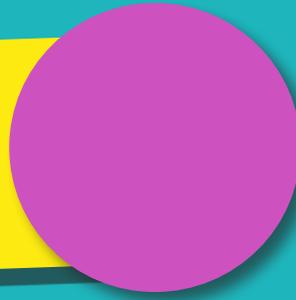
Option B - By using the **Meeting ID** and **Password**.

The ones you will receive will be different for each meeting. Write them down somewhere as you will need them.

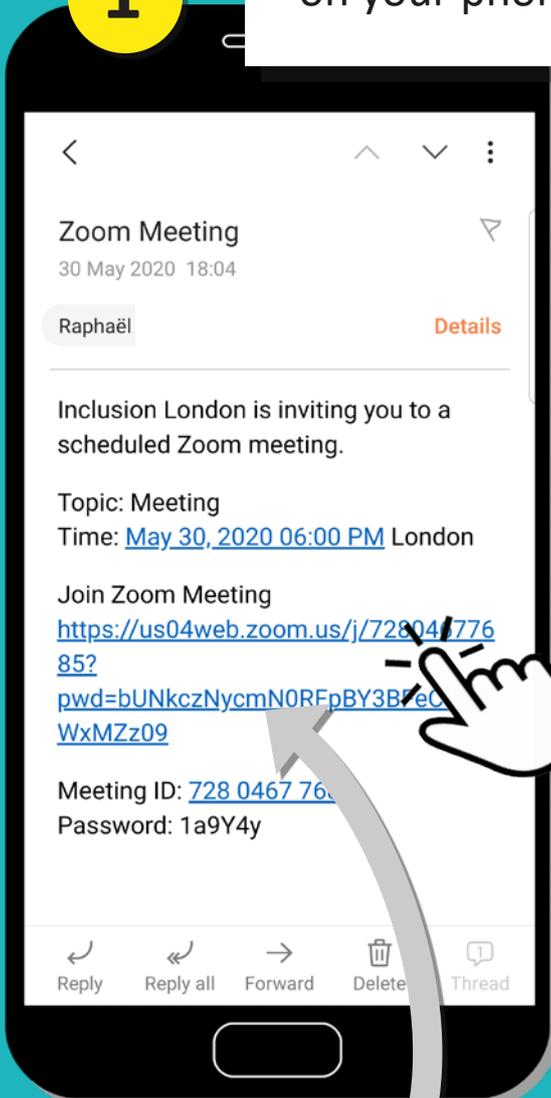
→ Go to **page 10**.

# Option A

## Connect with a link

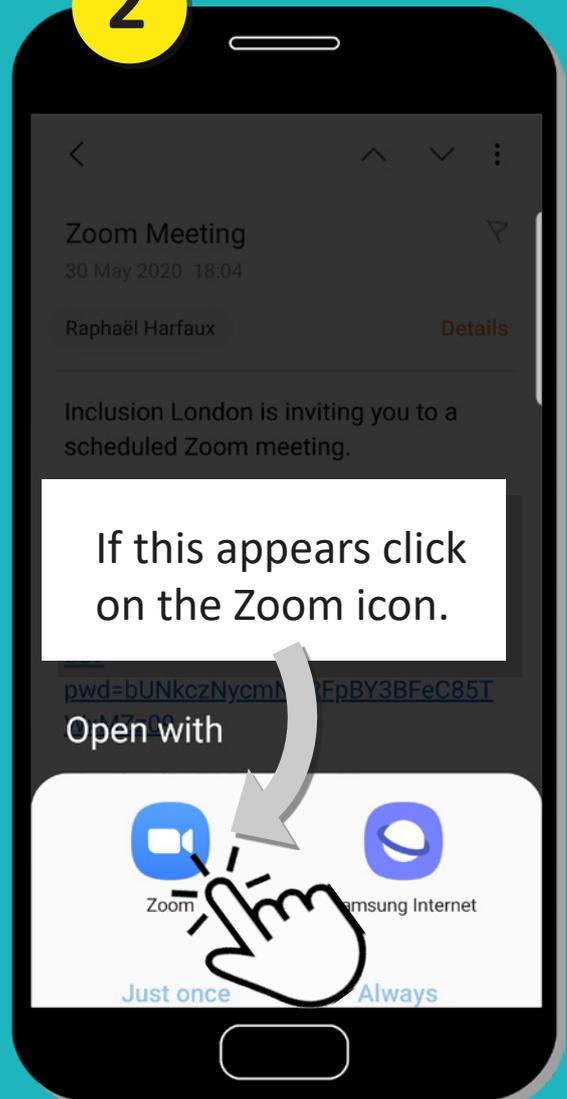


1 First, open the Zoom invitation on your phone or tablet.



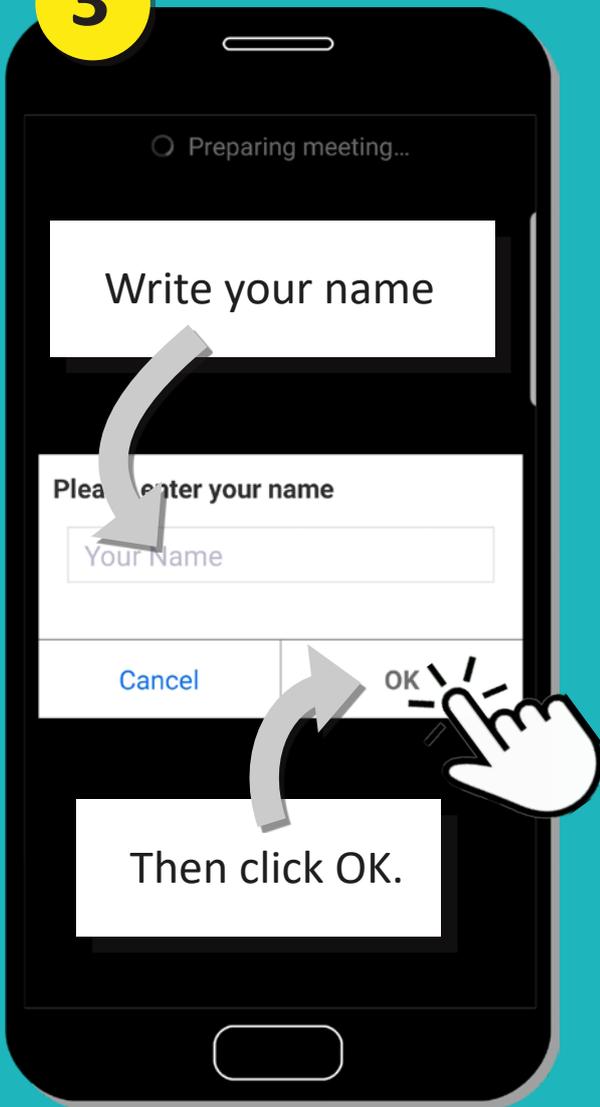
Then, click on the link, in the email.

2

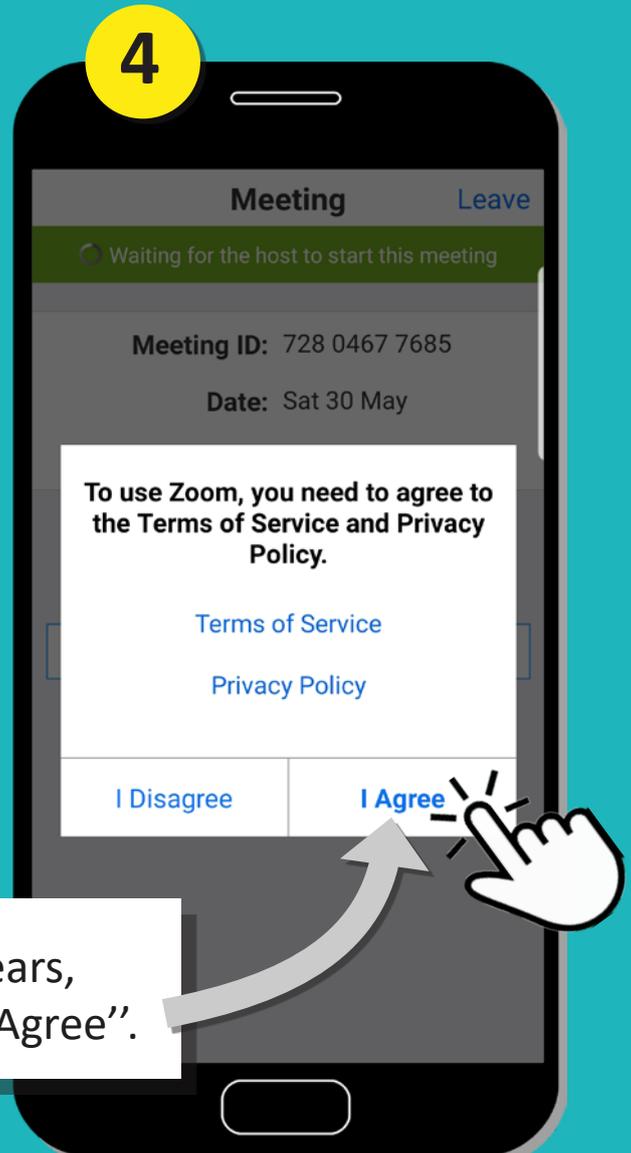


If this appears click on the Zoom icon.

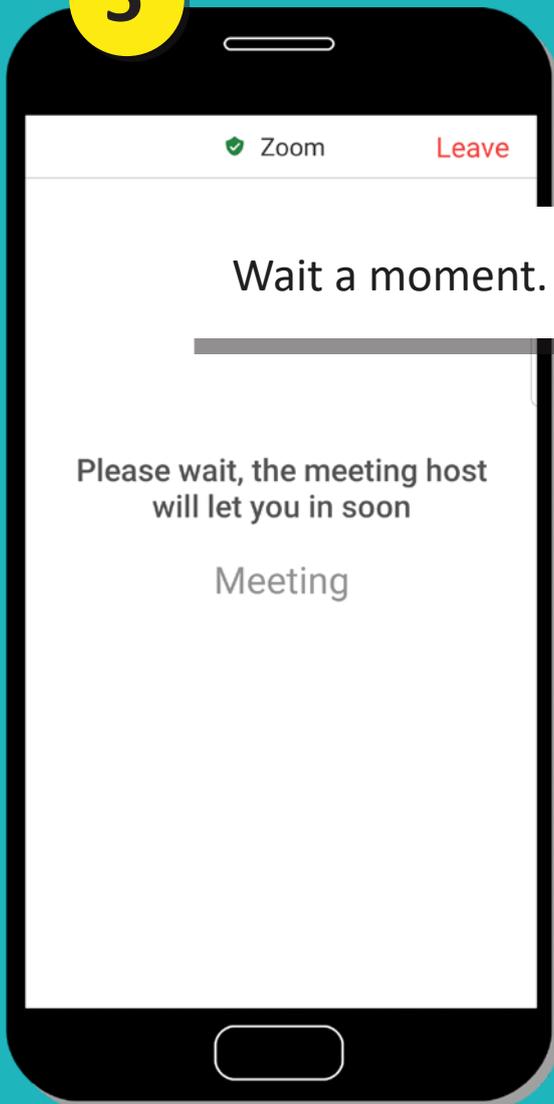
3



4

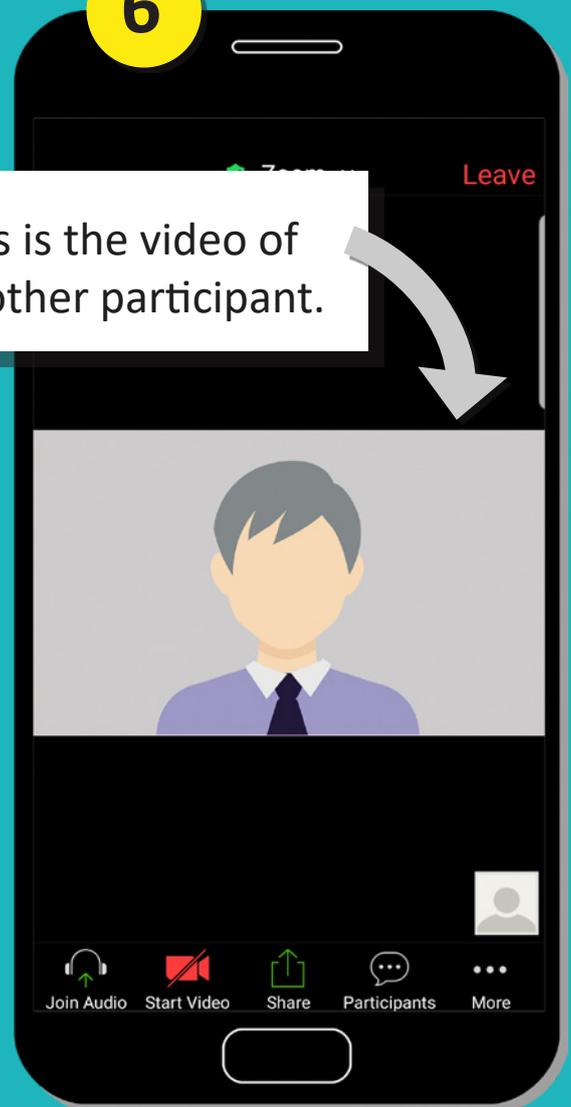


5



6

This is the video of another participant.

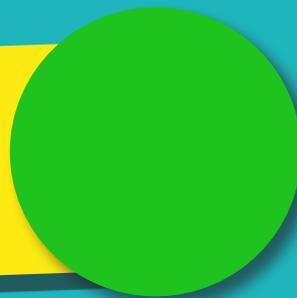


7

Go to **page 14** for the next step.

# Option B

## Connect with a Meeting ID

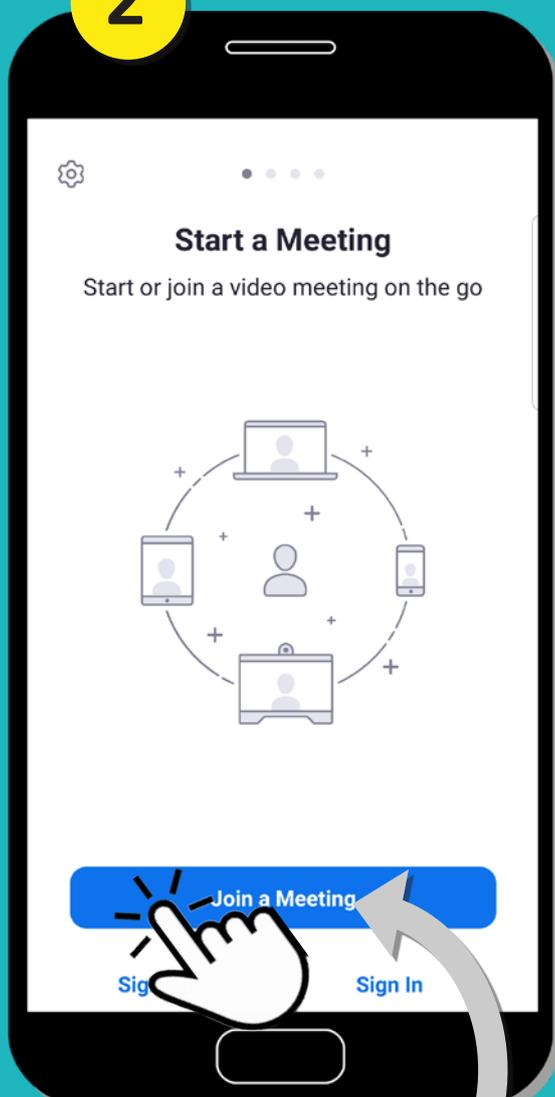


1

First click on the icon



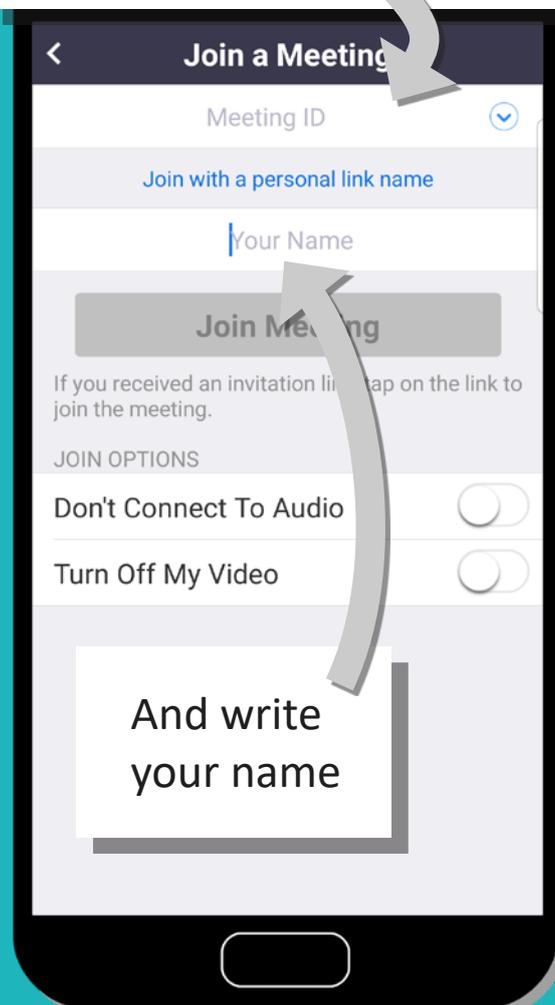
2



Click on "Join a Meeting".

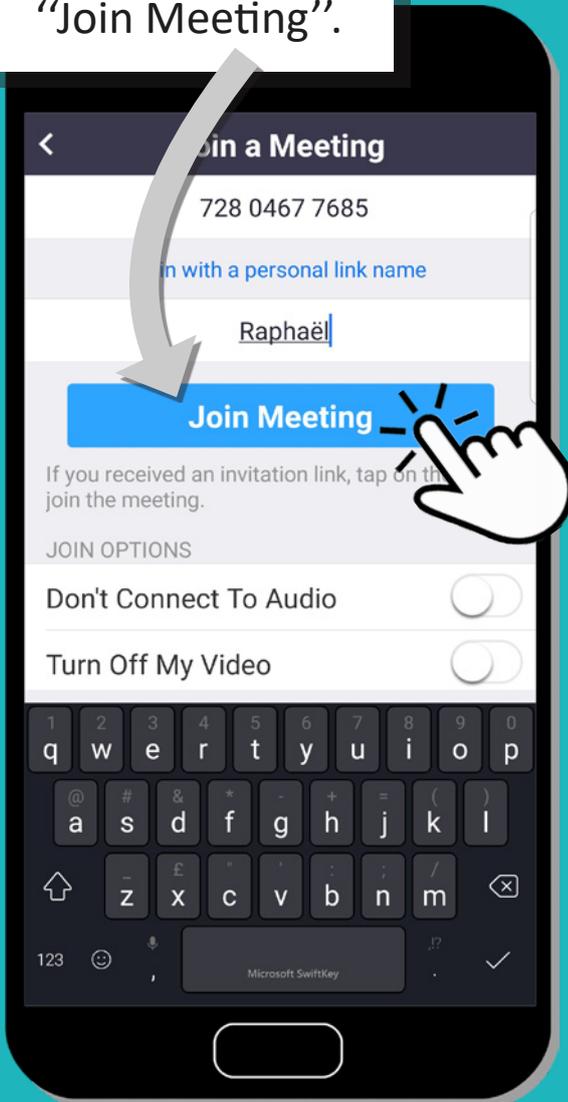
3

Write the **Meeting ID** included in the invitation you received.



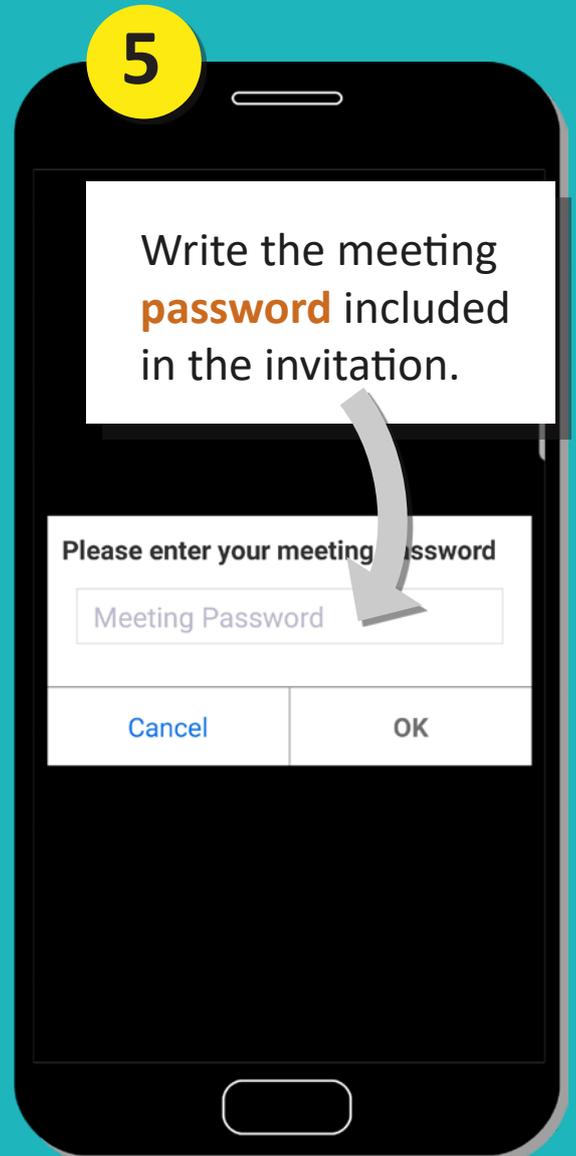
4

Then click on  
"Join Meeting".

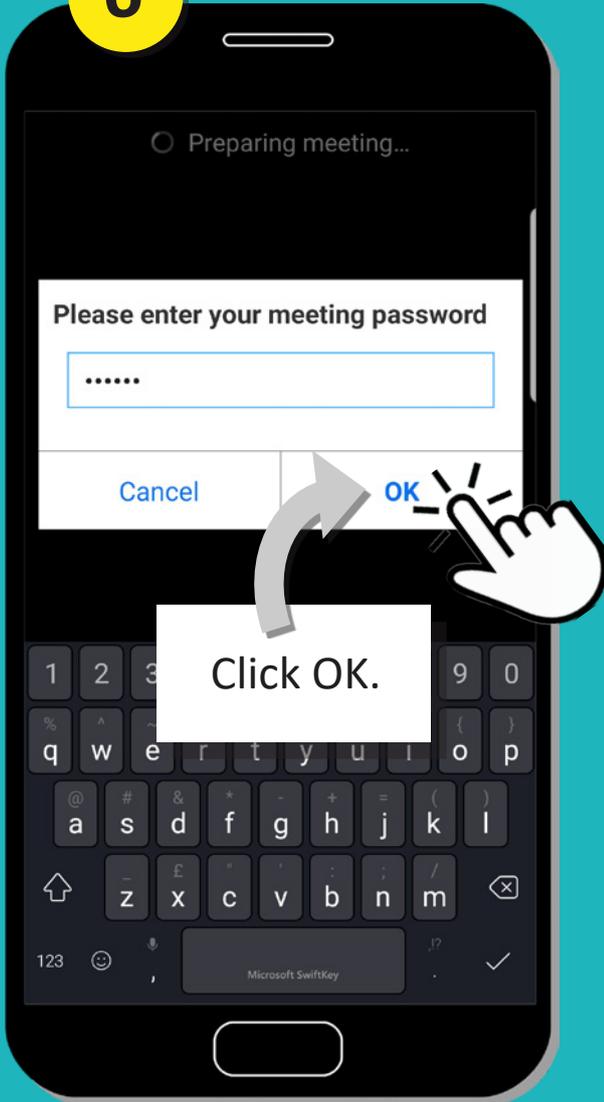


5

Write the meeting  
**password** included  
in the invitation.

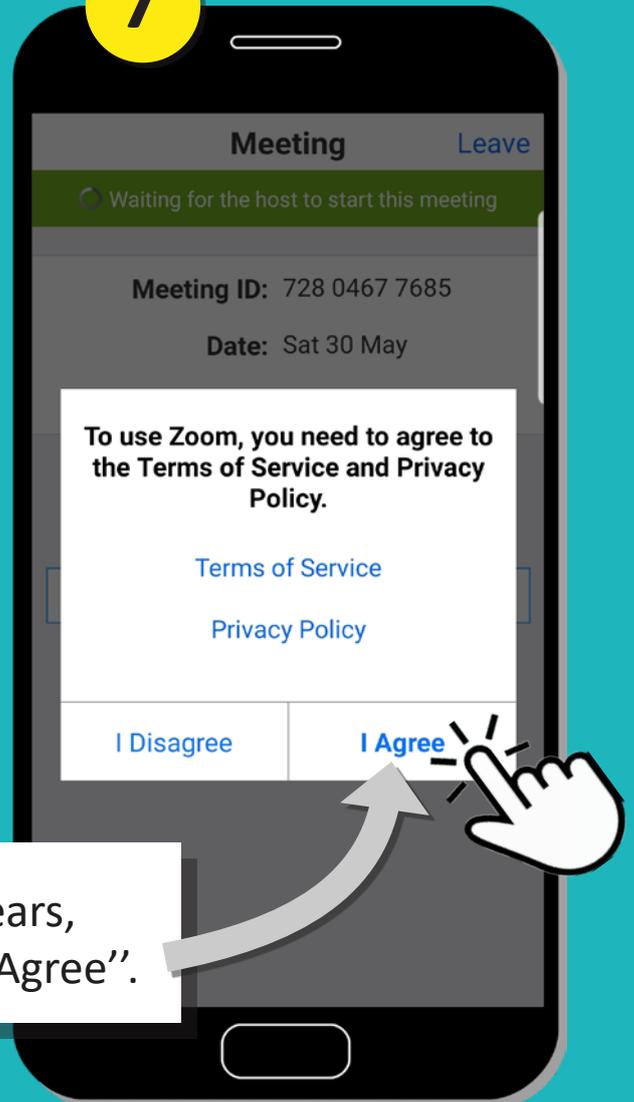


6



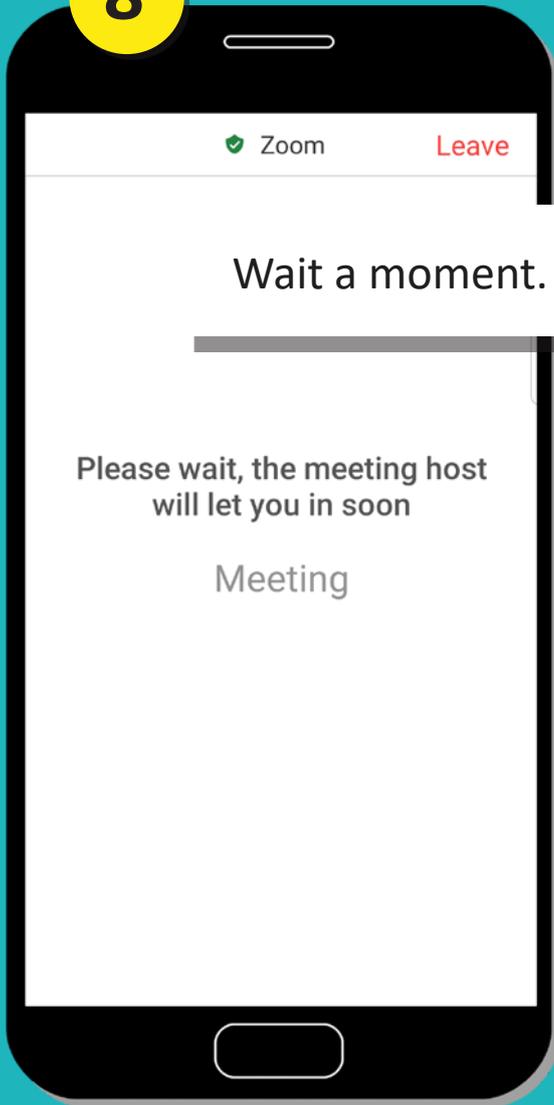
Click OK.

7



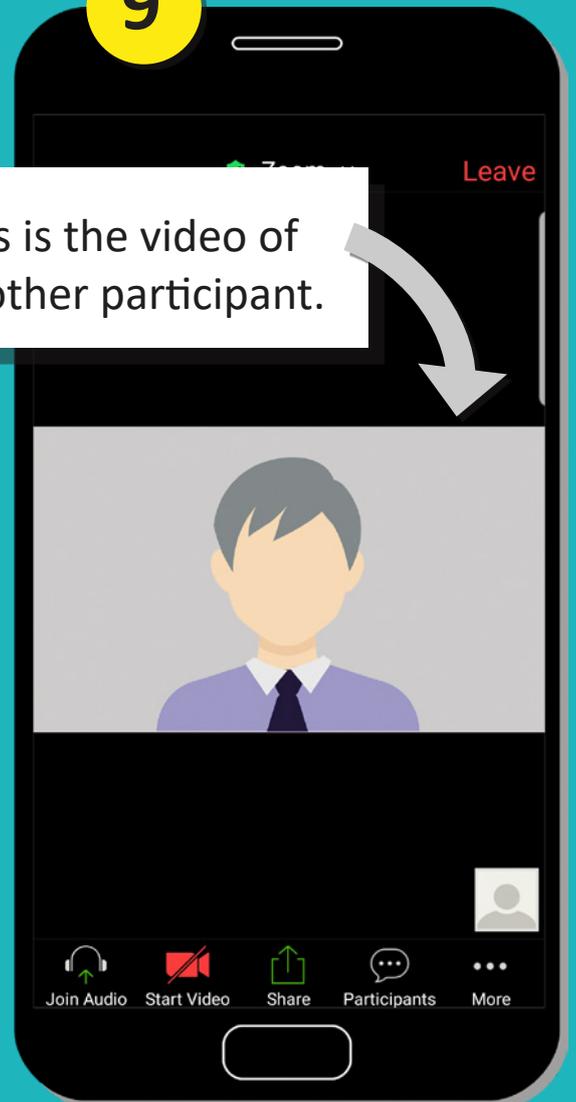
If this appears, click on "I Agree".

8

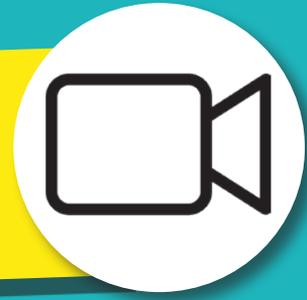


9

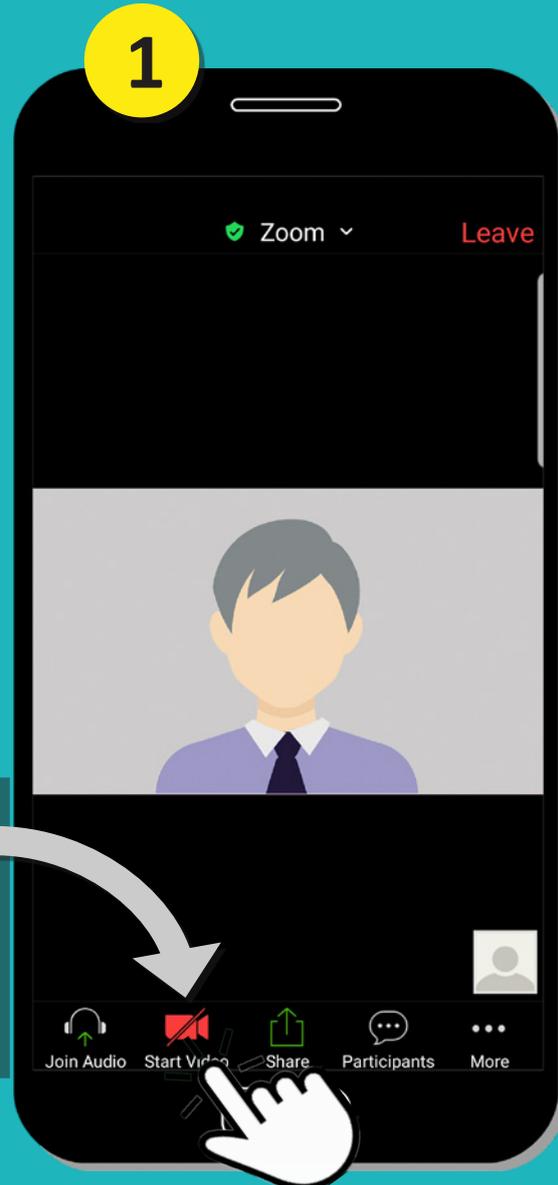
This is the video of another participant.



# How to activate your video and your microphone



1



If this icon is red, the other people cannot see you. You need to click on it to activate the camera.

2

If this appears, click on "Allow".

Allow Zoom to take pictures and record video?

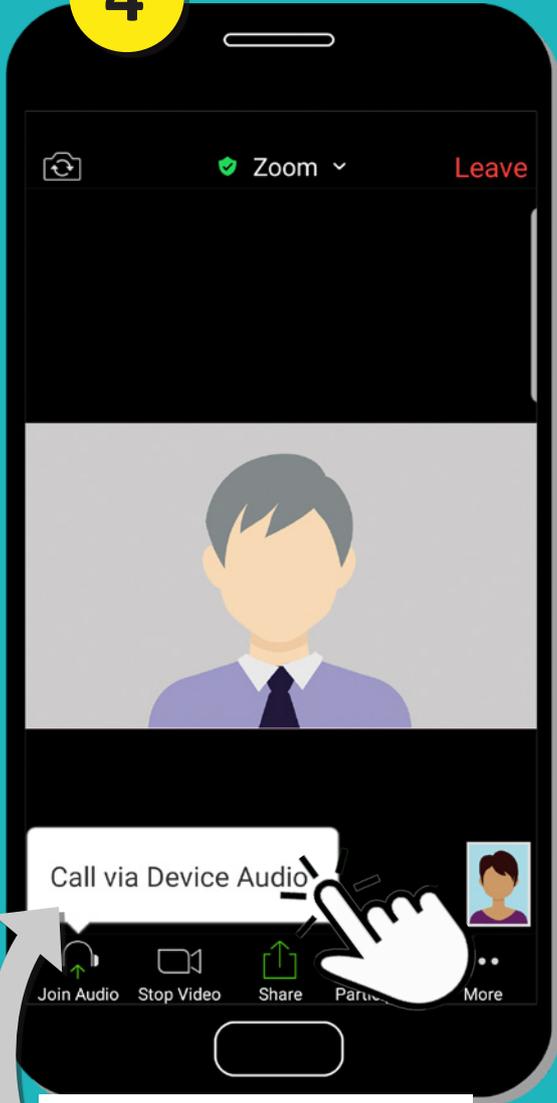
Deny Allow

3

Now your video is on.

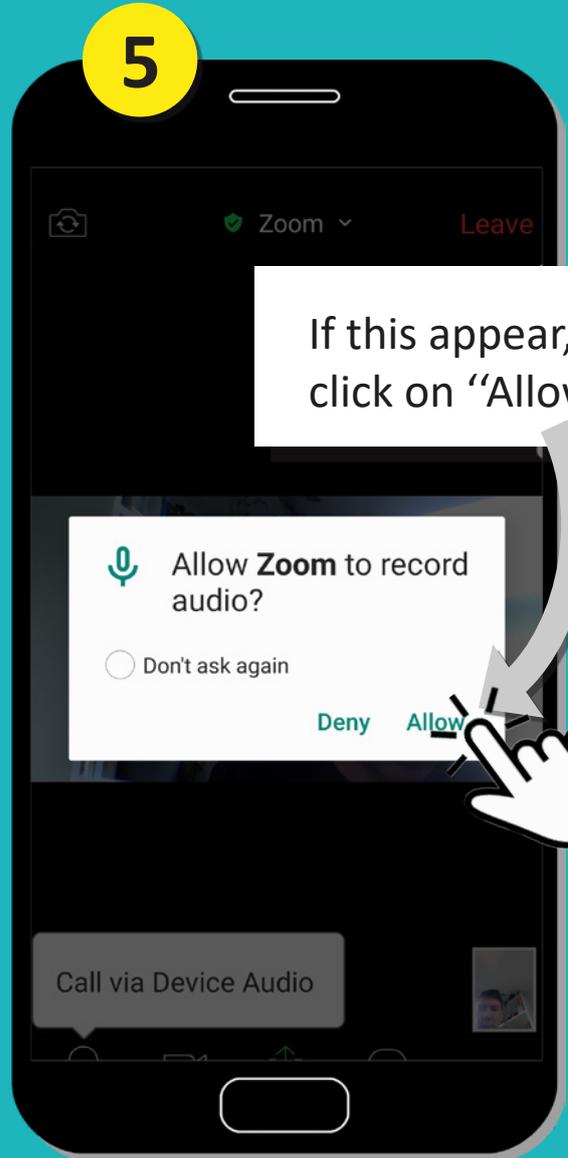
If this button says "Join Audio", the other people cannot hear you. You need to click on it to activate your microphone.

4



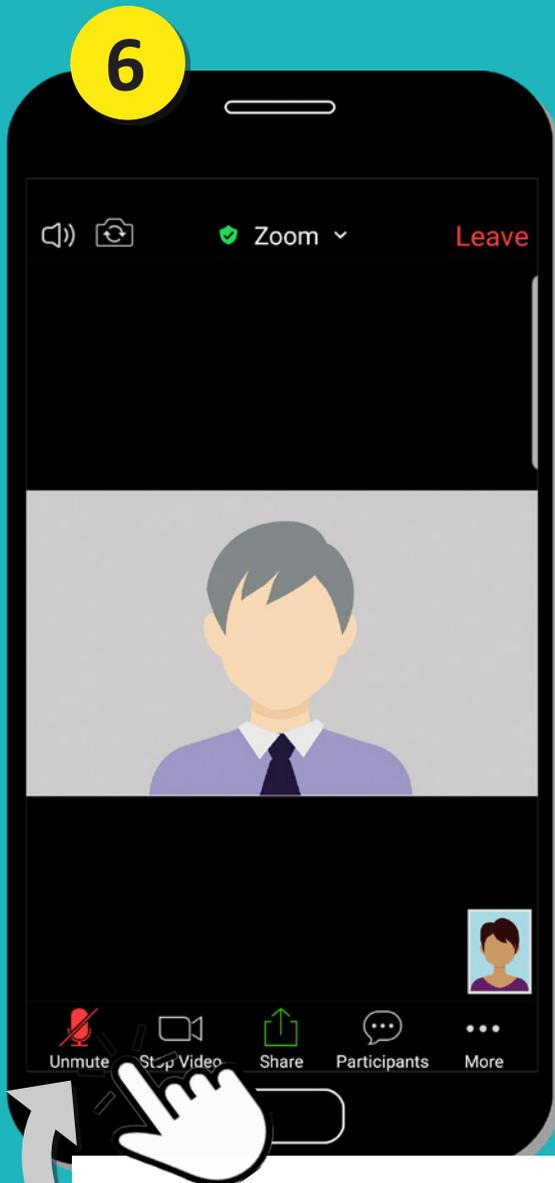
Click on "Call via Device Audio"

5



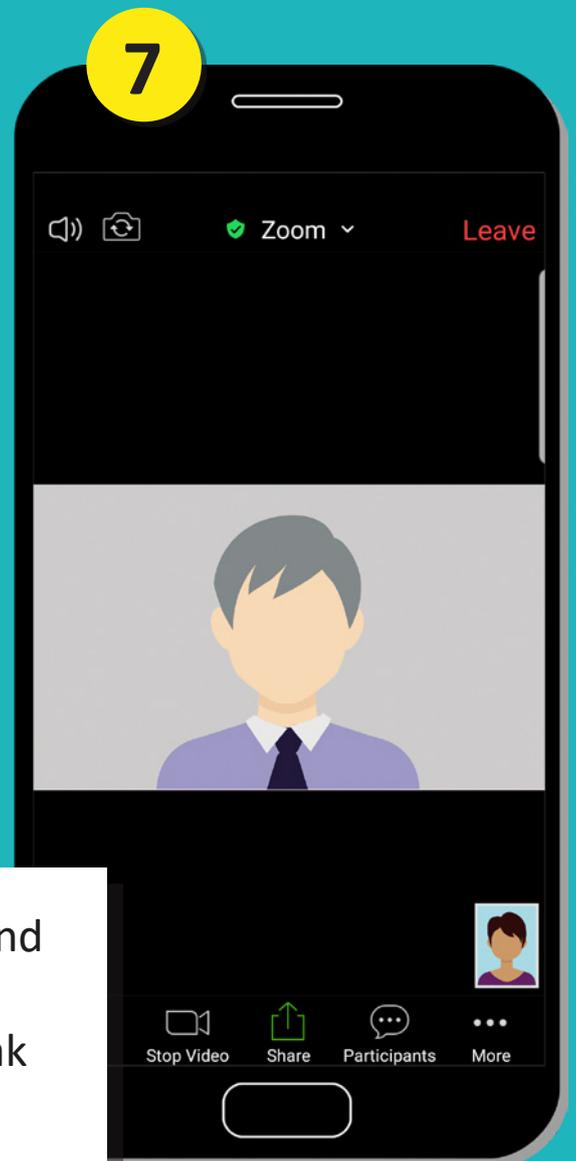
If this appear, click on "Allow".

6



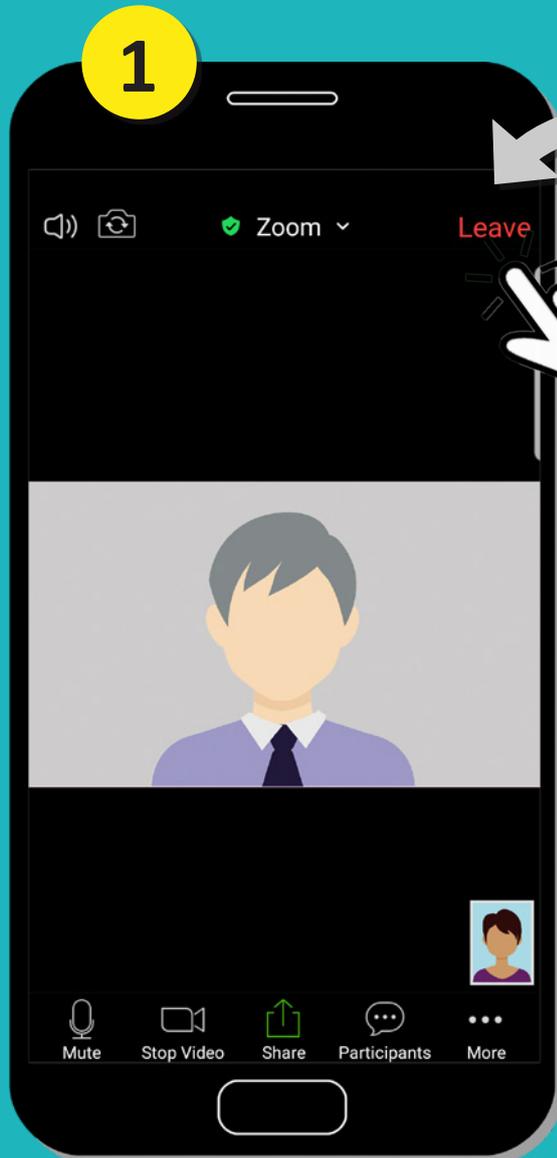
Finally, you need to click on “Unmute” (which means turn the sound on).

7

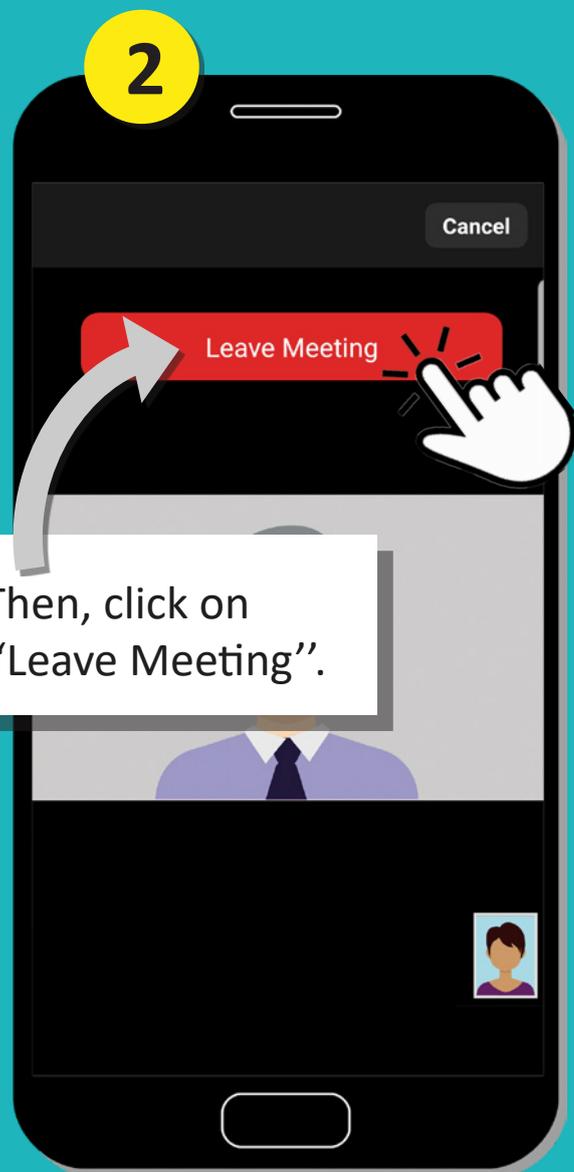


People can now see you and hear you.  
You are now ready to speak with the other people.

# How to leave a Zoom meeting



First, click on "Leave".



Then, click on "Leave Meeting".

Important - Do not forget to tell the other participants if you want to leave a meeting before it has finished.

## How to stay safe



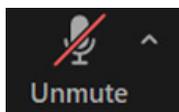
Never share personal information such as passwords in a Zoom meeting.



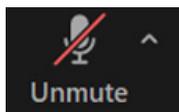
Do not forget that everyone in a Zoom meeting can see you and hear you.



If you do not want them to see you, turn off your camera.



If you do not want them to hear you, turn off your microphone.



If you do not want them to hear background noise where you are, turn off your microphone. Remember to switch it back on when you want to speak.

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