Connect Through Tech

Tech Coaching
Quick Start Guide

Using ZOOM to Communicate
with Family, Friends and Others

Zoom (Phone)
Android Galaxy 8.x

updated 3/23/2020
v 1.0

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Benefits

Similar to FaceTime and WhatsApp, Zoom makes it possible for two or more people to see one another when they are speaking. There are a few advantages that Zoom has over FaceTime (only available on Apple devices) and WhatsApp. One is the ability to turn off your own camera, while still being able to see and hear others on the call and have them continue to hear you, even though they can't see you. Another is that Zoom is better designed to accommodate groups (small and large) than other popular platforms. Once the group exceeds 2 people, it is recommended that you switch to a device with a larger screen, like a tablet or laptop so you can see all the people on the call. Lastly, Zoom allows you to "share" your screen, which means you can open any document, picture or video and the others on your Zoom call can see exactly what is on your computer screen – no need to send as an attachment. Zoom is a popular option for doing things like taking classes or joining discussion groups without having to travel.

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Prerequisites

- Android smartphone with 8.x (Oreo) or later with Zoom app installed (Note – while a smartphone can be used to participate in with Zoom calls, using a device with a larger screen will allow easier viewing of larger groups.)
- Wi-Fi / Internet Access
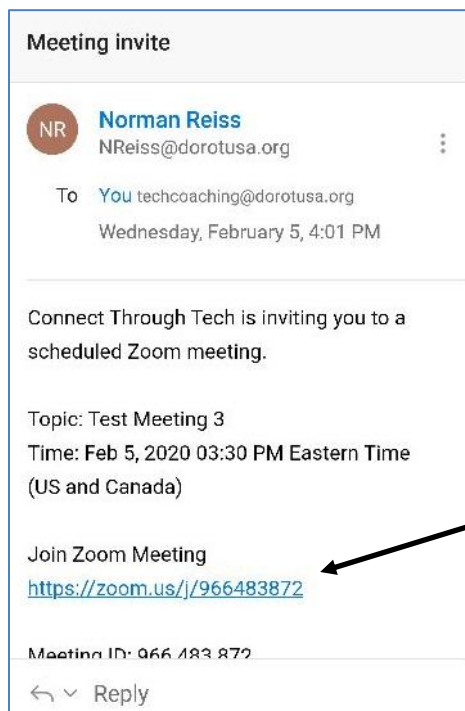
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Introduction

Since being released in 2011, Zoom has been used as a way for people to have conversations and to see each other at the same time. Because of the many features it offers, Zoom is popular with individual people but also businesses, nonprofits and other organizations to offer conferences, classes and other large group discussions. By learning how to use Zoom, you will be able to access many interactive online programs offered by DOROT and other organizations.

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Joining a Zoom Call on Phone
by Link

Step 1. Open email message containing invitation to Zoom call then **click** (tap) on Zoom Meeting **link.** A **link** is text in an email or document that you click to bring you to a file or a webpage. It often appears in blue. **Please be careful only to click on links from people you know.** In example below, email is from a staff member in DOROT Tech Coaching's program. When you **click** on the Zoom **link** in this email, it will bring you to the webpage for your specific Zoom call.
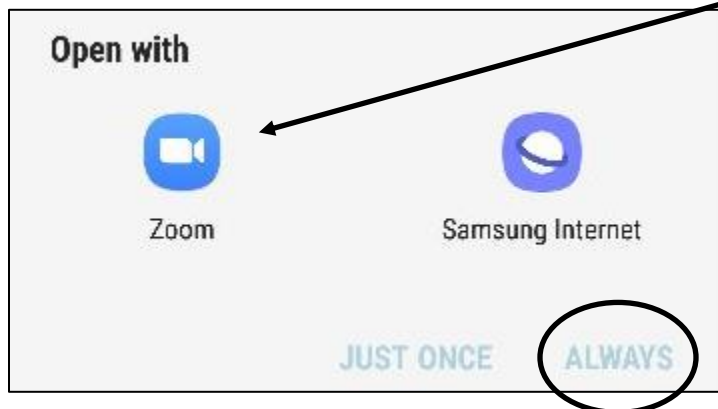
Meeting invite

Norman Reiss
NReiss@dorotusa.org

To You techcoaching@dorotusa.org
Wednesday, February 5, 4:01 PM

Connect Through Tech is inviting you to a scheduled Zoom meeting.

Topic: Test Meeting 3
Time: Feb 5, 2020 03:30 PM Eastern Time (US and Canada)

Join Zoom Meeting
https://zoom.us/j/966483872

Meeting ID: 966 483 872

↩ Reply

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Joining a Zoom Call on Phone
by Link (continued)

Step 2. If you are prompted to select a program to open, **click** (tap) on Zoom and then on *Always*. If Zoom is not yet installed, see DOROT's Guide on *Select, Download and Install Apps*.
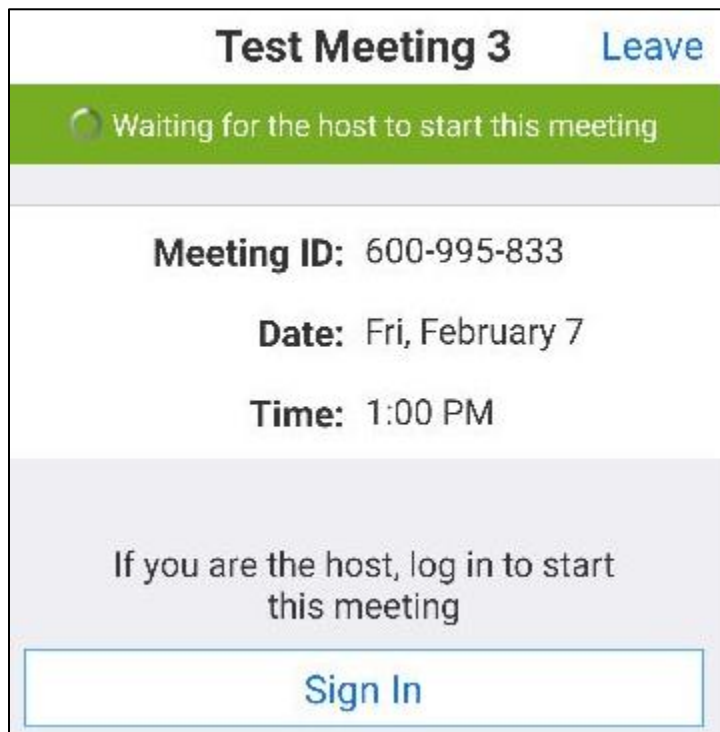
Open with

Zoom   Samsung Internet

JUST ONCE   ALWAYS

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Joining a Zoom Call on Phone
by Link (continued)

Step 3. If you've started the Zoom call before the host has, you will need to wait for host to join the videocall before the call can begin. There is no need to disconnect. The call will begin automatically from here once the host connects.
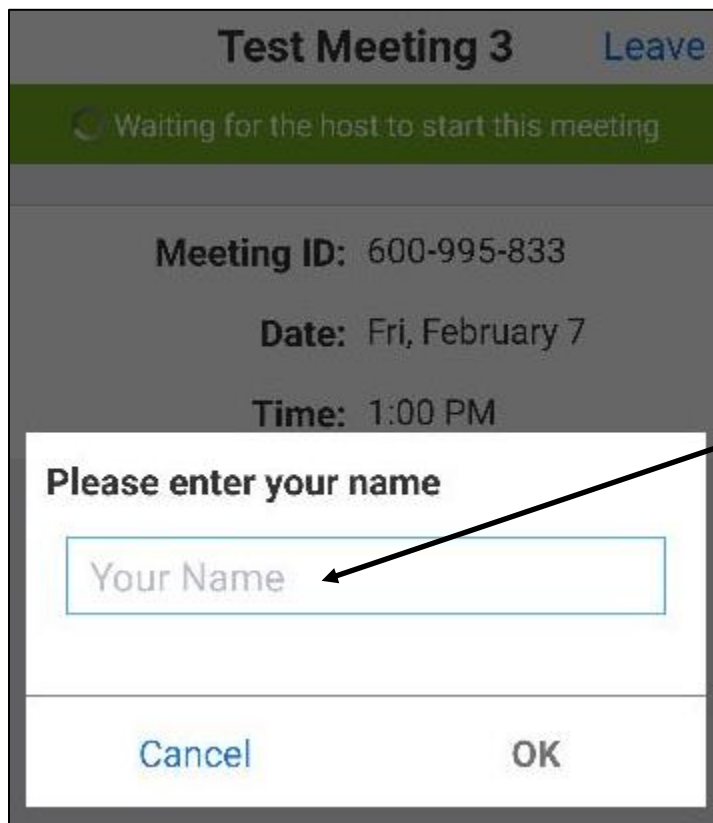
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Joining a Zoom Call on Phone
by Link (continued)

Step 4. The first time, you run Zoom, you will be prompted to enter your name, which will display during the Zoom call so others on the call know who you are. **Enter** (type) your name (full name is not required), then **click** (tap) *OK.*
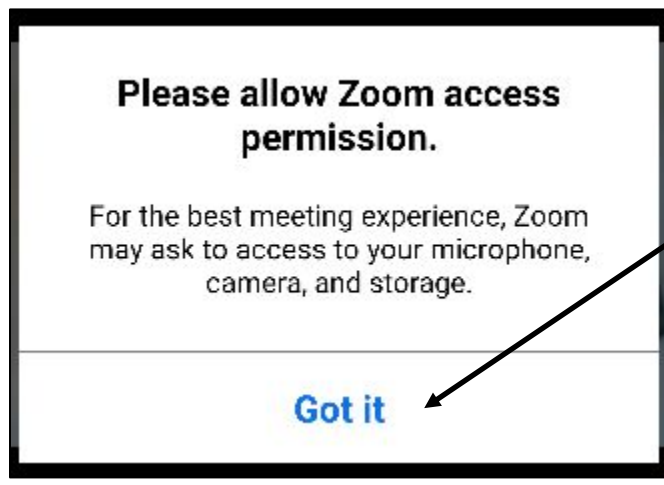
Test Meeting 3   Leave

Waiting for the host to start this meeting

Meeting ID: 600-995-833

Date: Fri, February 7

Time: 1:00 PM

Please enter your name

Your Name

Cancel   OK

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Joining a Zoom Call on Phone
by Link (continued)

Step 5. The first time you use Zoom, you will need to allow Zoom the option to use your microphone, camera, and storage. **Click** (tap) *Got It.*

Once you grant permission, you will always control at the start of each call whether or not to mute your voice and use your camera during that specific call.
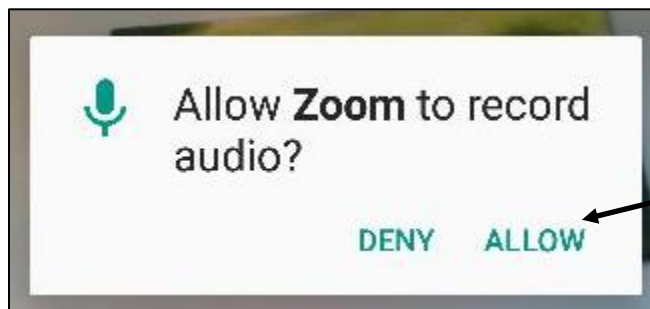
Please allow Zoom access permission.

For the best meeting experience, Zoom may ask to access to your microphone, camera, and storage.

Got it

Joining a Zoom Call on Phone
by Link (continued)

Step 6. The first time you use *Zoom*, you will need to allow *Zoom* to record audio. You will need to **click** (tap) *Allow* because without allowing it, you will not be able to speak during the Zoom call. This does not mean you will be recorded, only that you could be.
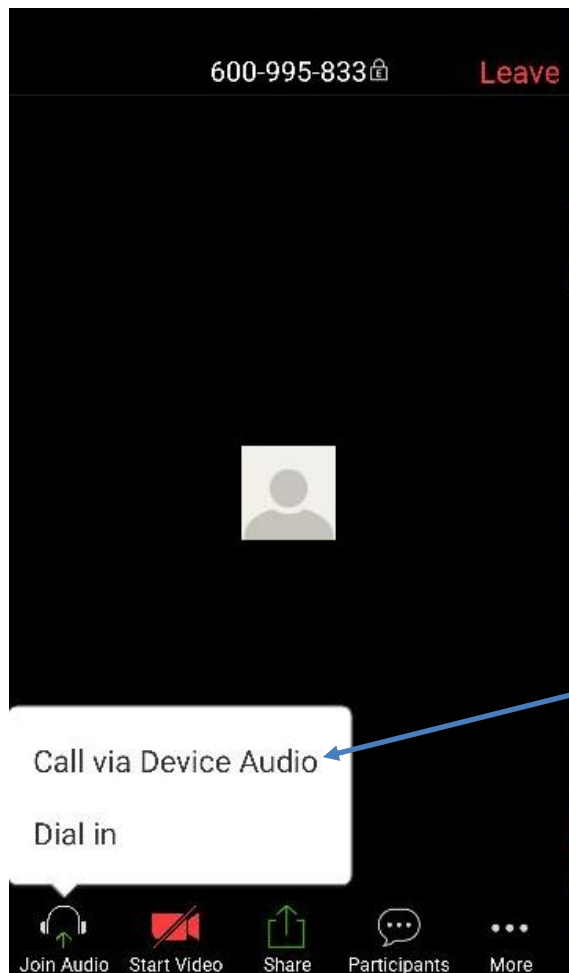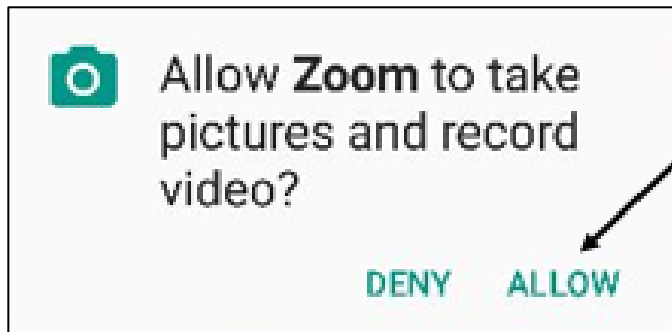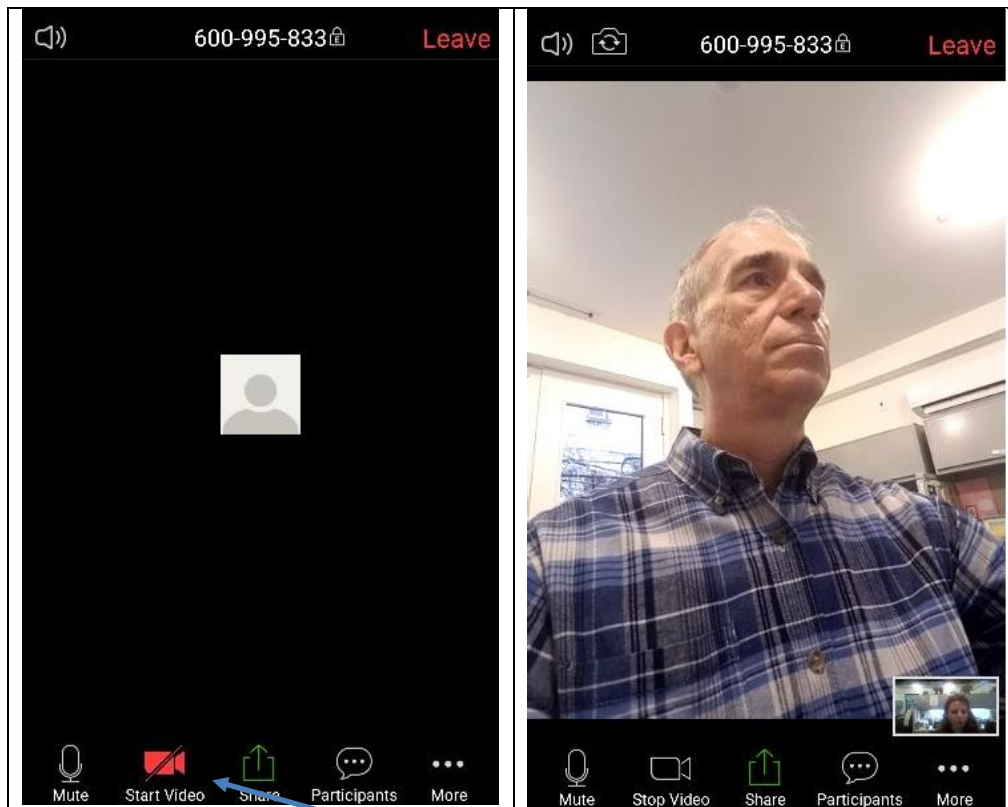
Joining a Zoom Call on Phone
by Link (continued)

Step 7. You are now connected to your Zoom call. So that others can hear you, **click** (tap) *Call via Device Audio.* This option means you will not be using any of the minutes on your phone plan and the connection is automatic.

Joining a Zoom Call on Phone
by Link (continued)

Step 8. The first time you use *Zoom*, you will need to allow *Zoom* to take pictures and record video. You will need to **click** (tap) *Allow* because without allowing it, you will not be able to be seen during the Zoom call. This does not mean you will be recorded, only that you could be.

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Joining a Zoom Call on Phone
by Link (continued)

Step 9. If there are more than two people on the call, you will likely only be able to see the person currently talking in the center of your screen. Remember that using a computer or tablet will let you see everyone. Enjoy your Zoom call. If needed, **click** (tap) anywhere on screen to display icons on bottom of screen. To display your image to others, **click** (tap) *Start Video*. See page 46 to be able to control audio, video and chat features.

Joining a Zoom Call on Phone
by Meeting ID

Step 1. **Open** (start) *Zoom*. If Zoom is not yet installed, see DOROT's Guide on *Select, Download and Install Apps*.
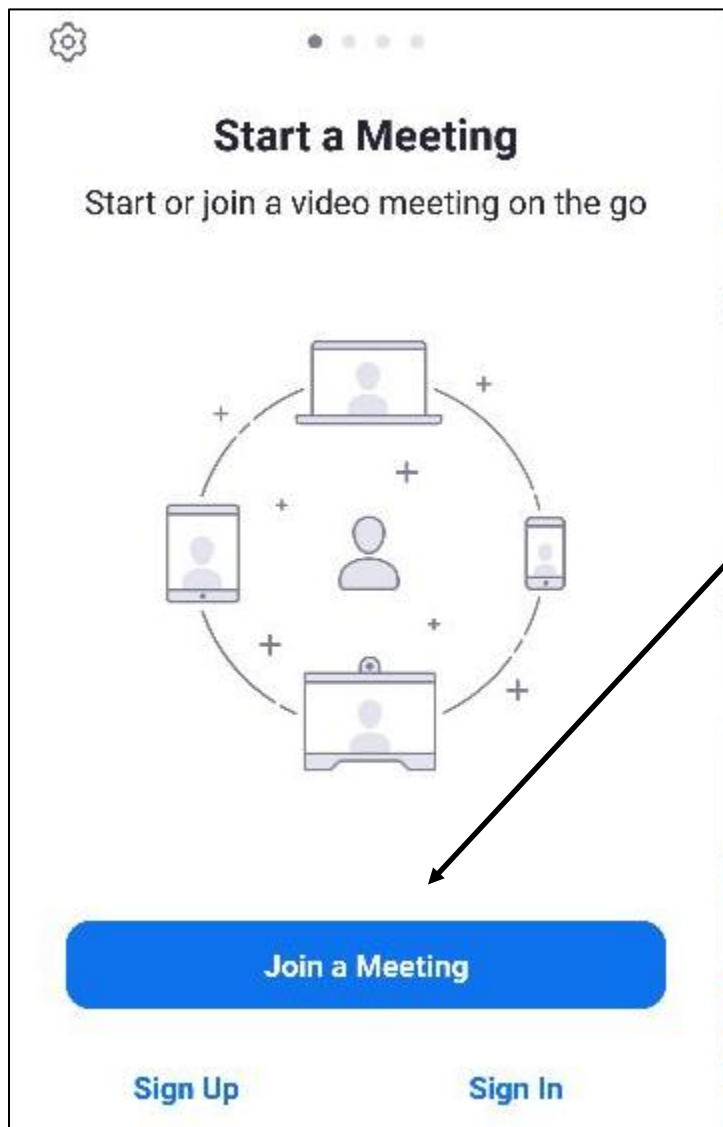

NOTE: This **icon** (picture) may be in a different location on your screen. If the **icon** (picture) is the same, it doesn't matter where it appears.

Joining a Zoom Call on Phone
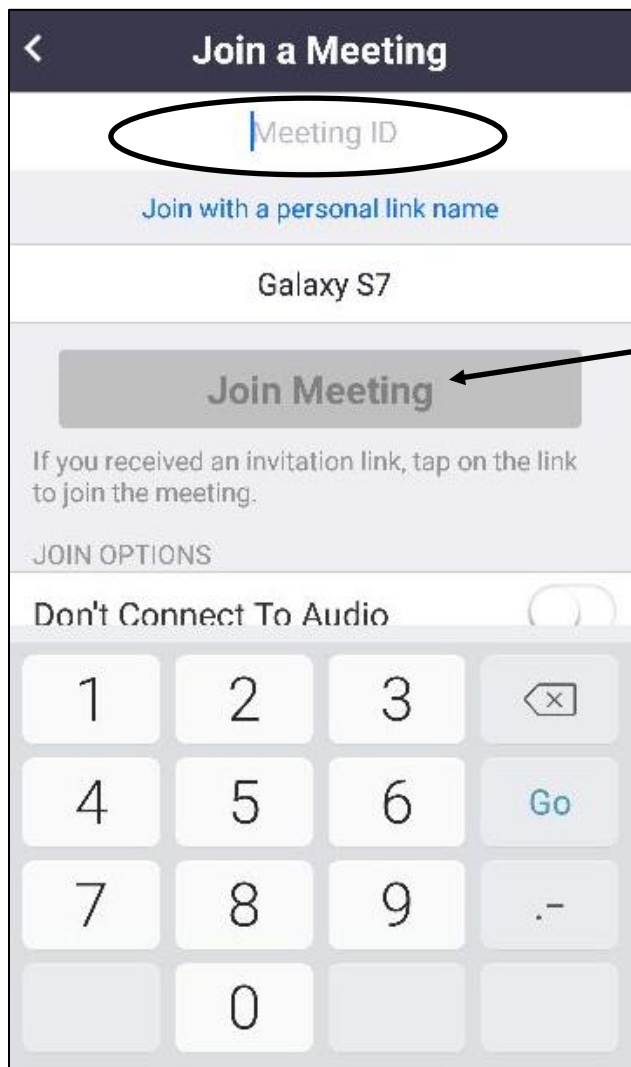**by Meeting ID (continued)**

Step 2. **Click** (tap) *Join a Meeting.*

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Joining a Zoom Call on Phone
by Meeting ID (continued)

Step 3. Enter 9-digit Meeting ID that you were provided. You may have received this ID by text, email or verbally depending on who scheduled the Zoom call. Then **click** (tap) *Join Meeting*.
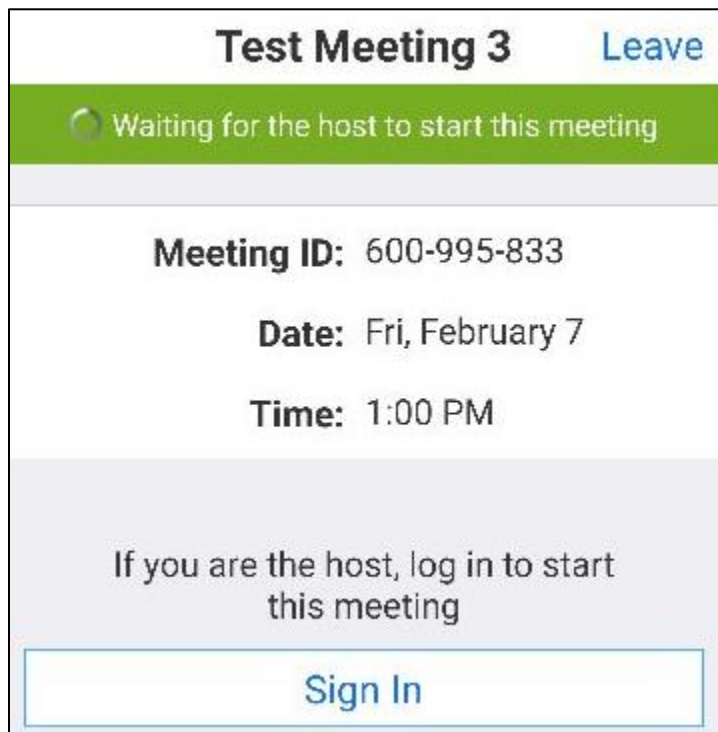
Joining a Zoom Call on Phone
by Meeting ID (continued)

Step 4. If you've started the Zoom call before the host has, you will need to wait for host to join the videocall before the call can begin. There is no need to disconnect. The call will begin automatically from here once the host connects.
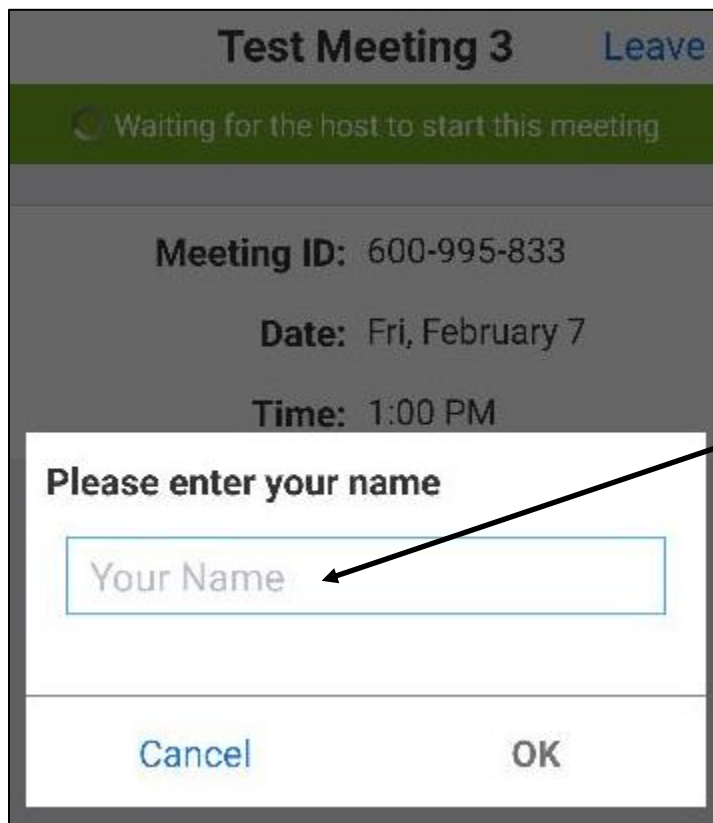
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Joining a Zoom Call on Phone
by Meeting ID (continued)

Step 5. The first time, you run Zoom, you will be prompted to enter your name, which will display during the Zoom call so others on the call know who you are. **Enter** (type) your name (full name is not required), then **click** (tap) *OK.*
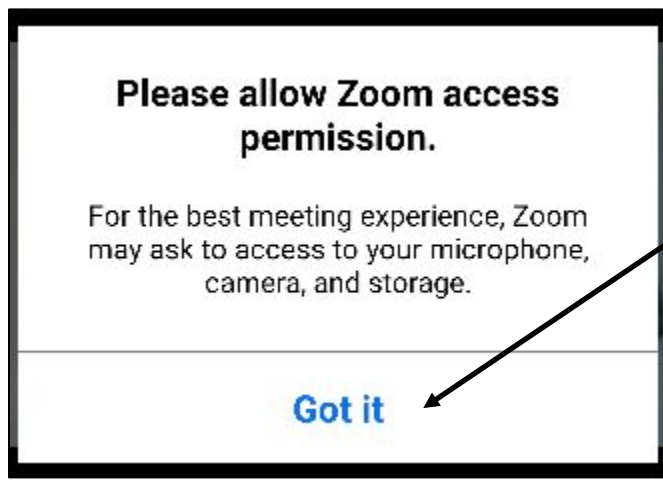
Joining a Zoom Call on Phone
by Meeting ID (continued)

Step 6. The first time you use *Zoom*, you will need to allow *Zoom* the option to use your microphone, camera, and storage. **Click** (tap) *Got It.*

Once you grant permission, you will always control at the start of each call whether or not to mute your voice and use your camera during that specific call.

Please allow Zoom access permission.

For the best meeting experience, Zoom may ask to access to your microphone, camera, and storage.

Got it

Joining a Zoom Call by Phone
by Meeting ID (continued)

Step 7. The first time you use *Zoom*, you will need to allow *Zoom* to record audio. You will need to **click** (tap) *Allow* because without allowing it, you will not be able to speak during the Zoom call. This does not mean you will be recorded, only that you could be.
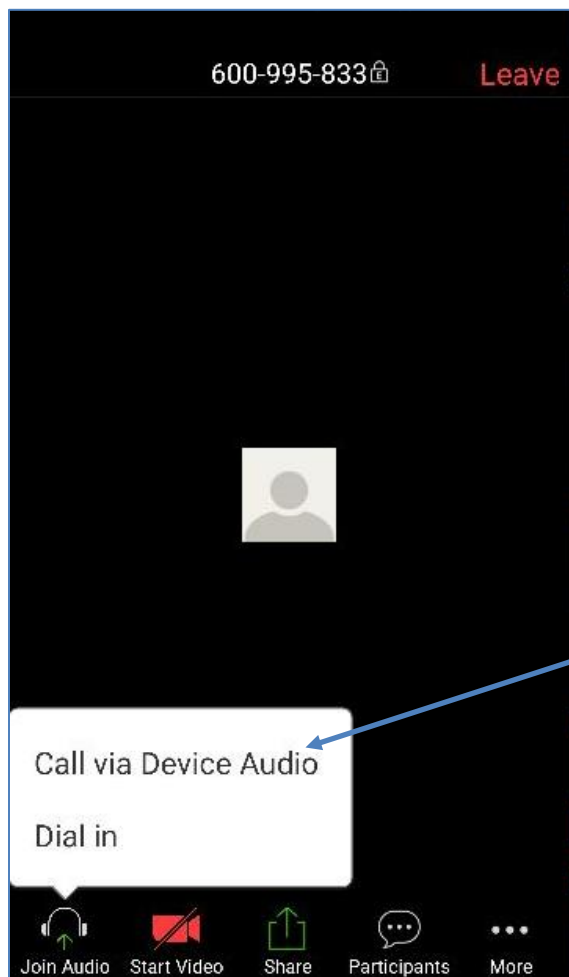
Joining a Zoom Call on Phone
by Meeting ID (continued)

Step 8. You are now connected to your Zoom call. So that others can hear you, **click** (tap) *Call via Device Audio.* This option means you will not be using any of the minutes on your phone plan and the connection is automatic.
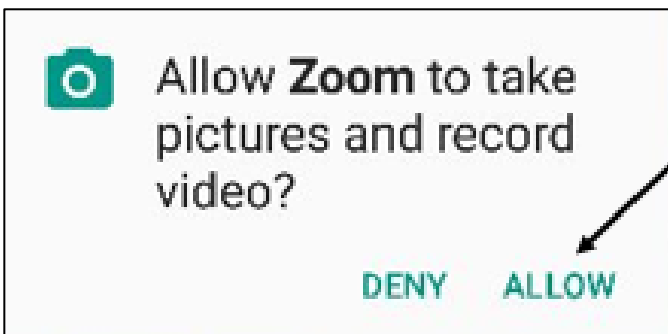
Joining a Zoom Call on Phone
by Meeting ID (continued)

Step 9. The first time you use *Zoom*, you will need to allow *Zoom* to take pictures and record video. You will need to **click** (tap) *Allow* because without allowing it, you will not be able be seen during the Zoom call. This does not mean you will be recorded, only that you could be.
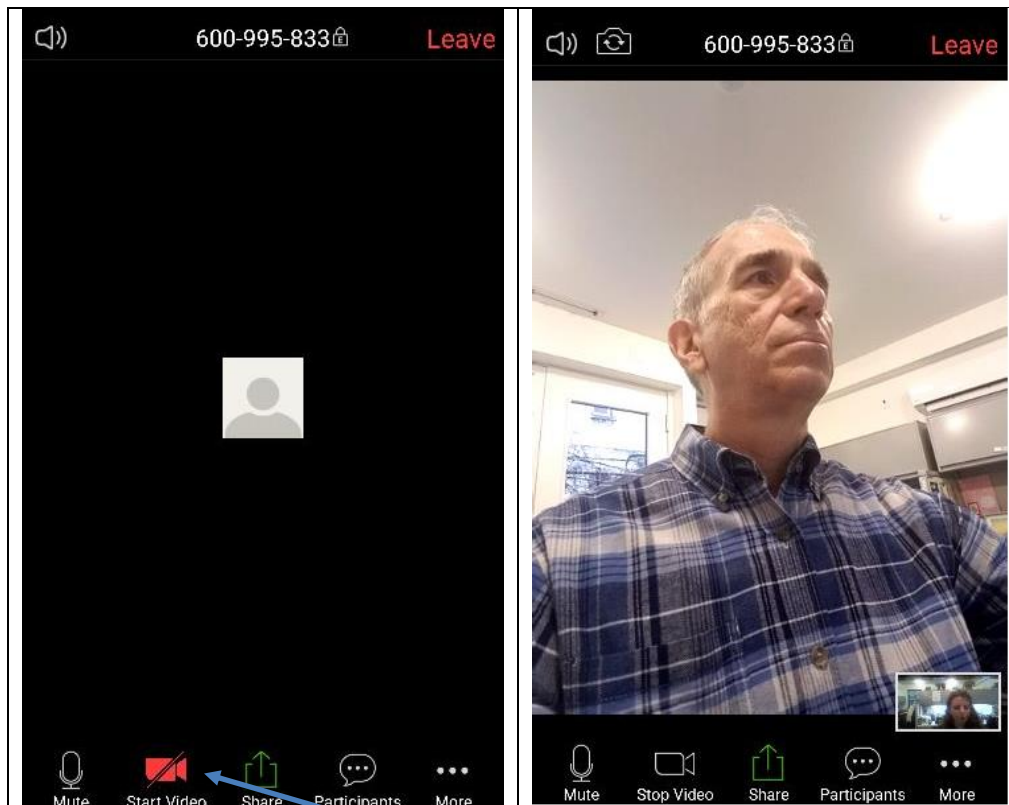
Joining a Zoom Call on Phone
by Meeting ID (continued)

Step 10. If there are more than two people on the call, you will likely only be able to see the person currently talking in the center of your screen. Remember that using a computer or tablet will let you see everyone. Enjoy your Zoom call. If needed, **click** (tap) anywhere on screen to display icons on bottom of screen. To display your image to others, **click** (tap) *Start Video*. See page 46 to be able to control audio, video and chat features.

Zoom Call Features on Phone

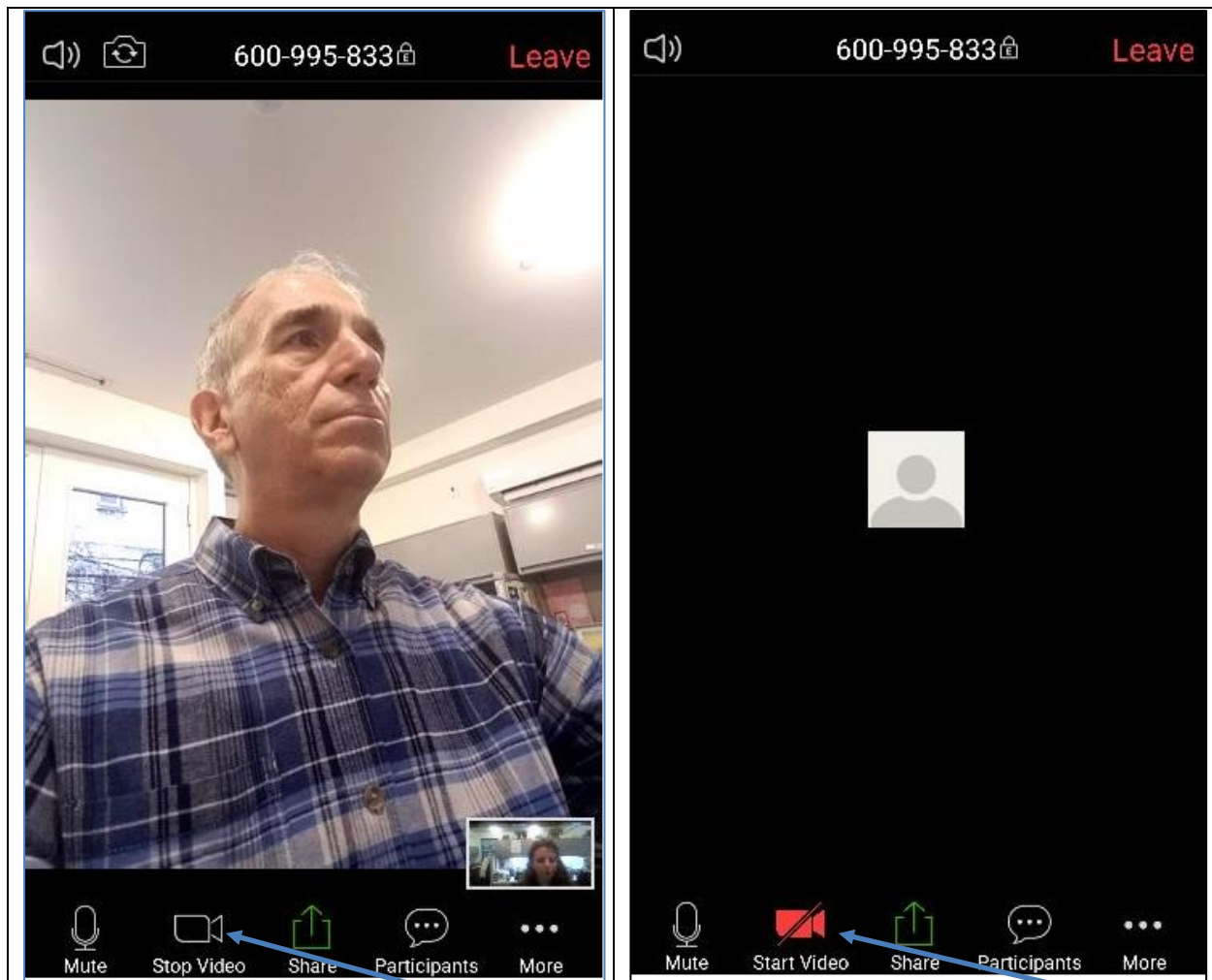Step 1. If bottom icons do not appear, **click** (tap) anywhere on screen to display them.

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Zoom Call Features on Phone - Video

Step 2. At any time, you can stop showing your image to other participants by **clicking** (tapping) on *Stop Video.* The camera **icon** (picture) will turn red. **Click** (tap) *Start Video* to resume displaying your image. The camera **icon** (picture) will return to its original appearance.
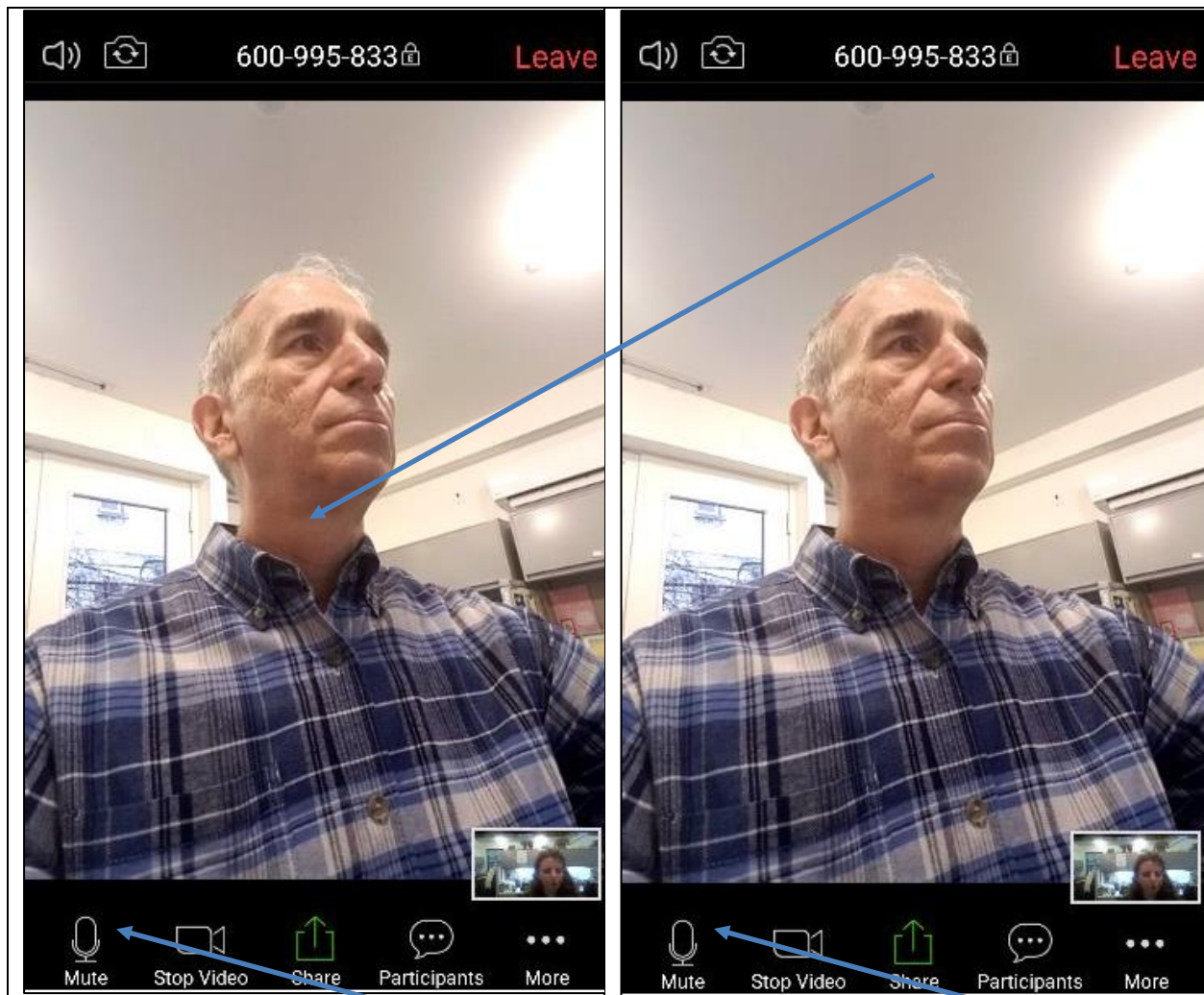
Zoom Call Features on Phone - Audio

Step 3. At any time, you can mute your microphone by **clicking** (tapping) on *Mute. The microphone icon (picture) will turn red.* **Click** (tap) *Unmute* to turn the microphone back on and resume speaking. The **icon** (picture) will return to its original appearance.
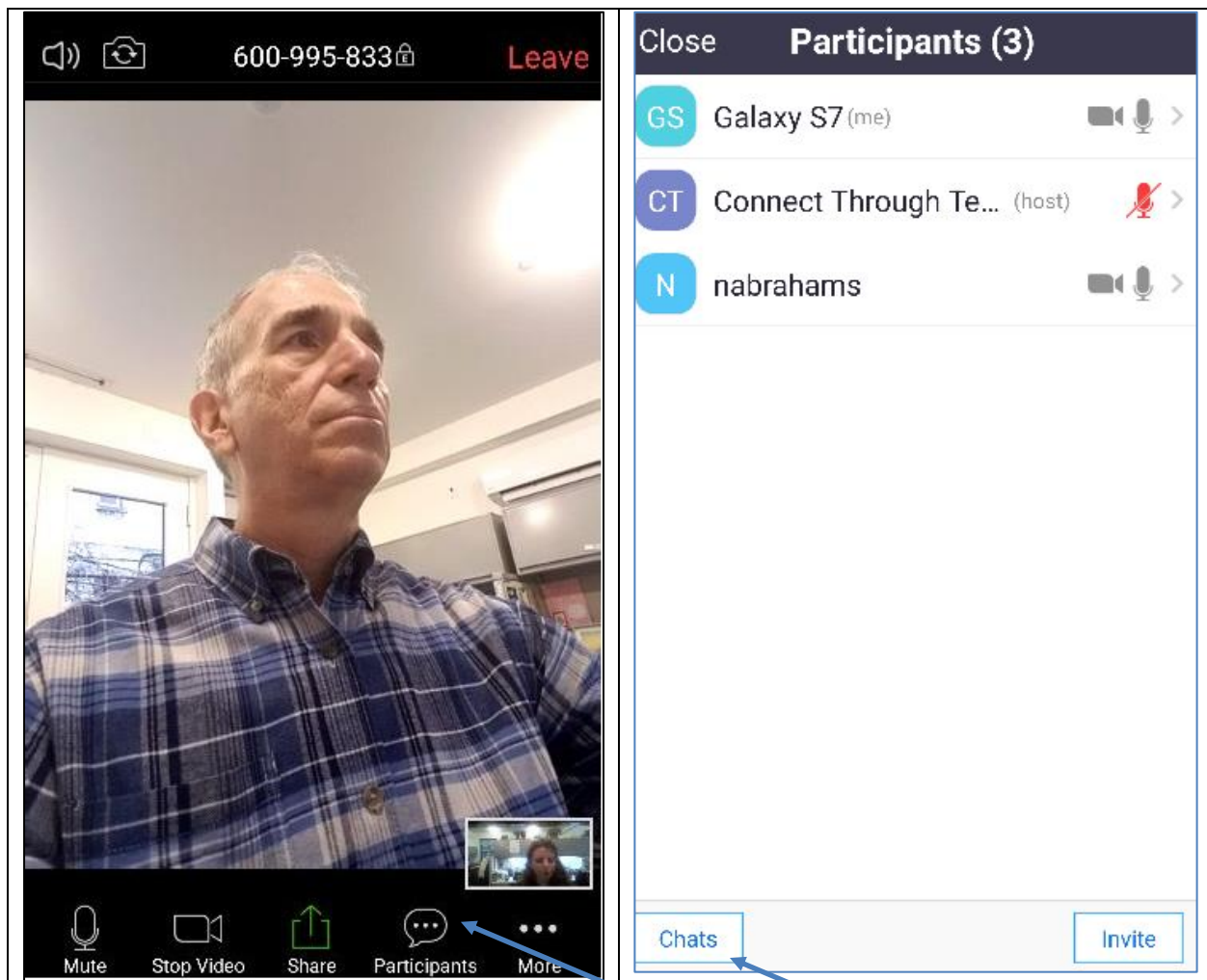
Zoom Call Features on Phone - Chat

Step 4. The chat feature is like texting during the Zoom call. You can type messages to the group if you prefer not to speak. **Click** (tap) on P*articipants* on bottom of screen, then **click** (tap) *Chats*.
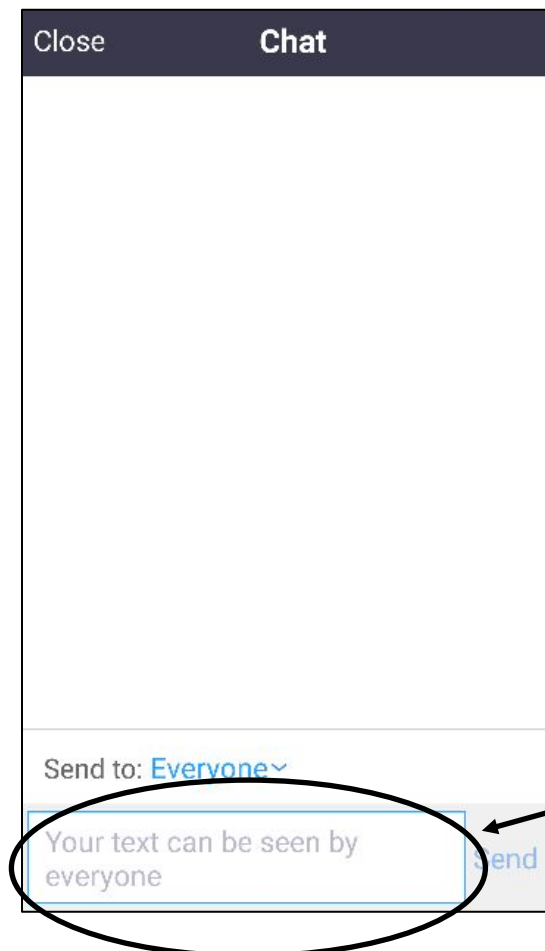
Zoom Call Features on Phone - Chat (continued)

Step 5. While you cannot see anyone while on the chat, you will continue to hear them. **Enter** (type) in chat window, then click (tap) *Send*. You can type messages to the group if you prefer not to speak. By default, chat messages will be sent to all call participants, although you can choose to send to individual participants by **clicking** (tapping) on *Everyone*, then selecting desired recipients*.*
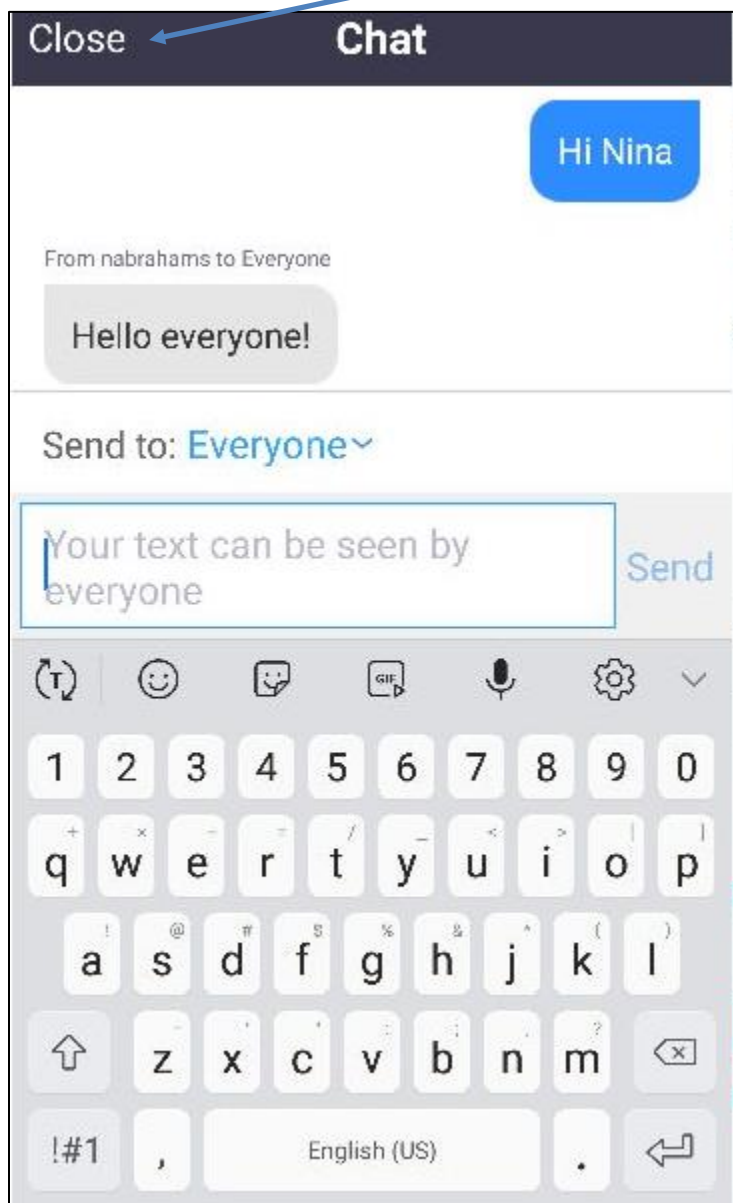
Zoom Call Features on Phone – Chat (continued)

Step 6. After finishing chat, **click** (tap) *Close* to return to main Zoom window and return to the screen with people's pictures displayed.
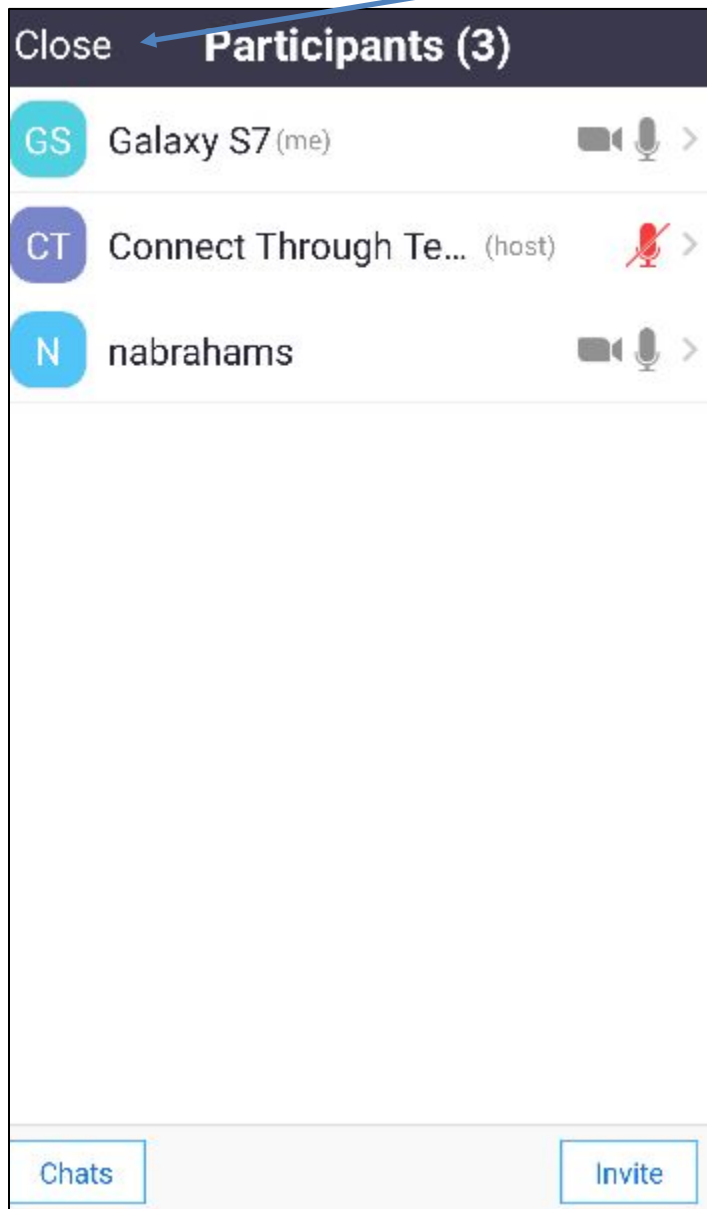
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Zoom Call Features on Phone – Chat (continued)

Step 7. **Click** (tap) *Close* to return to Zoom call.

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Zoom Call Features on Phone – End Call

Step 8. **Click** (tap) *Leave* to end Zoom Call.

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DOROT hopes that you have found this guide useful and that it has made technology easily more accessible.

We would love to hear from you. Please share your comments through technologyhelp@dorotusa.org.