



Connect Through Tech

Tech Coaching Quick Start Guide

Using ZOOM to Communicate
with Family, Friends and Others

Zoom (iPhone) IOS 12

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v 1.0



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Table of Contents

Benefits	3
Prerequisites	4
Introduction	5
Joining a Zoom Call on iPhone	
By Link	6
By Meeting ID	15
Zoom Call Features on iPhone	24
Video	25
Audio	26
Chat	27
End Call	31



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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 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 in order to be able to see everyone 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

- iPhone smartphone with IOS 9 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

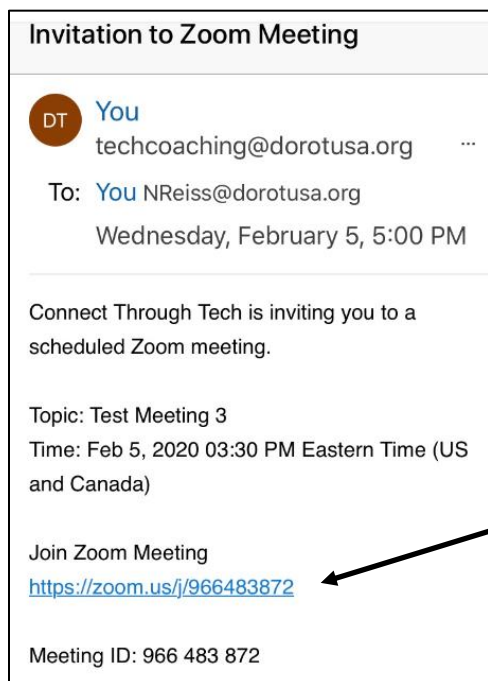
Since being released in 2011, Zoom has been used as a way for people to have conversations and to see each other at the same time. Because of the many features it offers, Zoom is popular with individual people but also businesses, nonprofits and other organizations to offer conferences, classes and other 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 iPhone 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 DOROT Tech Coaching, an email address which is used exclusively by DOROT's tech coaching program. When you **click** on the Zoom **link** in this email, it will bring you to the webpage for your specific Zoom call.

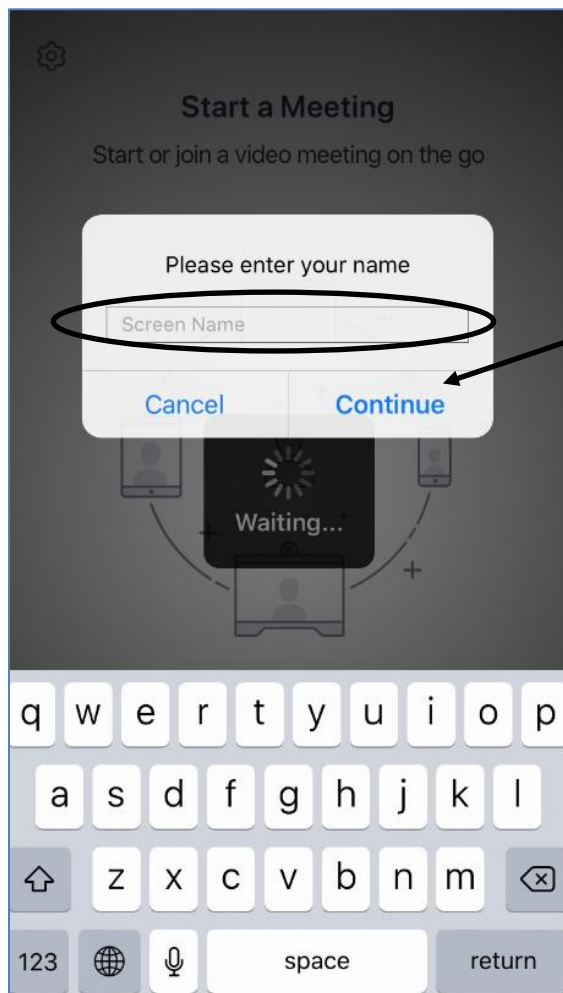




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Joining a Zoom Call on iPhone by Link (continued)

Step 2. 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) *Continue*.






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Joining a Zoom Call on iPhone 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.

Test Meeting		Leave
	Waiting for the host to start this meeting	
Meeting ID	605-226-255	
Time	3:00 PM Eastern Standard Time	
Date	2020-01-24	
IF YOU ARE THE HOST, SIGN IN TO START THIS MEETING		
Sign In		

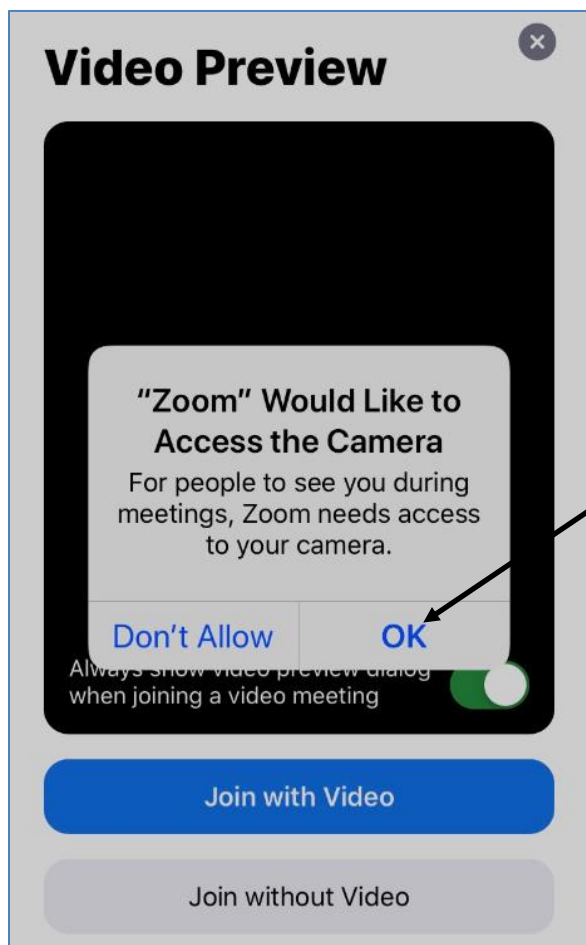


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Joining a Zoom Call on iPhone by Link (continued)

Step 4. The first time you use *Zoom*, you will need to allow *Zoom* the option to use your camera. **Click** (tap) OK.

Once you grant permission, you will always control at the start of each call whether or not others can see you during that specific call.





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Joining a Zoom Call on iPhone by Link (continued)

Step 5. The *Video Preview* will show you how you will appear to other participants if you choose video for that call. **Click** (tap) *Join with Video* (which will use your camera so you are seen) or *Join without Video* (which will keep you from being seen).





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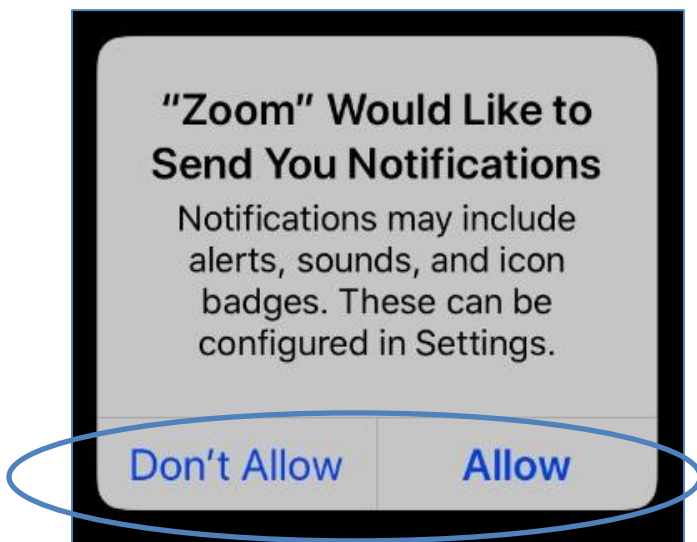
Joining a Zoom Call on iPhone by Link (continued)

Step 6. The first time you use *Zoom*, you will need to allow *Zoom* to send you notifications. Notifications let you know you have received calls, texts or status alerts.

Notifications include:

- alerts/banners – visual messages
- sounds – audible alerts
- icon badges – image or numbers that are added to the app icon on your phone screen

To receive notifications, **click** (tap) *Allow* (recommended). If you prefer to check the *Zoom* app manually for calls, texts, and status updates, **click** (tap) *Don't Allow*.





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Joining a Zoom Call on iPhone by Link (continued)

Step 7. The first time you use *Zoom*, you will need to allow *Zoom* to access your microphone so other participants can hear you. **Click** (tap) *OK*. You will still be able to use mute anytime you want on a specific call.

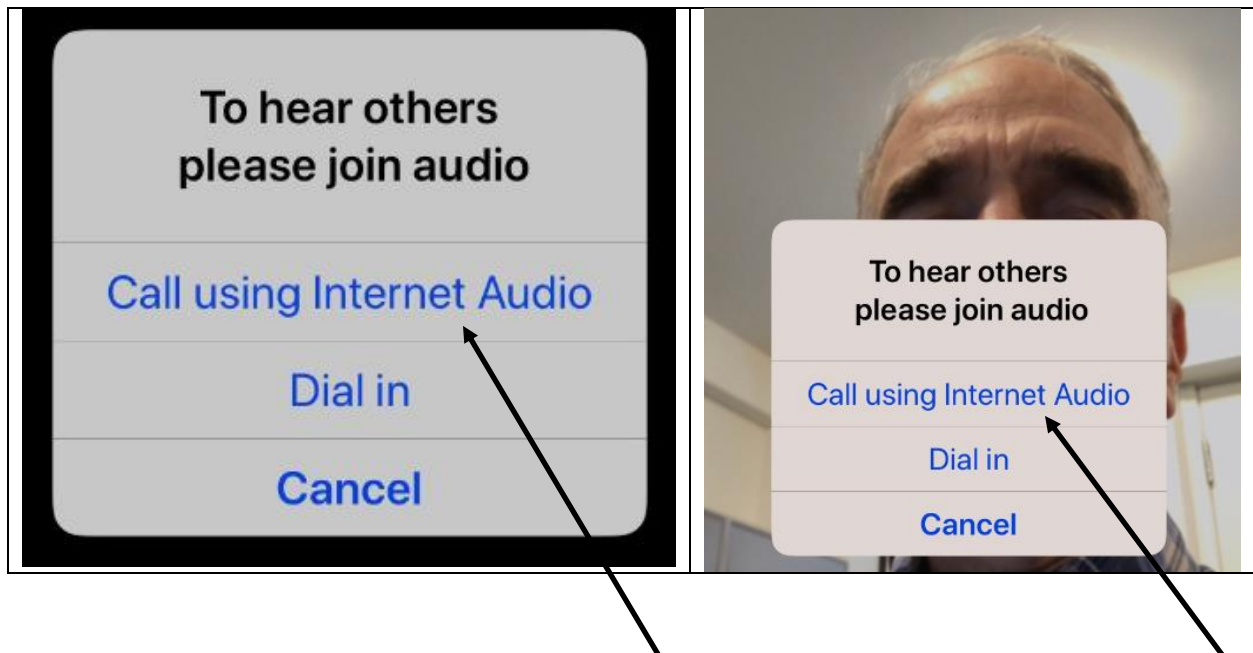




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Joining a Zoom Call on iPhone by Link (continued)

Step 8. You are now connected to your Zoom call. If you joined without video, the screen on the left will appear. You can see and hear others, but they can only hear you. If you joined with video, the screen on the right will appear. People can see and hear you and you can see and hear them. **Click** (tap) *Call using Internet Audio*. This can be a better-quality sounding connection and will not use any minutes.

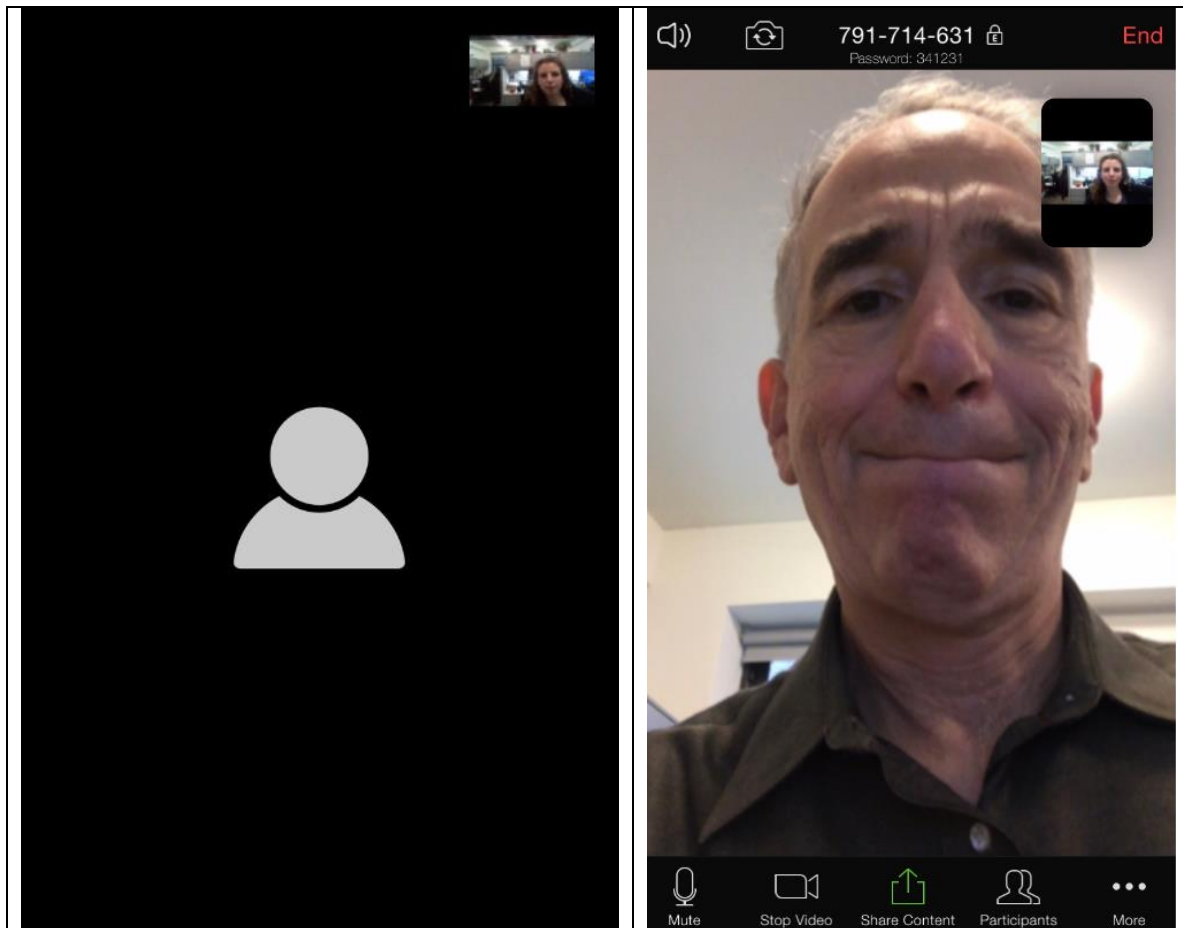




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Joining a Zoom Call on iPhone by Link (continued)

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 (without video on left, with video on right). See page 24 to control audio, video and chat features.

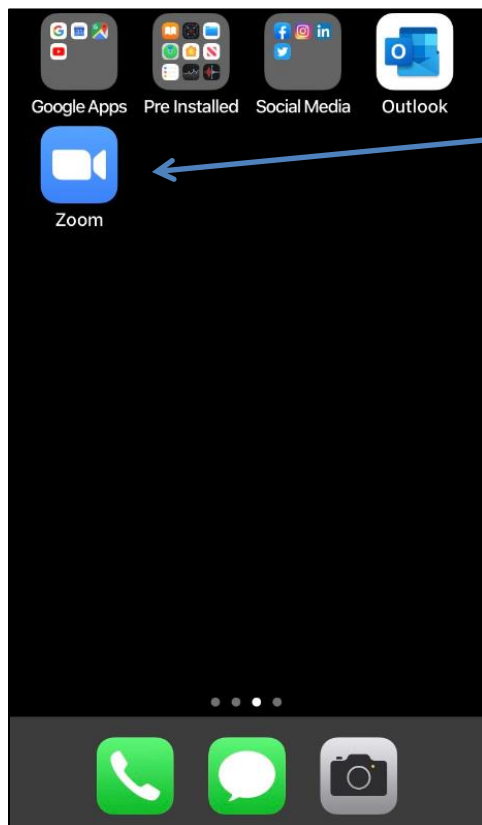




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Joining a Zoom Call on iPhone by Meeting ID

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



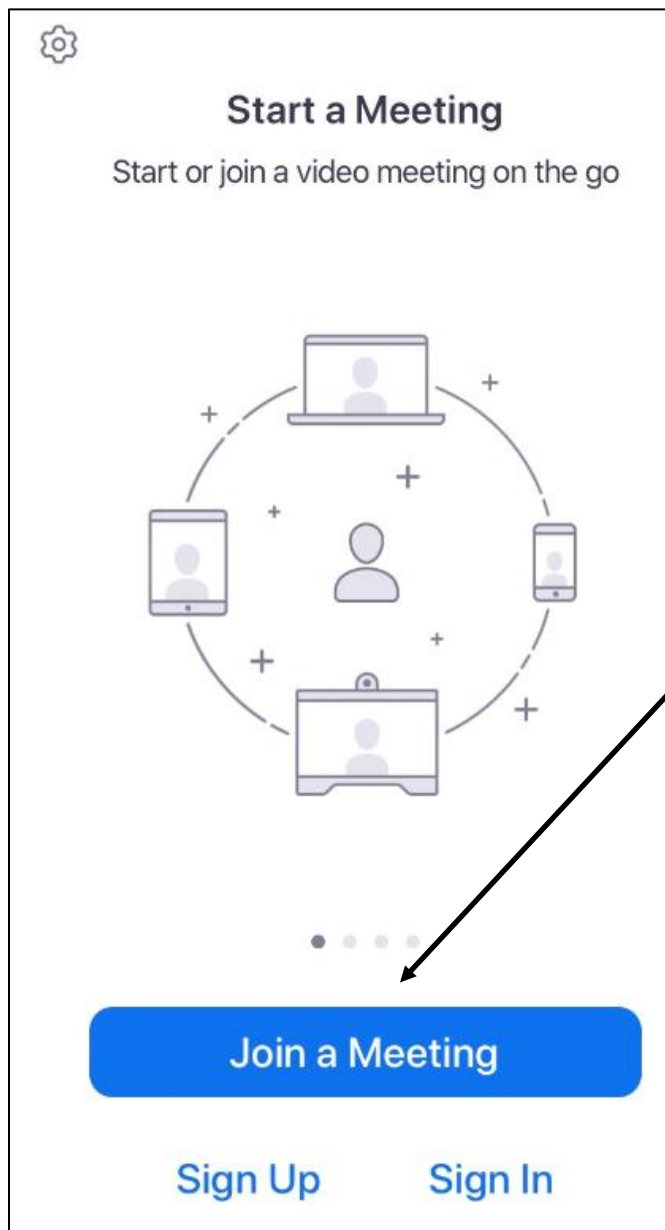
NOTE: This **icon** (picture) may be in a different location on your screen. If the **icon** (picture) is the same, it doesn't matter where it appears.



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

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

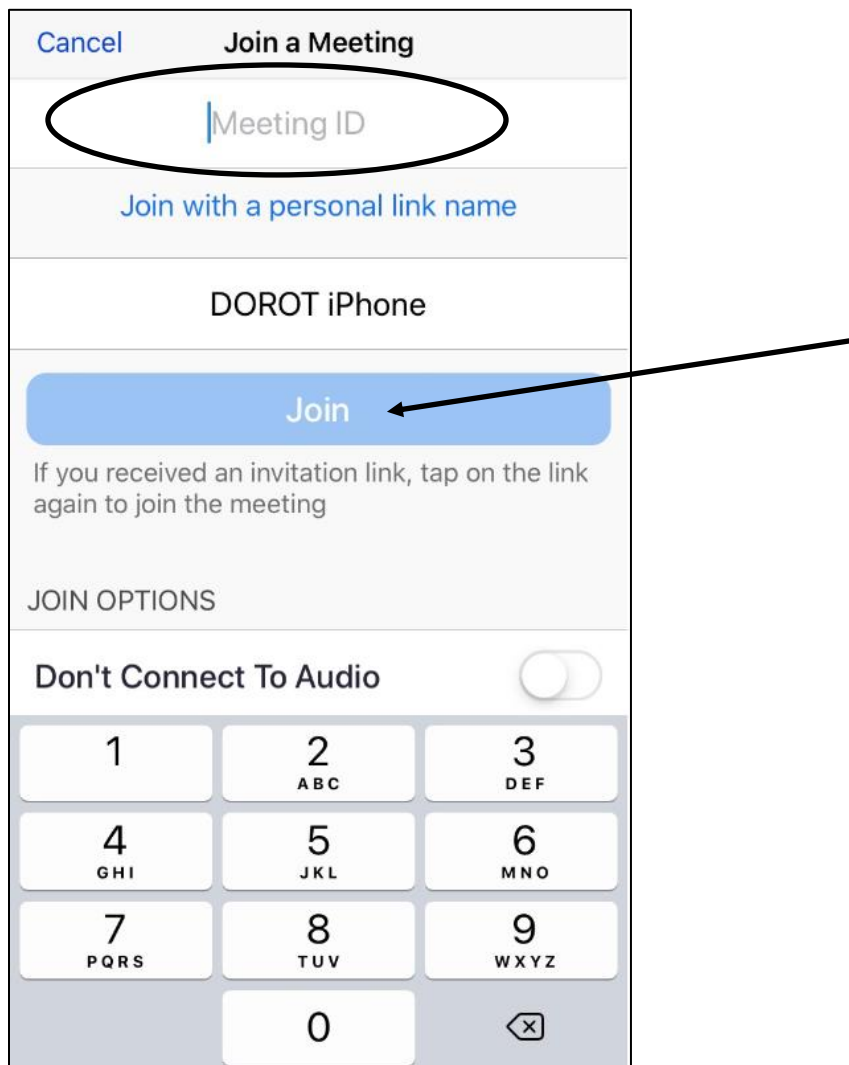




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Joining a Zoom Call on iPhone by Meeting ID (continued)

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*.



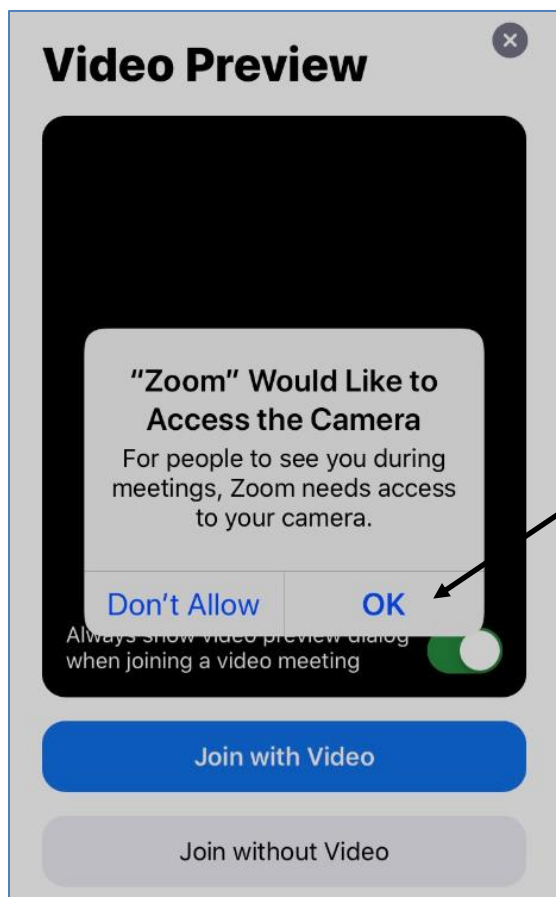


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Joining a Zoom Call on iPhone by Meeting ID (continued)

Step 4. The first time you use *Zoom*, you will need to allow *Zoom* the option to use your camera. **Click** (tap) OK.

Once you grant permission, you will always control at the start of each call whether or not others can see you during that specific call.

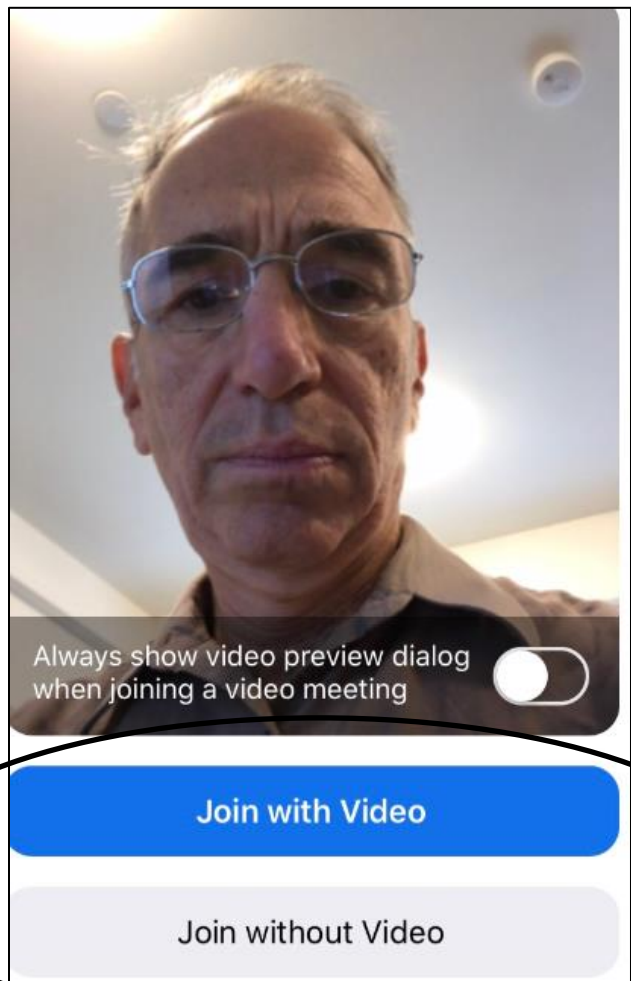




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Joining a Zoom Call by Phone by Meeting ID (continued)

Step 5. You can choose how to join the call: *Join with Video* (so others can see you) or *Join without Video* (so others can only hear you, but you can see them). **Click** (tap) on the option you prefer.





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

Step 6. The first time you use *Zoom*, you will need to allow *Zoom* to access your microphone so other participants can hear you. **Click** (tap) *Allow*. You will still be able to use mute anytime you want on a specific call.





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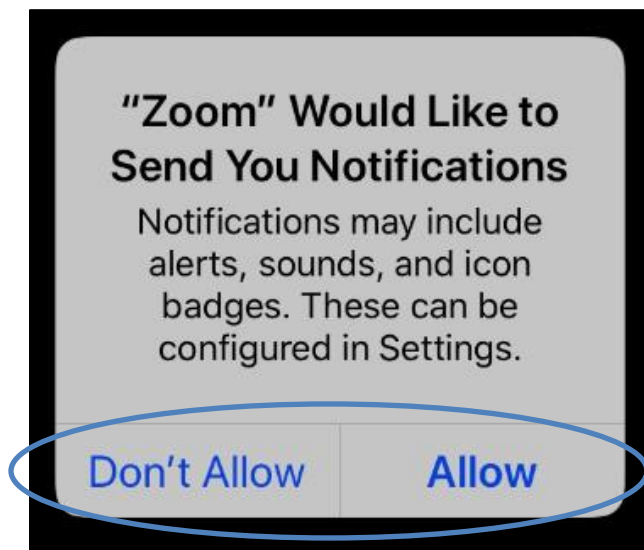
Joining a Zoom Call by Phone by Meeting ID (continued)

Step 7. The first time you use *Zoom*, you will need to allow *Zoom* to send you notifications. Notifications let you know you have received calls, texts or status alerts.

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To receive notifications, **click** (tap) *Allow* (recommended). If you prefer to check the Zoom app manually for calls, texts, and status updates, **click** (tap) *Don't Allow*.

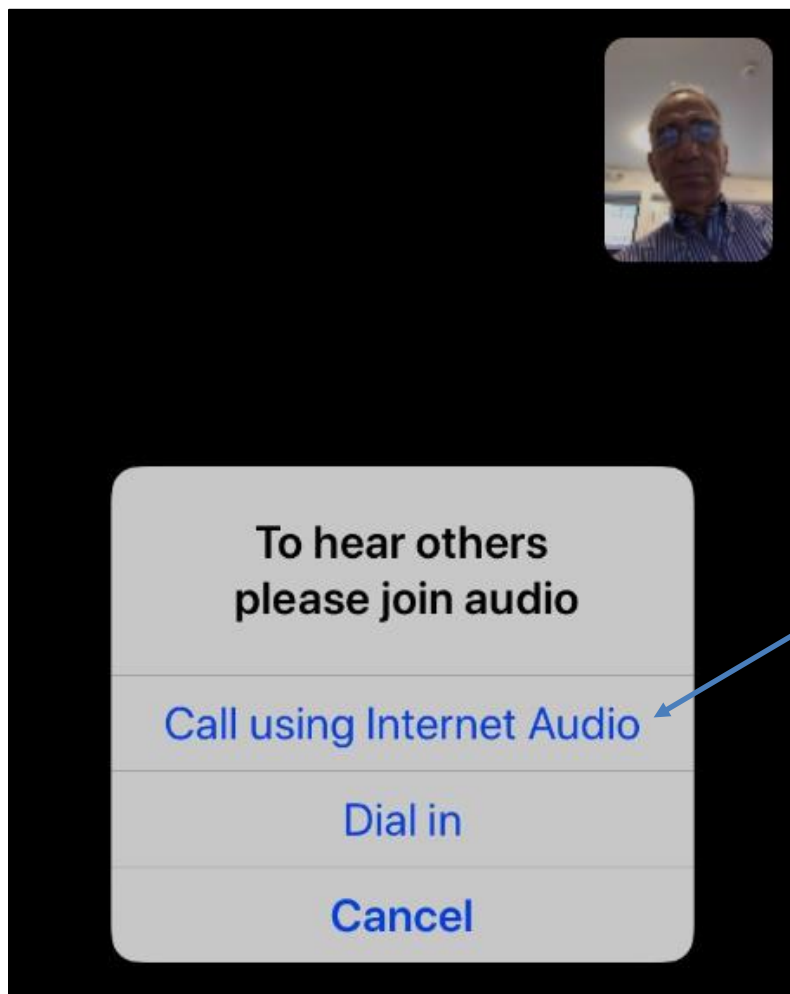




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Joining a Zoom Call on iPhone by Meeting ID (continued)

Step 8. Screen below will appear after host begins call. To be able to hear other call participants, **click** (tap) *Call using Internet Audio*. This can be a better-quality sounding connection and will not use any minutes.

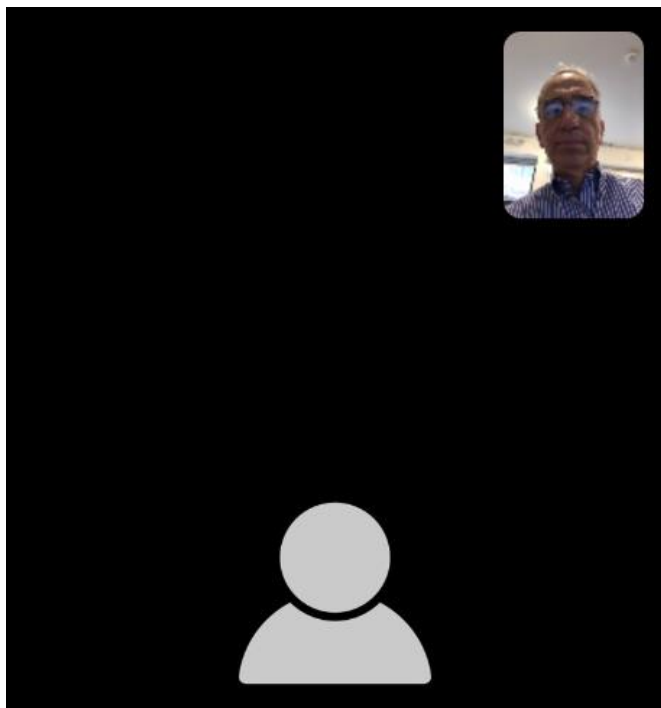




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Joining a Zoom Call on iPhone by Meeting ID (continued)

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 (without video on left, with video on right). See page 24 to be able to control audio, video and chat features.



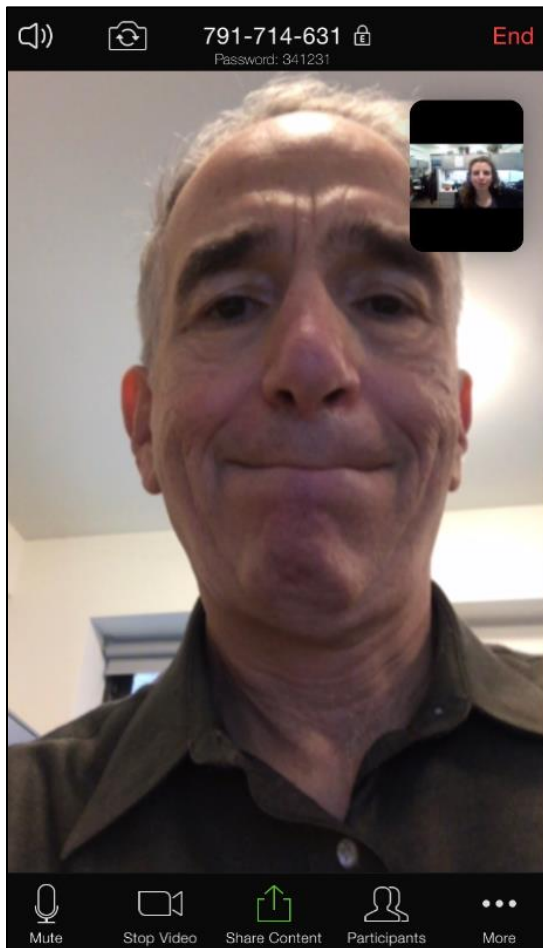
NOTE – If you chose to participate without video, your picture will not display.



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Zoom Call Features on iPhone

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

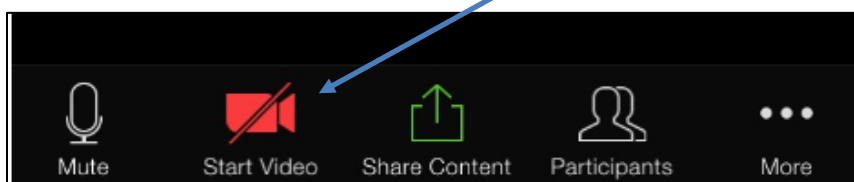
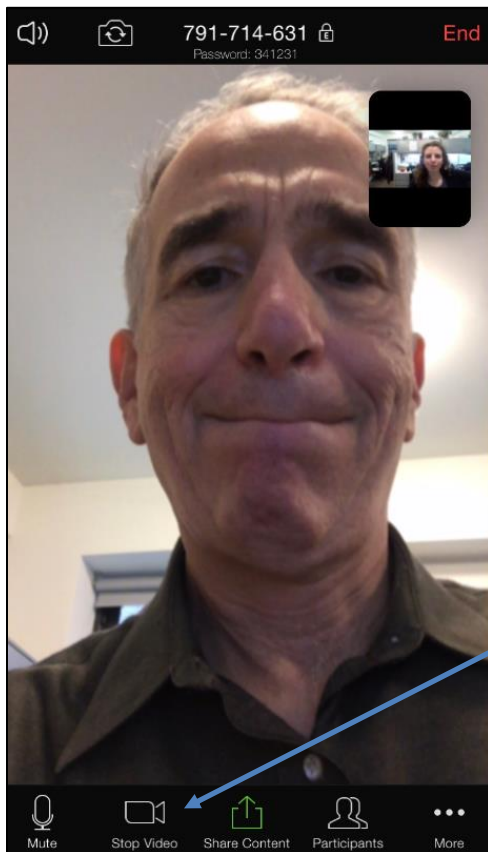




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Zoom Call Features on iPhone - Video

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 will return to a white outline.

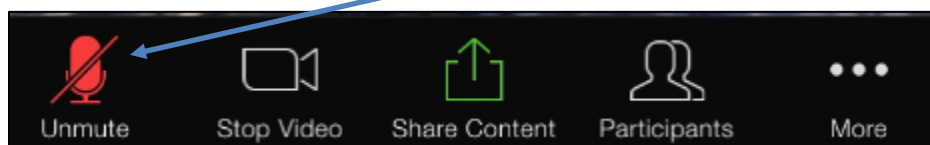
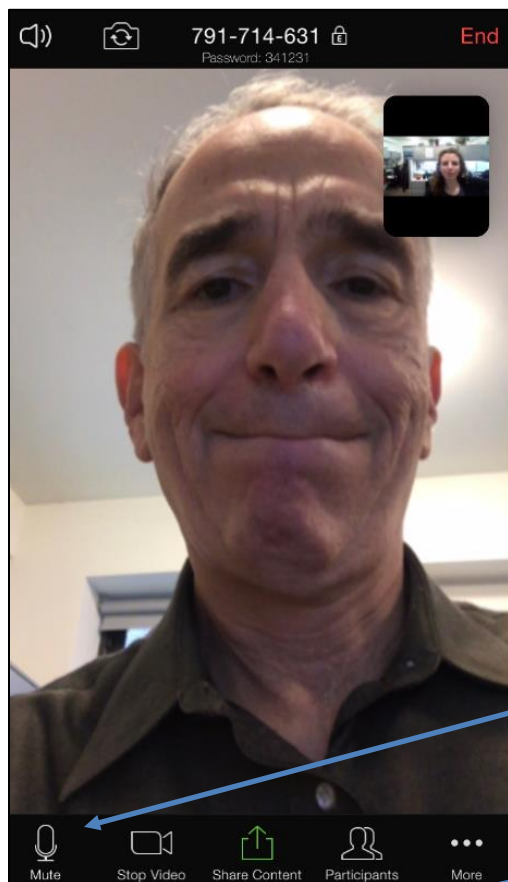




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Zoom Call Features on iPhone - Audio

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 will return to a white outline.

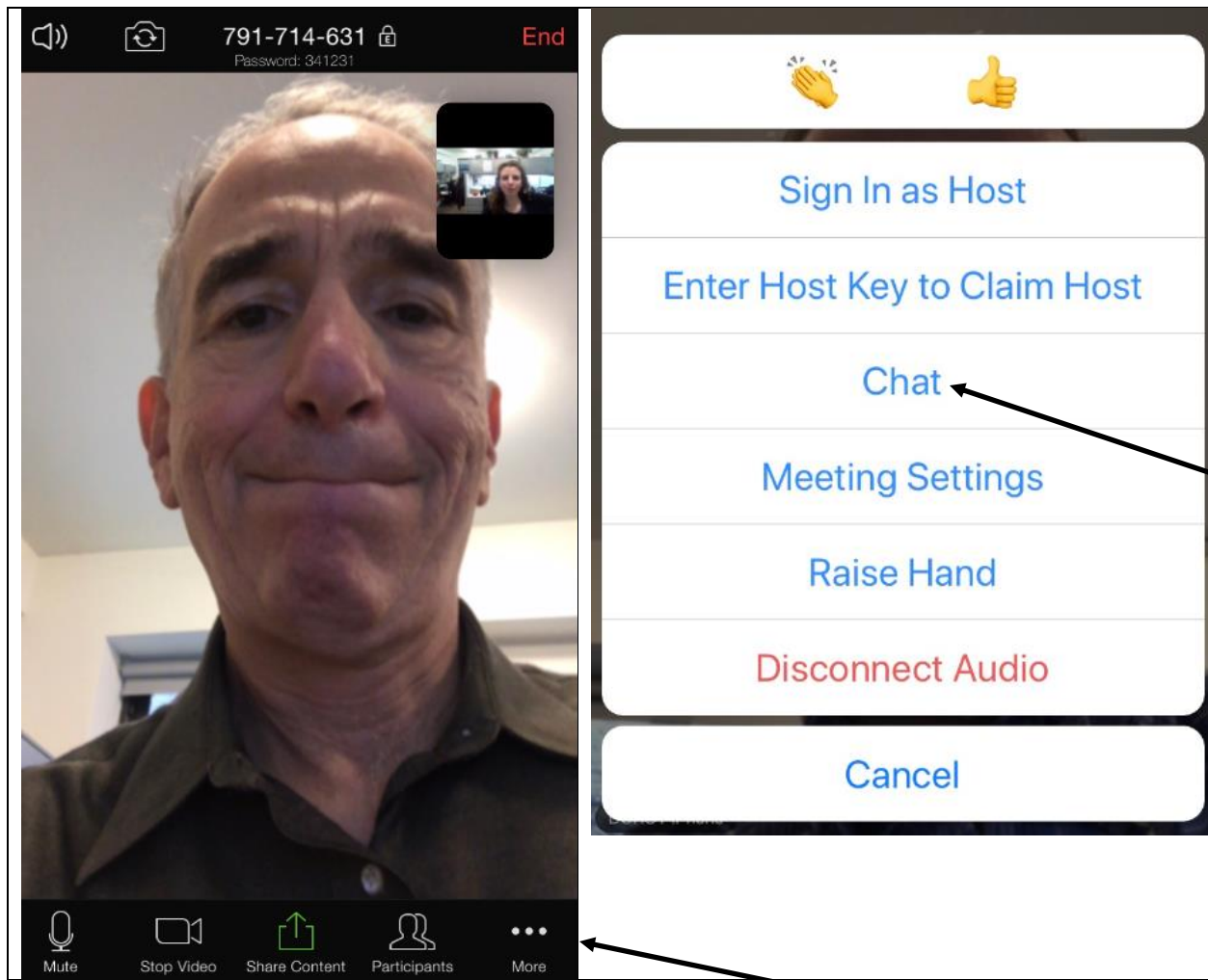




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Zoom Call Features on iPhone - Chat

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 More in bottom right corner to display option to chat with other participants, then **click** (tap) on *Chat*.

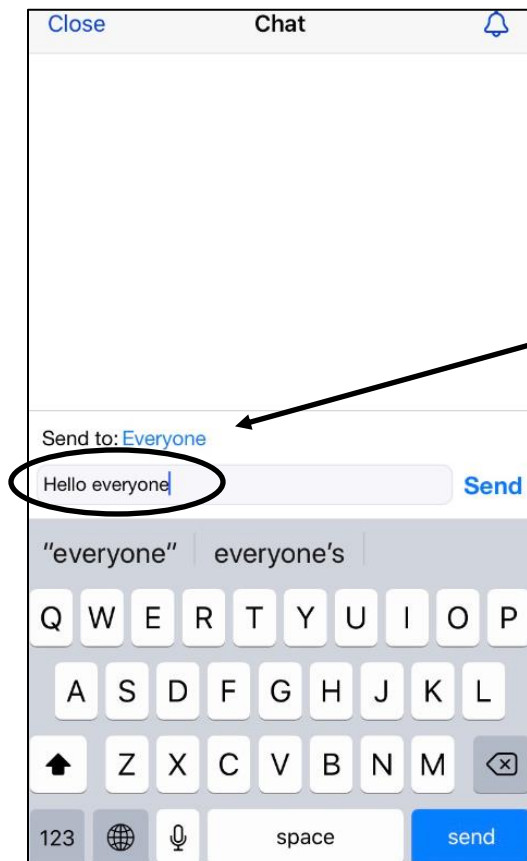




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Zoom Call Features on iPhone - Chat (continued)

Step 5. While you cannot see anyone while on the chat, you will continue to hear them. **Enter** (type) in chat window. 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.

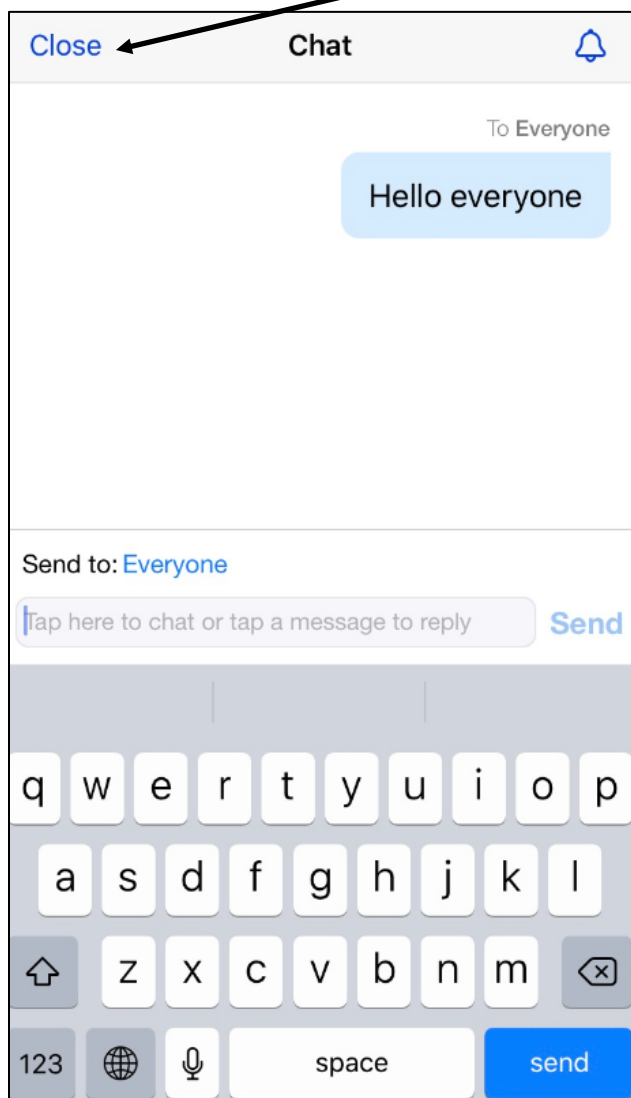




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Zoom Call Features on iPhone – Chat (continued)

Step 6. After finishing chat, **click** (tap) *Close* to return to main Zoom window and return to the screen with people's pictures displayed.

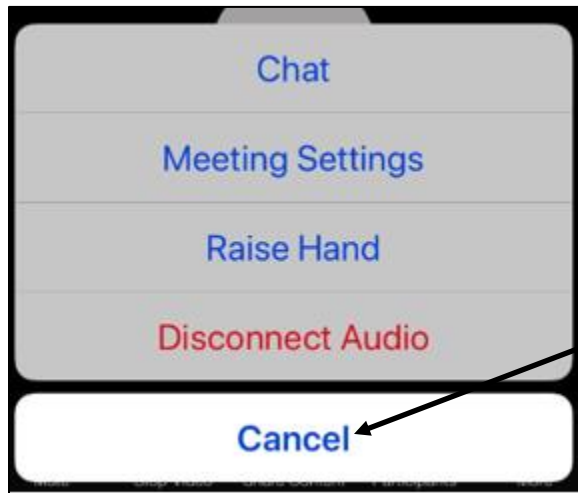




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Zoom Call Features on iPhone – Chat (continued)

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





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Zoom Call Features on iPhone – End Call

Step 8. **Click** (tap) *End* 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.