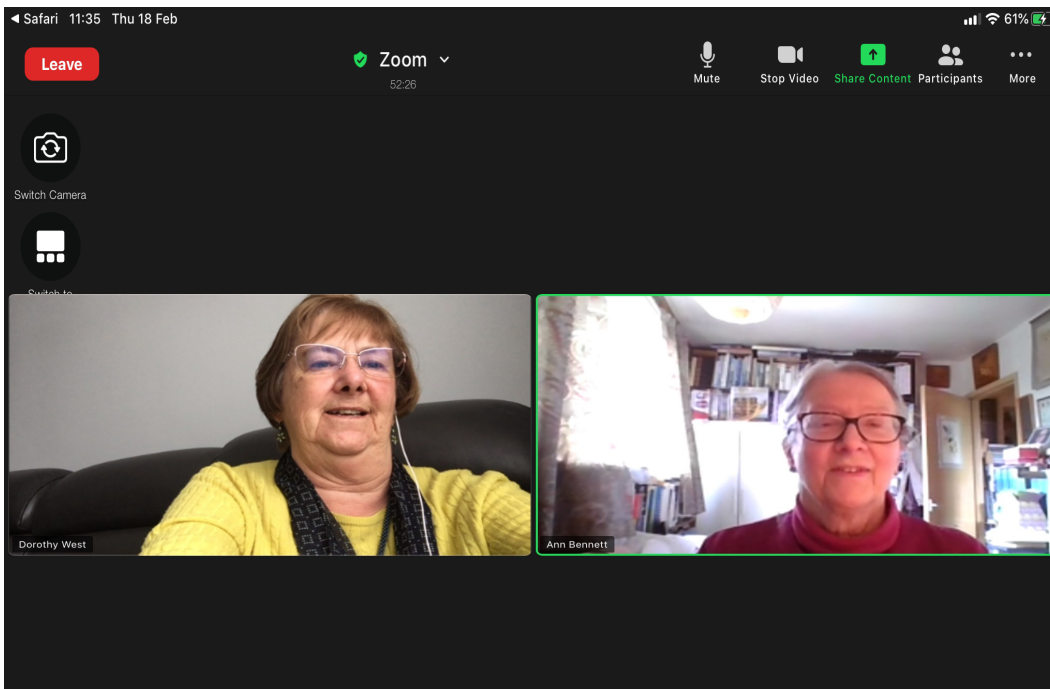


## USING AN I-PAD FOR ZOOM MEETINGS

Below you will see a typical Zoom meeting as seen on an I-pad. These instructions should help you to understand the controls you have on your screen. To see the icons you will need to touch your screen . They will appear along the top border and down the left hand side.

Android tablets and Smart-phones will have the same icons, but they may appear in different locations on the screen.



On entering the meeting the first thing you need to do is start your sound and video.

To Turn On Sound—Go to the Microphone icon at the top right of your screen. This icon will say “Unmute” underneath it and have a red line through it. Touch this icon and you should now be heard by the host and others in the meeting.

To Turn On Your Video—Go to the Camera icon at the top right of your screen. This icon will say “Start Video” underneath it and have a red line through it. Touch this icon and you should now be seen by the host and others in the meeting.

A green light will appear around the picture of whoever is speaking.

### The 3 Icons on the left hand side

**The top icon** is a red box with the word “Leave” in it. Use this if you need to leave the meeting before the host ends it.

**The 2nd icon** down will switch your camera from front facing to rear facing and vice versa. You need it front facing to be seen.

**The 3rd icon** shows what view you are in. Touching this icon will change you from Gallery View, seeing everybody, to Speaker View, where you see the person currently speaking. Sometimes the host may put the whole meeting into Speaker view so that they can be seen in full screen.