

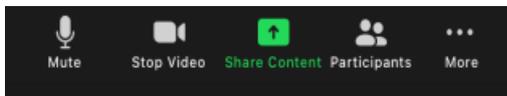
Using a Samsung tablet for Zoom Meetings

Below you will see a typical Zoom meeting as seen on a tablet.

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 and bottom borders. (Other tablets and Smartphones will have the same icons, but they may appear in different locations on the screen.)

Touch the bottom left corner of the screen to see -



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 bottom left of your screen. This icon will say **Unmute** underneath and have a red line through it. Touch this icon and you should now be heard by the host and others in the meeting. The word underneath will change to **Mute**

To Turn on Your Video—Go to the Camera icon at the bottom left 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.

Touch the top left corner to see the icons at the top of the screen

One 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 second icon will switch your camera from front facing to rear facing and vice versa. You need it to be front facing to be seen.

The third 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