

## Zoom – Mobile App user guide

Zoom offers free video conferencing and messaging across any device, with up to 100 participants (with a 40 minutes time limit on meetings with three or more total participants), and unlimited 1:1 meetings.

This guide provides basic instructions on creating an account and setting up a meeting using Zoom from your phone or tablet.

### Downloading the App

**Open** your device's App manager – this will be the Google Play store for Android devices, or the Apple App store for Apple devices:

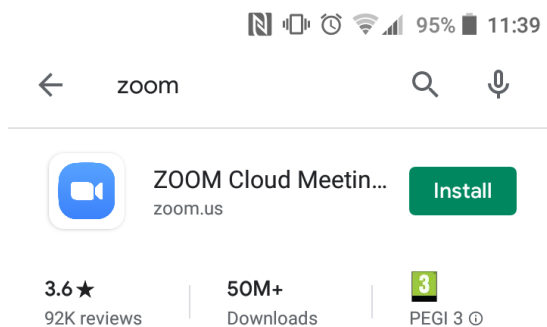


<https://play.google.com/>

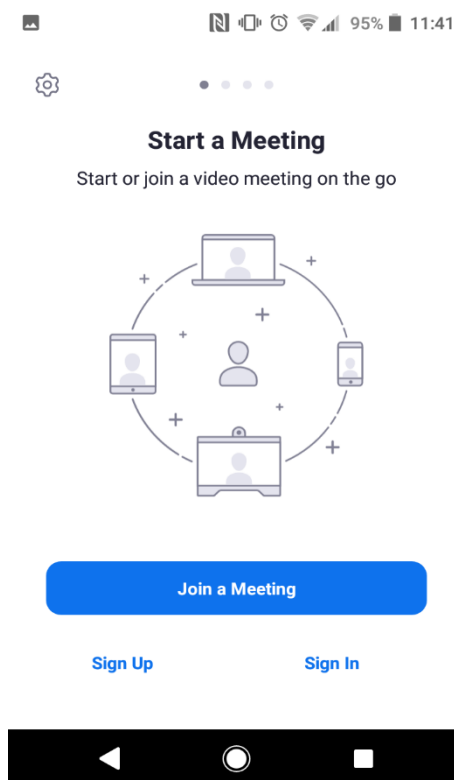


<https://www.apple.com/uk/ios/app-store/>

Use the Search Bar at the top of the page to search for 'Zoom' and click **Install**



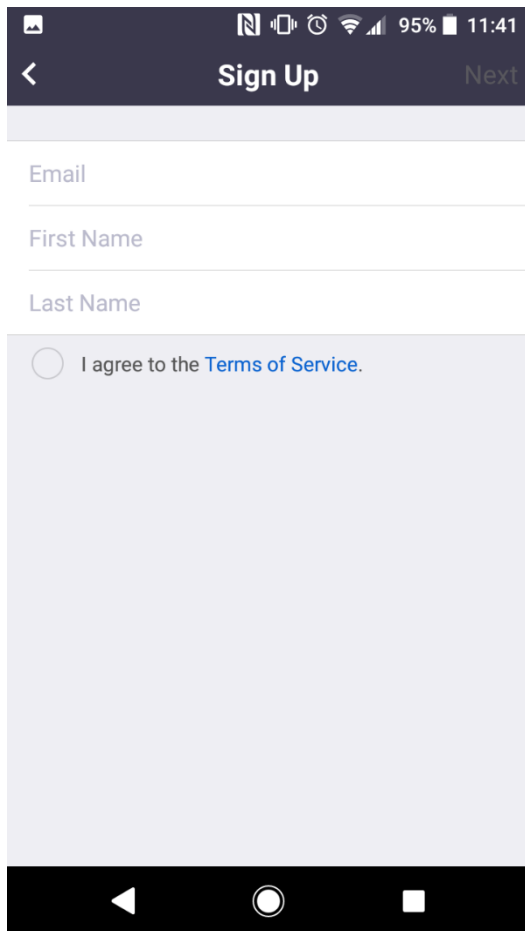
Once successfully downloaded, the Install button will turn into an **Open** button. Click **Open** to launch the app.



With the App launched, you will be given the option to **Join a Meeting** if you have been invited to join one hosted by another person, **Sign Up** if you have not yet registered or **Sign in** with an existing account.

## Registration

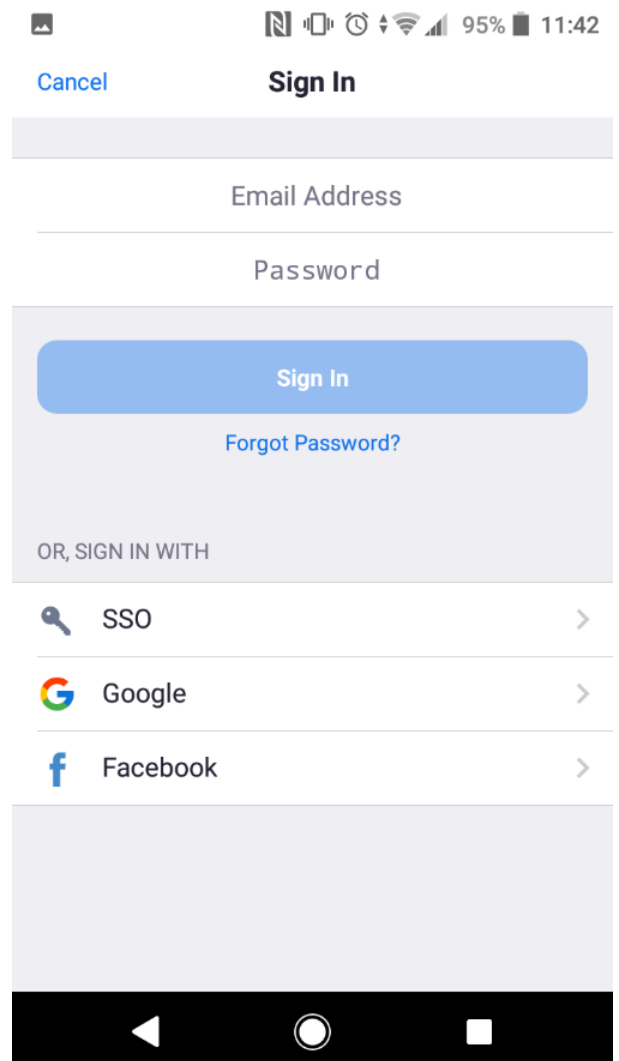
### Option 1: Registration by email address



If you selected to **Sign Up** you will have the option to register using your **Email address**.

Enter a valid **email address**, your **First and Last Name** and agree to the **Terms and Conditions**

The **Next** button in the top right will become active. Click **Next**



### Option 2: Registration through Google

If you selected to **Sign In** you will have the option to register using your **Google Account**

Click the **Google** icon where you will select which Google Account to use, or enter the details manually.

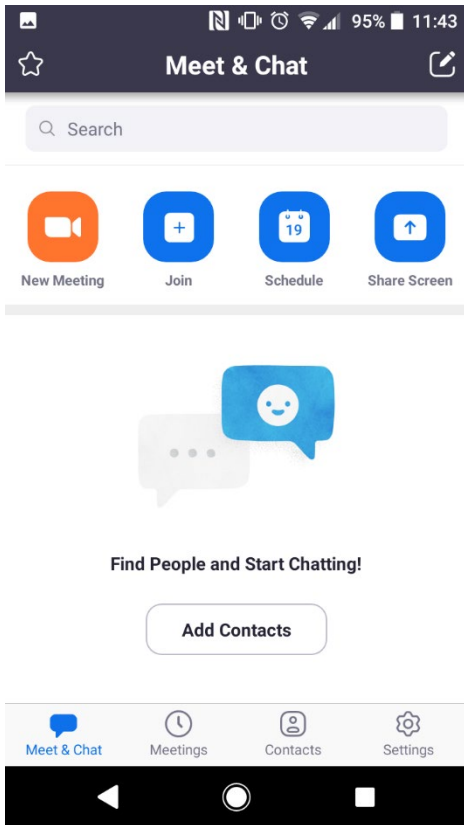
### Option 3: Registration through Facebook

If you selected to **Sign In** you will have the option to register using your **Facebook Account**

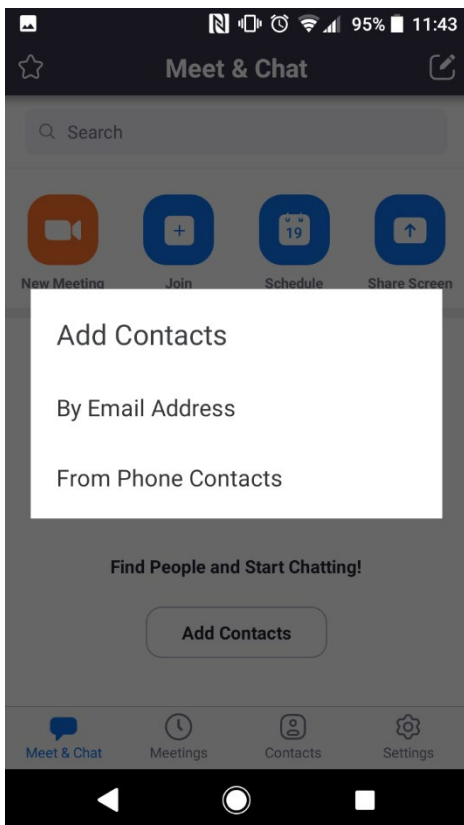
Click the **Facebook icon** then when prompted click **Continue as [NAME]**

## Login

Enter your **Email address** and **Password**, or sign in using the **Google** or **Facebook** account that was used earlier.



From the **Meet & Chat** screen you can Add Contacts from your Phone Contacts or using an Email Address.



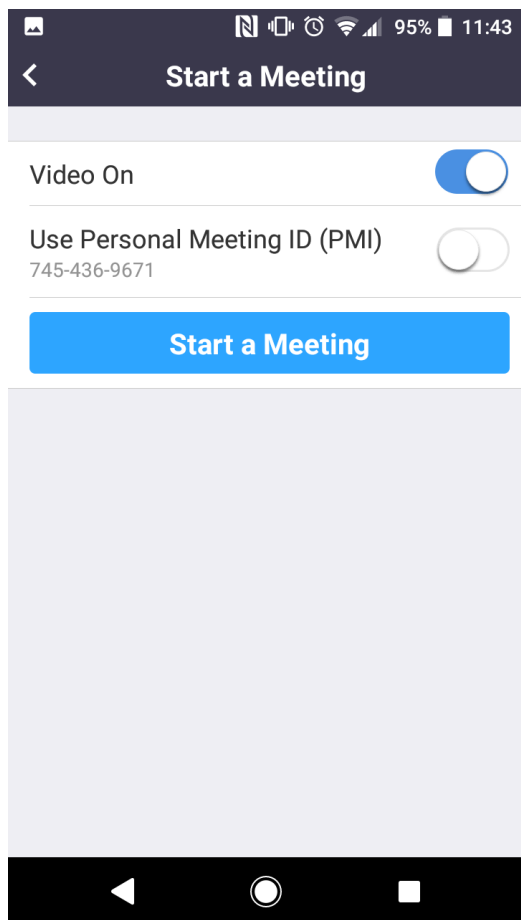
Enter your phone number to search for any contacts registered for Zoom. You will need to give the App permission to view your Phone Contacts to do this. If there are no matches, you can invite any of your contacts to join Zoom.

Alternatively, search for the **Email address** in the Zoom database, and **Add** any Matched Contacts

Matched contacts can later be found in the **Contacts** area

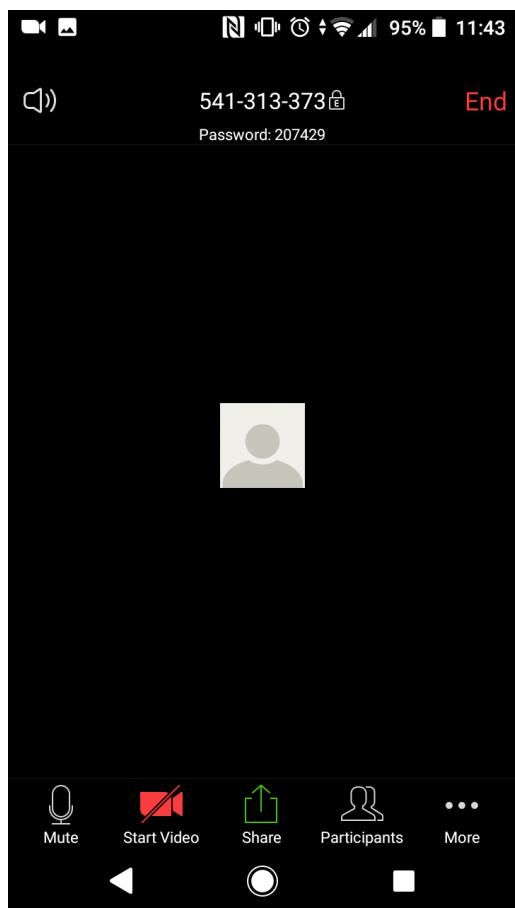
## Starting a meeting

From the **Meet & Chat** screen, click on **New Meeting**



If you do not want your meeting to have Visual, **Move the slider** to turn off Video

If **Use Personal Meeting ID** is switched off (default), participants will need to use a password to enter your meeting (recommended). To disable this and allow anyone with the meeting number to join, **move the slider** to turn this off.

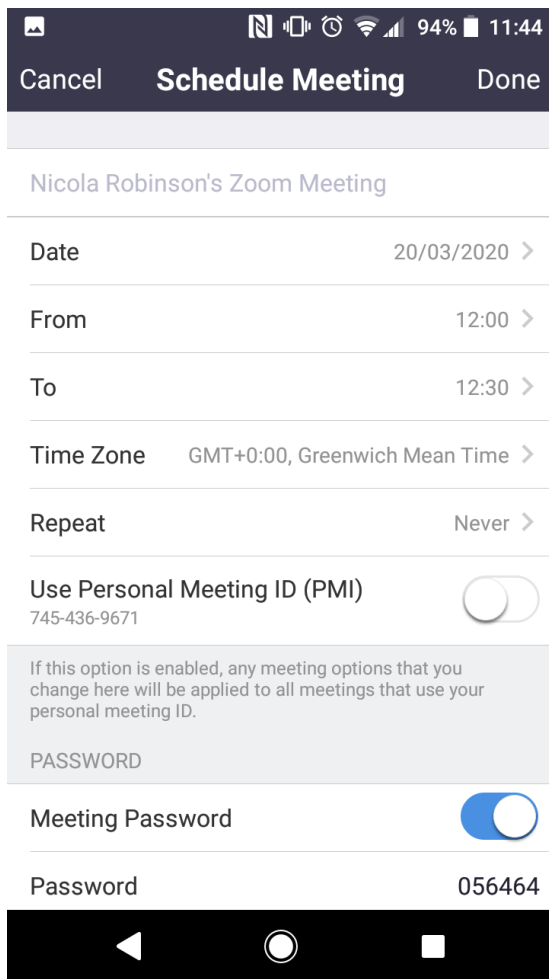


From within your meeting, you can invite people to attend using the **Participants** icon. From here you will have the option to invite **Zoom** contacts, your Phone contacts through **Messaging**, Facebook contacts through **Messenger**, or email an invitation via **Outlook** or **Gmail**.

You can also copy the URL for this meeting and distribute this to potential participants.

## Scheduling a meeting

From the **Meet & Chat** screen, click **Schedule**



Give your Meeting a Unique **Name**

Set a **Date**

Set a **Start Time**

Set an **End Time**

You can set the meeting to recur every **Day, Week, Two Weeks, Month or Year**

If want to permit attendees to enter your meeting using only the **Personal Meeting ID (PMI)** number, **move the slider** to enable this feature.

*or*

Disable the requirement of a **Meeting Password** to enter your meeting, **move the slider** to disable this feature.

For added security, it is **highly recommended** that your meetings require a meeting password to join.

Further information about meetings security is outlined below.

## Security

Because most groups meetings use a public link that permits anyone using that link to join, they are vulnerable to infiltration by unwanted guests. This is known as 'Zoom bombing'.

To protect your meeting and its attendees from unwanted guests and their motives, you can increase security or restrict sharing by the attendees.

### Two Factor Authentication

If **Use Personal Meeting ID (PMI)** is switched off (default), attendees will need to use a password to enter the meeting which adds an extra layer of protection against unwanted guests.

### Disable Screen Sharing

Another option is for the meeting host **disable screen sharing**.

To disable screen sharing after you've started your meeting:

- Click the **More (...)** button at the bottom right corner of the screen
- Click "**Meeting Settings**"

- If you're using an iPhone, scroll down to "**All Participants to Share**" and switch the toggle off. If you're using an Android phone, find "**Lock Share**" and switch the toggle on.

## Help and Guidance

You can watch instructional Video guides here: <https://us04web.zoom.us/resources>

You can attend live webinars here: <https://support.zoom.us/hc/en-us/articles/360029527911>

You can visit the Zoom help centre here: [https://support.zoom.us/hc/en-us?flash\\_digest=eca740e9f3660525382eb5ceee4cb6ce1726943b](https://support.zoom.us/hc/en-us?flash_digest=eca740e9f3660525382eb5ceee4cb6ce1726943b)

You can log a helpdesk query here: <https://support.zoom.us/hc/en-us/requests/new>

Getting started with Zoom: <https://zoom.us/docs/doc/Education%20Guide%20-%20Getting%20Started%20on%20Zoom.pdf>

Scheduling a meeting: [Scheduling a Meeting - YouTube](#)

Sharing your screen: [Sharing Your Screen - YouTube](#)

Joining a Zoom conference: <https://www.youtube.com/embed/vFhAEoCF7jg?rel=0&autoplay=1&showinfo=0>

Setting audio & video options: <https://www.youtube.com/embed/HqncX7RE0wM?rel=0&autoplay=1&showinfo=0>

Controls for the meeting: [https://www.youtube.com/embed/4w\\_pRMBEALE?rel=0&autoplay=1&showinfo=0](https://www.youtube.com/embed/4w_pRMBEALE?rel=0&autoplay=1&showinfo=0)

Running a meeting and sharing your screen: <https://www.youtube.com/watch?v=I8UwTwjpE6E>