Guide to Zoom - Android

How to Join a Meeting

The Zoom app [“ZOOM Cloud meetings”] can be downloaded from the Google Play store.

Ordinarily you will receive an invitation to join a meeting; e.g.,

Join Zoom Meeting
https://ucmedicinegroup.zoom.us/j/225415846

Meeting ID: 225 415 846

One tap mobile
+13126266799,,225415846# US (Chicago)
+19292056099,,225415846# US (New York)

Dial by your location
+1 312 626 6799 US (Chicago)
+1 929 205 6099 US (New York)
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US
+1 301 715 8592 US
877 853 5257 US Toll-free
888 475 4499 US Toll-free
Meeting ID: 225 415 846
Find your local number: https://ucmedicinegroup.zoom.us/u/acqG5Ijnjp

Although you can join via any of the options, simplest is to click on the link (see red arrow). The first time you join a Zoom meeting invite, a pop-up will display asking you which app you want to use.

Select the Zoom app and tap “Always”.

This opens the Zoom app with the meeting, and will open a prompt asking you to enter your name. If asked to allow Zoom to use your phone's microphone and camera, tap Allow.

If all has gone well, you should be able to see and/or hear participants, including yourself.
How to Participate in a Meeting

Tap your screen. Tapping the screen brings up the following menu:

- **Unmute**
- **Start Video**
- **Share Content**
- **Participants**
- **More**

or

- **Mute**
- **Stop Video**
- **Share Content**
- **Participants**
- **More**

Touching the leftmost icon will turn your microphone on or off. [It is probably a good idea to mute the microphone if you are not actually speaking.]

Touching the next icon will turn your camera on or off. [Remember that if the camera is on, other participants can see everything the camera sees.]

**ZOOM ETIQUETTE:** mute your microphone when you are not actually speaking. Mute your camera when doing things that should not be seen.

Touching the “Participants” icon brings up a list of the participants. Unless you are the meeting host, this is most useful for one purpose: If you touch the line indicating yourself, it will bring up a new screen:

- **BSD Office of Academic...**
- **Rename**

Touching “Rename” will let you participate under an alias. For example, if you wish to participate anonymously, touch “Rename”, remove the existing text, and insert the alias you prefer (your dog’s name, “Yoda” (only one per meeting please), whoever).
At the very bottom of the Participants screen are icons that will let you invite additional participants while the meeting is underway and chat with participants.

**Touching the three dots on the right**

will bring up additional options:

- **Chat** lets you send text messages that will appear in the Zoom window. In the Chat screen you can control who sees these messages: all meeting participants or a specific participant.

- **Claim host** means that you become host or leader of the meeting.

- **Cancel** takes you back to the main Zoom window.

**ZOOM ETIQUETTE:** click on the “Raise Hand” button and wait to be called before speaking. Remember to unmute yourself before speaking.
If you want to schedule or start a new Zoom meeting, just open the Zoom app. You will see

- **New Meeting**
- **Join**
- **Schedule**
- **Share Screen**

It is fairly obvious what each icon accomplishes. In “Join” you can specify an alias if you prefer not to use your real name.