

Tech Tip of the Week – Using Zoom on Phones & Tablets

Last week, we showcased some tips for Zoom on a desktop computer or laptop. This week, we will be focusing on Zoom for **phones and tablets** (i.e., iPads). These tips can help residents connect with their loved ones and virtual events on a one-on-one basis.

1. To get started, here is a great YouTube tutorial that shows you how to download the Zoom app on both Apple and Android devices:
https://www.youtube.com/watch?v=0VoYxkDEPok&feature=emb_logo&ab_channel=HartfordHealthCare.

If you have an **Apple device**, download the app through the App Store:

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

Look for this icon:



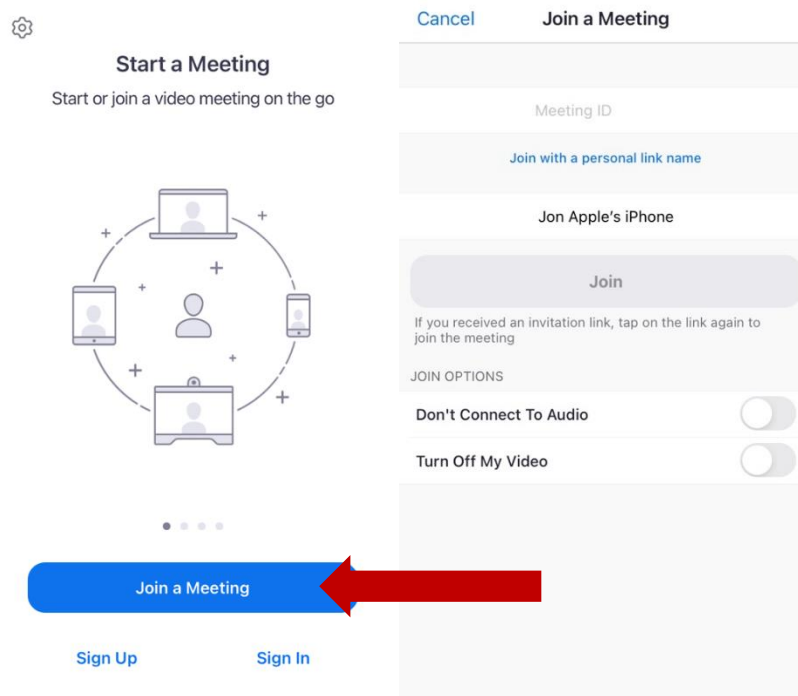
If you have an **Android device**, download the app through Google Play:

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

Look for this icon:



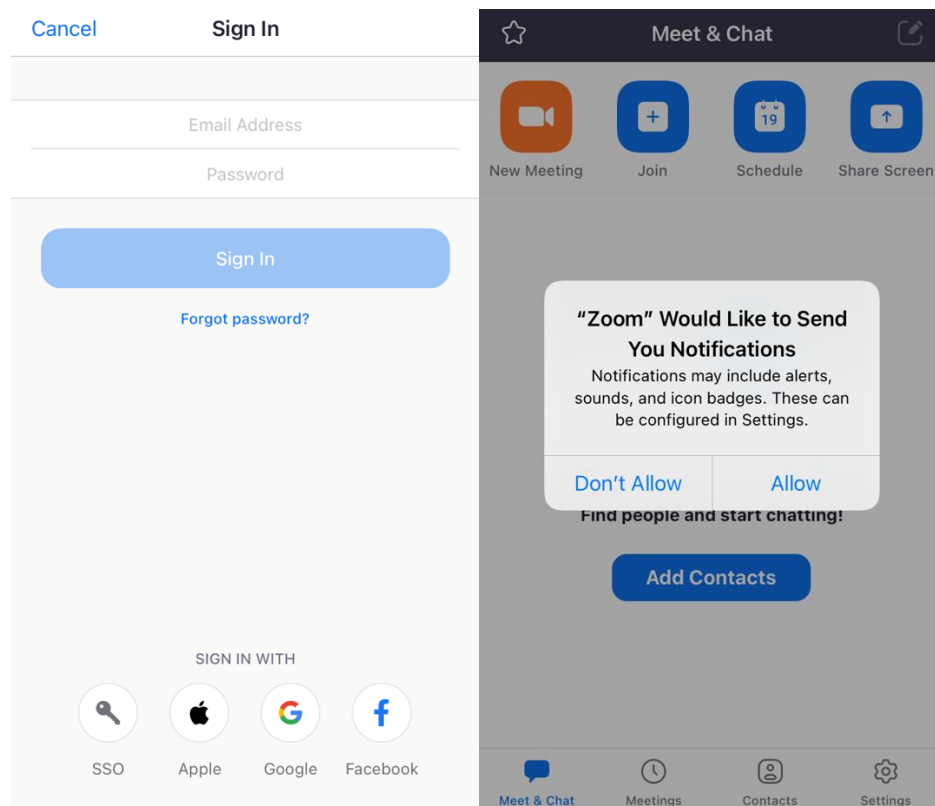
2. Once downloaded, the app will open to this page: **Start or join a meeting.**



If you are **joining** a meeting, click the **blue 'Join a Meeting'** button and have the 10-digit **Meeting ID** ready (i.e. 123-456-7890). There are two join options: Don't Connect to Audio and Turn Off My Video. For the best Zoom experience, make sure these options are both turned **off** (you can use the below picture for reference) and to **name** your device so participants know who is joining the meeting (i.e., Jon Apple's iPhone).

3. Sign in on Zoom, or use your Apple ID, Gmail, or Facebook username and password.

On your device, a pop-up message will say, 'Zoom would like to send you **notifications**'. This is up to you; it can be helpful to have meeting reminders. You can click: Don't Allow or Allow.



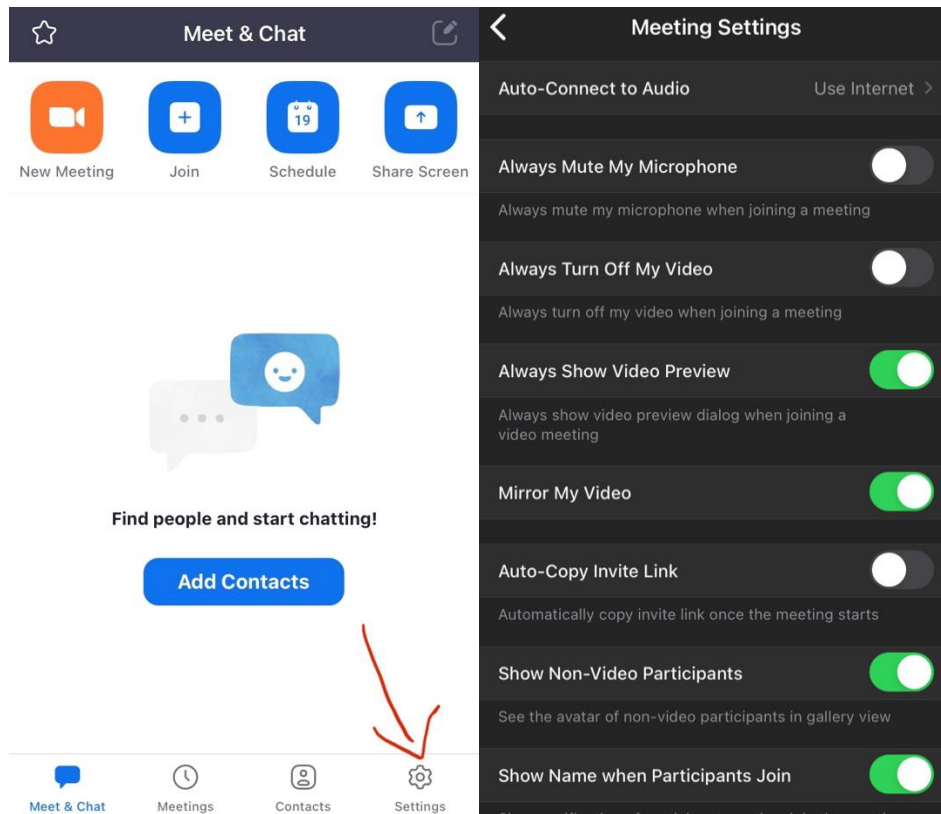
4. You are at the main Zoom page. On the bottom right-hand corner, there will be a **Settings**



icon **Settings** . Click on the meetings tab. This will lead you to the meeting settings page.

Tip: It would be a good idea to **Auto-Connect to Audio** to avoid future audio problems. You do this by clicking 'Auto-Connect to Audio' and clicking the '**Use Internet**' option. There are other options as well (i.e., Auto-Copy Invite Link, Show Non-Video Participants, Show Name

when Participants Join). These settings will be applied to future meetings but can be changed anytime.



Troubleshooting Tip: If during a meeting, it says: To hear others please join audio. Click the 'Call using Internet Audio'.

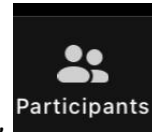


5. Once you have personalized your settings, you are set up! Explained are the four icons on the main page:



New Meeting

New Meeting: Click this button on the top-left corner. It will then prompt you to 'Start a Meeting'. Once you've clicked that, you are in your very own meeting room!



Participants

You can add participants by clicking on this icon, **Participants**. Then click on the **Invite** button on the bottom-left hand side. You will have three options:

- i. To send the meeting link via **Message** (i.e., Text, iMessage).
- ii. **Invite** contacts by manually typing in their email.
- iii. **Copying** the invite link and sending it via email.



Join

Join Meeting: This option is for when you are **invited** to a meeting (i.e., Set-up by another person). It will then prompt you to type in the 10-digit **Meeting ID** which is sent with the Zoom meeting link via email.



Schedule

Schedule Meeting: This option is great for setting up meetings ahead of time. You must title your meeting (i.e., John Apple's Meeting with Family). You can choose a date, start time and duration. There are also other meeting options (i.e., Host Video On, Allow Join Before Host or Automatically Record Meeting). Then, click **Save**.

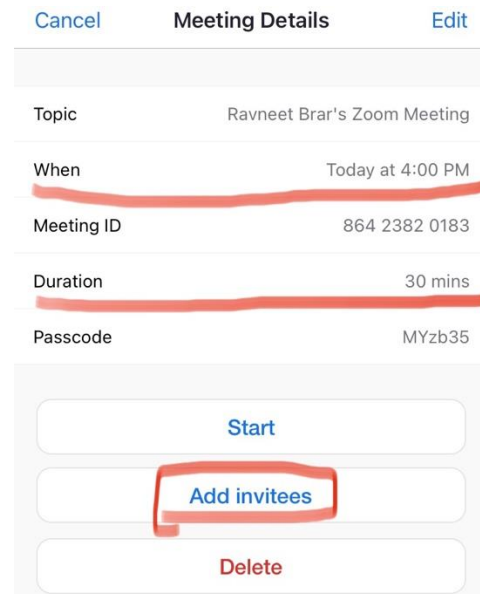


Meetings

This meeting will now appear in the meetings tab.

To add invitees, click on the meeting (in the meetings tab) and it will lead you to this page (shown below): You can then either **message** this Zoom link to the invitees or **copy** it to your clipboard and paste it into an email invite.

- **Troubleshooting Tip:** For the Zoom Basic Plan, there is a **40-minute time limit** on meetings with 3+ participants. For duration, you can choose anywhere between 0-40 mins. Once you get near the time limit, a countdown will begin, and the meeting will automatically end. Please be mindful of this setting.



Cancel Meeting Details Edit

Topic Ravneet Brar's Zoom Meeting

When Today at 4:00 PM

Meeting ID 864 2382 0183

Duration 30 mins

Passcode MYzb35

Start

Add invitees

Delete



Share Screen: This option is great if a resident is in a virtual call with a family member and you would like to screenshare your own computer screen, photos, webpage or a PowerPoint. Click on this icon and it will ask you to put in the Meeting ID. Then you should be able to screenshare in the Zoom meeting with the resident's family (i.e., Christmas photos, poems or craft ideas).

- **Tech Tip:** If you would like to share media with multiple residents at once, you can have each join the Zoom meeting via a separate iPad. Then, you can screenshare your media. Just to keep in mind: Music clips and YouTube videos are not compatible with screenshare.

Extra Tech Tip: Adding Meetings to Calendar

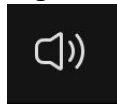
Once your meetings have been set up, you can have them automatically added to your Google, Office 365 or Exchange Calendar. From there, you can see which invitees RSVP'd to the Zoom meeting. Here is a great article going through the steps:

<https://support.zoom.us/hc/en-us/articles/206905656-Setting-up-Zoom-Rooms-with-Google-Calendar>.

Using Zoom During a Meeting:

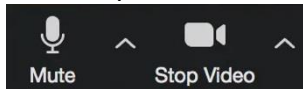
We've discussed how to start and schedule a meeting. Now, we will go over the tools you can use during the meeting.

1. Make sure the audio is working and connected. The audio icon on the upper left-hand

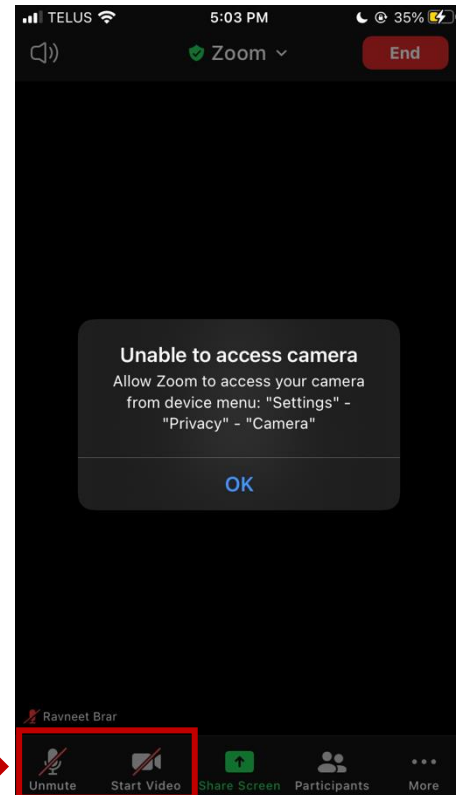



corner should look like this:

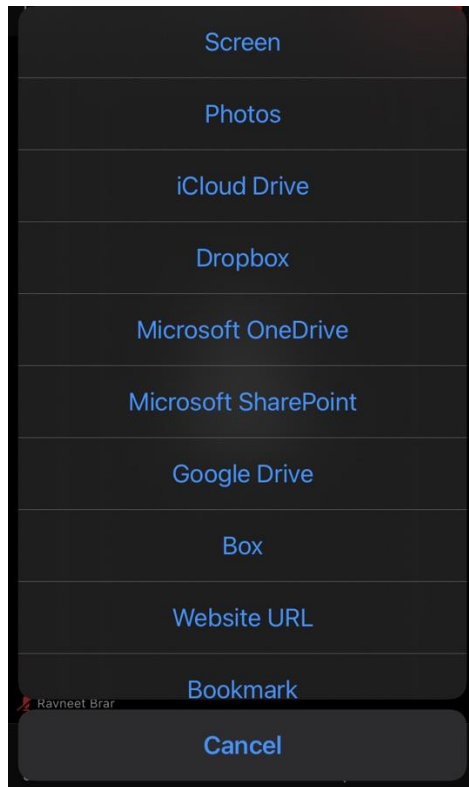
2. Next, make sure you are not muted or have the video off. This is the case when your camera or microphone icons have a **red line** across them. They should look like this:




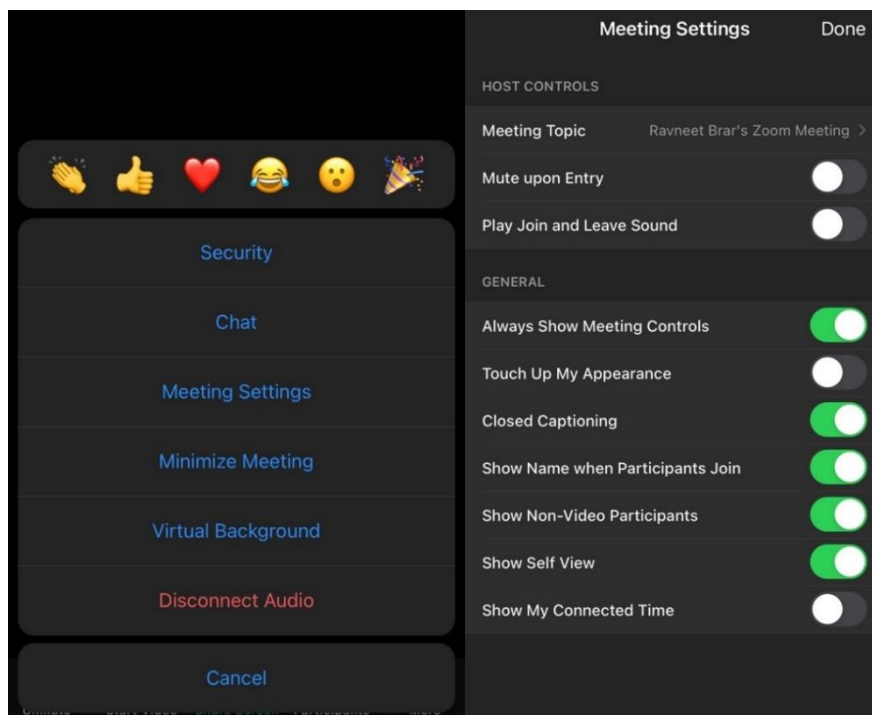
Troubleshooting tip: If any of your icons have a red line across them, click on the icon to **remove** it. Based on your tablet's privacy settings, Zoom may be unable to access your camera or microphone. You will see a message like this, which also gives you directions (i.e., Go to Settings, Privacy, Turn on Camera and Microphone):



3. If you would like to screen share media during the call, click this icon . You can screen share media straight from your tablet or phone! It will show these media options:



4. The last icon is the three dots . This showcases any extra options such as the chat feature, meeting settings and virtual background option. Click on any tab and it will lead you to that page.

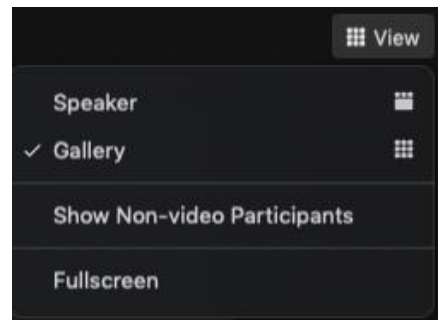


Extra Tech Tip: Gallery Mode or Speaker View?

If you have a meeting with **3+** participants, you have the option to alter your screen layout.

Gallery mode is best for viewing participants on the screen, all at once. **Speaker view** is best for presentations and classes where you are focusing on one participant. This layout feature is only available on **large-screen** tablets (i.e., iPads or Computers).

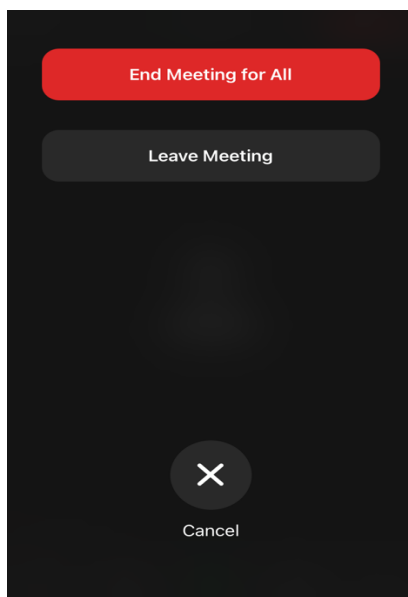
You should see the layout icon in the upper right-hand corner: or this View icon:



Ending the Meeting:

Hooray! We are at the end of the tutorial. This last tip is on how to end the meeting. There are two options.

1. **If you created** and scheduled this meeting you can either: end the meeting for everyone or leave the meeting.
2. **If you did not create the meeting** and are a participant, leave by clicking the red **end** button on the top-right hand corner of your screen.



Additional resources

We hope you found this article helpful. If you are still having trouble, feel free to email us for more tips or visit these great website tutorials:

- Zoom on Desktop and Tablet: <https://seniorplanet.org/wp-content/uploads/2020/03/Zoom.pdf>
- How to Host or Schedule a Meeting: <https://www.seniortechclub.com/tech-recipe/how-to-schedule-and-host-a-zoom-meeting/>
- Zoom Screenshare Options: <http://technologyforseniorsmadeeasy.com/callinginstructions-zoom.html>
- Changing the Video Layout: <https://support.zoom.us/hc/en-us/articles/201362323-Changing-the-video-layout-Active-Speaker-View-and-Gallery-View->