Ericom | M2K
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VISITOR
GUIDE

HOW TO USE ZOOM TO JOIN A MEETING

Simple steps that show you how to download the Zoom App to your smart device and join a meeting

This guide provides instructions for iOS and Android device types

Click here for Android instructions

Minimum supported Android 4.0+

Click here for iOS instructions

Minimum supported iOS 7.0+

Minimum supported iPhone 4, iPad 2, iPad Mini or iPad Pro

APPLE ACCESS THE APP STORE

STEP 1

On your iPhone or iPad,
open the **App Store**

Alternatively, tap this link to access the
Zoom app directly

https://apps.apple.com/us/app/zoom-cloud-meetings/id546505307

10:14 am Thu 9 Apr

App Store
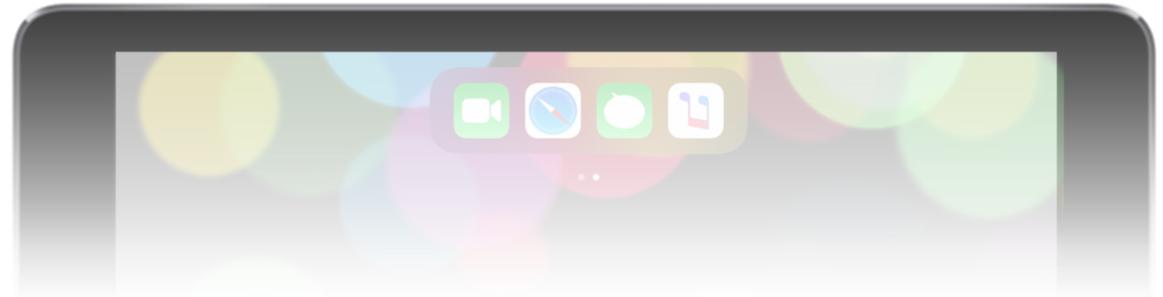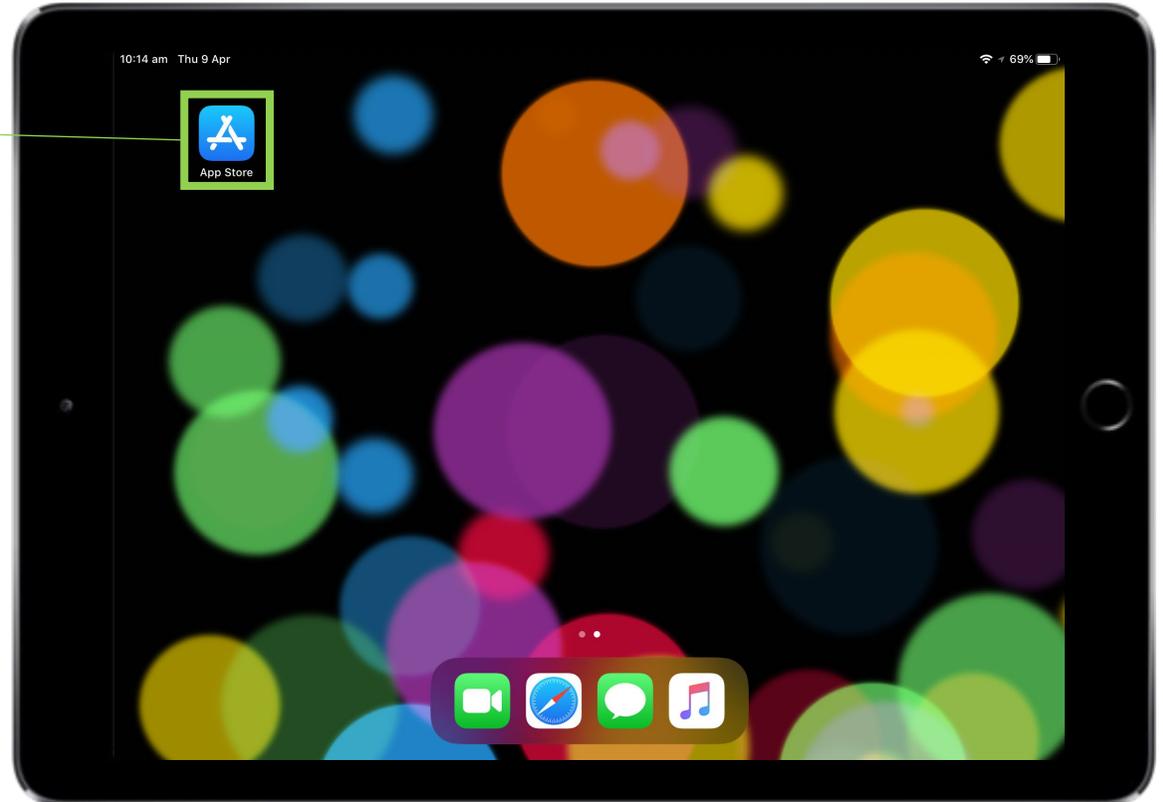
APPLE SEARCH FOR ZOOM

STEP 2

Tap **Search**

Type *"Zoom"*

Alternatively, tap this link to access
the Zoom app directly

https://apps.apple.com/us/app/zoom-cloud-meetings/id546505307
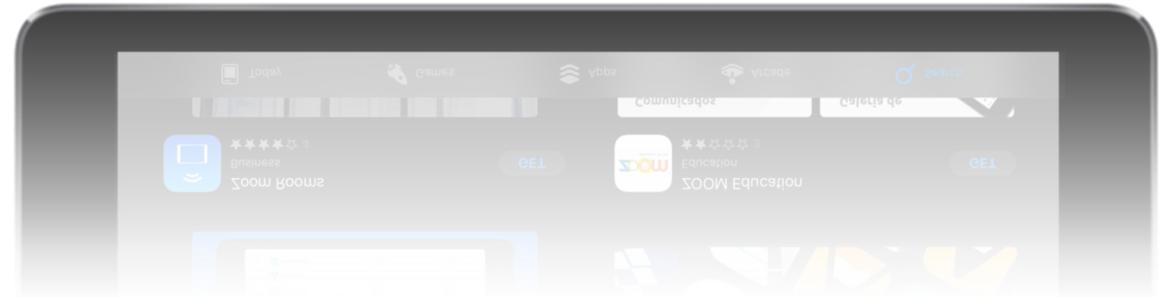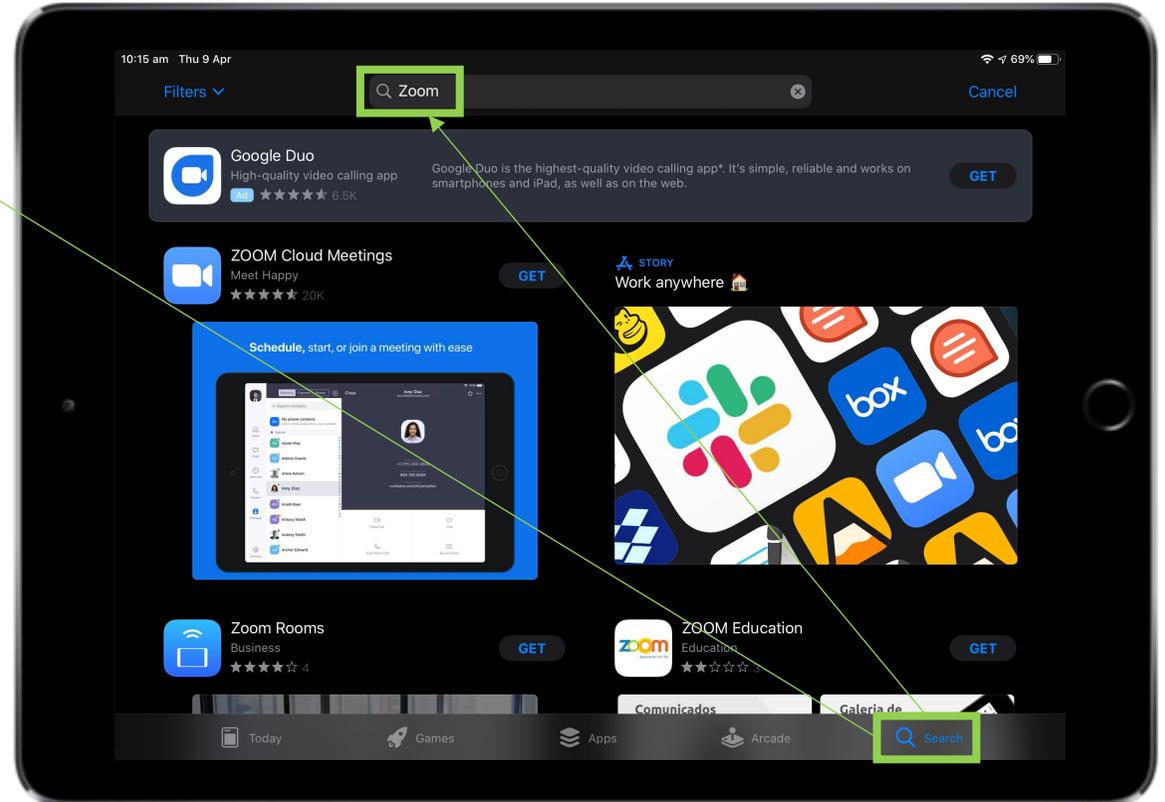
APPLE DOWNLOAD ZOOM

STEP 3

Tap **Get**
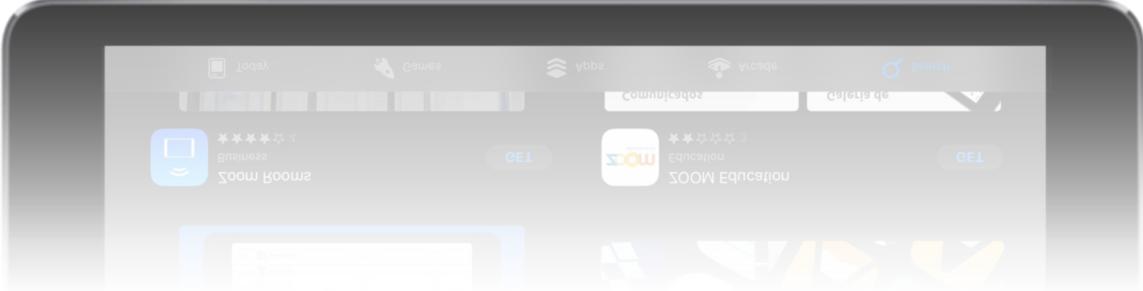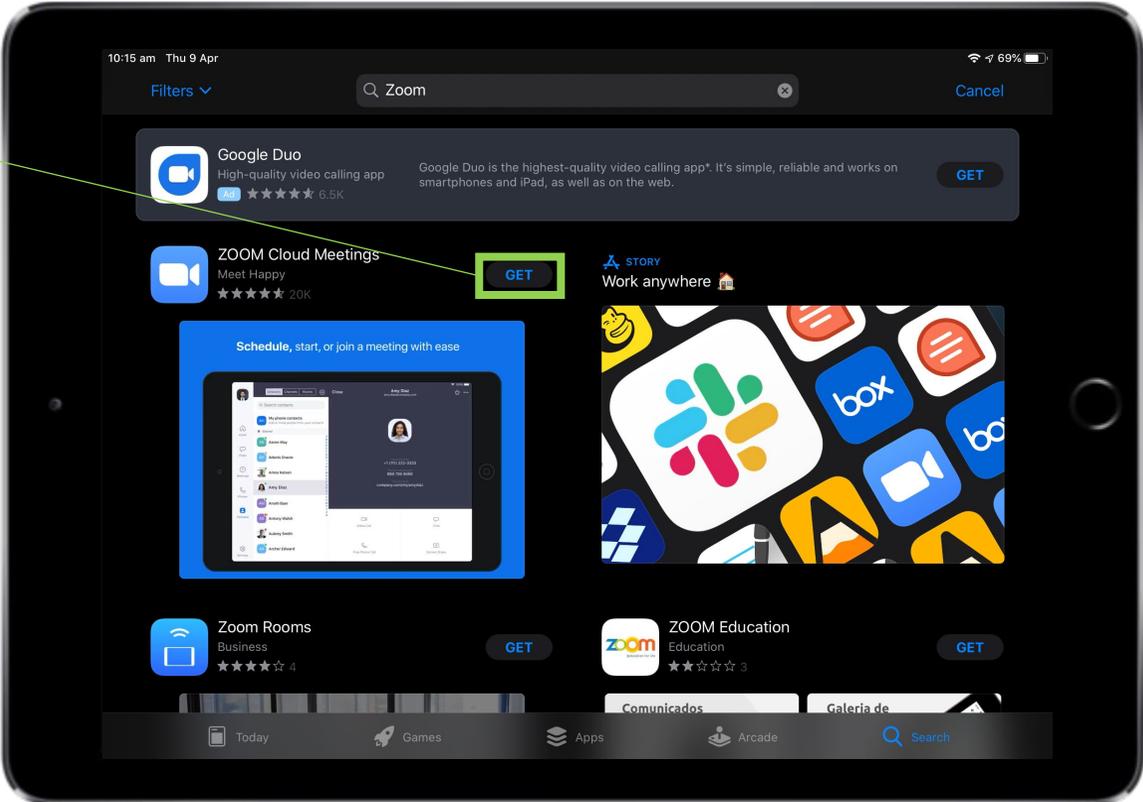
APPLE DOWNLOAD ZOOM

STEP 4

Tap **Install**

If you are not signed in with an Apple ID
you will be prompted to sign in
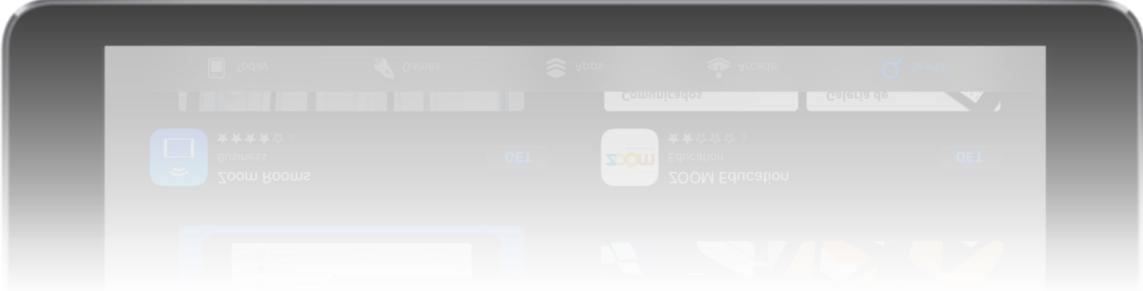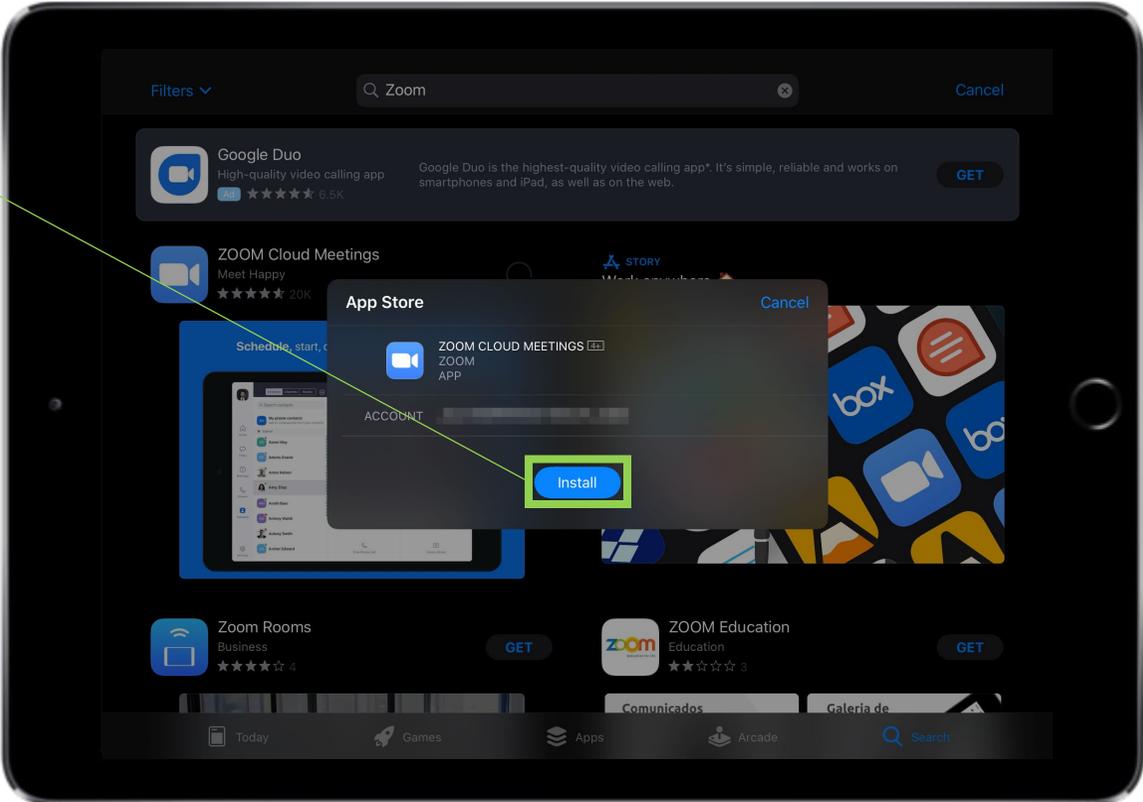
APPLE OPEN ZOOM

STEP 5

Allow the Zoom app to download
then tap **Open**
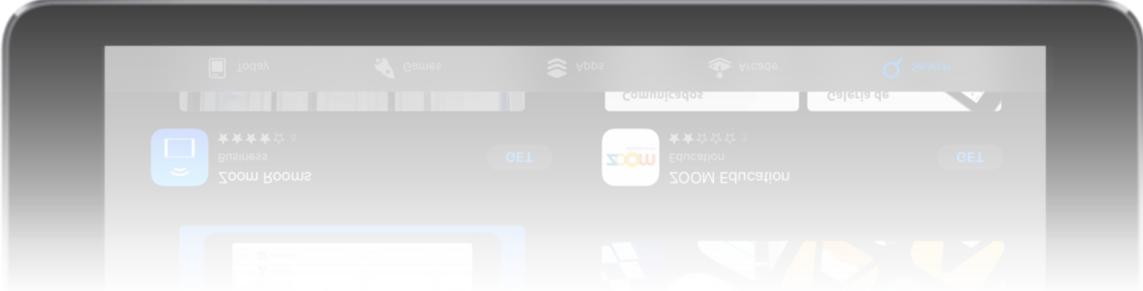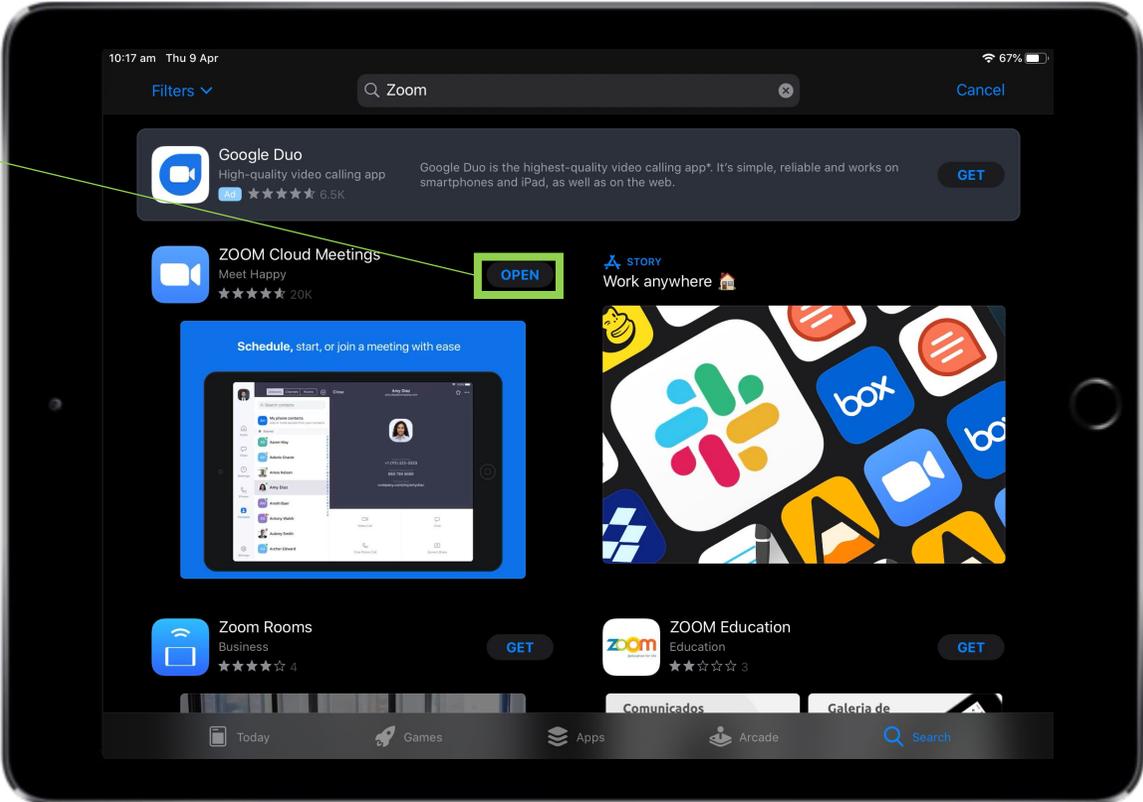
APPLE JOIN THE ZOOM MEETING

STEP 6

Once Zoom is open,

tap **Join a Meeting**

10:17 am Thu 9 Apr

Start a Meeting

Start or join a video meeting on the go

Join a Meeting

Sign Up   Sign In
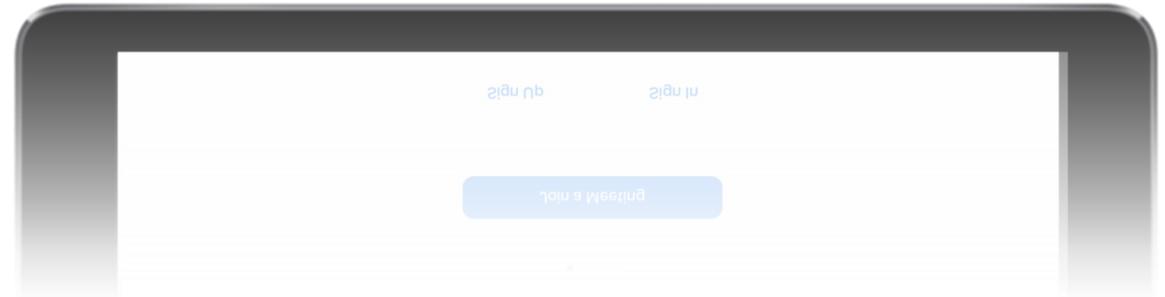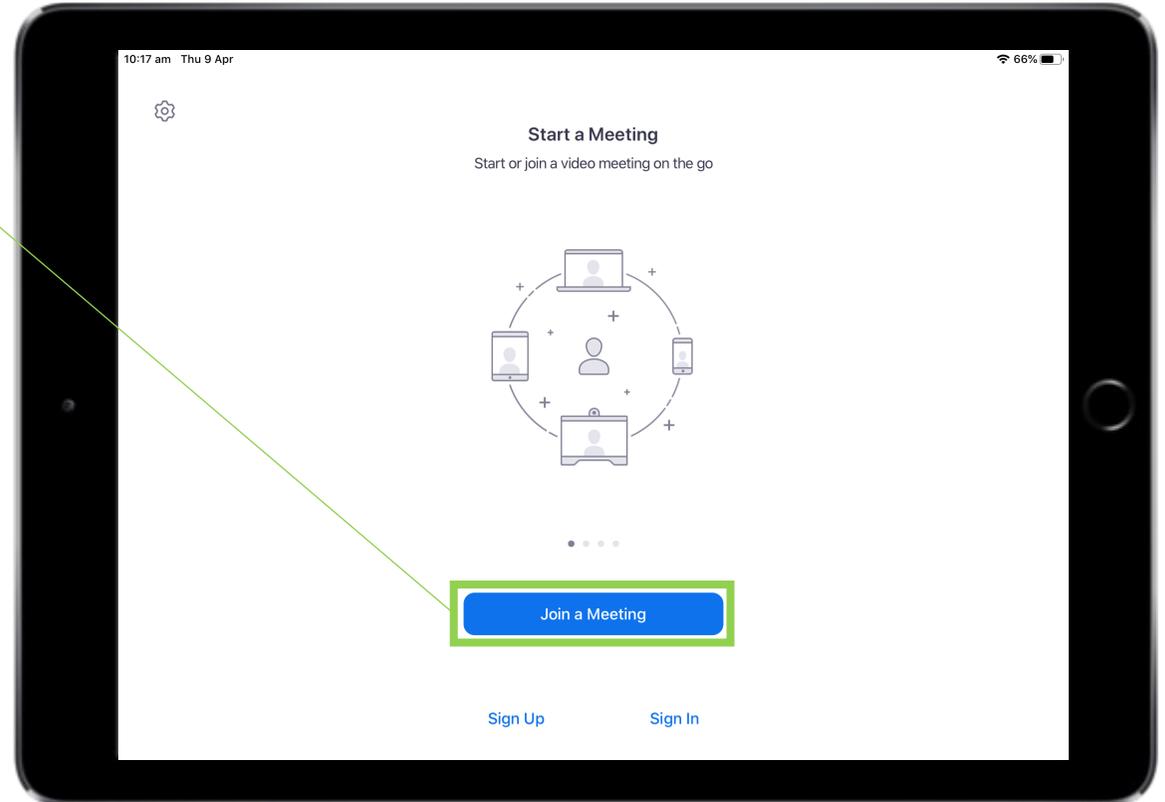
APPLE JOIN THE ZOOM MEETING USING A MEETING ID

STEP 7

Type the *Meeting ID* in the field highlighted

(You can find the Meeting ID in the meeting invitation email)

Enter your **Name**

Tap **Join**

10:26 am

Zoom Meeting Details

Corrections Officer is inviting you to a scheduled Zoom meeting.

Topic: April Meeting
Time: Apr 9, 2020 11:00 AM Canberra, Melbourne, Sydney

Join Zoom Meeting
https://zoom.us/j/7780431777

Meeting ID: 778 043 1777

10:17 am   Thu 9 Apr   66%

Cancel   **Join a Meeting**

Meeting ID

Join with a personal link name

iPad

Join

If you received an invitation link, tap on the link again to join the meeting

JOIN OPTIONS

Don't Connect To Audio

Turn Off My Video

Sign Up   Sign In
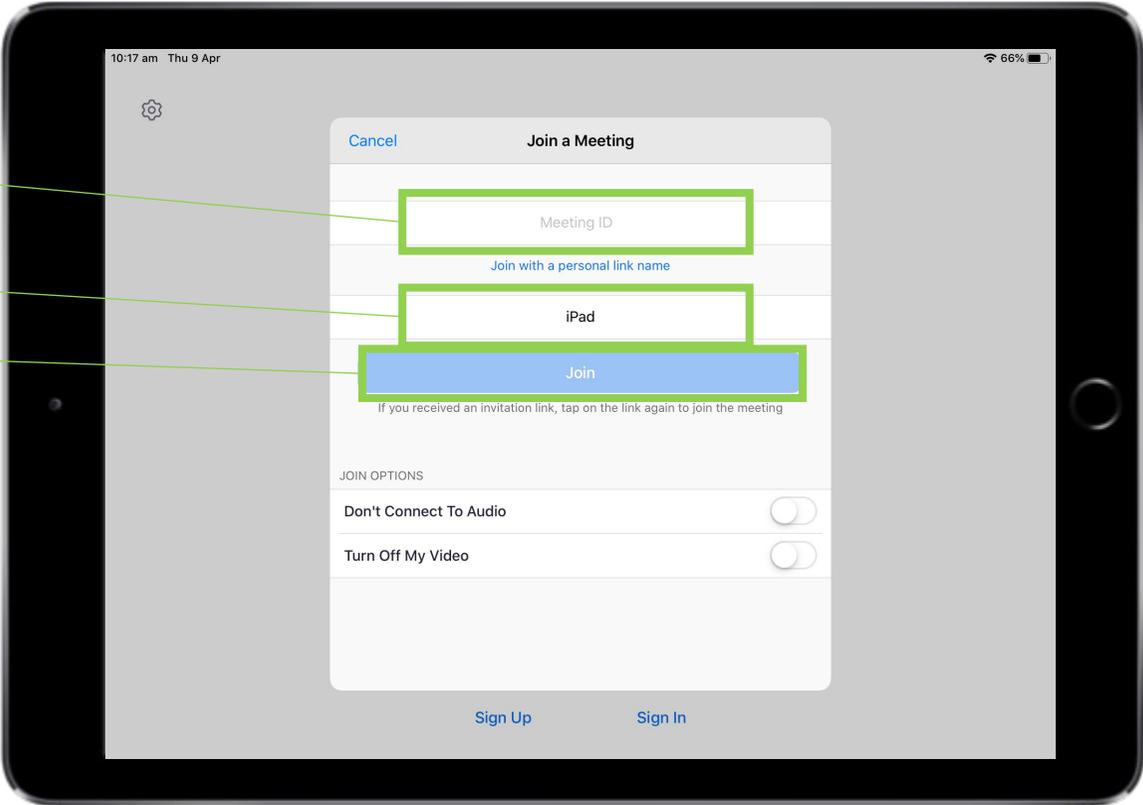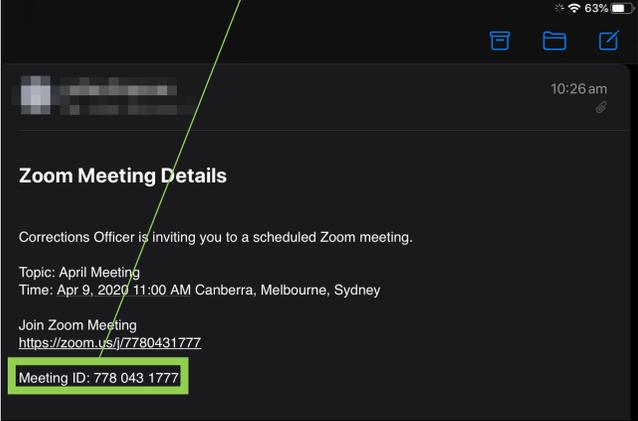
APPLE ENTER THE MEETING PASSWORD

You will now be prompted to enter the meeting password

Enter *abc123* and select **Continue**
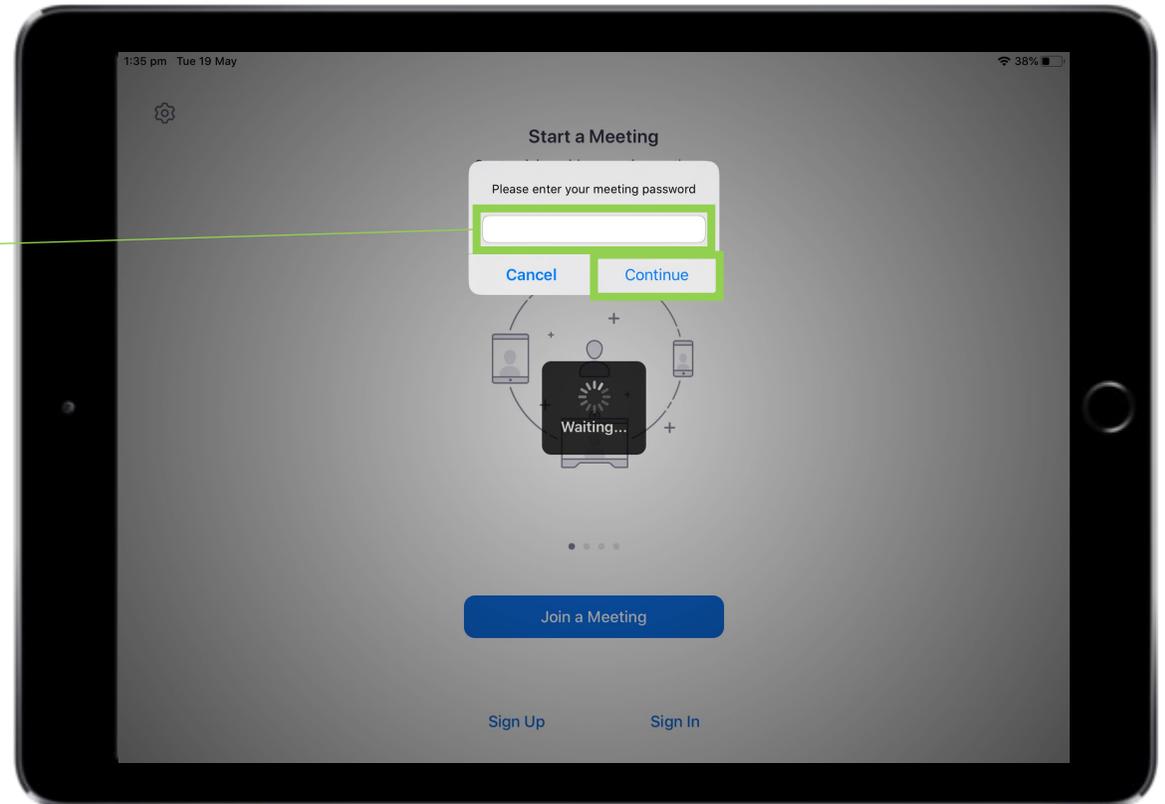
APPLE WAIT FOR THE OFFICER TO START THE MEETING

You have now joined the meeting where you will wait for the Officer to start the meeting

Zoom will join automatically when the meeting is started

◀ Mail 10:27 am Thu 9 Apr   🛜 62% 🔋

⚙️

Corrections Officer's Personal Meeting Room   Leave

⟳ Waiting for the host to start this meeting

Meeting ID	778-043-1777
Time	This is a recurring meeting
Date	

IF YOU ARE THE HOST, SIGN IN TO START THIS MEETING

Sign In

Sign Up   Sign In
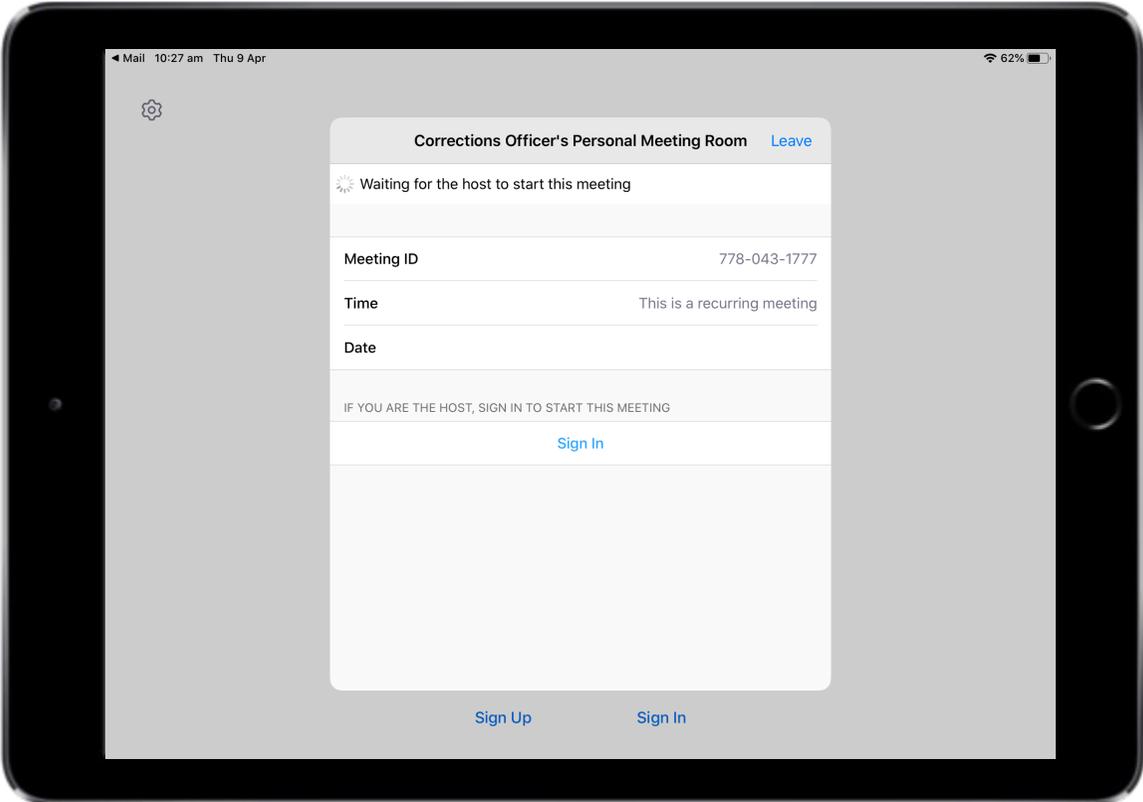
APPLE ACCEPT ZOOM CAMERA PERMISSIONS

Zoom will ask for access to the Camera,
tap **OK** to allow

Tap **Join with Video**

Video is <u>required</u> for initial identification by the Officer before being
permitted to the meeting

If you do not wish to use video during
the meeting it can be turned off after
identification has occurred
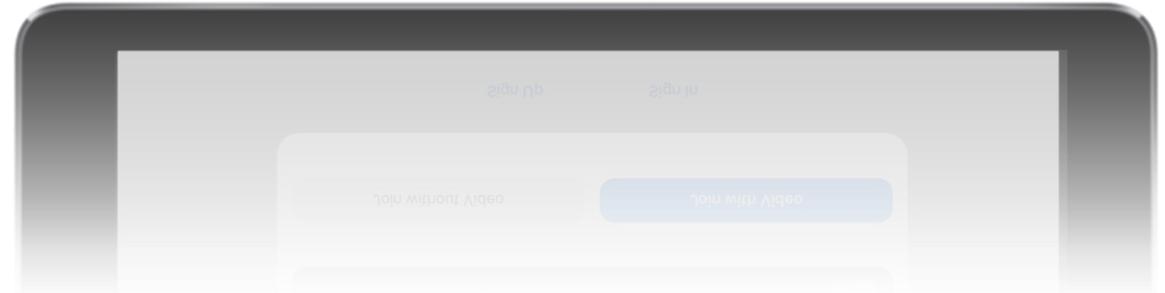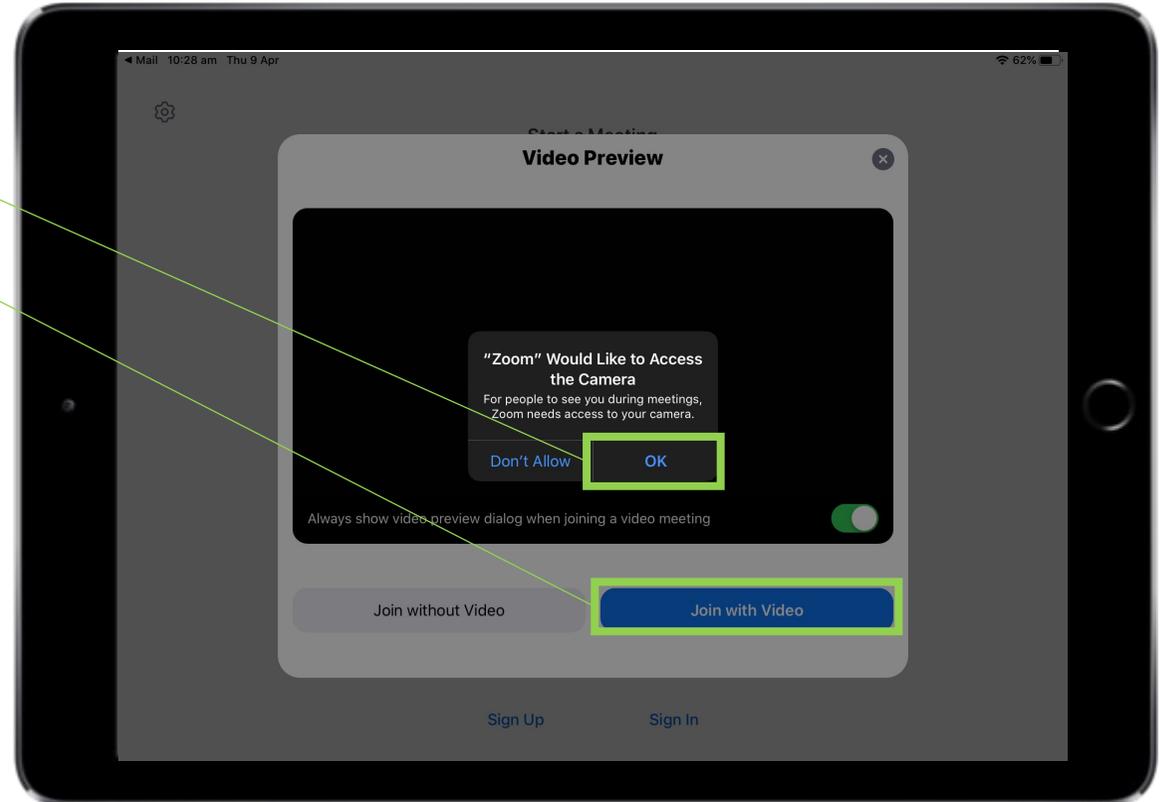
APPLE ACCEPT ZOOM MICROPHONE PERMISSIONS

Zoom will ask for access to the Microphone, tap **OK** to allow
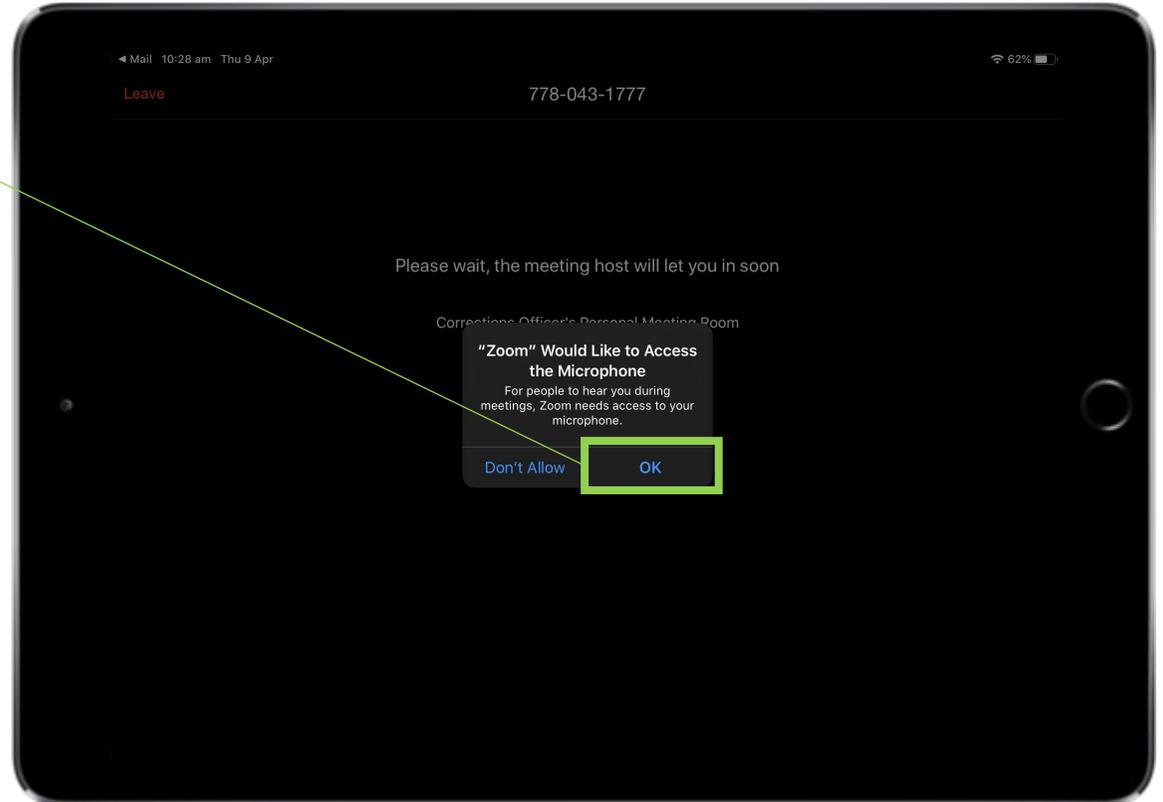
APPLE REVIEW ZOOM NOTIFICATION PERMISSIONS

Zoom will ask for permission
to send Notifications

Notifications are optional and are not
required for Zoom to function
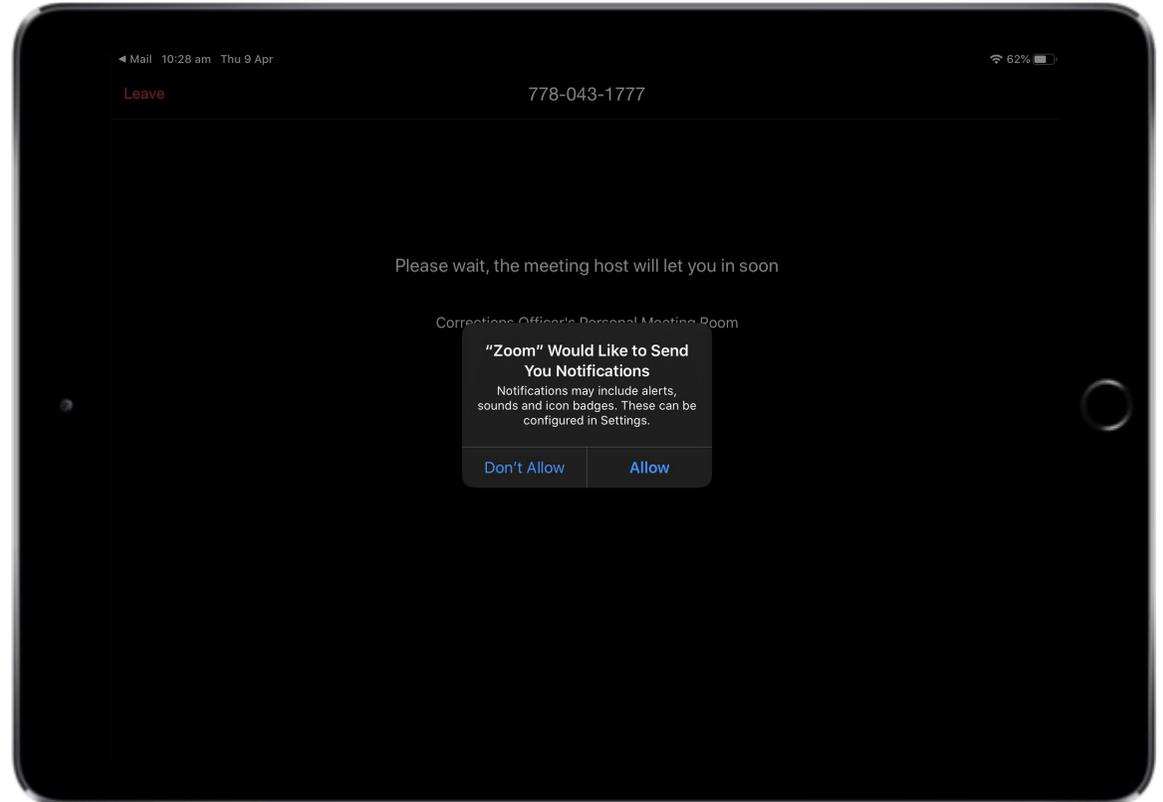
◀ Mail   10:28 am Thu 9 Apr   🕙 62% 🔋

Leave   778-043-1777

Please wait, the meeting host will let you in soon

Corrections Officer's Personal Meeting Room

**"Zoom" Would Like to Send
You Notifications**
Notifications may include alerts,
sounds and icon badges. These can be
configured in Settings.

Don't Allow   **Allow**

APPLE WAIT FOR THE OFFICER TO ADMIT YOU TO THE MEETING

The Officer can now see that you have joined the meeting

Wait for the Officer to admit you into the meeting

◄ Mail   10:29 am   Thu 9 Apr   62% 🔋

Leave   778-043-1777

Please wait, the meeting host will let you in soon

Corrections Officer's Personal Meeting Room
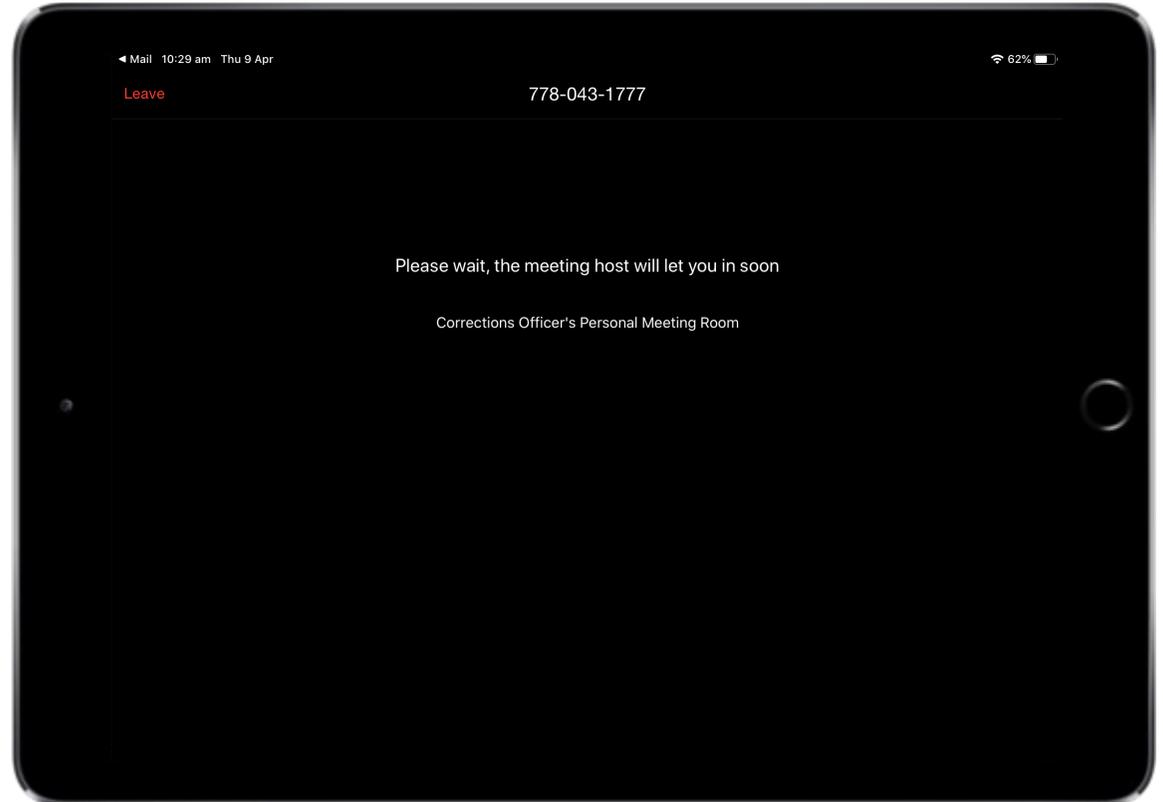
APPLE CONNECT YOUR AUDIO

After the Officer has admitted you to the meeting, tap **Call using Internet Audio**

to connect your audio

You have now successfully joined the Zoom meeting

To hear others please join audio

Call using Internet Audio

Cancel

iPad

APPLE OPTIONS DURING A MEETING

Mute your audio

Stop your video

Leave the meeting

Switch between the front and rear cameras

◄ Mail 10:30 am Thu 9 Apr

Leave Meeting

778-043-1777 🔒

Mute | Stop Video | Participants | More

Switch Camera

Switch to Gallery View

iPad

Corrections Officer

GOOGLE ACCESS THE PLAY STORE

STEP 1

On your Android device,
open the **Play Store**

Alternatively, tap this link to access the
Zoom app directly

https://play.google.com/store/apps/details?id=com
.cisco.webex.meetings&hl=en_AU

GOOGLE SEARCH FOR ZOOM

Tap **Search**

Type *"Zoom"*

Alternatively, tap this link to access
the Zoom app directly

https://play.google.com/store/apps/details?id=us.zoom.videomeetings&
hl=en_AU
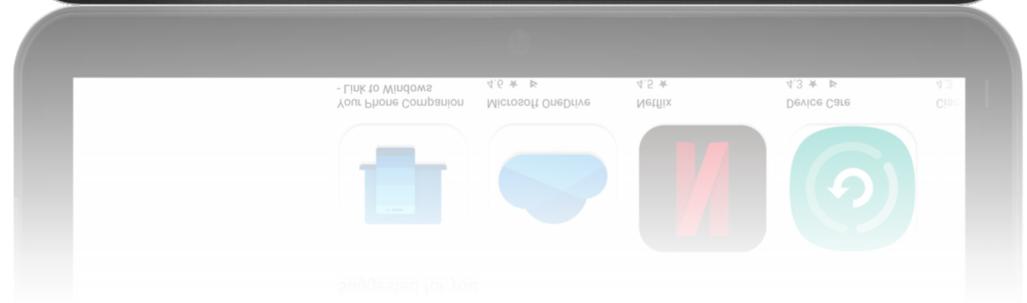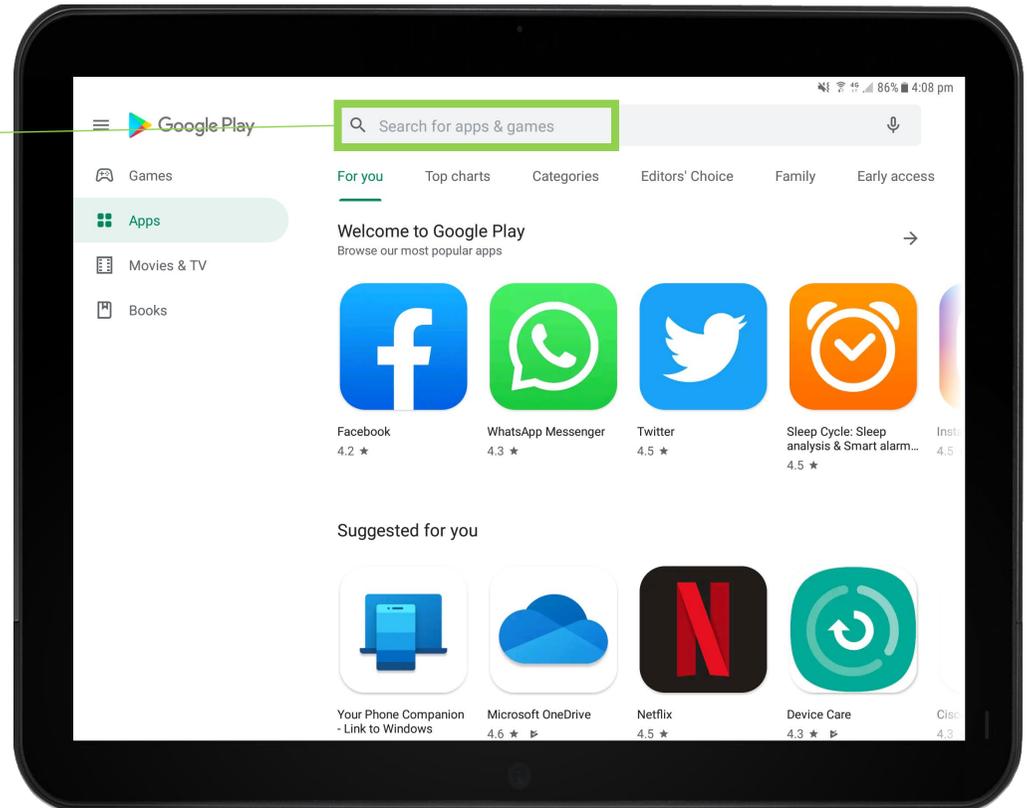
GOOGLE DOWNLOAD ZOOM

STEP 3

Tap **Install**
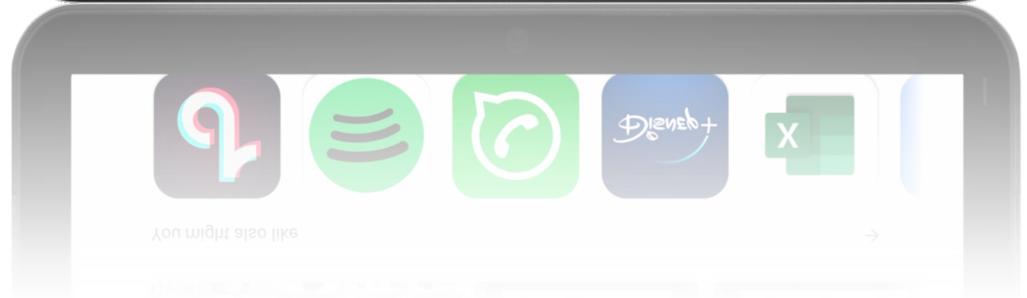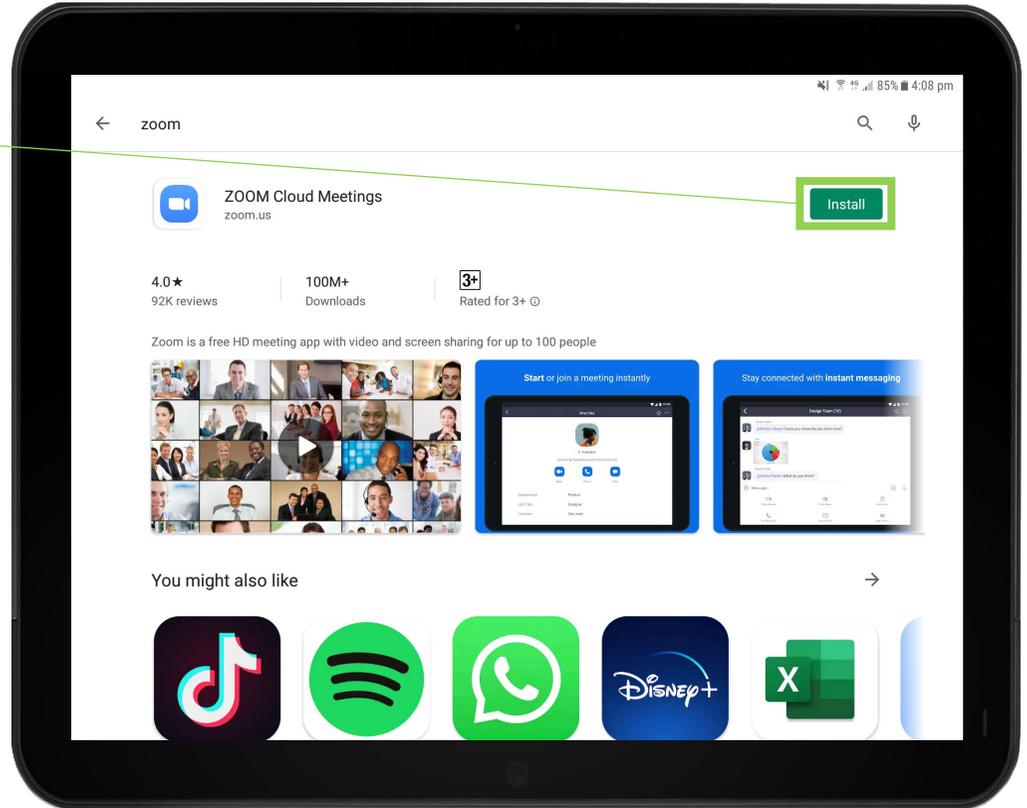
GOOGLE OPEN ZOOM

Allow the Zoom app to download

then tap **Open**
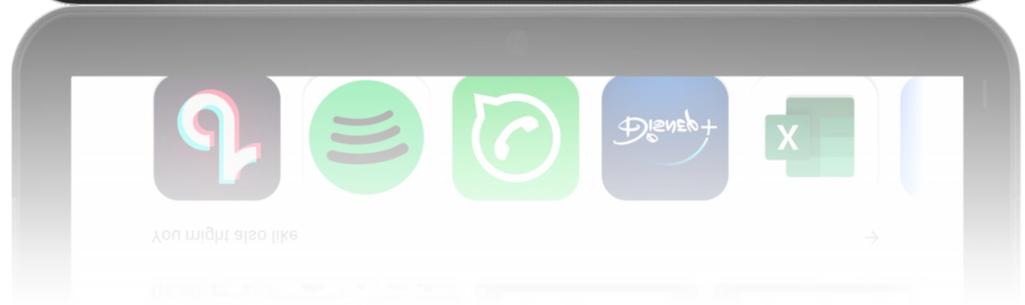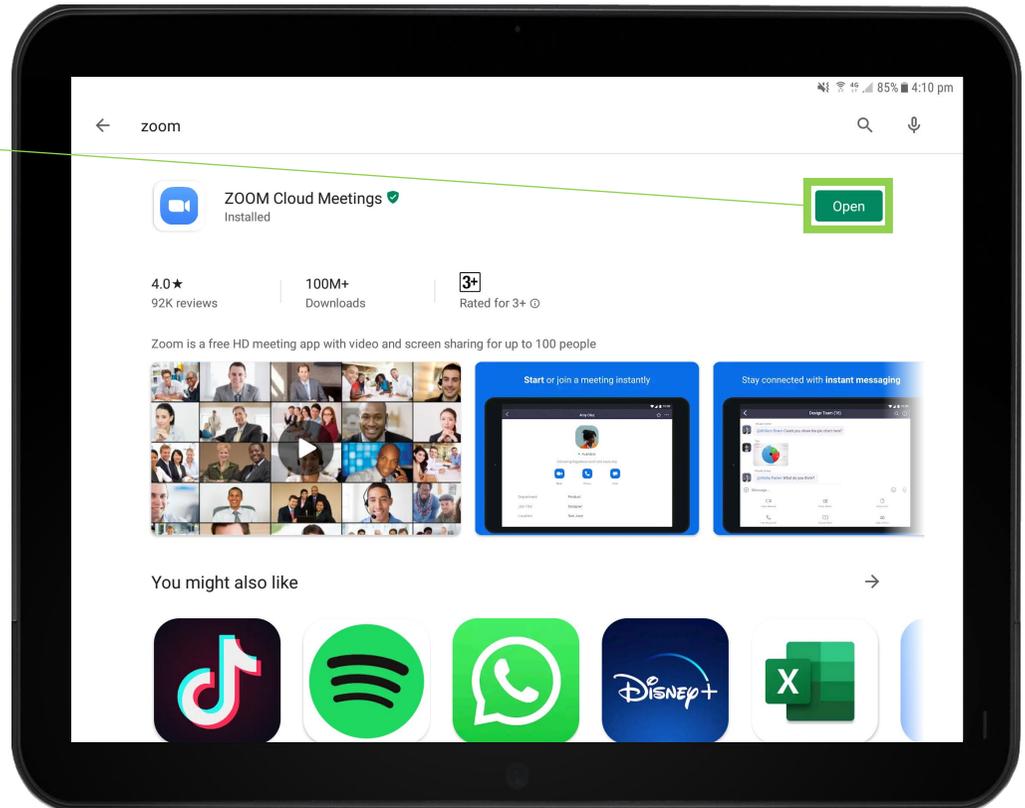
GOOGLE JOIN THE ZOOM MEETING

STEP 5

Once Zoom is open,

tap **Join a Meeting**
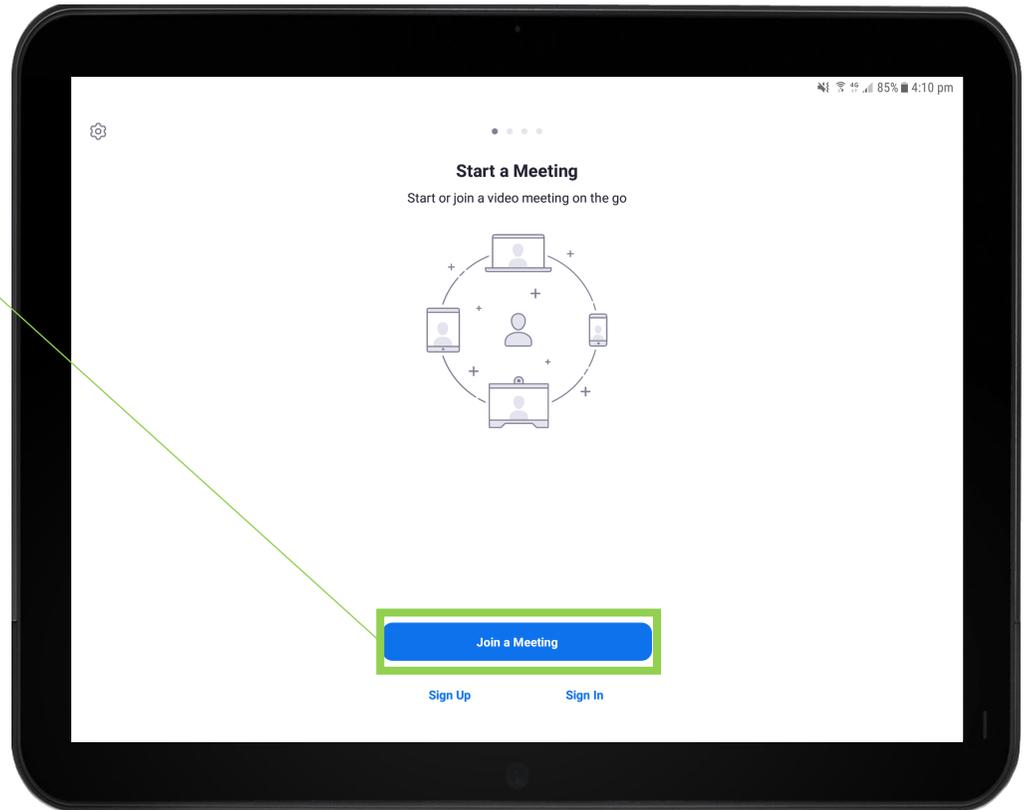
GOOGLE JOIN THE ZOOM MEETING USING A MEETING ID

Type the *Meeting ID* in the field highlighted

(You can find the Meeting ID in the meeting invitation email)

Enter your **Name**

Tap **Join**

Zoom Meeting Details | Inbox

J   to me
4:12 pm View details

Corrections Officer is inviting you to a scheduled Zoom meeting.

Topic: April Meeting

Time: Apr 9, 2020 11:00 AM Canberra, Melbourne, Sydney

Join Zoom Meeting

https://zoom.us/j/7780431777

Meeting ID: 778 043 1777

Join a Meeting

Meeting ID

Join with a personal link name

Android

Join Meeting

If you received an invitation link, tap on the link to join the meeting.

JOIN OPTIONS

Don't Connect To Audio

Turn Off My Video

1	2	3
4	5	6
7	8	9
⌫	0	Go
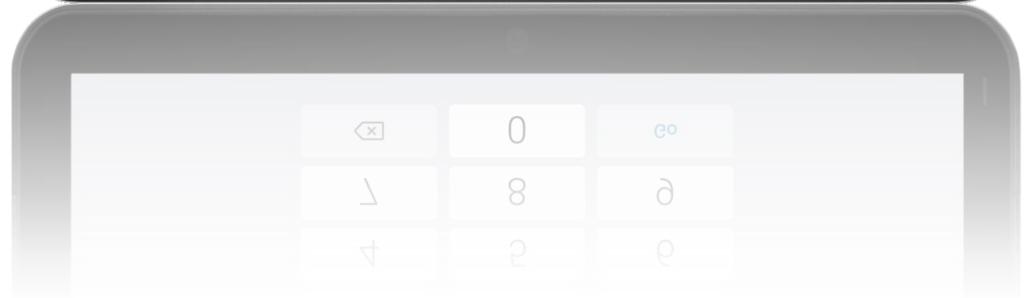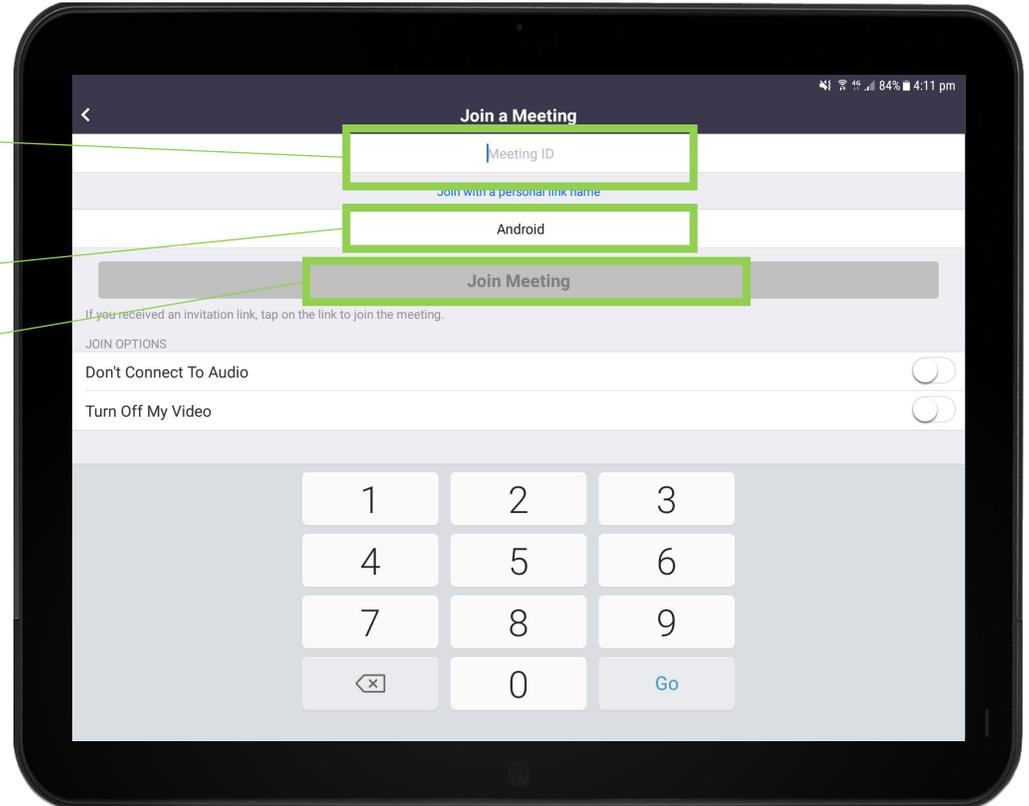
GOOGLE ENTER THE MEETING PASSWORD

You will now be prompted to enter the meeting password

Enter *abc123* and select **OK**
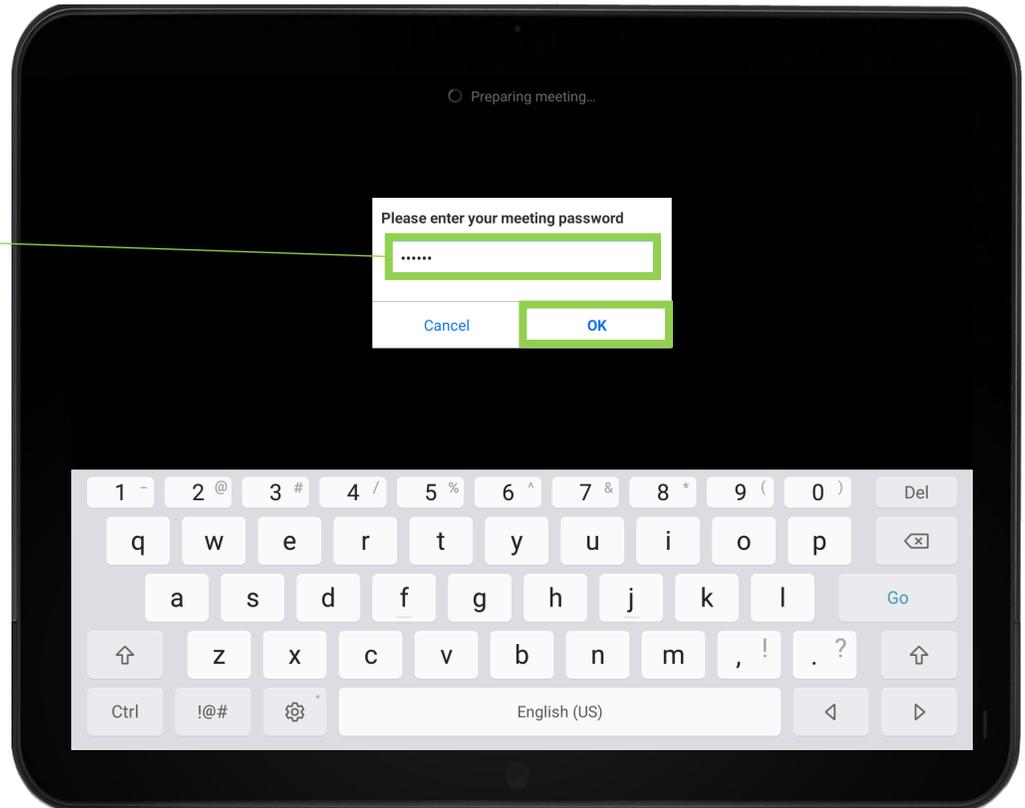
Preparing meeting...

Please enter your meeting password

......

Cancel   **OK**

GOOGLE WAIT FOR THE OFFICER TO START THE MEETING

You have now joined the meeting where you will wait for the Officer to start the meeting

Zoom will join automatically when the meeting is started

Corrections Officer's Personal Meeting Room   Leave

⟳ Waiting for the host to start this meeting

Meeting ID: 778-043-1777

Time: This is a recurring meeting

If you are the host, log in to start this meeting

Sign In

GOOGLE WAIT FOR THE OFFICER TO ADMIT YOU TO THE MEETING

The Officer can now see that you have joined the meeting

Wait for the Officer to admit you into the meeting

778-043-1777

Leave

Please wait, the meeting host will let you in soon

Corrections Officer's Personal Meeting Room
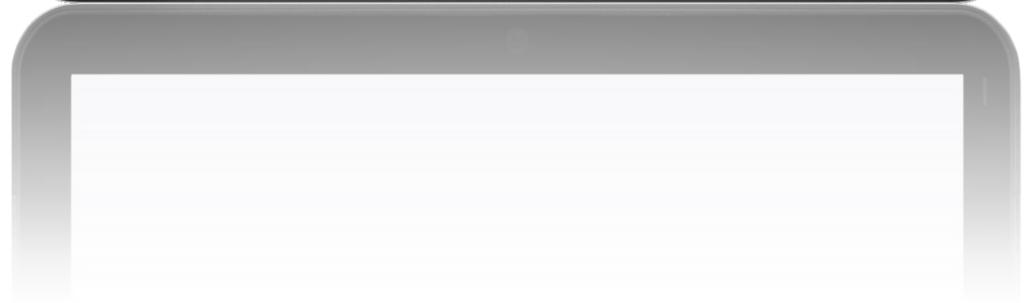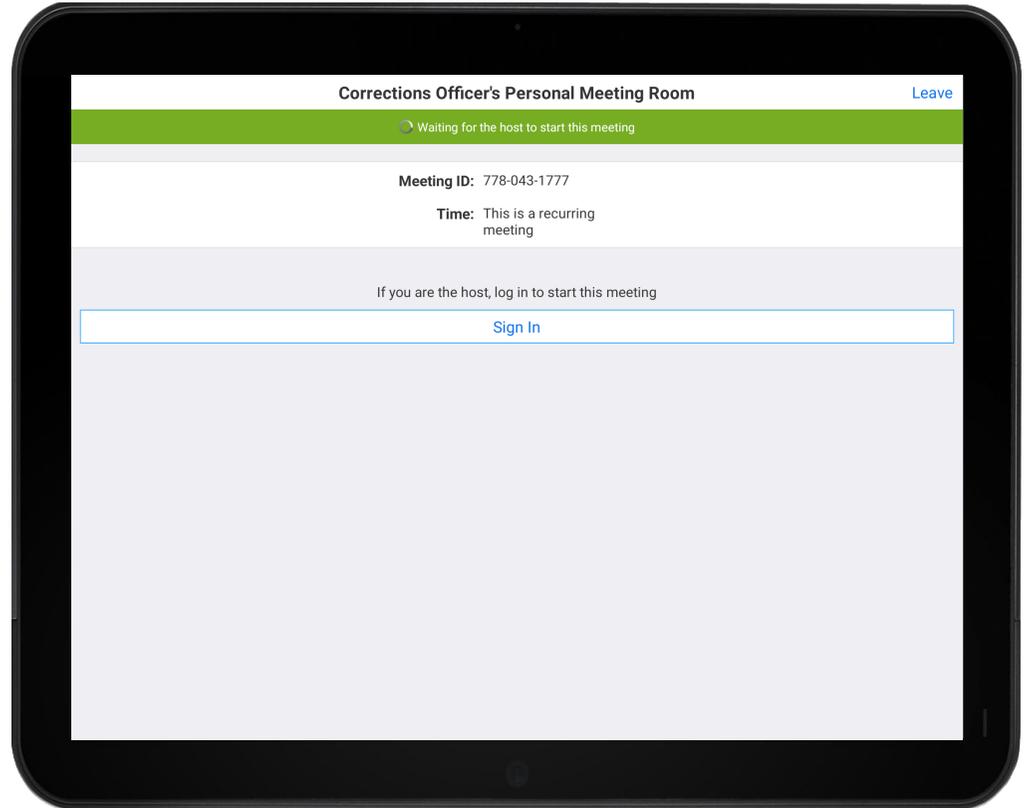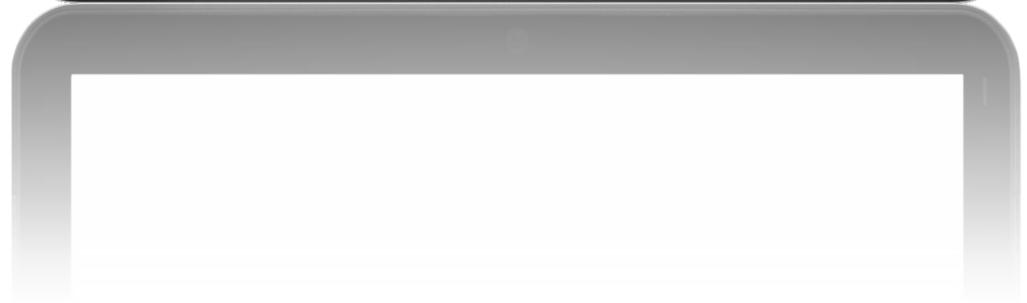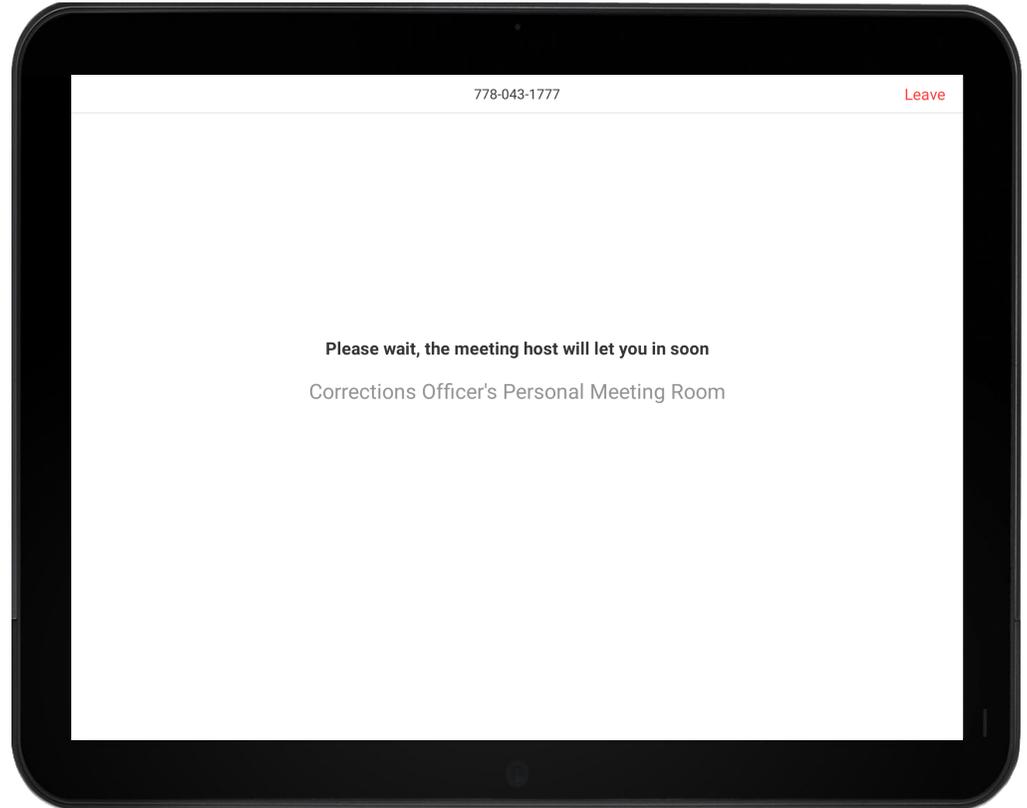
GOOGLE CONNECT YOUR AUDIO

After the Officer has admitted you to the meeting, tap **Join Audio** then tap

Call via Device Audio to connect your audio

Android will prompt you to allow Zoom to record audio, tap **ALLOW**
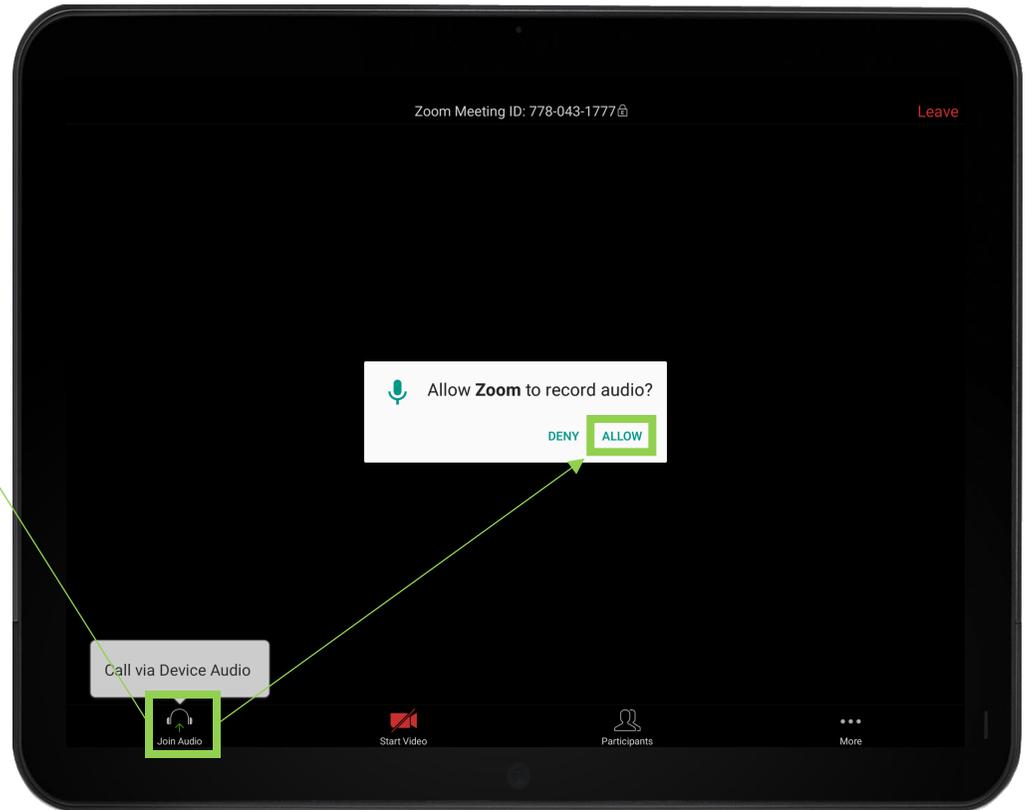
GOOGLE CONNECT YOUR VIDEO

To allow video within Zoom,
tap Start Video

Android will prompt you to allow Zoom to take pictures and record
video, tap ALLOW

Zoom Meeting ID: 778-043-1777

Leave

Allow **Zoom** to take pictures and record video?

DENY   ALLOW

Unmute   Start Video   Participants   More
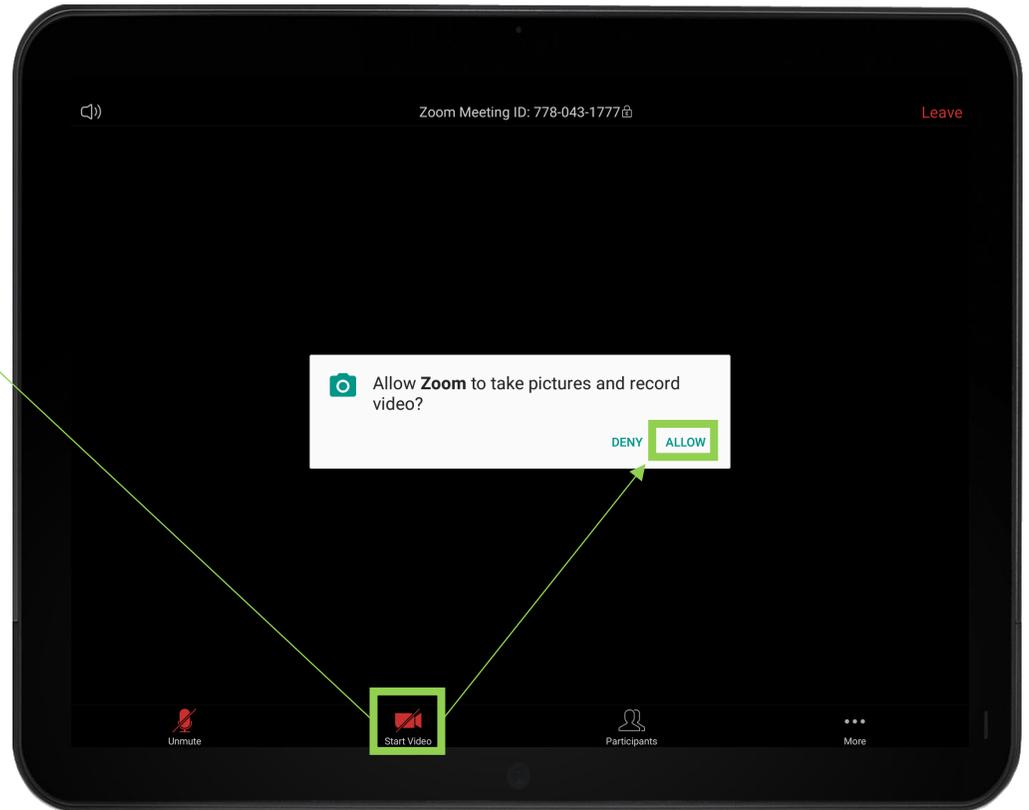
GOOGLE OPTIONS DURING A MEETING

Mute participants audio

Switch between the front and rear cameras

Stop your video

Mute your audio

Leave the meeting

Zoom Meeting ID: 778-043-1777

Unmute

Stop Video

Participants

More

We are more than

trusted advisors.

We are your

true partners.