Zoom

Learn on your own

Zoom is an app that lets you have meetings, video calls, and voice calls through the internet

Youth
Teaching
Adults

Presented by

ABC LifeLiteracyCanada

Youth Empowering Parents

With funding from

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Zoom

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Find the Zoom app

- To find the Zoom app, look for it on your device's home screen or in the app launcher

- Tap on the Zoom app to open it

- If Zoom isn't installed on your device, open the App Store. You can search for "Zoom" and download the app. If you've never downloaded apps before, do this lesson first.

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Set up your Zoom account

- To use Zoom, you'll need to create a Zoom account

- Tap **Sign Up.** Then, enter your date of birth and tap **Confirm.**

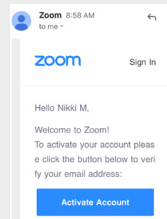- You must be at least 18 years old to create an account

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Enter your name and email address

- Type in your email address, first name and last name

- Confirm that the information is correct and then tap **Sign Up**

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Verify your email

- Zoom will send you a verification email to confirm that you're a real person

- Open the verification email and tap the blue button that says **Activate Account**

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Add a password

- Create a username and password for your Zoom account. Your password should be something easy for you to remember, but hard for others to guess.

- When you're done, tap **Continue**

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Invite your friends to Zoom

- You can invite people to sign up for Zoom by entering their email addresses into the boxes that say "name@domain.com"

- You'll only be able to type one email per box

- Tap **Invite**

- If you don't want to invite friends right now, tap the **Skip this step** option

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Sign in to Zoom

- Tap **Sign In**

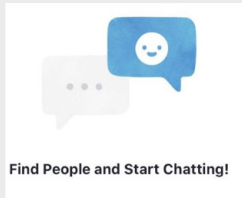- Type in your email address and the password you just created

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Give Zoom permission

- Zoom requires several permissions from your device. This will allow Zoom to access your device's camera, microphone, and calendar so that Zoom can work properly.

- Tap **Allow** for each permission

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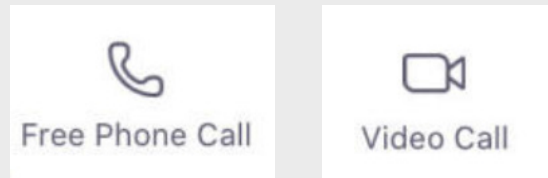
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Add Contacts

Find People and Start Chatting!

Add contacts

• You can add friends who already have Zoom to your contacts list. This will allow you to chat and call them. Tap **Add Contacts** and search through your existing device's contacts or from your email address.

• If you add a contact, Zoom will send an invitation to that person. They need to accept the invitation before they join your contacts list.
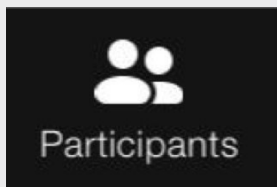
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Free Phone Call

Video Call

Make a call

• Zoom needs access to the internet to make calls. If you're not connected to wifi, Zoom will use data from your mobile plan and that can get expensive.

• Select a person from your contacts list

• You can make a voice call by tapping the **Free Phone Call** button, or a video call by tapping the **Video Call** button
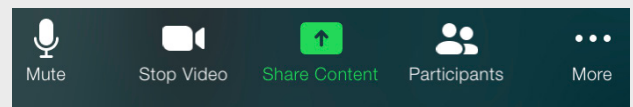
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Participants

Add other people to the call

• If you want to add another person to the call, tap **Participants.** Then, tap **Invite.**

• You can add people from your Zoom contacts list that you created in Step 9. You can also invite people by sending an invitation to their email address.

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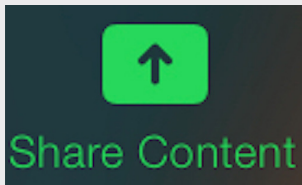Mute   Stop Video   Share Content   Participants   More

Turn off your audio and video

• You can turn off your audio by tapping the **Mute** button. This is useful if you just want to listen to others and don't want them to hear you. Turn your audio off, and then turn it back on.

• You can only turn off your audio after you've joined a call

• You can turn off your video by tapping the **Stop Video** button. Turn your video off, and then turn it back on.
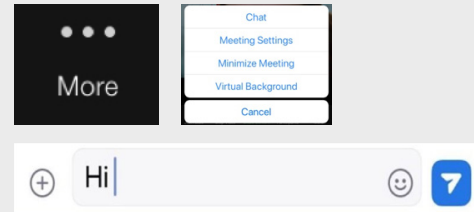
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Share your screen or photos

- You can send a photo to the people you're chatting with by tapping the **Share Content** button, and then tapping Photo

- You can also share your screen. This is helpful if you want to show a PowerPoint presentation you've made, or if you just want to show other people what's on your device. You can do this by tapping the **Share Screen** button.

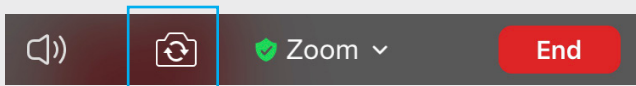- You can only share content once you're in a call

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Zoom chat

- Tap the **More** button. Then, tap **Chat.**

- You can send a chat message to the person you're chatting with. Type "Hi".

- Now, tap on the **smiley face** button to the right of the message. Choose an emoji to add to the message. For example, you can add a smiley face.
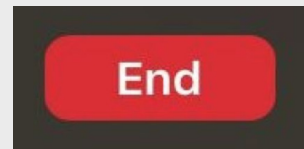
- Tap the **send** button

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Switch cameras

- You can also switch to the camera on the back of your device. To do this, tap the **flip camera** at the top of your screen. This is useful if you want to show the person they're speaking with someone else, like other family members.

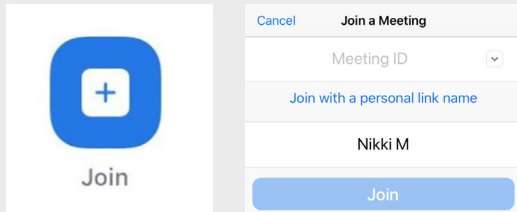- To switch back to the front camera, tap the **flip camera** button again

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End the call

- You can leave the call by tapping the **End** button

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Joining a Zoom meeting

• Sometimes people schedule Zoom meetings in advance. For example, many schools and organizations create Zoom meetings for staff and students to join.

• To join a scheduled Zoom meeting, you need a Meeting ID. The host will send you a Meeting ID, usually by email.

• If you have a Meeting ID, you can tap the **Join** button and enter your Meeting ID. You'll join the meeting when its scheduled to start.
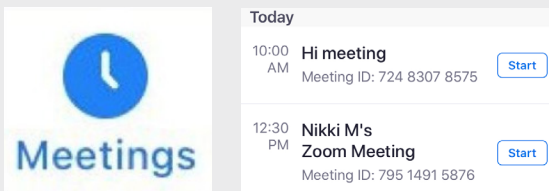
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Schedule a meeting

• You can also create a Zoom meeting and schedule it for a later date

• Tap **Schedule.** Then pick a date and time, and who you want to invite.
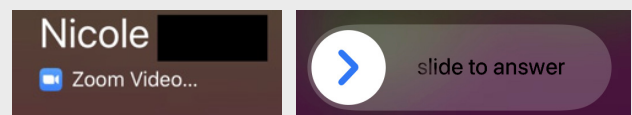
• When you're finished, tap **Done**

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View scheduled meetings

• You can see your scheduled meetings by tapping the **Meetings** button at the bottom of the screen

• Your scheduled meetings will also appear on your device's Calendar app
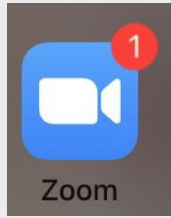
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Receiving a Zoom call

• If you get a phone or video call through Zoom, it will look like this

• A Zoom call will look a bit different on every device, so it won't look exactly like this picture

• To answer the call swipe the **arrow** button to the right

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Notifications

- When you get a Zoom message or miss a call, you'll see a notification on your device

- On some devices, you'll see a number on the top right of the Zoom app in your device's home screen or app launcher. This number tells you how many messages or missed calls you have. On other devices, you'll get a notification in the notification bar at the top of the screen.