

Accepting A Zoom Invitation

This article covers some basics on how to use Zoom on an iPad. The TechOwl Lending Library has many iPads and apps to borrow. For more information, please contact Christina Chamberlain at 412.683.7100 ext. 2179 cchamberlain@classcommunity.org or visit <https://www.classcommunity.org/services/adult/tech-owl>.

Accept an Invitation:

- A friend might email you an invitation to talk using Zoom.
- To join the call, click on the link under "Join Zoom Meeting."
- Allow it to open the app if Zoom is already on your computer or just click "Join" from your browser. You do not need to download Zoom.
- Zoom might ask for your name. It is okay to put just your first name or a nickname. Then click "Join."

Join audio:

- Click "Join Audio by Computer."
- Your computer may also ask permission to use your microphone. Click "Allow."

Turn on your Camera:

- A bar at the bottom of the screen shows the meeting controls.
- The most important buttons are the microphone and video camera. These buttons let you decide whether other people can hear and see you. When they have a red slash, they are turned off.
- Tap the button once to turn them on or off.

Change how many people you can see:

- Near the top of the page, there is a button that lets you decide how many people you would like to see on your screen.
- "Gallery View" will show everyone who is participating in the call. "Speaker View" will show one person at a time.
- Click to change the view.

Hang up when you are done:

- Click the red leave button to hang up when you are done with the call.