

A Step-by-Step Guide to Zoom – iPhone/iPad



We have all had to adapt to a new normal during this pandemic, and many ways that we communicate and participate in programming has changed. Thanks to applications like Zoom, we can socialize, exercise, and have meetings from the comfort and safety of our homes.

If this is your first time using Zoom, we hope this guide will help navigate the process. If you have any problems or questions, please contact us at (204) 467-2582, or email si55plus@mymts.net.

To access virtual programming you will need:

- An email address
- An internet connection
- A phone/tablet/computer

A 55 Plus membership is encouraged to help support the centre!

Joining a Program:

The first step to joining our virtual programming is picking your program!

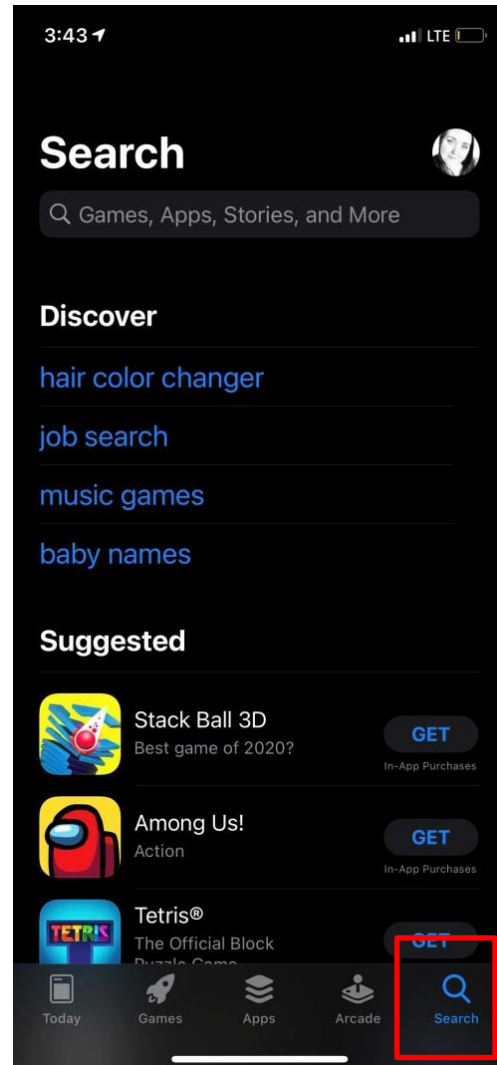
1. Contact the South Interlake 55 Plus by calling (204) 467-2582, or emailing si55plus@mymts.net. Let us know which programming you wish to join.* (Check for an updated list on our website at www.si55plus.org)
2. Provide your email address to staff, and you will be added to the program you requested.

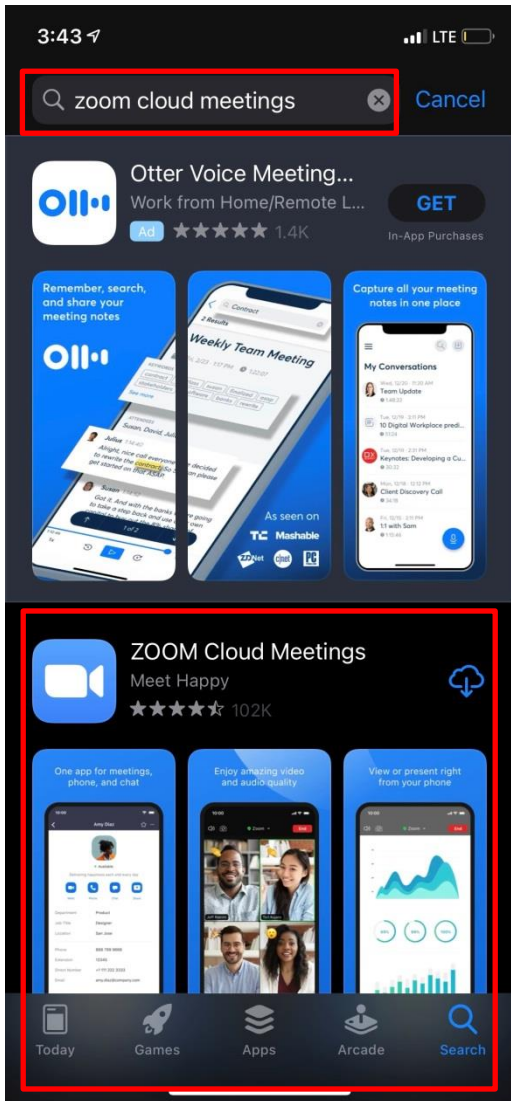
*We offer a variety of paid and free programming, so please note that some programs will have additional fees.

Downloading Zoom:

Before you can join a meeting, you must download the Zoom app onto your phone or tablet.

1. Find the “App Store” on your home screen. Go to the “Search” menu on the bottom right hand corner.





2. In the search bar, type “ZOOM Cloud Meetings, and tap the “Search” button

3. Click on the ZOOM Cloud Meetings app. Click “GET”. This will add Zoom to your home screen.

4. Once downloaded, it will say “OPEN”. This means that your app is ready to use.

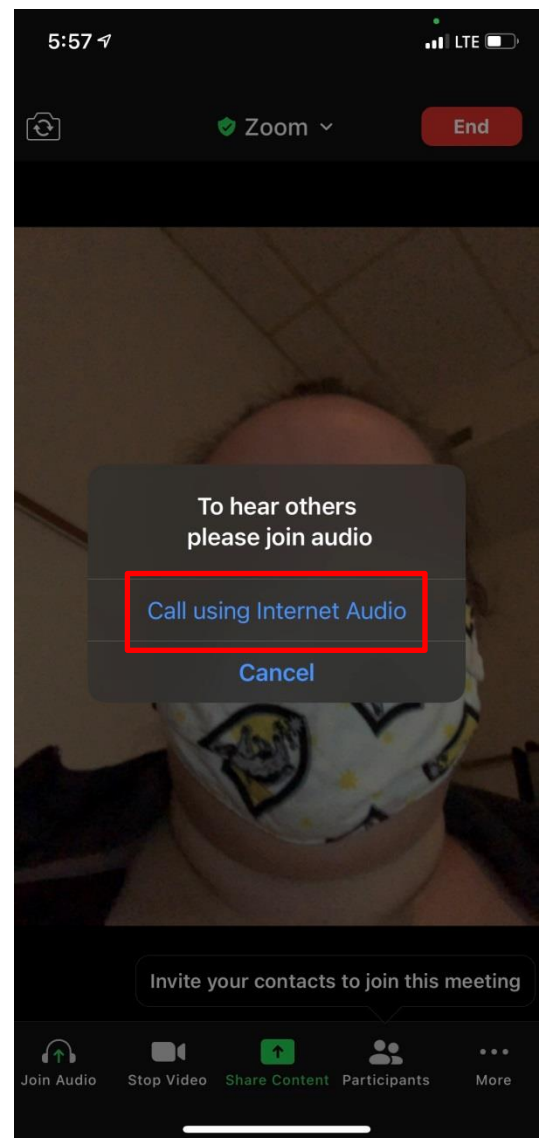
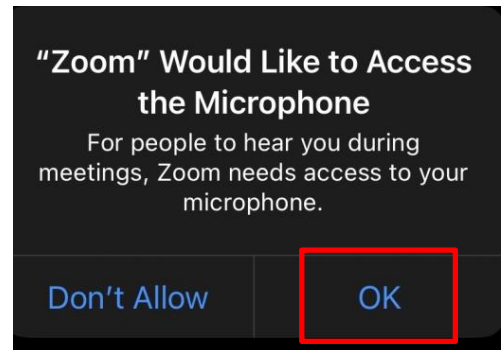


Joining a Meeting:

Now that you have the Zoom app, you will be able to join a meeting. You should have an email in your inbox, inviting you to join a Zoom Meeting.

1. Click the link that says “Join Zoom Meeting”. This will open your app.
2. Zoom will ask you for Access to your Camera to record video. If you would like to join with video, tap “OK”.
3. Zoom will ask you for access to your microphone. This is recommended so that instructors can communicate with you during the program if necessary. Tap “OK”.
4. Another box will pop up that says “To Hear others please join audio”. Tap “Call using Internet Audio”. This will allow you to hear the meeting.

*You may see a window pop up that says “Waiting for host to start this meeting” or “Wait for host to let you in”. Your program will begin from this screen once the host starts the meeting, so please be patient. If you are not let into the program, call the centre and we can assist you further.



Navigating Zoom controls and features:

Now that you have successfully joined a meeting, you can learn how to use the controls. You do not need to learn how to use all the tools in order to have a successful meeting experience. Here are the basics:

1. **Mute/Unmute:** This function turns your microphone on and off for the meeting. The host may mute your microphone during the program.
2. **Start/Stop Video:** This function turns your camera on and off during the meeting. You do not need to use video to participate in your program.
3. **More:** This will open up additional features for you, such as Chat, and Reactions.
4. **Chat:** If you need to communicate something during your program, the chat feature is a great function. Please note that the host can see everything that is said in chat (even messages sent to other participants once the meeting has ended), so the chat is not private.
5. **Reactions:** This is a fun way to let the host or other participants know how you are doing. Your chosen reaction emoji will appear by your name.

When your program ends, the host will end your meeting. You made it! You can close Zoom, and join us again for your next class!

