

A Step-by-Step Guide to Zoom – Android Phone/Tablet



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
- Internet access
- A smartphone/tablet/computer

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

Sign up for a Program:

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

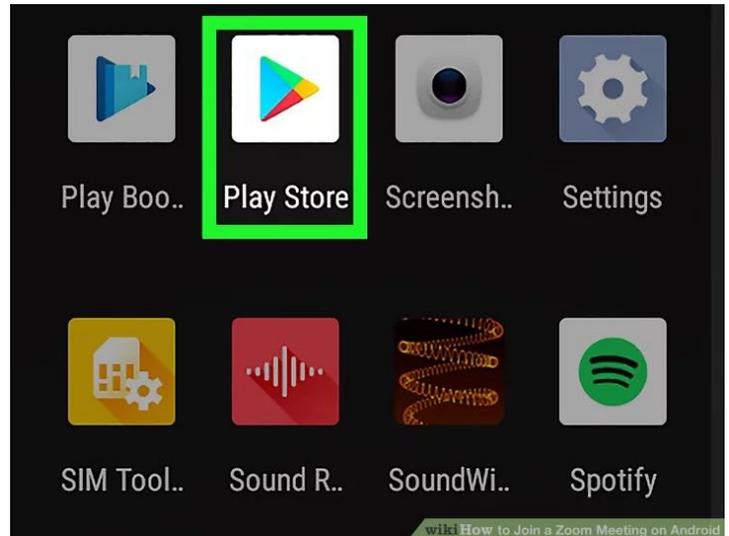
1. Contact the South Interlake 55 Plus by calling (204) 467-2582, or emailing si55plus@mymts.net. Let us know which programming you wish to join.* (Check for an updated list on our website at www.si55plus.org)
2. Provide your email address to staff, and you will be added to the program you requested.

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

Download Zoom:

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

1. **Open the Google Play Store** It's the app that has an icon that resembles a colorful 'play' triangle.



2. **Type Zoom Cloud Meeting in the search bar.** The search bar is at the top of the screen. This displays a list of apps that match your search.



3. **Tap Zoom Cloud Meetings.** It's in the list of apps that match your search. This displays the app info page for Zoom Cloud Meetings.

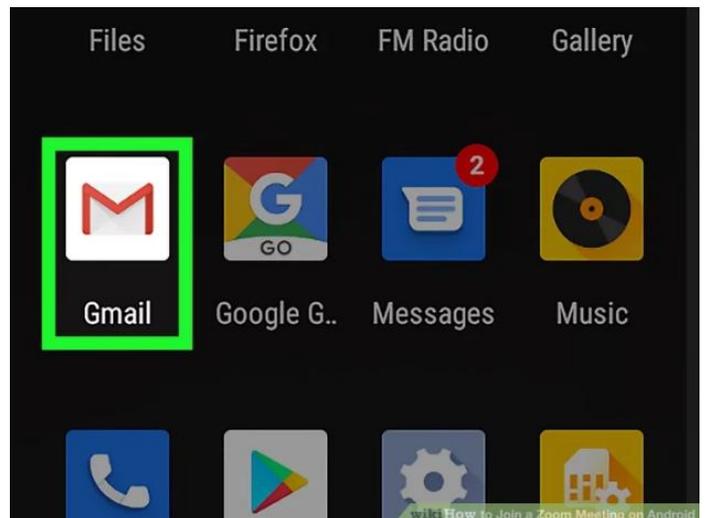


4. **Tap Install.** It's the green button on the right below the banner at the top of the app info page. This installs Zoom Cloud Meetings on your device.

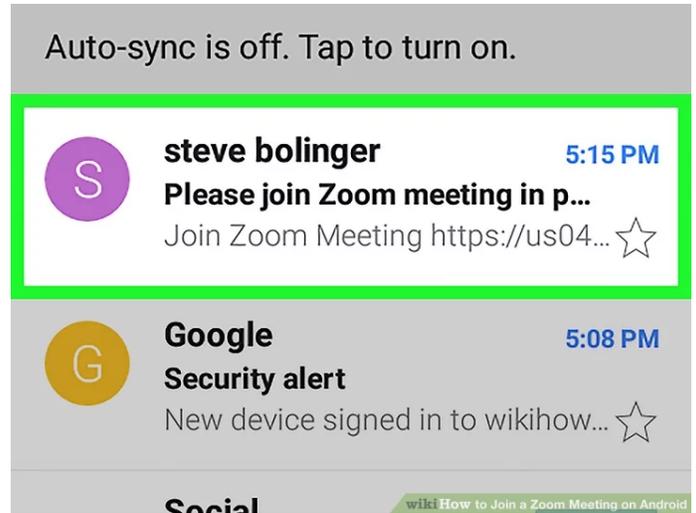


Joining a Zoom Meeting:

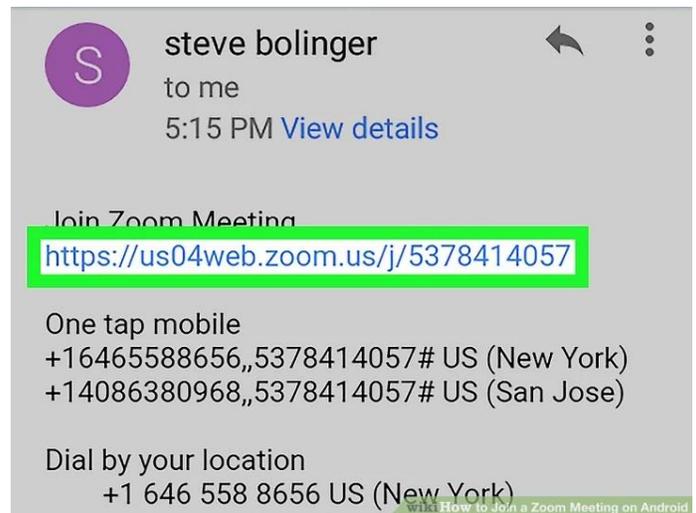
1. **Check your email.** Zoom meeting invites are typically sent via email, so check there for your meeting invite.



2. **Open the email invitation.** Zoom email invitations typically have "Please join Zoom meeting in progress" as the subject

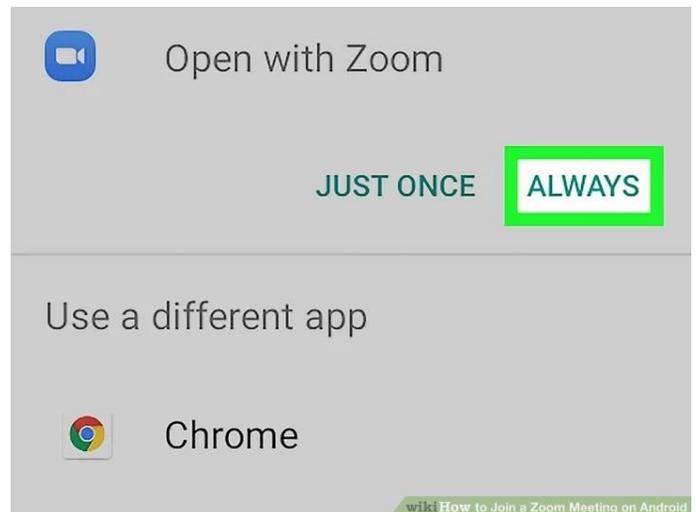


3. **Tap the Meeting URL.** The URL is at the top of the email below the text that says "Join Zoom Meeting". This displays a pop-up asking which app you want to open the URL with.



4. **Select the Zoom app and tap Always.** The first time you join a Zoom meeting invite, a pop-up displays asking you which app you want to use. Tap the Zoom app icon. It's a blue icon with an image that resembles a video camera. Then tap **Always** to indicate you always want to open email invitations with the Zoom app. This opens the Zoom app with the meeting.

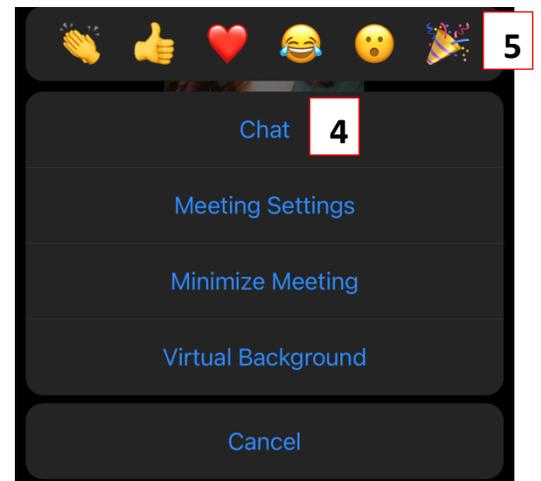
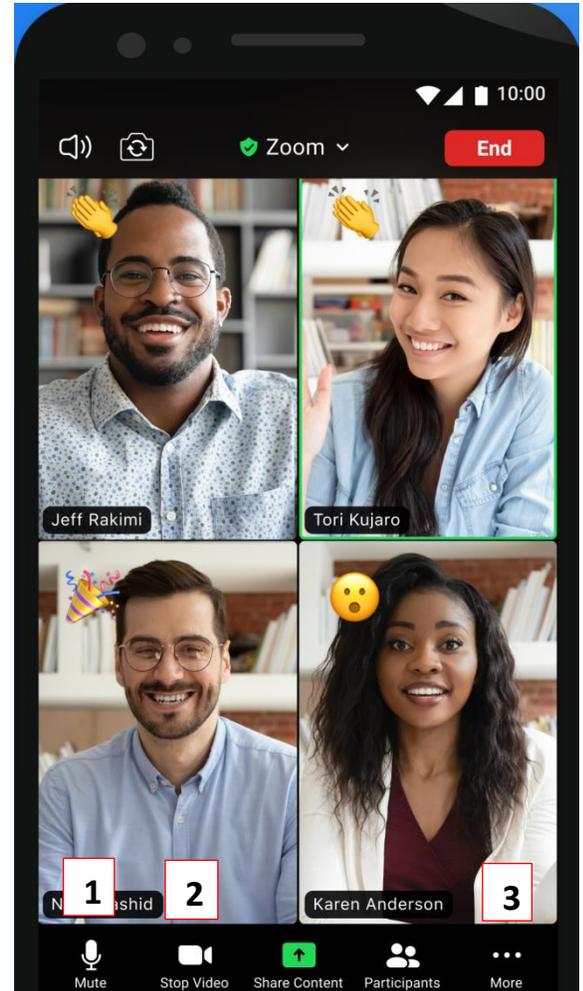
- If asked to allow Zoom to use your phone's microphone and camera, tap **Allow**.



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!*