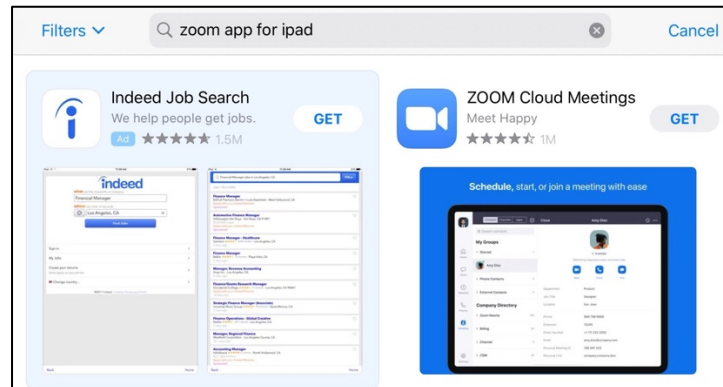


How to Use Zoom on an iPad:

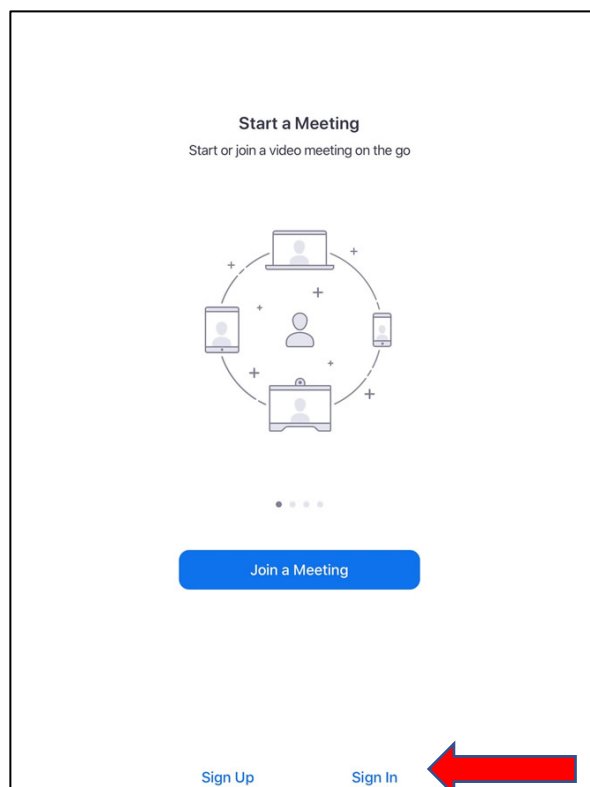
1. On your iPad, launch the App Store icon:



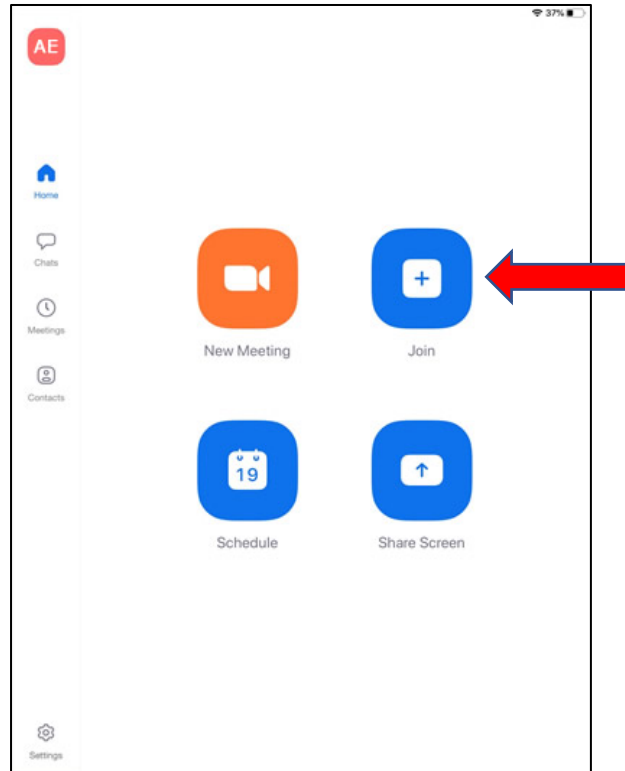
2. Download the ZOOM Cloud Meetings app:



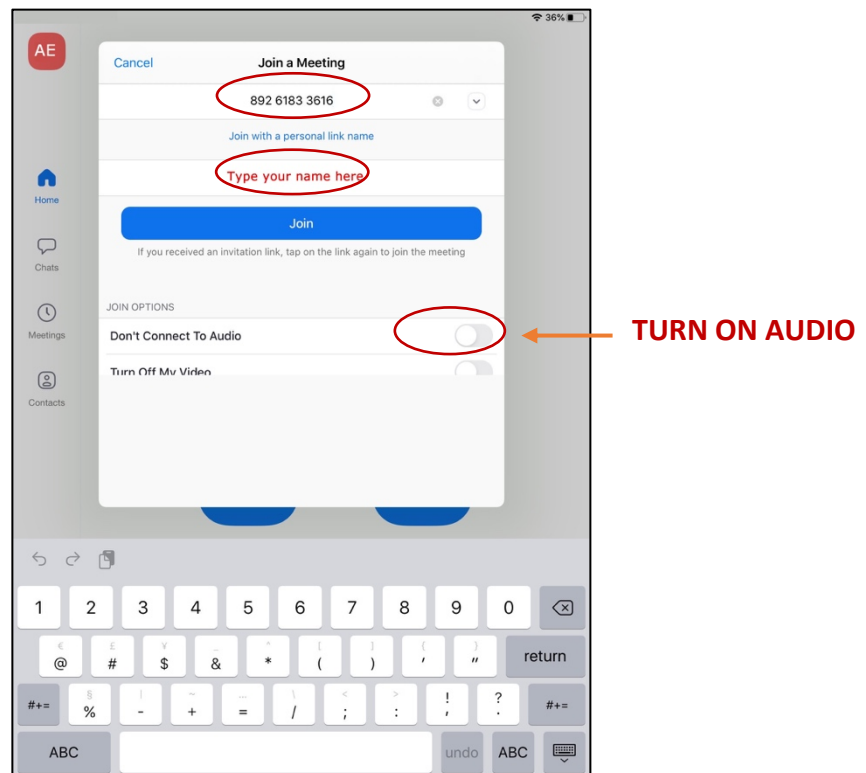
3. Once installed, open the Zoom App.
4. The screen below will open. If you do not have a Zoom account, click the Sign-Up link at the bottom of the screen or if you have a Zoom account, sign in.



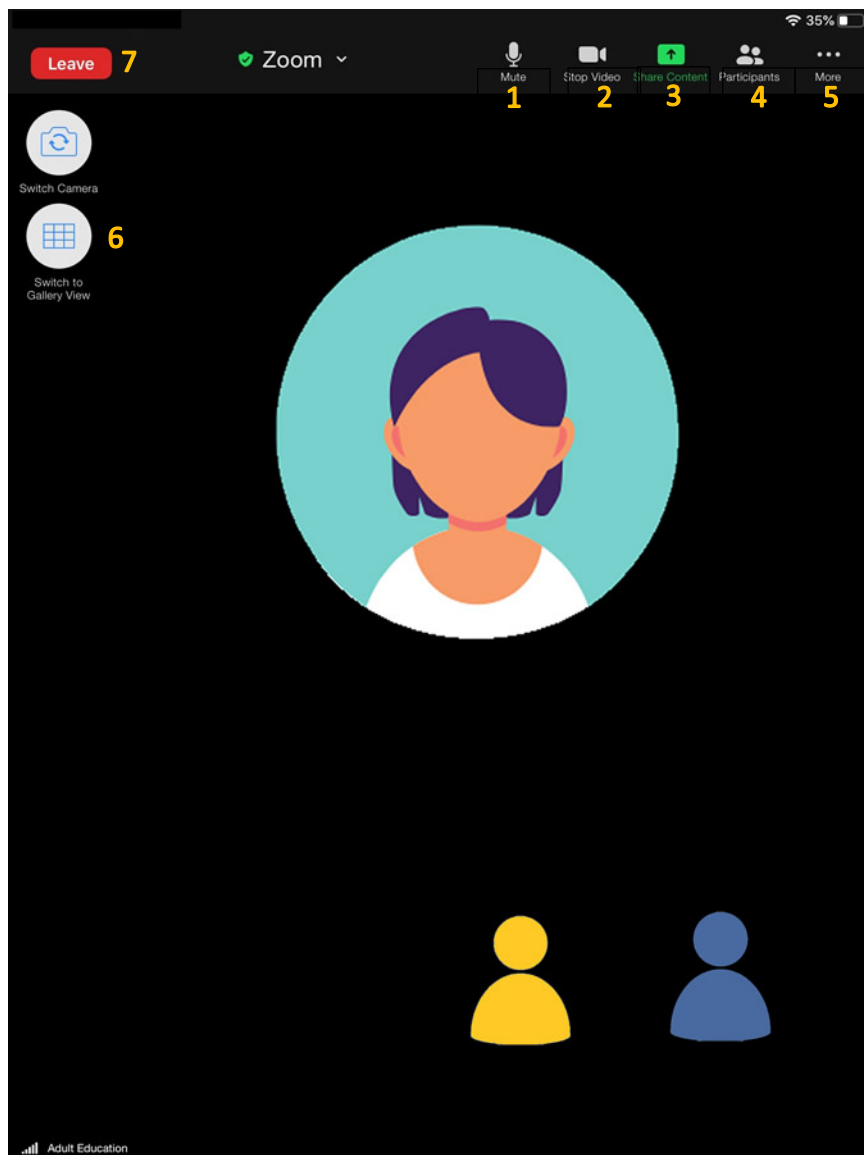
- Once you sign-up you will be asked to sign in. Signing into Zoom takes you to the home screen. Press the JOIN button.



- When the “Join A Meeting” opens, enter the meeting number that was emailed to you, type in your name if it does not automatically appear and **be sure to turn on Audio** before clicking **JOIN**.



7. **The Zoom Main Meeting Screen** – Displays the video of whoever is currently speaking, unless **Share Screen** is enabled (see below). Other users will be displayed at the bottom of the page. See labels below the picture:



Top Tool Bar

1. **Mute:** Control your own audio output.
2. **Start or End Video:** Control your video output.
3. **Share Screen:** Share your full desktop or specific windows if the host gives you permission. In most sessions, this feature is turned off by the host. Starting Screen Share minimizes the main meeting window and highlights the window you are sharing (if you're sharing a window and not the desktop). You can stop sharing at any time by clicking Stop Share.
4. **Participants:** Opens a pop-up window listing all participants. From this window you can:
 - mute yourself
 - disable video

- raise your hand to speak
 - change your screen name
5. **More:** Brings up the **Chat** feather to communicate with all participants or to send messages to a specific participant by clicking on their name in the participants list. **Reaction symbols:** Meeting participants can react during a meeting by sending a thumbs up or clapping to communicate without interrupting the meeting. Reactions will disappear after 5 seconds.
 6. **View:** On your Zoom screen, usually the top right-hand area of your main window (run cursor over area if you can't see the icons), you will also see a choice to toggle between "speaker" and "gallery" view. "Speaker View" shows the active speaker. "Gallery View" shows all of the meeting
 7. **Leave Meeting:** Clicking on this button will take you out of the meeting.