

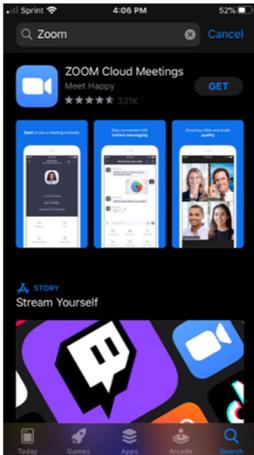


## How to get started with Zoom for smartphone

If you have questions or want to give us feedback on this guide, please contact us at [info@encorepreneurcafe.com](mailto:info@encorepreneurcafe.com) or 503-954-2837.

### 1. Download the app to your phone.

On an iPhone, go to the app store.

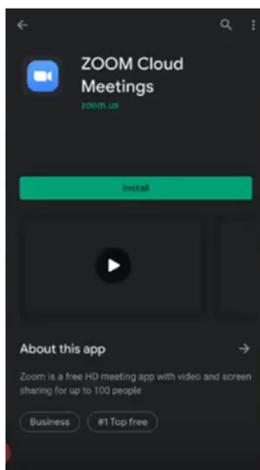
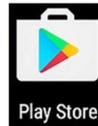


Search for Zoom.

The full app name is ZOOM Cloud Meetings. Tap “Get”.

Once it has finished downloading, tap “OPEN”

On an Android phone, go to the Play Store.

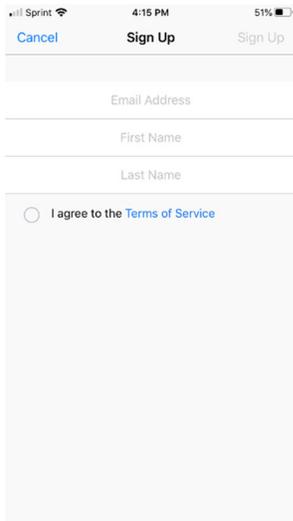


Search for Zoom.

The full app name is ZOOM Cloud Meetings. Tap “Install.”

Once it has finished downloading, tap “Open.”

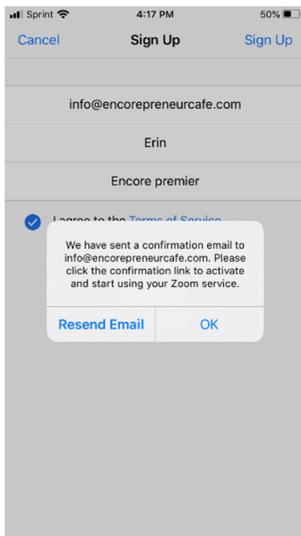
### 2. Once Zoom is open, tap “Sign Up” to create an account.



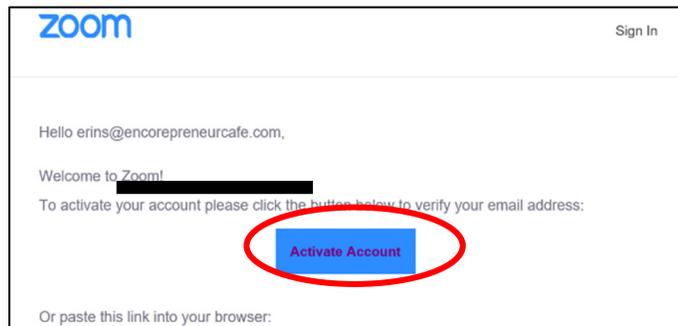
3. The app will ask you for your birthdate for verification purposes.

After you've entered your birthdate, **enter your email address and name.**

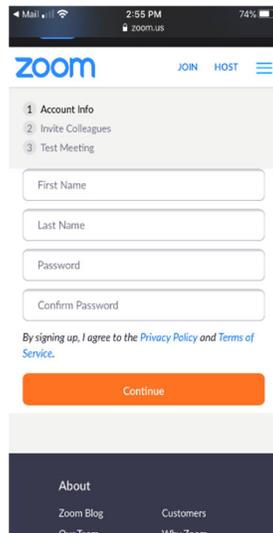
Tap on the "I agree to the Terms of Service" button. Then, tap on "Sign Up" in the top right corner.



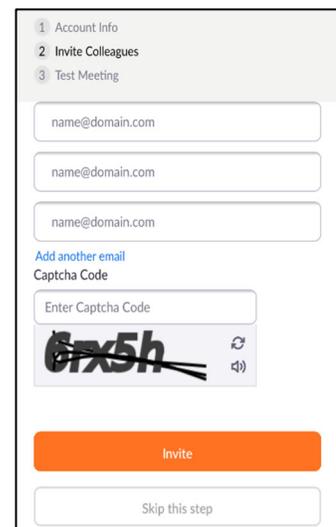
4. **Verify your email address.** Check your email for a message from zoom. Open the email and tap the link to verify your email address.



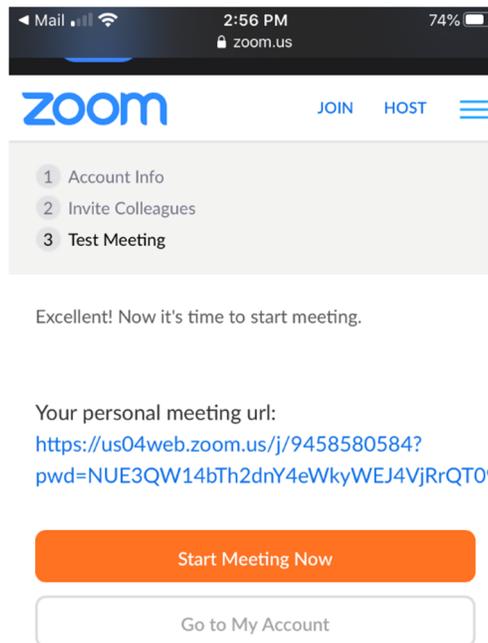
5. After tapping the link to activate your account, you will be asked to **fill in your personal information:**



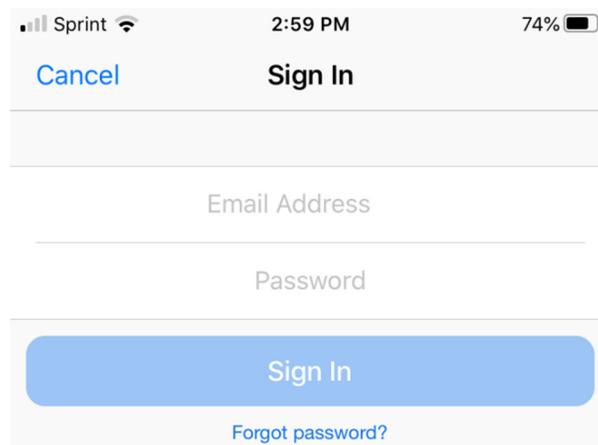
6. You'll then be asked to invite colleagues. You can tap **"Skip this step"**



7. **Now you can start a test meeting** to make sure sound and video are working. Tap “Start Meeting Now.”

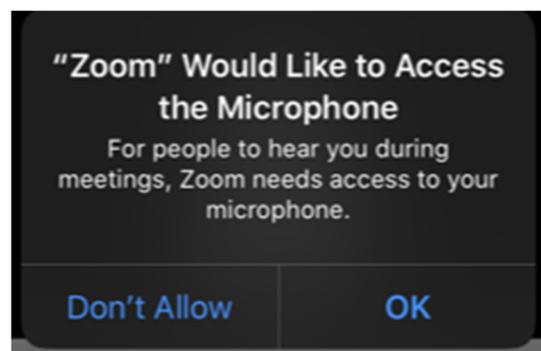


8. On the next screen, tap “Sign in.”

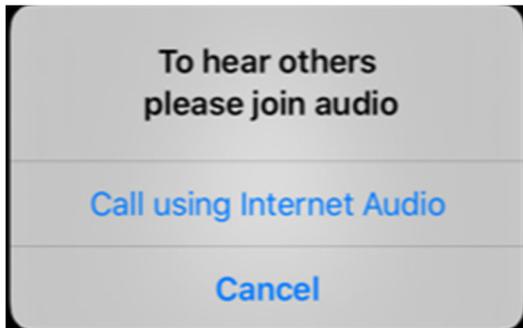


9. **Enter your email and password.**

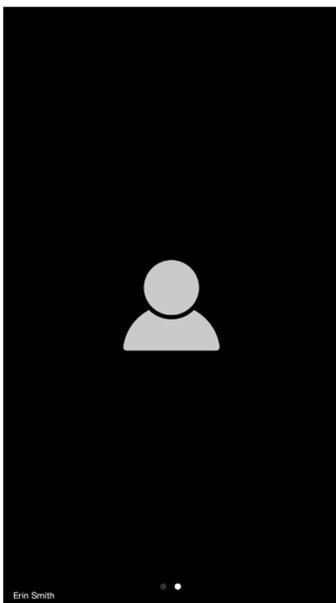
10. Zoom will now ask you a series of questions about what kind of permissions you would like to grant the app on your phone. Just be sure to **choose “Ok” when it asks to access the microphone.**



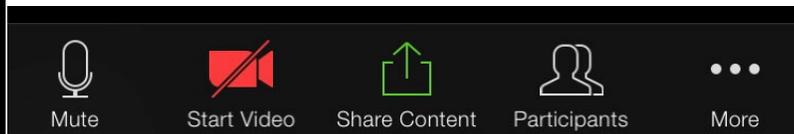
11. You should also choose **“Call using Internet Audio”**.



12. You will then see a screen that looks like this:



**Tap the icon in the center of the screen to see more options.** Once you do, you should see this menu on the bottom of your screen:



**Tap “Start Video.”** You will then be asked to grant permission to Zoom to access your camera. Tap “Ok.”

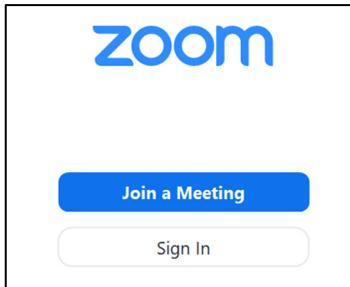
13. You should be able to see yourself on the screen. You now know that audio and video are working.



End the meeting by tapping the red “End” in the upper right of the screen.

**Congratulations, you are now ready to use Zoom!**

## A few more tips:



If you have signed up for a **Zoom meeting, class, or event**, the organizer will most likely send you a link or a meeting ID and password. You can access the meeting by opening Zoom on your computer and tapping “Join a Meeting” in the pop-up dialogue. Then you can copy and paste the link or meeting ID.

**To access your settings** once you are in a meeting, just tap in the middle of the screen and you’ll see some items pop up on the bottom of the screen. If you tap “More,” you can then choose “Meeting Settings.” A good setting to turn on is “touch up my appearance,” since the front-facing cameras of most phones are not that great 😊.

If you are in a meeting with a lot of people or joining a class where the instructor is doing most of the talking, **it’s a good idea to mute yourself** by tapping on the microphone icon in the bottom left of the Zoom screen (where it says “Mute”). Tap on the microphone again to un-mute yourself if you want to join in the discussion.

**If you’re not comfortable being visible onscreen** but still want to join in via audio, you can tap the “Stop Video” button on the bottom left of the Zoom screen once you’re in the meeting. You may need to tap in the center of the screen first to get the menu to pop up. It’s a good idea to use this function if you have to leave the room for a moment or need to bring the computer with you into a different room. You can turn the video back on with the same button if you want to be visible to the group again.

When joining a class where you want the image of the instructor to be the main video feed that you see, **double tap on the video image of the instructor**. Otherwise, the main image will cycle through to show whoever is talking from moment to moment. To stop focusing on the teacher’s video feed, double tap their image again.