

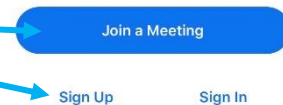
First Time Users Guide to Zoom Videoconference Meetings

iPhone & iPad Users

1. Go to your app store and download the Zoom Cloud Meetings App.



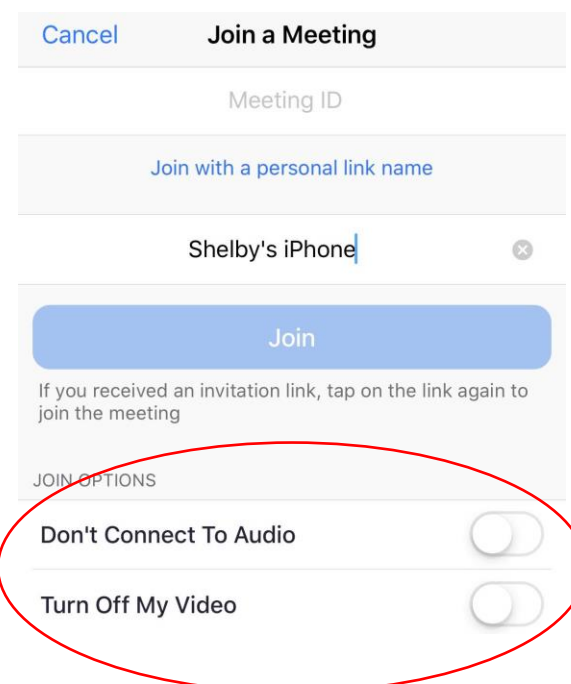
2. Once downloaded, open the app. You can choose to make an account by selecting "Sign Up", but it is not necessary for you to have an account in order to participate in the call.



3. Select the blue "Join Meeting" button once it is time for the call.

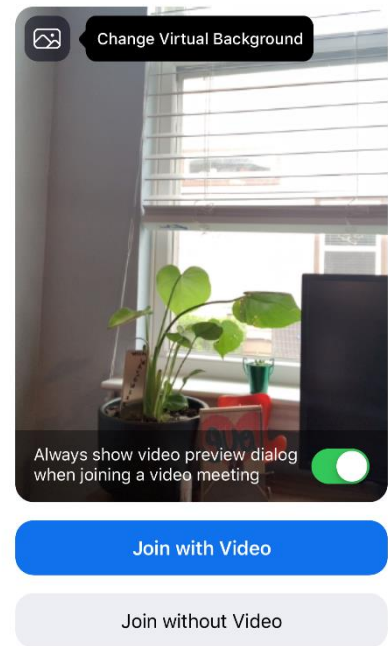
4. Enter the "Meeting ID".

5. Click the blue "Join" button. Please make sure to not change the "Join Options" below the blue button. It is important that you connect to audio AND video!

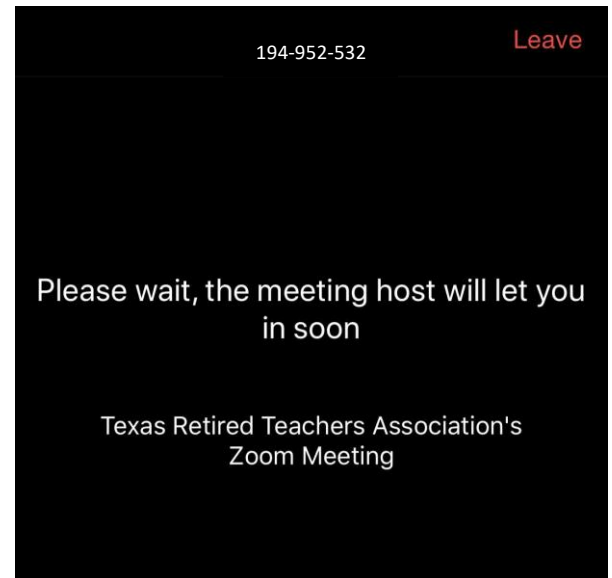


6. If your iPhone or iPad asks you to allow “Zoom” access to your camera and/or microphone, click **YES**.
7. You will see a “Video Preview Screen” next. Make sure your face is fully in the frame and click “Join with Video” when you are ready.

Video Preview

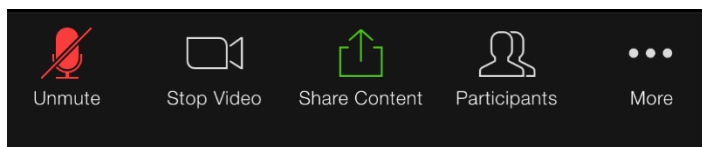
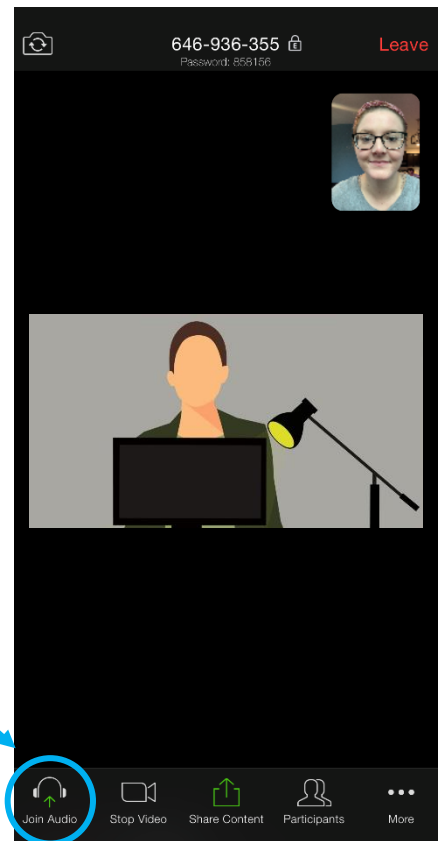


8. Now you are in the “Waiting Room”! The meeting host will then accept your request to join the meeting.



9. Now you are in the meeting! Make sure your video and audio are both connected. Your video will be in the upper right hand corner of your screen. At first, you may need to click “Join Audio” in the lower left hand corner. Select the first option to dial in through internet.

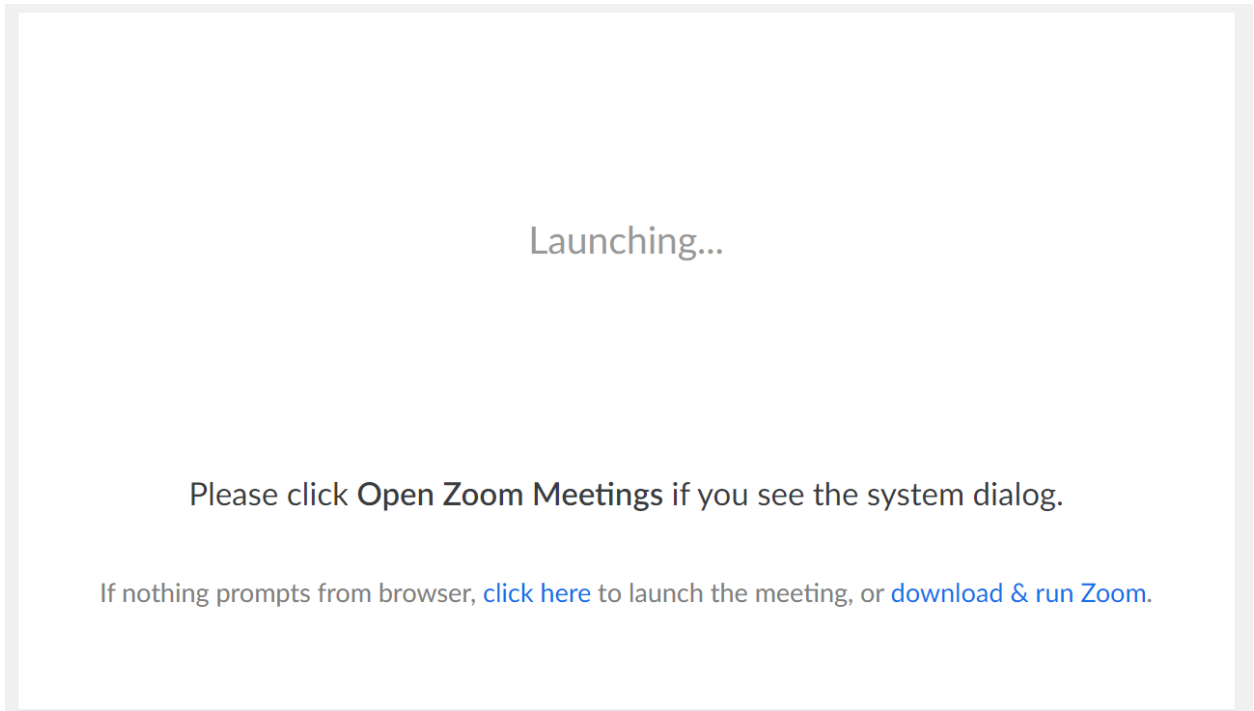
10. If your audio is already connected, you will see a microphone in the lower left hand corner. Red means you are **muted** and no one will be able to hear noise from your end. If you want to turn off your video, press the “stop video” button.



11. To see everyone at once, swipe **to the right to switch to gallery view**. This should display several participants’ faces at once!

Laptop users

1. Click the link in the email invitation.
2. This should bring you to a screen that looks like this:



3. Select "click here" and another section of text that reads :
If you cannot download or run the application, [join from your browser](#).
4. After clicking "join from your browser", you will be directed to a Sign In page. Please create an account, or sign into your existing one.
5. On the next page, click the "Join" button under your name.
6. You will then be transferred to the "waiting room" which looks like this:

Please wait, the meeting host will let you in soon.

Texas Retired Teachers Association's Personal Meeting
Room

7. After the host admits you into the meeting, you will officially be able to see and speak to everyone on the meeting. Make sure you connect audio and video so everyone can hear and see you!