

# Joining an online meeting using Zoom from your mobile phone (Android version).



We are testing the use of quick guides to help people join us in online meetings using Zoom.

**Hello,**

**You have been invited to join an online meeting .  
We know it's a bit different this year to how we  
usually see and talk to each other, so here is our  
quick guide about how to join in.**

Your online meeting will take place using Zoom.  
Zoom helps us to make video or audio calls with one  
person or with a group of people. It is safe to join.

You will be sent / have been sent meeting details  
that includes a meeting identification (ID) number  
and a website link to join. You may have received  
this by email, text message or in one of our social  
media channels.

There is no need for you to create an account with  
Zoom to take part.

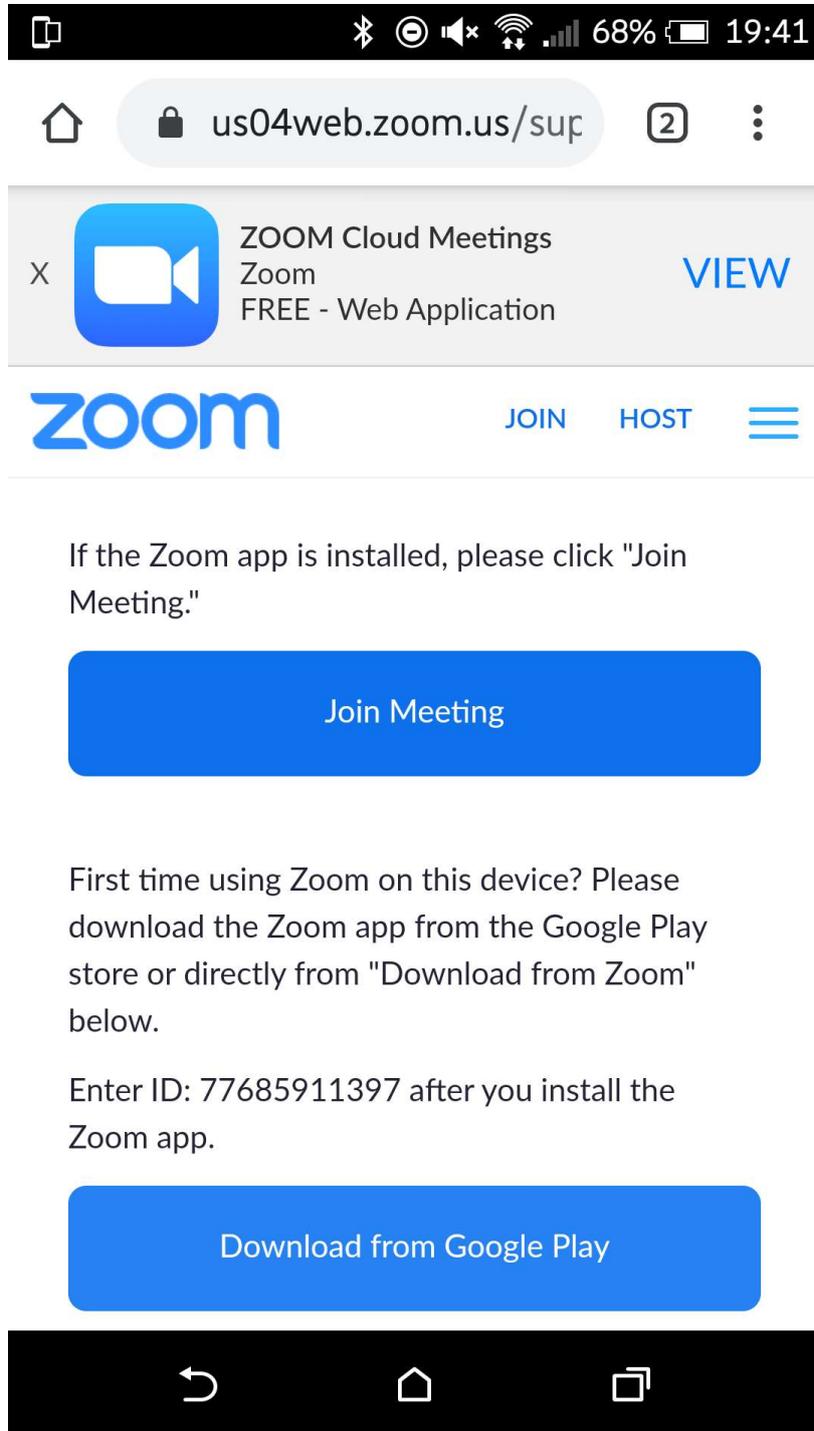
The quickest way to join the meeting is to download  
the Zoom app from your app store on your mobile  
phone before you click on the link.

Search for Zoom in your Google Play store.



(We may also have sent you a number to call, so if  
the app is not working there may be an alternative  
way to take part )

Don't worry if you haven't had the time to do this. When you click on the link, Zoom will give you the instructions to download the Zoom app.



If you have already downloaded the Zoom app, click on Join Meeting.

If you are downloading the app for the first time you may want to make a note of the

If you have downloaded the app but aren't sure what to do next you can either have a look for the link again in your email or text and click on it again.

Or you can 'Join a Meeting'. You will need the meeting ID we sent to you earlier. You do not need to sign up or sign in to take part.



## Start a Meeting

Start or join a video meeting on the go



[Join a Meeting](#)

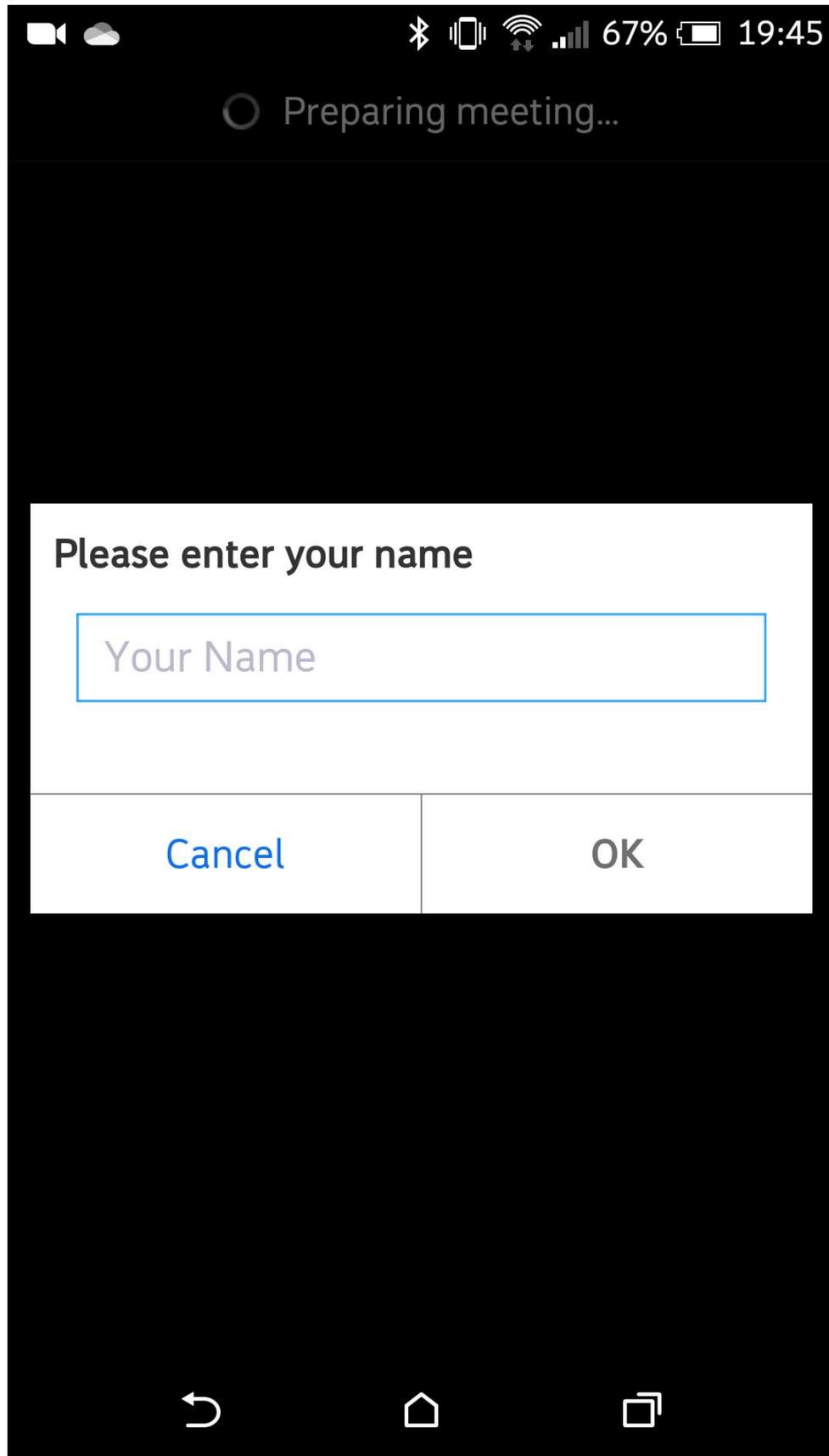
[Sign Up](#)

[Sign In](#)



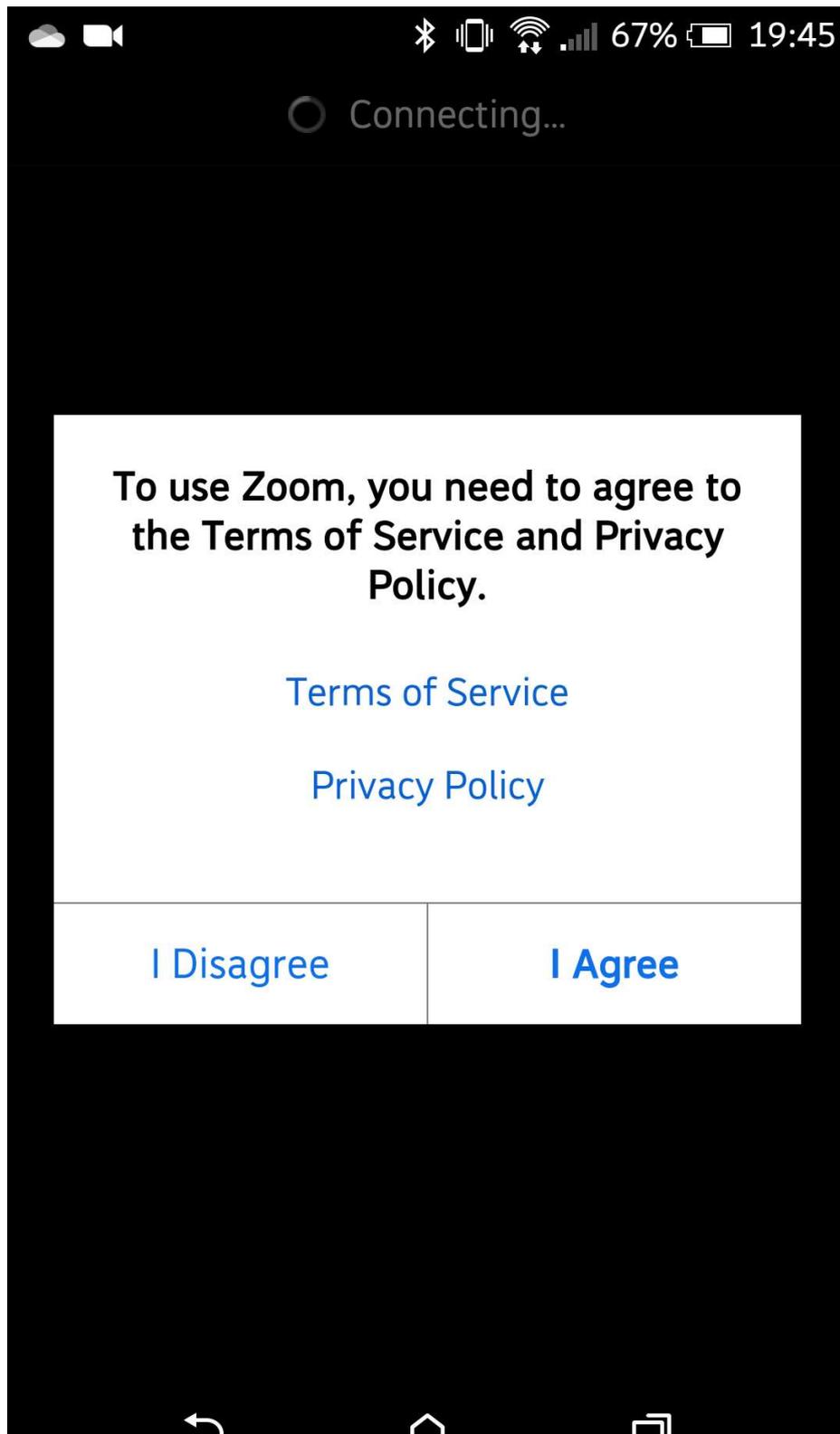
You can now enter your name. You should use your real name (at least your first name) so that the host knows that it is you.

If you are joining a group meeting you can hide your name (we'll show you later).



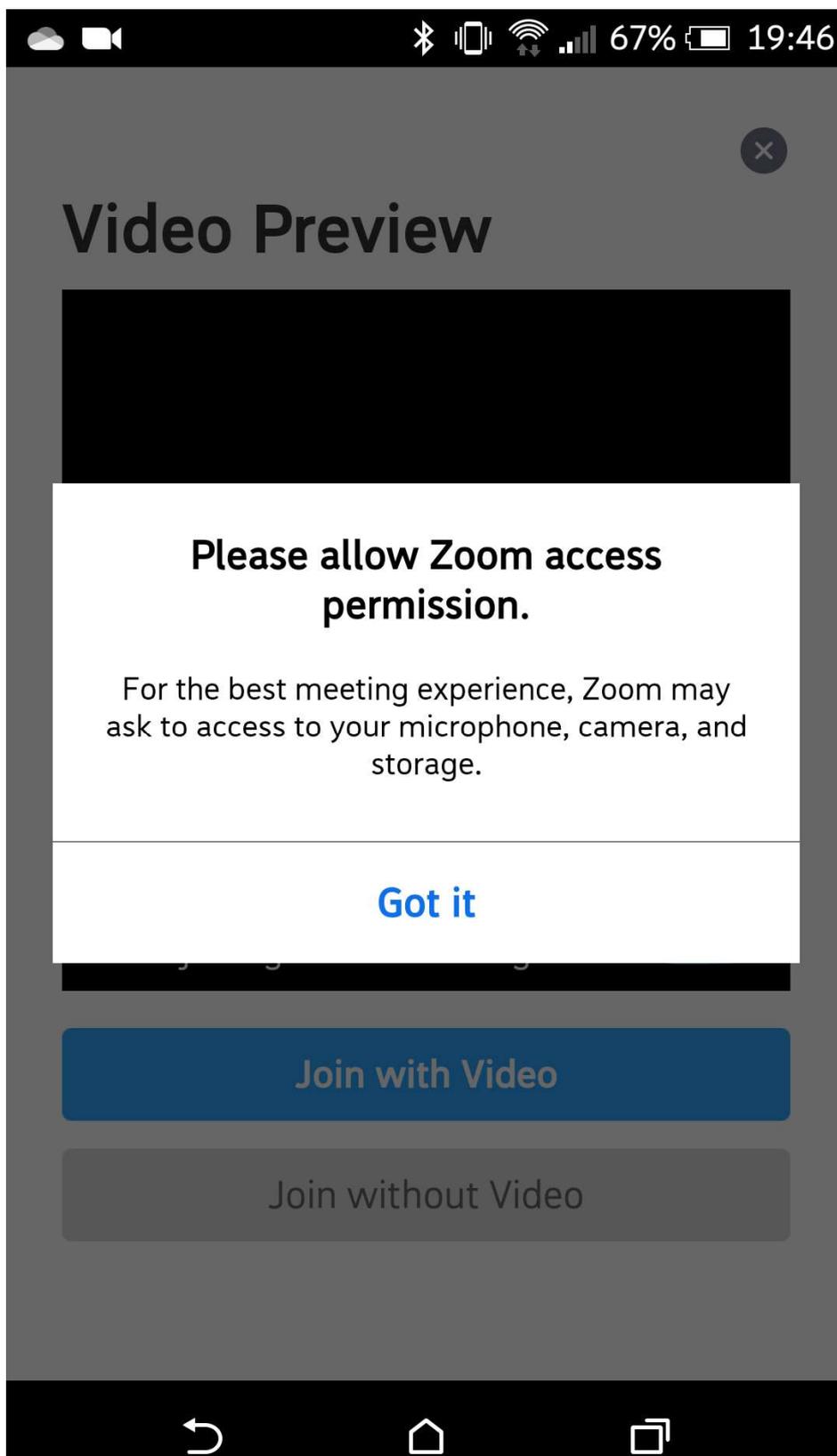
You will need to agree to use Zoom. To continue. The information includes details of how Zoom stores your personal information to make the video work and how it expects people to use Zoom.

The organiser will send you information about this if you are worried about Zoom. If you disagree you will not be able to join the meeting



Zoom may ask for permission for its application to use your microphone, camera and storage.

This will help you to take part in the meeting. You can turn off your video and audio at any time during the meeting, so it's okay to say yes at this stage.



You can now join the meeting.

You can choose to Join with Video or Join without Video. It's okay to choose one now and change your mind later.



## Video Preview



Join with Video

Join without Video



**You may also be asked by Zoom for permission to access your camera or microphone. Please agree to this whenever it asks you to.**

**Other users will not be able to join**



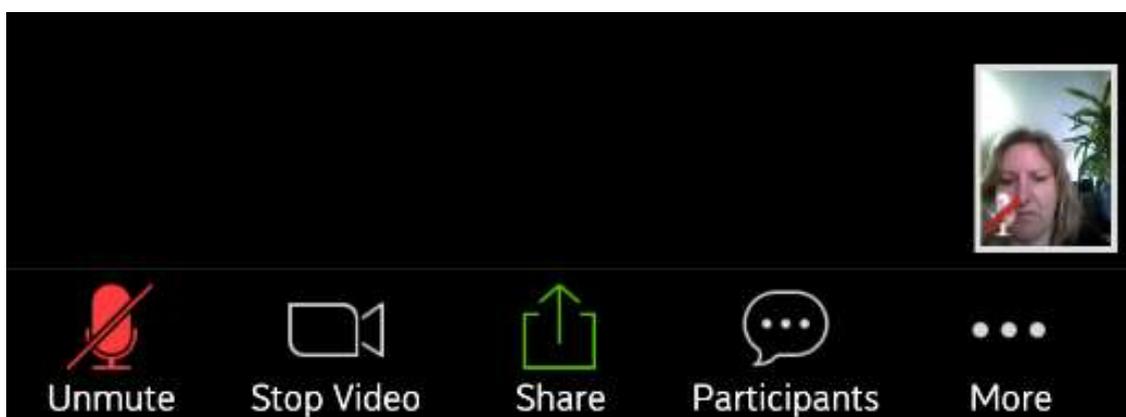
There are a few actions you can take to control how you participate in our meeting.

You'll find these if you lightly touch your screen.

They will show as a toolbar, most likely at the bottom of your screen.

If you are not talking or have been asked to 'mute' (turn off) your sound you can tap on the microphone button. It will have a line through it if it is off. This means no one can hear you (useful if there is some background noise in your home).

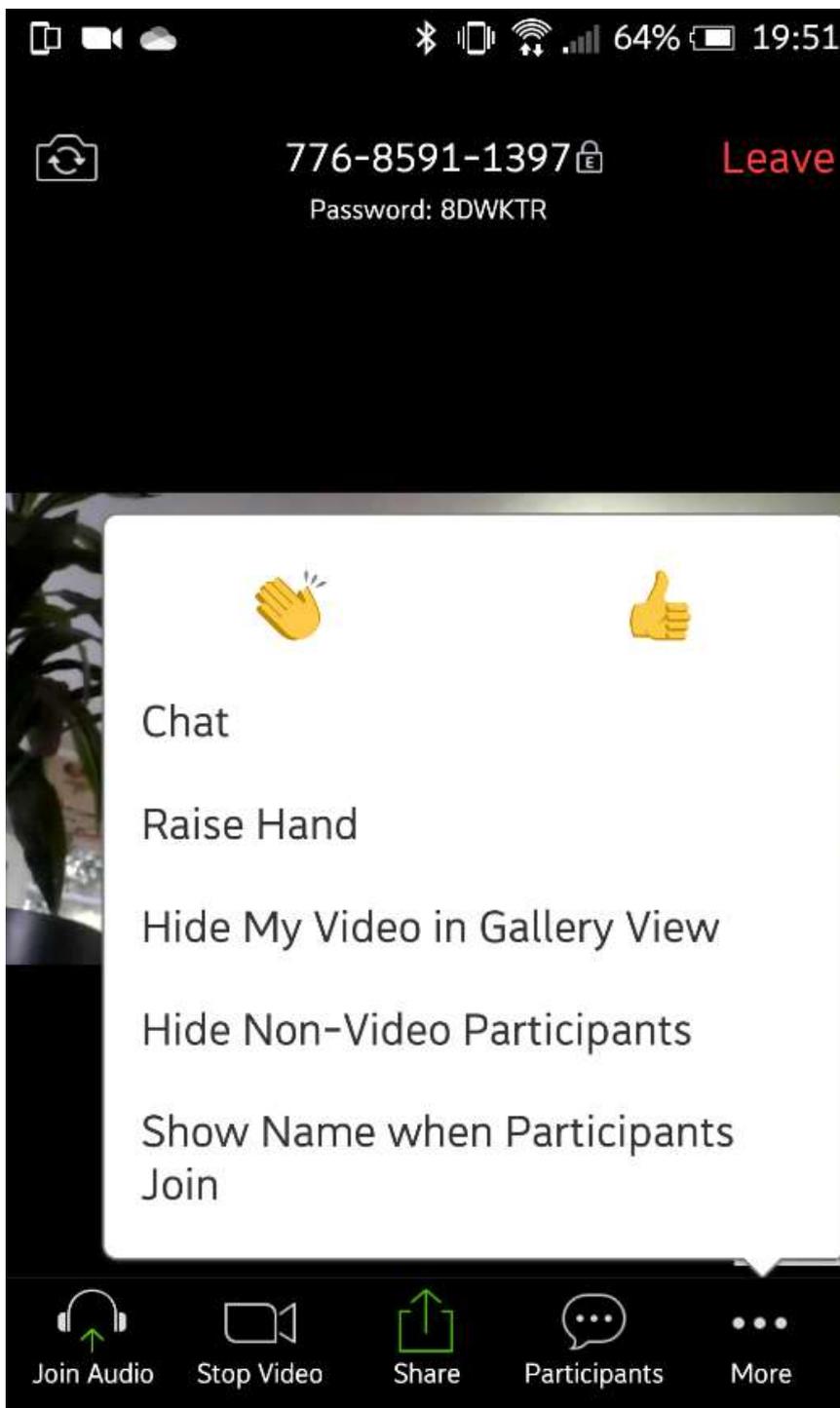
You can also press Stop Video. This means you will not be seen by other people, including the host.



If you are joining a group conversation, or have a question to ask during a presentation, there are other ways you can join in. Look for three dots to tap on with your finger if you can't see any icons.

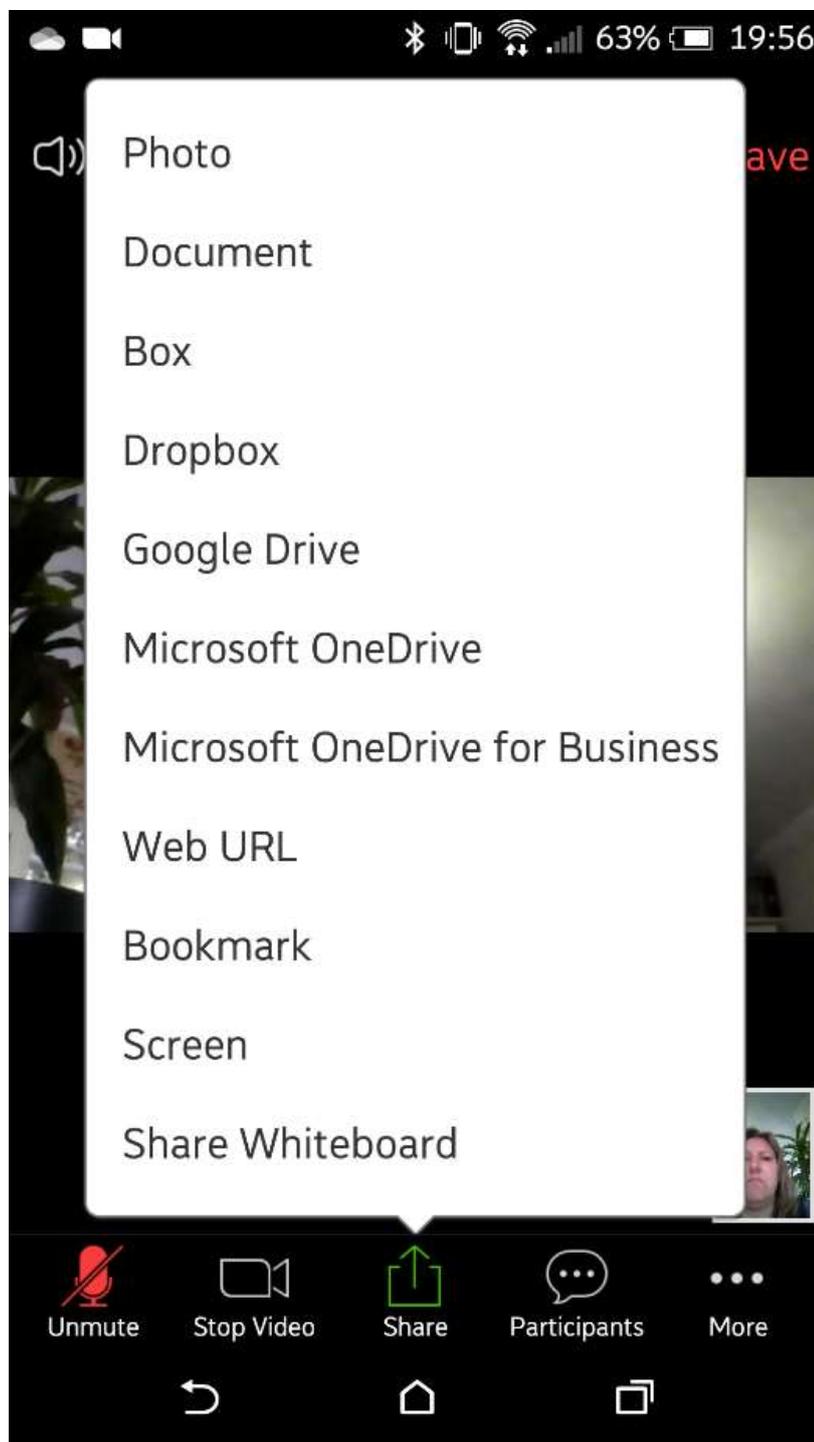
You might want to Raise Hand – this will signal to the host that you have something to say. You can also clap if you agree and like what other people are saying.

You also may want to type a message into 'Chat'. The host may ask you to do this. It's also a great way to say something if you don't want to talk out loud to people in the meeting.

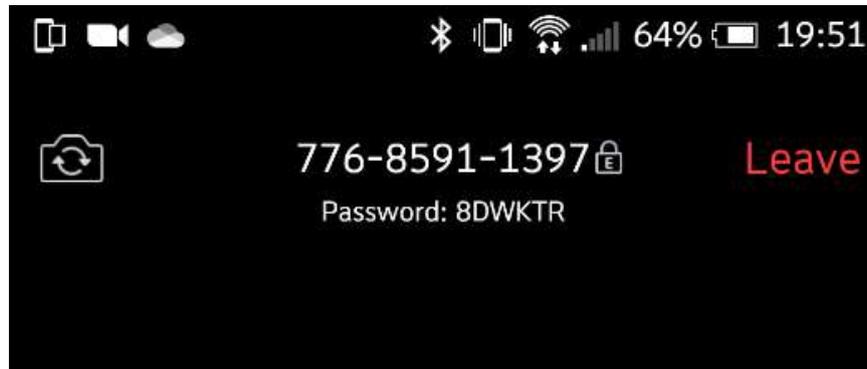


It is unlikely that the host will ask you to share something other than conversation or questions with them or the group during the session.

But there is an option to share documents, website addresses and more using the Share button.



Finally, remember you can leave at any time. There will be a link to 'Leave' at all times on your screen.



Thank you for joining us using Zoom.