



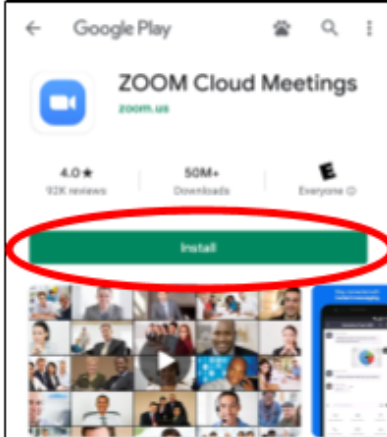
## **ZOOM MEETING FOR PARTICIPANTS: ANDROID**

Created by Julie Starr, Master Director, Bay Area Showcase Chorus; Education Coordinator, Region 12 Pacific Shores; Chair, DCP Review Committee; with contributions from Bay Area Showcase Chorus members: Bev Barron, Laura Bode, Jamie Hand, Teri Minnis, Laura Shultz, Jette Sorensen (and her son, Nicolai), and Penny Stinson.

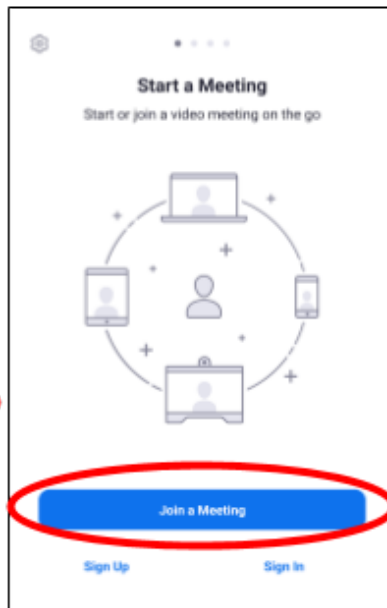
*Please see next page for instructions.*

## Zoom Setup (Android)

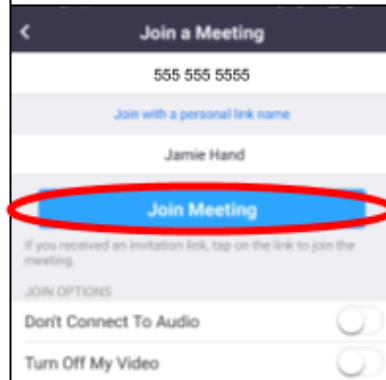
1. Install the **ZOOM Cloud Meetings** app from Google Play.



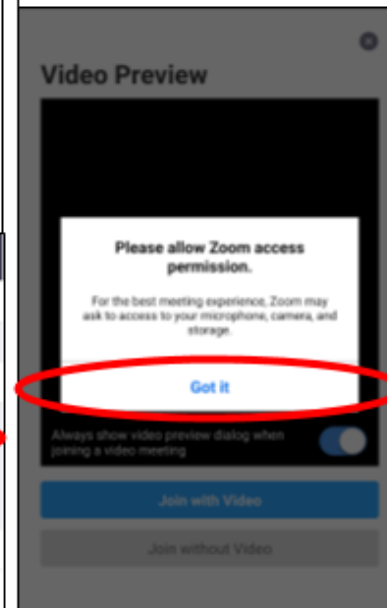
2. No sign in/up needed. Tap **Join a Meeting**.



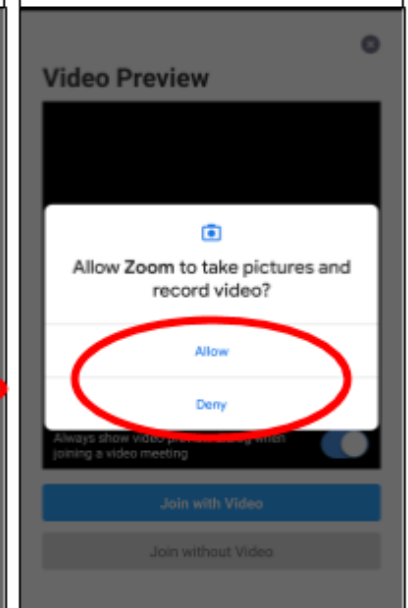
3. Enter the meeting ID and your name. **Make your name unique** (for example, include your last name) if there are many people in your Zoom group with the same first name. Tap **Join Meeting**.



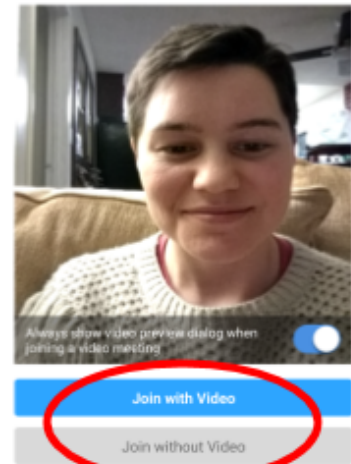
4. Tap **Got it**. (This does not give Zoom any permissions yet.)



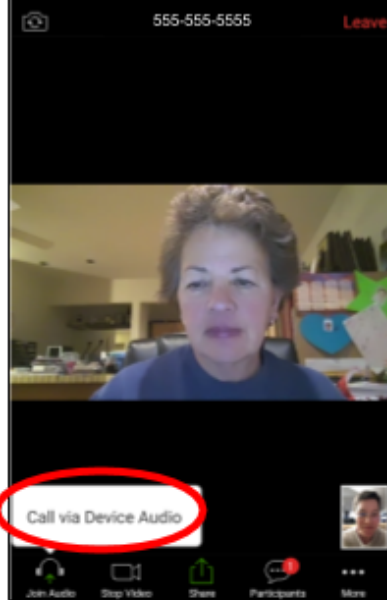
5. If you want people to see you over video, tap **Allow**. If not, **Deny**.



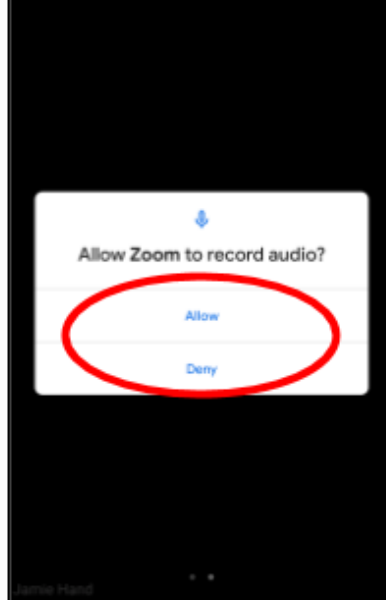
### Video Preview



6. If you want people to see you, **Join with Video**. If not, **Join without Video**.



7. If you want people to hear you, **Call via Device Audio**.



8. If you want people to hear you, **Allow**. If not, **Deny**.



9. You did it! You may need to **unmute** yourself if desired.



For further exploring, check out the guides on:

- buttons
- modes (like Gallery mode)
- chatting
- raising/lowering your hand
- sharing your screen

Happy meeting! :)

## Zoom: Buttons (Android)

### Don't see buttons at the top and bottom of the screen?

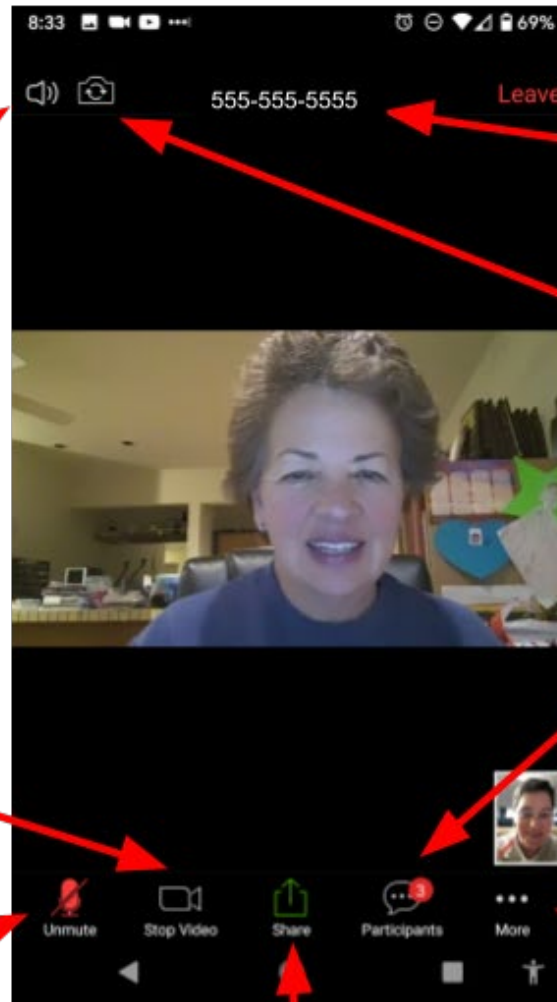
Tap anywhere on the screen (except for on the buttons) to show or hide the buttons.

Turn "speaker phone" mode on/off. Leave this on, as shown here (unless you're holding the phone up to your ear).

Warning: You might get feedback if your volume is high. In this case, **turn down your volume**. You'll also get feedback if you have two devices connected to the audio of the same Zoom call. If this happens, hang up one device (or mute that device **and** turn its volume all the way down).

**Start/Stop Video:** control whether people can see you.

**Mute/Unmute:** control whether people can hear you.



**Leave** the meeting.

Meeting ID.

Switch cameras (front camera to show your face, back camera to show what's behind your phone).

Participants: see a list of participants, **Chat** (use Chat to communicate when your microphone is muted).

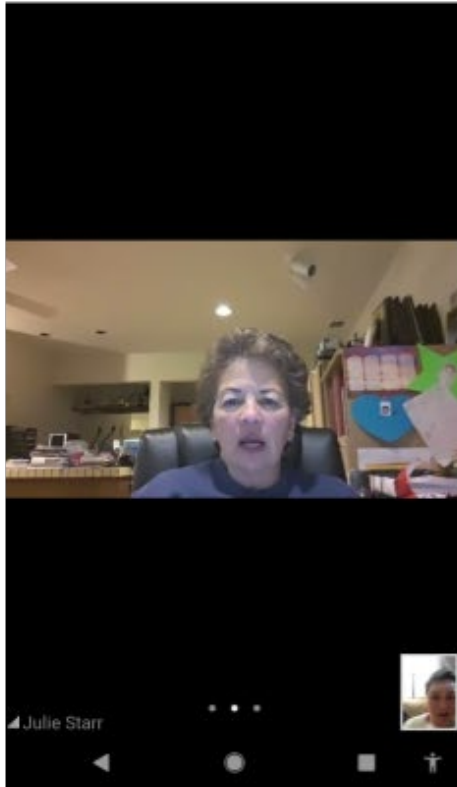
Your video.

More: clap, thumbs up, **raise/lower hand**, and more.

Share (usually only used by the host): share your screen, a photo, file, link, or other resource.

## Zoom: Modes (Android)

**Tip: Switch modes between seeing one person at a time, or many people at a time.**

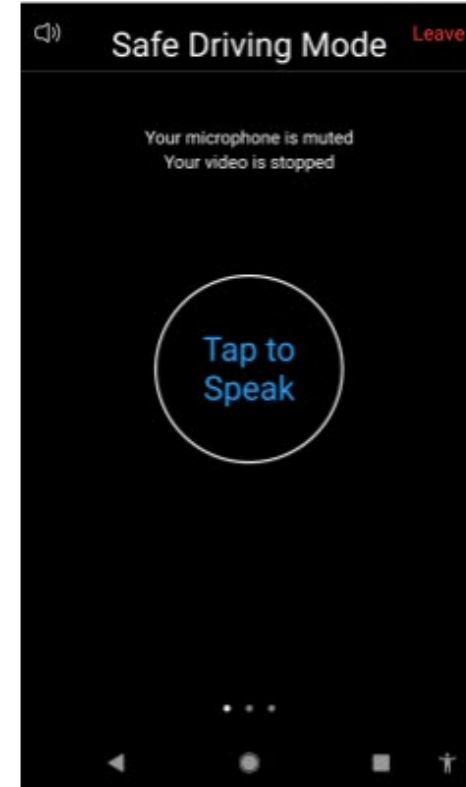


1. When you enter the meeting, you will see **Active Speaker mode**: a large video of whoever is speaking, and a small video of yourself in the lower right.



2. **Swipe to the left** from Active Speaker for **Gallery mode**: smaller videos of multiple people. You might not see everyone in Gallery mode if there are many people on the call.

Swipe to the right to return to Active Speaker mode.

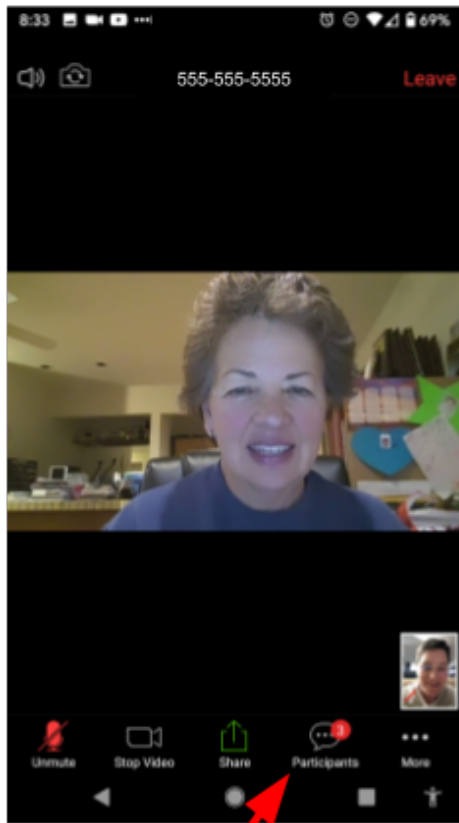


3. **Swipe to the right** from Active Speaker for **Safe Driving mode**: a mode that you probably only want while driving. It stops your video and mutes your microphone (unmute with "Tap to Speak").

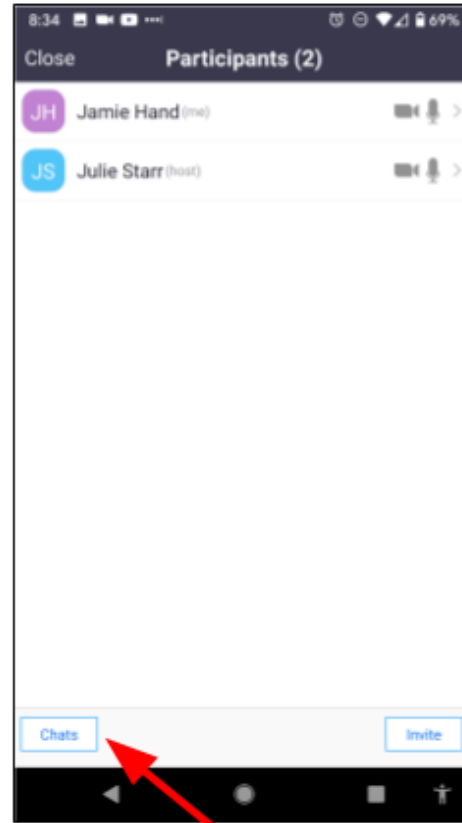
Swipe to the left to return to Active Speaker mode.

# Zoom: Chatting (Android)

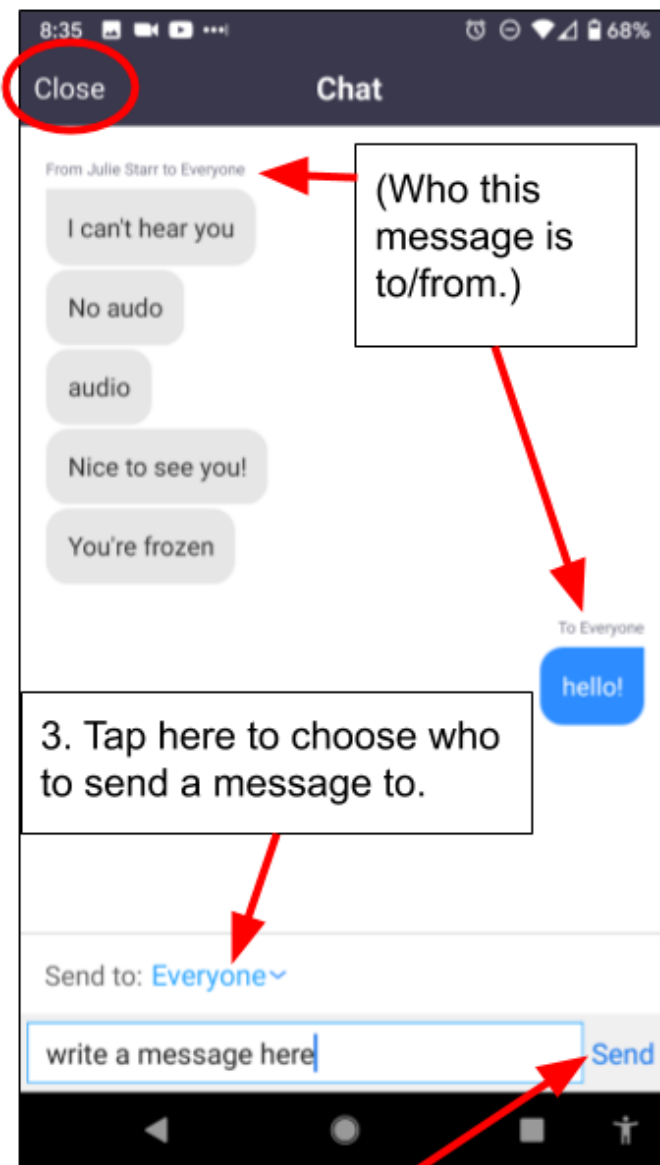
**Tip: Use Chat to communicate when your microphone is muted.**



1. Tap **Participants**.

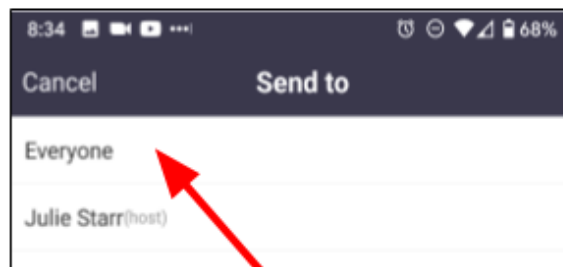


2. Tap **Chats**.



(Who this message is to/from.)

3. Tap here to choose who to send a message to.

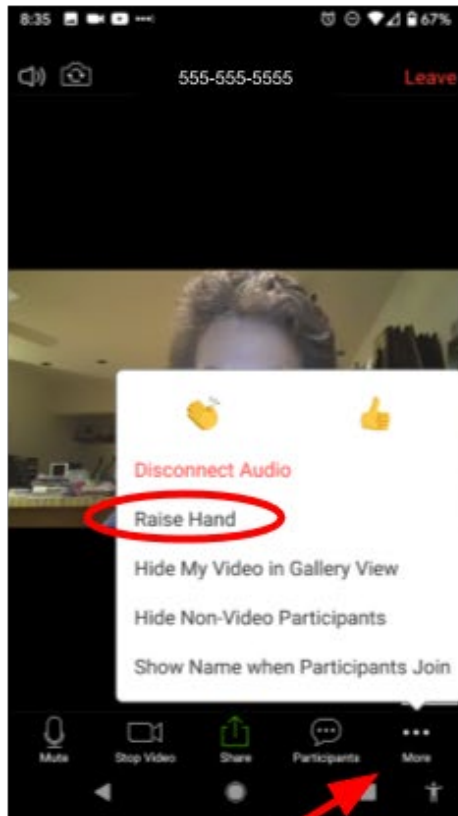


4. Select "Everyone" or a single person.

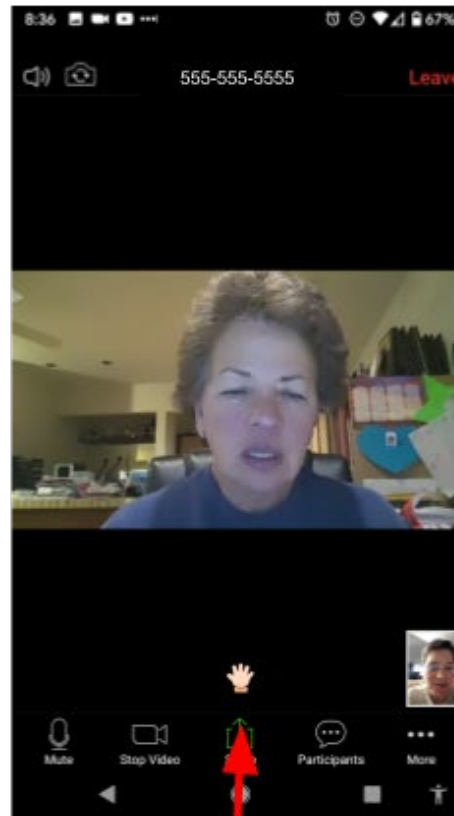
5. Write your message and click **Send**.  
6. Click **Close** at the top left to go back.

## Zoom: Raising/Lowering Your Hand (Android)

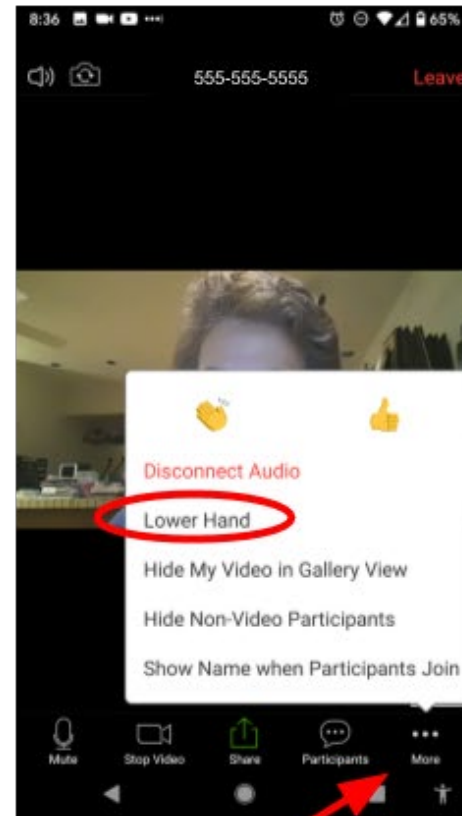
Tip: Raise your hand to let the host know you wish to speak.



1. From the bottom of the Zoom screen, tap **More**. Then tap **Raise Hand**.

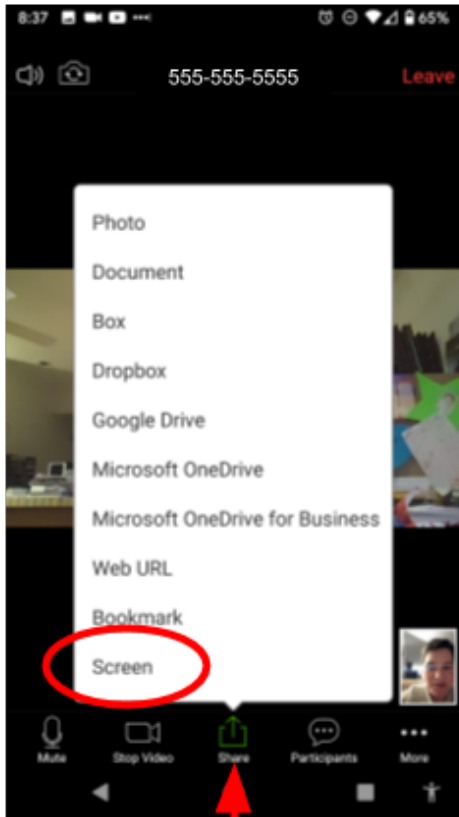


2. You will see a "hand" icon while your hand is raised.

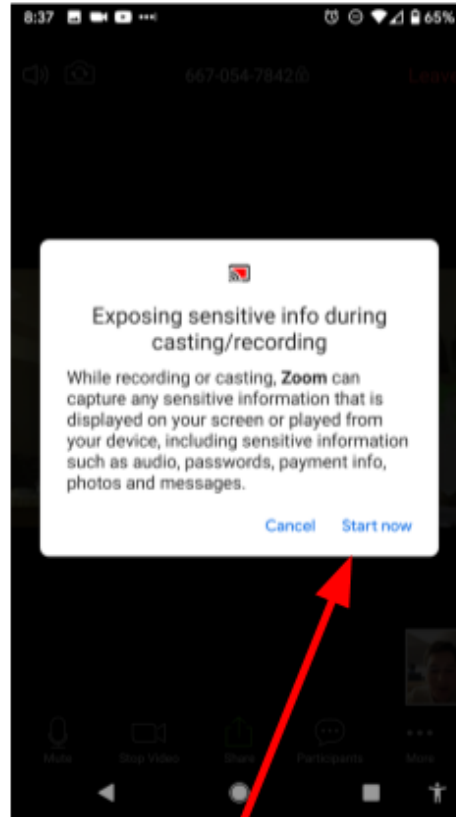


3. If you no longer want your hand raised, tap **More**, and then tap **Lower Hand**.

## Zoom: Sharing Your Screen (Android)

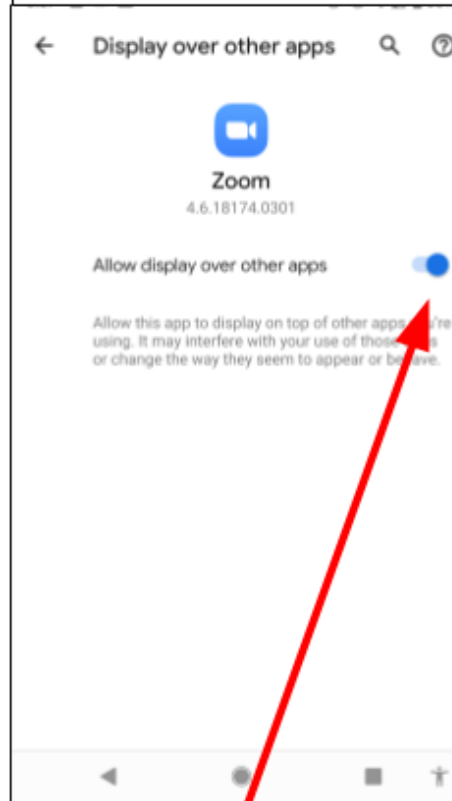


1. From the bottom of the Zoom screen, tap **Share**. Then tap **Screen**.



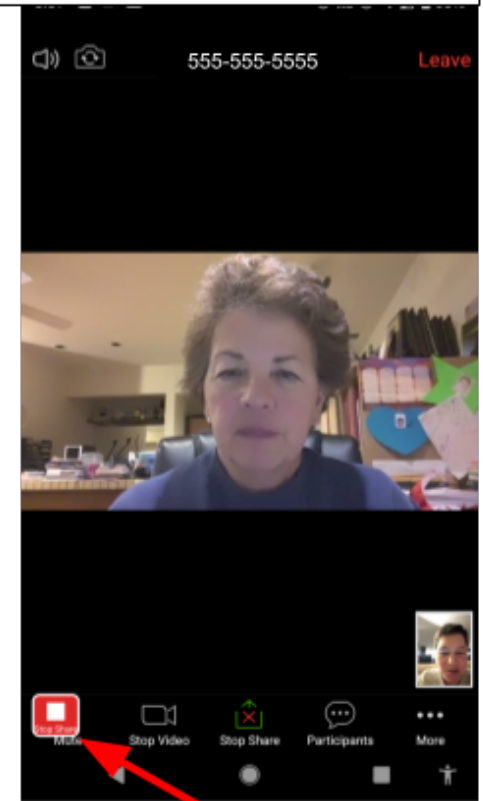
2. Be aware that everything you see on your phone will be visible to everyone while you are screen sharing. Then click **Start now**.

**Warning:** Use this feature only if you really want everyone to see what's on your screen. In most cases this will only be used by the host.



3. Zoom might take you to this page. Switch this setting "On" (to the right).

4. Everyone can now see what you're seeing on your phone. Navigate around your phone to show what you want to show.



5. When you're done, go back to Zoom (for example, by opening Zoom from your home screen), and click the **Stop Share** button with a square on it.