
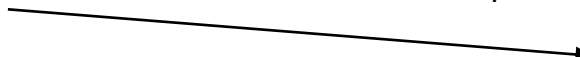


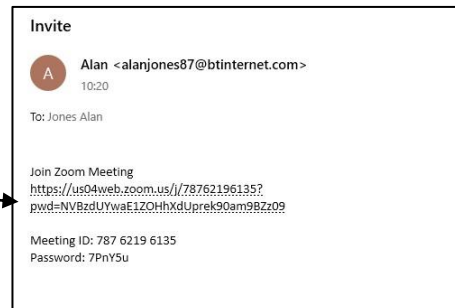
How to Join a Zoom Meeting using iPad– the Meads U3A Guide

Setting it up **together** with your Zoom Mentor (acting as the Meeting Host)

Before the meeting with your mentor, go to the App Store and download an app called “Zoom Cloud Meetings”

On the day of the meeting:

1. Wait by your computer at the agreed time and open your email.
2. You will soon see an invite from the host inviting you to attend a meeting. It will look similar to the this. 
3. Tap on the link which starts with *https*
..... 
4. You are ready to join the meeting but
 - a. You may be asked if you want to join with Computer Audio - Say OK.
 - b. You **may** be asked if you want to use video – say OK
5. And that is it! But be patient. In a real meeting, you will not be the only person joining. You should now see your host’s face. There will also be a little picture in a corner. This is the image which the host sees of you. Make sure your face appears in it. You may need to move your head about a bit.



Just one thing.

When you are in the meeting, you will see an option at the top right hand side to switch between Gallery View and Speaker View. If it is on Speaker View, click it to change to Gallery View. This is much better as you can see all the people in the meeting