

Guide to Zoom - iPhone

How to Join a Meeting

The Zoom app [[“ZOOM Cloud meetings”](#)] can be downloaded from the App store.

Ordinarily you will receive an invitation to join a meeting; e.g.,

Join Zoom Meeting

<https://ucmedicinegroup.zoom.us/j/225415846> ←

Meeting ID: 225 415 846

One tap mobile

+13126266799,,225415846# US (Chicago)

+19292056099,,225415846# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US

+1 301 715 8592 US

877 853 5257 US Toll-free

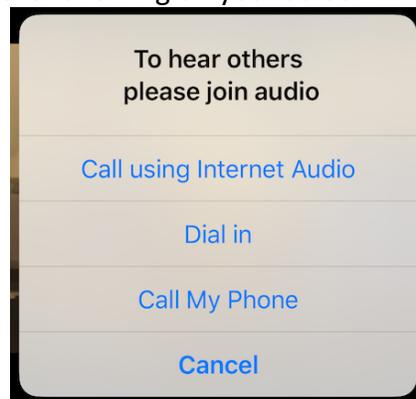
888 475 4499 US Toll-free

Meeting ID: 225 415 846

Find your local number: <https://ucmedicinegroup.zoom.us/u/acqG5ljnjp>

Although you can join via any of the options, simplest is to click on the link (see red arrow), which will automatically open the Zoom app on your iPhone and join the meeting.

When you do this, you will see the following on your screen:



Click on one. If you have good internet, the first is probably the easiest.

If all has gone well, you should be able to see and/or hear participants, including yourself.

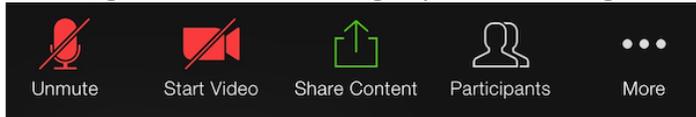
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How to Participate in a Meeting

At the bottom of the Zoom screen is a white dot:



Touching that white dot brings up the following screen:



or

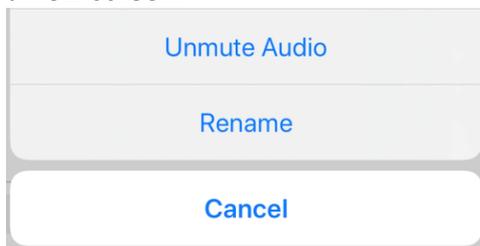


Touching the **leftmost icon** will turn your microphone on or off. [It is probably a good idea to mute the microphone if you are not actually speaking.]

Touching the **next icon** will turn your camera on or off. [Remember that if the camera is on, other participants can see everything the camera sees.]

ZOOM ETIQUETTE: Mute your microphone when you are not actually speaking. Mute your camera when doing things that should not be seen.

Touching the “**Participants**” icon brings up a list of the participants. Unless you are the meeting host, this is most useful for one purpose: If you touch the line indicating yourself, it will bring up a new screen:

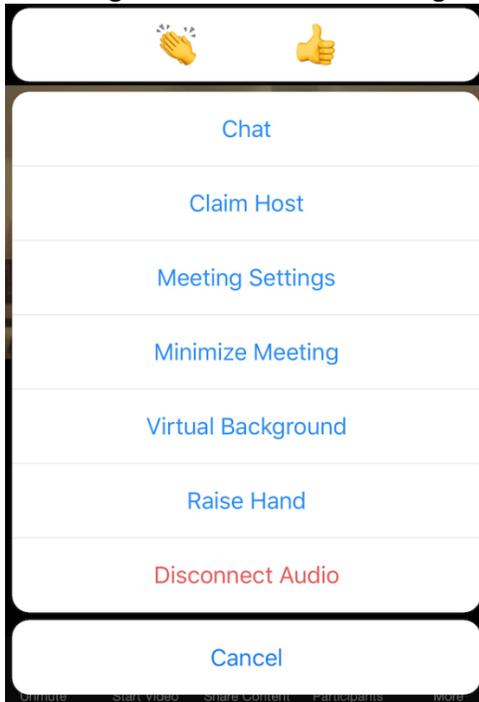


Touching “Rename” will let you participate under an alias. For example, if you wish to participate anonymously, touch “Rename”, remove the existing text, and insert the alias you prefer (your dog’s name, “Yoda” (only one per meeting please), whoever).

At the very bottom of the Participants screen are icons that will let you invite additional participants while the meeting is underway and chat with participants.

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Touching the three dots on the right will bring up additional options:



Of these, the most important is **“Raise Hand”**. If everyone talks at once no one can be heard, so it is wise for meeting participants to touch **“Raise Hand”** if they want to speak and for the host to call on them.

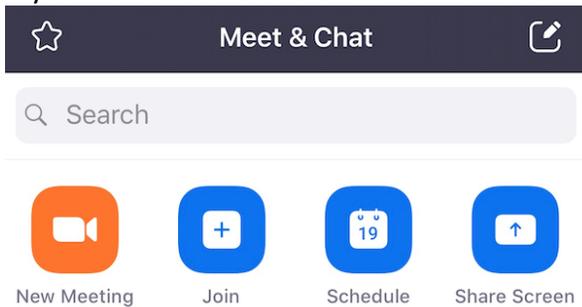
ZOOM ETIQUETTE: click on the **“Raise Hand”** button and wait to be called before speaking. Remember to unmute yourself before speaking.

“Chat” lets you send text messages that will appear in the Zoom window. In the Chat screen you can control who sees these messages: all meeting participants or a specific participant.

“Claim host” means that you become host or leader of the meeting.

“Cancel” takes you back to the to the main Zoom window.

If you want to schedule or start a new Zoom meeting, just open the Zoom app. You will see:



It is fairly obvious what each icon accomplishes. In **“Join”** you can specify an alias if you prefer not to use your real name.