HOW TO INSTALL AND JOIN A ZOOM MEETING VIA EMAIL INVITE

— ANDROID TABLETS AND SMARTPHONES —

1

Open the email message sent by the individual who has invited you to join their Zoom Meeting. Tap the **blue underlined link** once quickly.

Join Zoom Meeting
https://us02web.zoom.us/j/81331393378?pwd=
b2NnQWFiR01SejJrRGhyWkdrQWNmUT09

Meeting ID: 813 3139 3378
Passcode: 420406

2

A website will appear that helps us install the Zoom app. Tap on the blue words **Google Play** to start the process.

Click **Open** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

Launch Meeting

Don't have Zoom Client installed? Download from Google Play or Zoom

3

When Google Play opens, it will display ZOOM Cloud Meetings at the top of the screen. Tap on the green **INSTALL button** to begin downloading Zoom.

ZOOM Cloud Meetings
zoom.us
Install

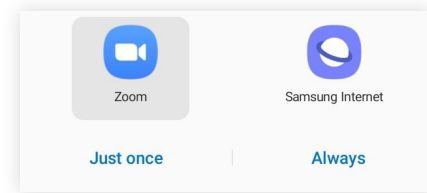After installation is complete, the INSTALL button will change to one that says OPEN.

Open

Keep going!

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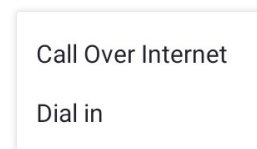
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TOOLBOX

4

Now that the Zoom app is installed, you should return to the email message sent by the individual who has invited you to join their Zoom Meeting. Like before, tap the **blue underlined link**. You will be prompted to select the **Zoom button** and then the **Always button.**

5

After a short time, the device will display the message "Please enter your name". Tap the text box below this message, and using the onscreen keyboard, type the name you'd like displayed to others. Then, tap once quickly on the **OK button**.

At this time, the Zoom Meeting will begin, except no one can hear you or see you. You must first allow Zoom to access your device's built-in microphone and camera.
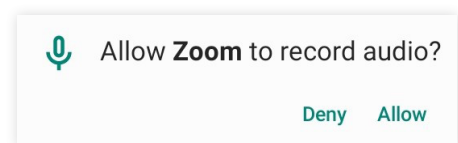
6

In the lower left corner of the screen, tap the white **Call Over Internet button**.
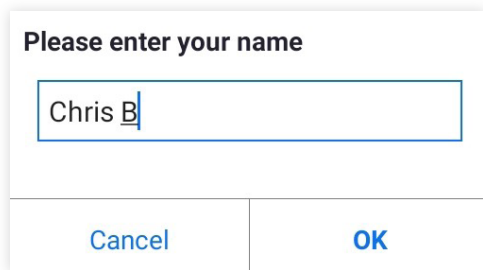

A prompt will appear that says "Allow Zoom to record audio?" To agree to this, tap on the **Allow button**.

Almost there!

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TECHCOACHES
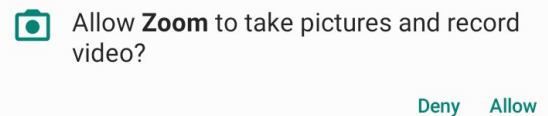**TOOLBOX**

W W W . T E C H C O A C H E S . C A

7

Now that Zoom can access the microphone, you'll need to turn it on. Tap the Unmute button in the bottom left corner and others on the call will start hearing you.

8

Beside the Unmute button in the bottom left corner is the Start Video button. To turn on the device's built-in camera, tap the **Start Video button**. A prompt will appear that says "Allow Zoom to take pictures and record video?" To agree to this, tap once quickly on the **Allow button**.

Now those in the Zoom Meeting can hear you and see you!

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W W W . T E C H C O A C H E S . C A

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