

Zoom Meeting Controls for iPads

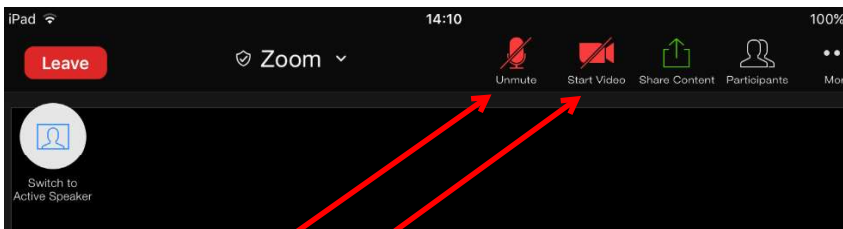
This guide will introduce you to the meeting controls and options in Zoom.

We recommend viewing your class in landscape mode (horizontally).

You may notice slight differences between the instructions in this guide and your particular device, but the available functions will be the same.

MAIN MENU

The main menu bar is shown below. It is at the top or bottom of your screen and is normally hidden. To display the menu, tap near the top or bottom of your screen. To display the main menu at all times, see [Meeting Settings](#) at the bottom of page 2.

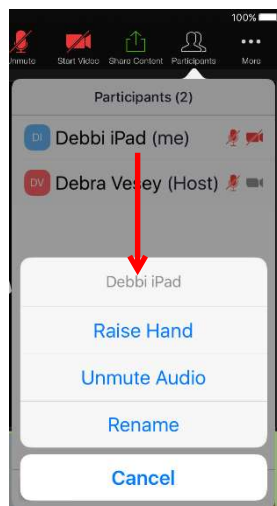
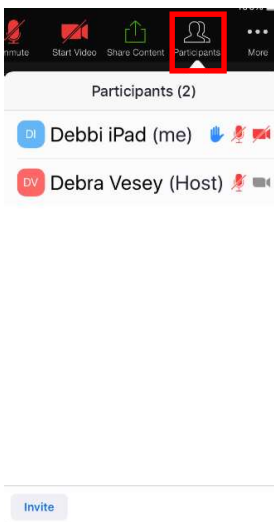


The **Audio** is MUTED as shown by the microphone icon. Tap the icon to UNMUTE yourself so other participants can hear you. Tap it again to MUTE your audio. (NOTE: all participants can hear everything in your environment. We recommend MUTING yourself unless you are speaking.)

The **Video** in the example is STOPPED. This means that your camera is temporarily disabled and other participants cannot see you. Touch the icon to STOP (hide) or START (show) your video. (NOTE: all participants can see everything in your camera. If there are distractions or you will be out of range of your camera, we recommend STOPPING your video temporarily.)

The **Share Content** option on the toolbar is unlikely to be used in OLLI classes.

Tapping the **Participants** icon will open a new window, shown below. The audio and video icons next to each name indicate the status. A green box indicates who is sharing their screen. The blue hand means the participant has “raised their hand”.

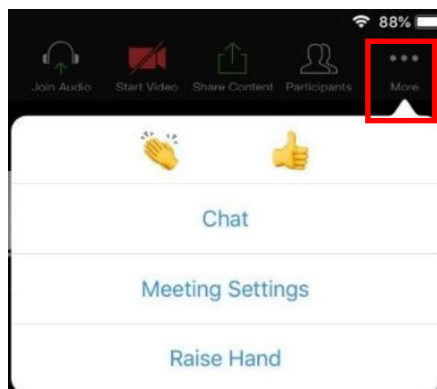


Tap your name to view additional options. You may select RAISE HAND here. You can also RENAME yourself, which is helpful to the instructor and other participants if you are logged in with a generic name such as “iPad”

Note: Although you can mute/unmute your audio from this menu, it’s much easier to select the mute/unmute icon on the toolbar.

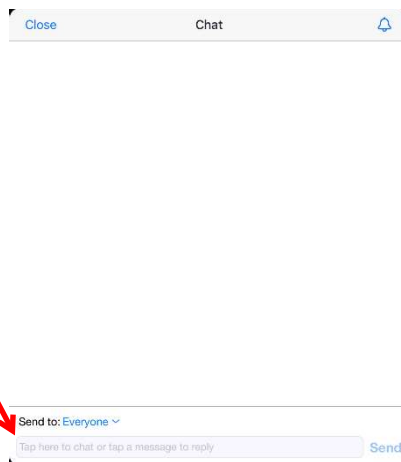
Tap CANCEL to close the menu.

Tapping the **More** icon will display additional options.



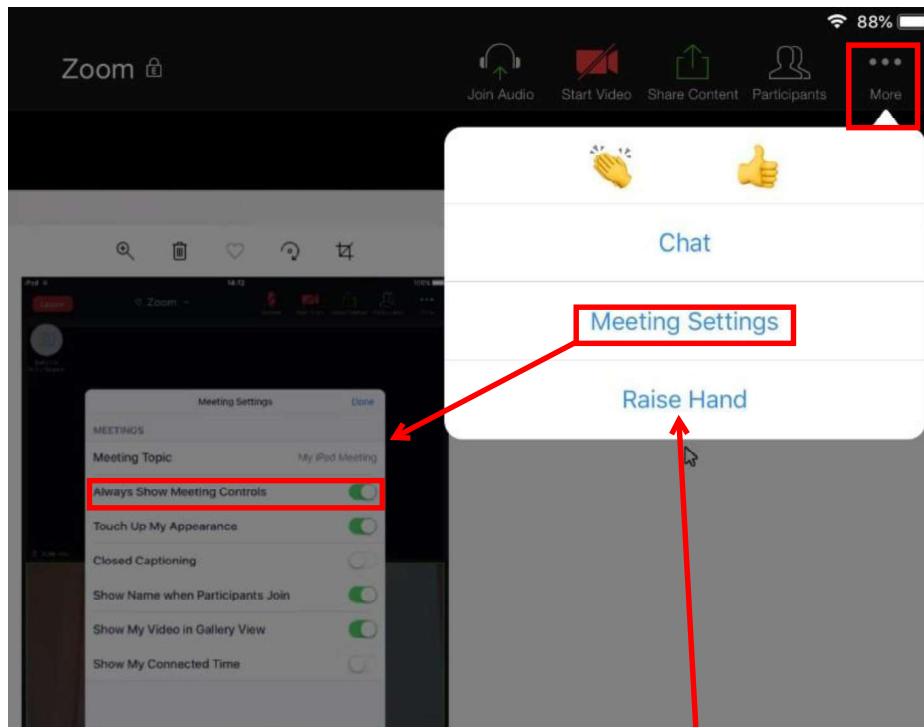
You may tap the “clapping hands” or “thumbs up” to show appreciation for your instructor!

Tapping **Chat** will open a new window. You can send a text message to all participants (including the host/instructor) or to just one by using the drop-down menu. Type your message at the bottom of the window and tap Send.



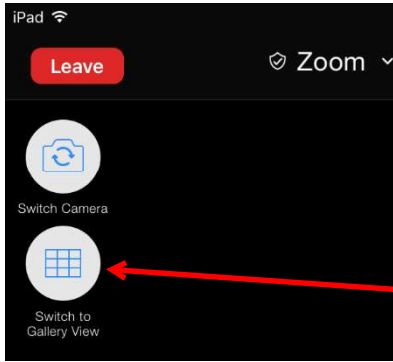
A number next to **More** indicates that Chat messages have been sent to you. They may either be sent to just you or to everyone.

Choosing **Meeting Settings** will open the menu below. Select your personal meeting preferences, then tap Done.



Set **Always Show Meeting Controls** to “on” to display the main menu at all times. We recommend turning this option on so your controls are always accessible, especially if you are new to Zoom.

You can also **RAISE HAND** from the menu when you select the **More** icon.



Tap the red **Leave** button on the left side of the main menu to exit the meeting/class.

Tapping the **Switch Camera** icon will toggle your video between the front camera and rear camera.

Gallery View and Active Speaker View are explained below.

VIDEO LAYOUTS

You can choose how to view the video of other participants.

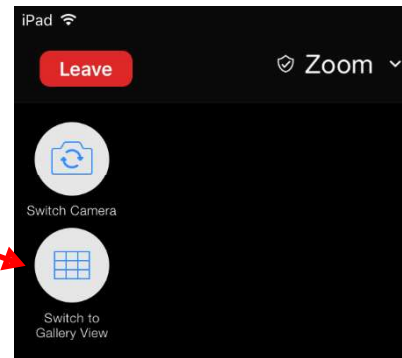
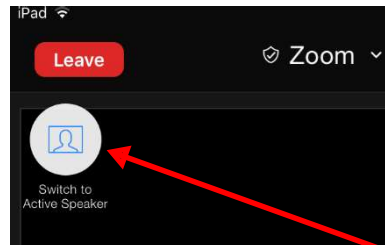
View more participants by tapping the “+” circle in the video display, and view less participants by tapping the “-”. If a participant has stopped their video, only their name will display.

The video window may appear at the bottom or side of your screen. Use the scroll arrows to view additional participants.

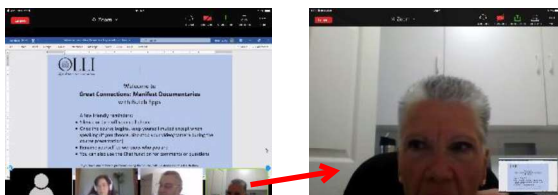


You may choose to display participant videos in **active speaker** or **gallery view**. **This option is available only when the instructor is not showing a presentation.**

Active speaker view will show the person speaking in a large frame in the middle of the screen, with all other participants in smaller frames at the bottom. **Gallery view** will display ALL participants in small frames and allows you to view more participants at one time.



To switch (toggle) between views, tap the **Active Speaker / Gallery View** icon below the **Leave** button.



By tapping a participant’s video while viewing a presentation, you can switch the view so the video is in the large central frame and the presentation is in a small frame.

TROUBLESHOOTING TIPS

- For best results, sit near your internet router and close all applications on your device except Zoom and your internet browser.
- We also recommend shutting down all devices except the one you’re using. This helps to make your bandwidth available to the Zoom class and will improve your video and audio quality.
- You cannot break Zoom! Don’t be afraid to try different options and buttons to discover what they do.
- If you become “lost” you can leave the meeting/class and rejoin, which resets your settings.
- If all else fails, restart your iPad.