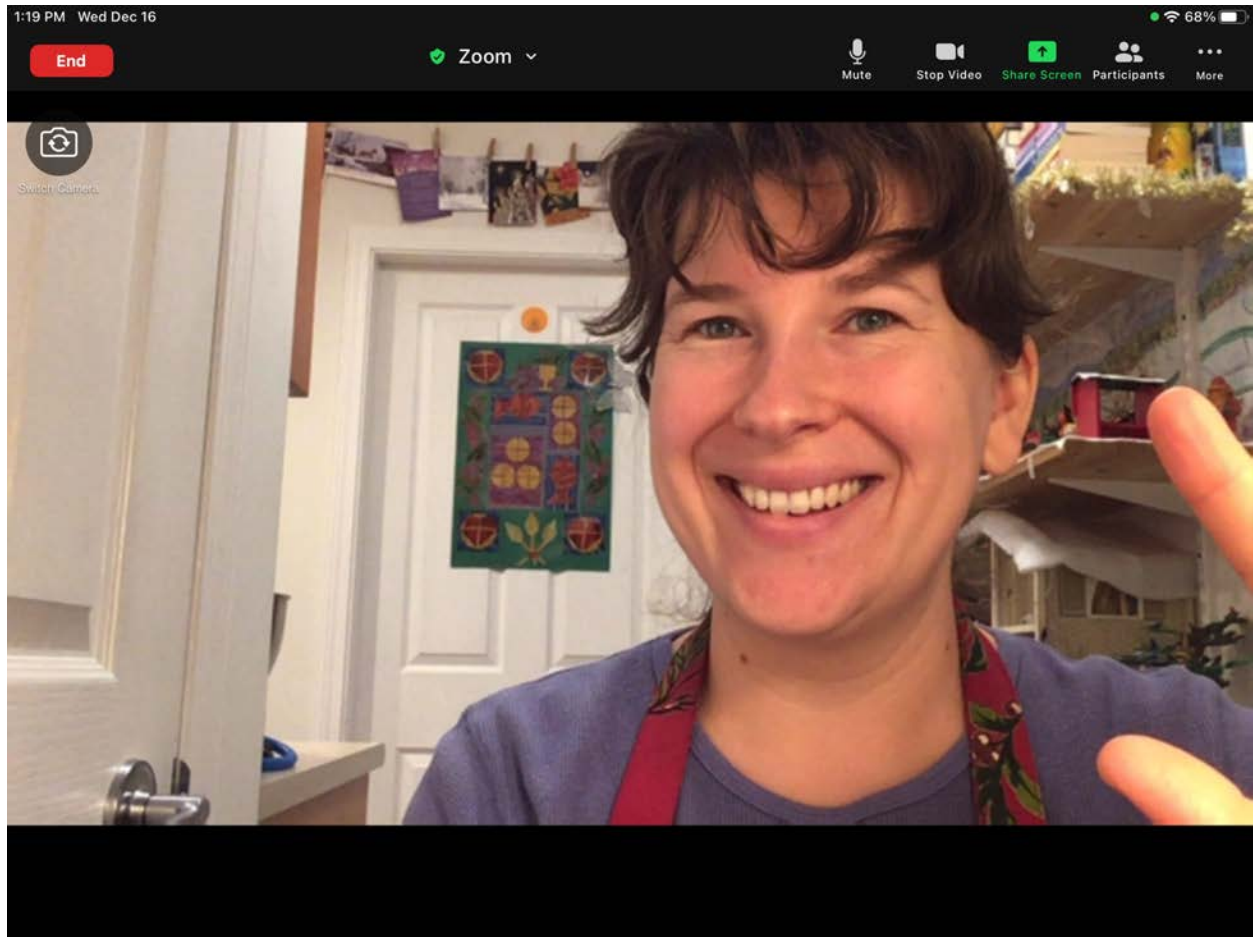


For those of you already using Zoom on iPad, this is just a few helpful hints for finding and using the controls within an active meeting.



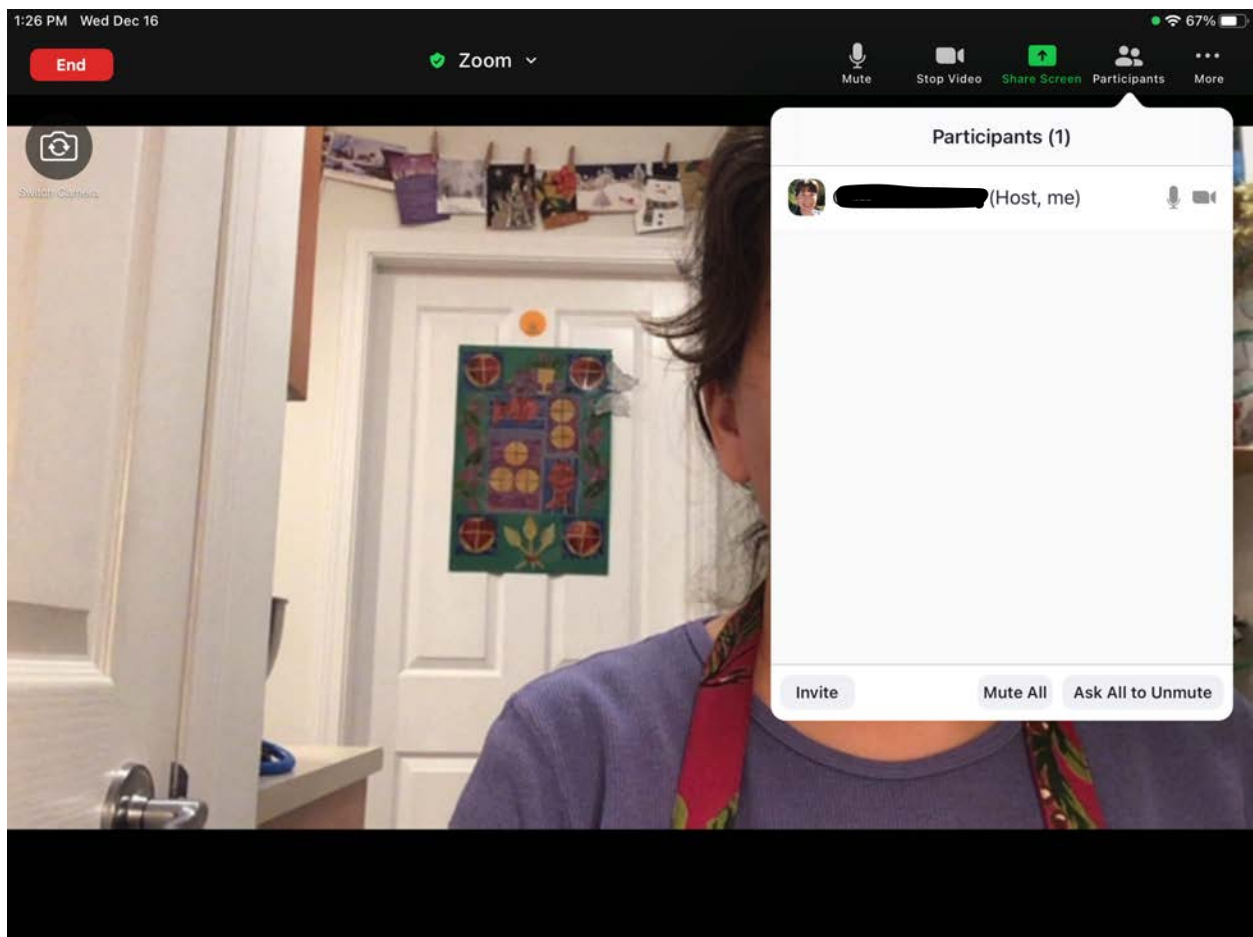
First of all, if your Zoom window doesn't have all of the controls visible don't worry. iPad sometimes likes to hide the controls until it thinks you need them. The best thing to do if you can't find the control menu is to tap once in the middle of your screen to let your device know that you're looking for something.

Control Menu Items From Left to Right:

1. End/Leave Meeting (Red button, Top Left corner): If you are attending a meeting this is the way to bow out quietly if things start getting tedious, or if you notice any problems with your connection, such as images freezing, or loss of audio. You may then attempt to rejoin a meeting already in progress by clicking on your original meeting link.
2. Mute (little Microphone icon, first button on the top right hand side): When active, This will show up as fully white. If you see a red line across the

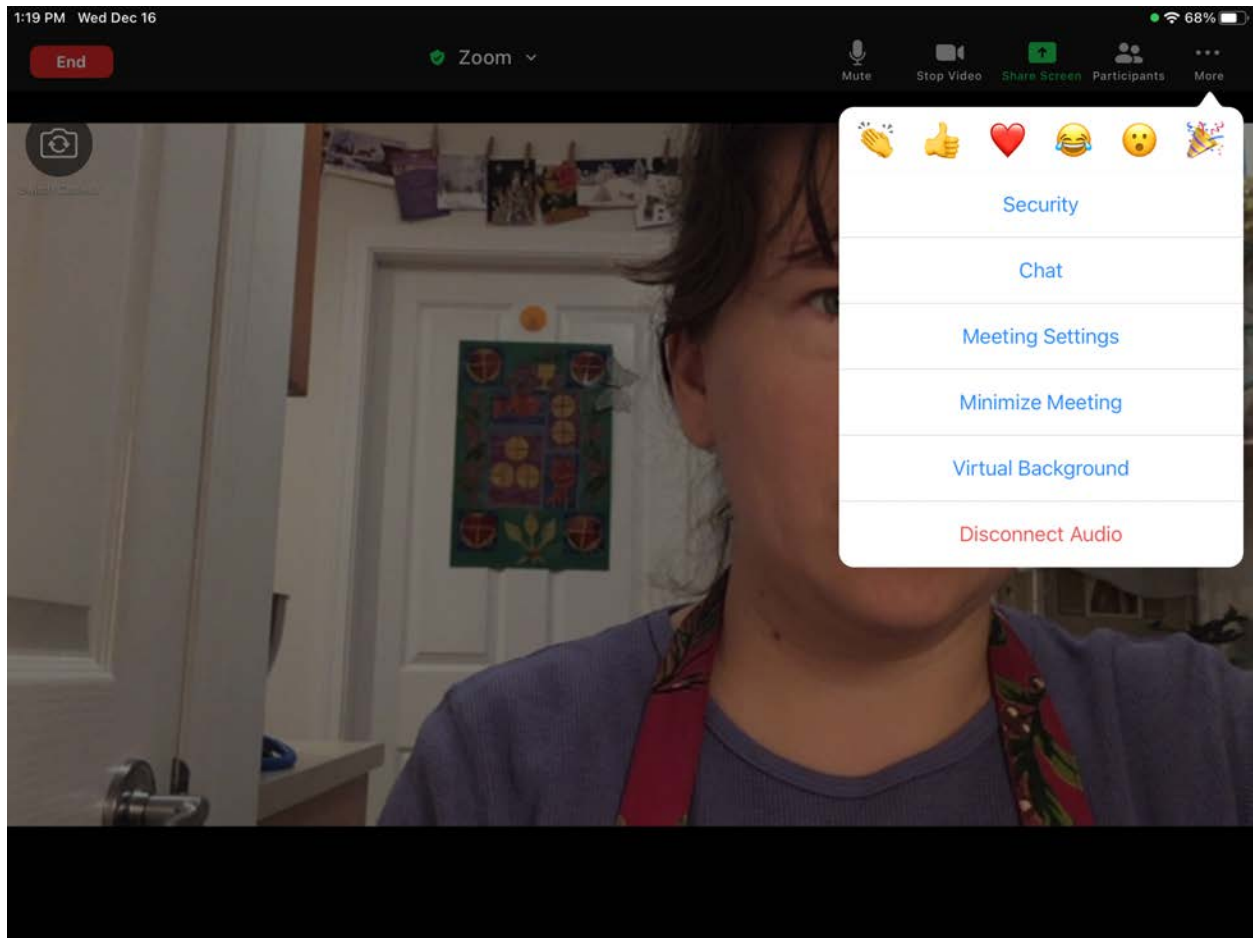
microphone, you are muted. Tap once on the microphone to unmute yourself before speaking. The meeting Host has the ability to mute all microphones at any time, but cannot unmute you, so always check this icon before talking.

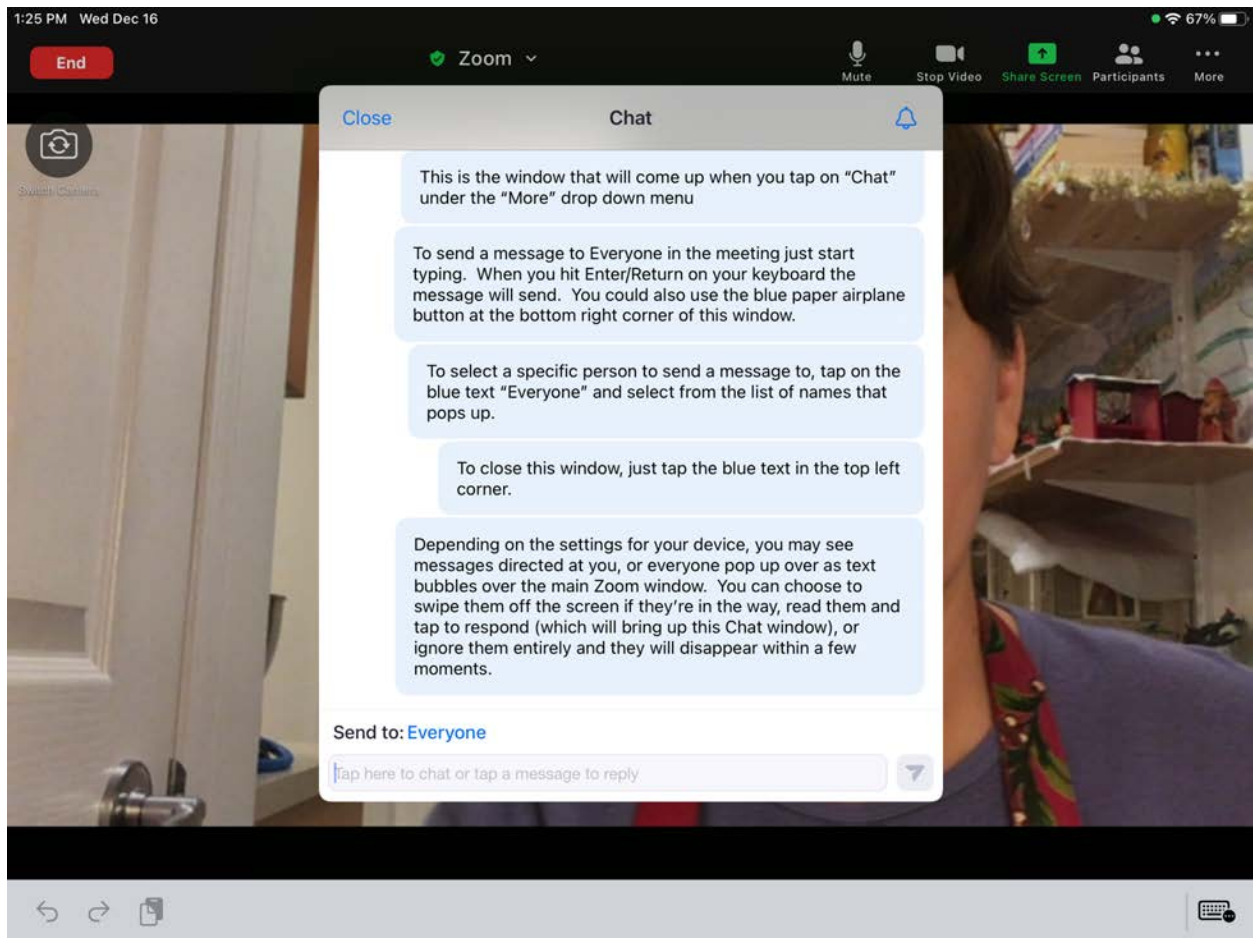
3. Stop/Start Video: This button controls your outgoing video, so the video that people see of you. If there is a red line through this button, people can't see you. Tap the button to start your video if you would like to be seen. If you've stopped your video, you will still be able to see the meeting, but others attending will either see a black box where you should be, or a photo that you've previously uploaded when creating your Zoom account.
4. Share Screen (the only green button): This allows users to share files and documents from their computer with everyone in the meeting. Primarily for use by the meeting's Host and anyone they've chosen as a Co-Host. Some Hosts will block this feature for the rest of the meeting's attendees as a security measure.
5. Participants (Button with two figures): Tapping on this button will provide you with a drop down menu of all the people attending the meeting. Scroll down



to see a full list of attendees. Tap the Participants button again to close the drop down menu.

6. More ... (Far right corner): This is the drop-down menu where all of your other options live. The only one of importance is the second from the top - Chat. Tap Chat to bring up the Chat window in the centre of your screen. This window allows you to send text messages to either Everyone, or a specific person within the meeting by name.





Other Buttons and Stuff:

1. Switch Camera (small grey circle with the outline of a camera containing two arrows in a circle, lives under the red 'Leave Meeting' button near the top left side of your screen): Tapping on this will switch your iPad to the camera on the back of the device. Only really useful if you want to show people your Christmas decorations. Tap it again to switch to iPad's front camera so that people can see you.

2. Gallery View (directly beneath Switch Camera): *This one isn't in the picture above because I was the only one in the meeting when I took these screen shots.* It's a line image of a large box with multiple smaller boxes in a row beneath it. Tap on this icon to switch to Gallery view. This allows you to see images of everyone who is attending the meeting. There may be too many images to fit on one page. If you think you aren't seeing everyone, drag a finger from right to left across the screen to scroll to the next page. Repeat that motion from left to right to return to the first page. When in Gallery View, the

icon will change to Active Speaker, tap on it once to see a full page view of whomever is currently speaking.

3. Screen Sharing by the meeting's Host: Sometimes the Host will choose to share something from their own computer. If this happens when you are in Gallery view, you will temporarily lose the pictures of the others attending the meeting in favour of the content the Host is sharing. If the materials the Host is sharing are too small for you to see clearly, place two fingers in the centre of your screen and drag outwards diagonally to enlarge the image. This will not always work depending on what the Host is sharing, but it doesn't hurt to try. If text scrolls down past your screen, drag one finger up the screen to scroll down, and the reverse to scroll up.