

Android

Joining and Participating in a Zoom Meeting



This tutorial outlines how to join and participate in a zoom meeting on an Android device (Smartphone or Tablet). It also describes all of the available controls and what they are used for!

Assumptions Made in this Tutorial

Some assumptions have been made throughout the creation of this tutorial. They are as follows:

- The version of Android installed on your device is 7.0 (Nougat) or later.
- The Zoom Cloud Meetings app is installed on your Android device.
- You are familiar with the use of email on your Android device.

What is Zoom Cloud Meetings?

Zoom Cloud Meetings, known simply as 'Zoom', is a video conferencing platform that is often used to conduct meetings via the web. It works on Smartphones, Tablets, Desktop and Laptop computers. Zoom was originally used by businesses to conduct their meetings and conferences, however, more and more commonly, Zoom is used by individuals to stay in touch with family and friends! Best of all though, zoom is extremely easy to use!

Invitations to join Zoom meetings

Zoom meetings involve two types of user. A Host, who organises the meeting in Zoom, and Participants, who are invited to join the meeting. Invitations to join Zoom Meetings are sent via email. An invitation to a Zoom meeting may require registration in order to join it. If registration is required, the email will inform you that you need to 'Register in advance for this meeting' and a link will be provided to register. If registration is not required, the email will include the text "Join Zoom Meeting" and a link will be provided to join the meeting.

Joining a Zoom Meeting from an Email Invitation

In order to join a Zoom meeting, you must have the Zoom Cloud Meetings app installed on your Android device. If you don't have it installed, you can download it for free from the Google Play Store!

Once Zoom is installed on your device, you can join a meeting by following these suggested steps:

1. Locate and open the email that contains the invitation to the Zoom meeting.
2. Tap on the invitation link. For reference, this will start with "https://us". Upon doing this, depending on how the host has configured the meeting, you will either join the meeting, or be directed to a virtual Waiting Room.

The Meeting Room is an area where you have to wait until the Host admits you to the meeting. The message "Please wait, the meeting host will let you in soon" will be displayed on the screen of your device. All being well, you won't have to wait too long before being admitted!

3. Upon being admitted to the meeting, and depending on how your device is configured, a large button labelled "call over internet" may be displayed towards the bottom of the screen. If this is the case, tap it. Upon doing this, you will join the meeting, with your audio enabled!

Congratulations, you have successfully joined the Zoom Meeting!

Description of the Zoom Meeting Screen

The Zoom Meeting screen consists of 2 rows of buttons, one at the top and the other at the bottom of the screen. In between these 2 rows of buttons, you will find the video area, which takes up approximately 80% of the screen. The row of buttons at the bottom of the screen are the most commonly used controls, so these will be described first!

The Bottom Row of Buttons

From left to right, the buttons at the bottom of the screen are: Audio, Video, Share, Participants and More. Each button is described below.

The Audio Button

The Audio button has an associated graphic of an old-fashioned speaker. When the audio is muted, the graphic has a red line running through it, to show that the microphone is inactive. Tap this button to mute and unmute the microphone!

The Video Button

The Video button has an associated graphic of an old-fashioned video camera. When the video is stopped, the graphic has a red line running through it, to show that the video is inactive. Tap this button to start and stop the video!

The Share button

The Share button has an associated graphic of a black upwards pointing arrow inside a green box. When this button is activated, a popup window is displayed, which displays options for sharing your screen with others in the meeting. By default, only the Host can share screens, therefore, this option will not be discussed in this tutorial.

The Participants button

The Participants button has an associated graphic of the head and shoulders of 2 cartoon people. It also shows the number of participants currently in the meeting. When this button is activated, the Participants panel is displayed. This consists of all of the names of those who are attending the meeting. Alongside each participants name, you will find information relating to the status of their audio and video settings.

The More button

The More button has an associated graphic of 3 dots, arranged horizontally. When it is activated, a popup window is displayed consisting of options for disconnecting the audio, chatting with others in the meeting, raising your hand and a small set of Emoji's. Additionally, there is an option for showing the Meeting Settings screen, which provides options for specifying how video and audio is used.

The Top Row of Buttons

From left to right, the buttons at the top of the screen are: Audio Source, Switch Camera, Meeting Information and Leave Meeting. Each button is described below:

The Audio Source Button

The Audio Source button is only available when the microphone is active. It is used to switch between Speaker and Earphones. When Speaker is the selected option, the sound will come directly out of the speaker built-in to your device. When Earphone is the selected option, you will need to plug in a pair of headphones in order to hear the audio.

The Switch Camera Button

The Switch Camera button is only available when video is on. It is used to switch between the front and rear-facing camera on your device. The default setting is Front.

The Zoom Button

When the Zoom button is activated, a popup window is displayed which provides information about the meeting you are currently in. For example, the name of the meeting organiser, the title of the meeting, the meeting ID, the passcode and the invitation link.

The Leave Button

The Leave button is displayed in red! It is used to completely exit a meeting. When you exit a meeting, you will either be in the Zoom app, or a web page on the Zoom web site!

The Video Area

At the centre of the screen, you will find the Video Area. By default, only the video feed of the person who is currently speaking is displayed. This person is known as the "Active Speaker".

Note 1: If the video area shows an image of a cartoon person, this means that the active speaker has their video turned off. There is nothing you can do about this!

At the bottom right of the video area, just above the More button, you may find what is known as an Avatar. This is a small video feed of yourself. Its purpose is to help you position yourself correctly in the camera's view-finder, thus allowing others to see you clearly.

When you tap on the video area, the available buttons at the top and bottom of the screen are hidden and 2 additional buttons, displayed as 2 dots side-by-side, are displayed at the bottom centre of the screen. These are the Driving Mode View and Active Speaker View buttons. Each of these buttons are described below.

The Driving Mode View Button

The first of the 2 dots (the one on the left), is the Driving Mode view button. When it is activated, your video is stopped and the microphone is muted. In the centre of the screen, you will find a large button, displayed as a circle, with the words "Tap to Speak inside it". Upon tapping this button, the microphone will be unmuted and you will be able to speak! Tapping this button again, will result in the microphone once again being muted.

Note 2: In Driving Mode View, the Avatar, which displays your video feed, is hidden!

The Active Speaker View Button

The second of the 2 dots (the one on the right), is the Active Speaker View button. When it is activated, you are switched to Active Speaker view. This is where the video feed of the person who is speaking is displayed in the centre of the screen. Upon doing this, the 2 rows of buttons are re-displayed, along with your Avatar!

The ideal settings for attending a Zoom meeting are to have the microphone unmuted and the video turned on. This will allow others to see and hear you. Also, it is recommended to use the Active Speaker setting.

Asking a Question During a Zoom Meeting

If you wish to ask a question during a Zoom Meeting, first tap the More button, and then from the resulting list of options, tap the Raise Hand button. Upon doing this, the host will receive a message on their screen alerting them that you wish to ask a question. If you change your mind, tap the More button again, then tap the Lower Hand button. Upon doing this, the Host will be alerted that you no longer wish to ask a question!

Sending and Reading Chat Messages

It is possible to send short chat messages to other participants in the meeting. By default, when you send a message, it is sent to everyone. However, it is also possible to send a message to a specific person!

Sending a Message to Everyone

To send a chat message to everyone in the meeting, follow these suggested steps:

1. Tap the More button, situated at the bottom right corner of the screen. Upon doing this, a popup window will be displayed consisting of a number of options.
2. Tap the Chat button. Upon doing this, the Chat screen will be displayed.
3. At the bottom of the Chat screen, you will find an edit box. This will include the text "your text can be seen by everyone". Tap this edit box to enter 'edit' mode. Upon doing this, a virtual keyboard will be displayed, with the edit box now situated directly above it.
4. Using the virtual keyboard, type your message. When you are done, tap the blue Send to button, situated to the right of the edit box. Upon doing this, all participants will receive your message!

The message you just sent, along with any messages you have received, will now be displayed in reverse-chronological order towards the top of the screen!

Sending a Message to a Specific Person

To send a message to a specific person in the meeting, follow these suggested steps:

1. In the Chat screen, tap the button labelled Everyone. For reference, this is situated approximately half-way down the screen, towards the right. Upon doing this, the Send To screen will be displayed. This contains the names of all participants in the meeting.
2. Tap the name of the person you wish to chat with. Upon doing this, you will be returned to the Chat screen and the Everyone button will now contain the name of the person you selected.
3. Tap the edit box which contains the text " your text can be seen by everyone". Upon doing this, you will enter 'edit' mode.
4. Using the virtual keyboard, type your message. When you are done, tap the blue Send To button, situated to the right of the edit box. Upon doing this, the participant you specified will receive your message!

The message you just sent, along with any messages you have received, will now be displayed in reverse-chronological order towards the top of the screen! When you have finished chatting, tap the Close button, situated at the upper left corner of the screen. Upon doing this, you will be returned to the Zoom Meeting screen!

Exiting a Zoom Meeting

There are 2 methods of exiting a Zoom Meeting. The first, and most common way, is for the Host to end the meeting. Upon doing this, all participants will be disconnected from the meeting. The second method is to tap the red Leave button, situated towards the top right corner of the Zoom Meeting screen. Upon doing this, you will leave the meeting and be disconnected from the meeting!

Note 3: When you exit a meeting, you will either be in the Zoom app, or a web page on the Zoom web site!

This concludes the introduction to joining and participating in a Zoom Meeting on an Android device. Happy Zooming!