# Video Chat with Zoom

zoom

Zoom, the popular video chat platform, works with iOS, Android, and Windows operating systems. While you can use Zoom in your browser, for the best experience, you should download the app on your devices. You don't need an account to use Zoom, just click on the Zoom link to join a video call!

**For help, call Senior Planet's Hotline
at 210-504-4862, Monday-Friday, 8am - 7pm Central.**

Downloading the Zoom App

Before you start, have your Apple ID and password handy. Follow the steps below to download the Zoom app from the App Store!
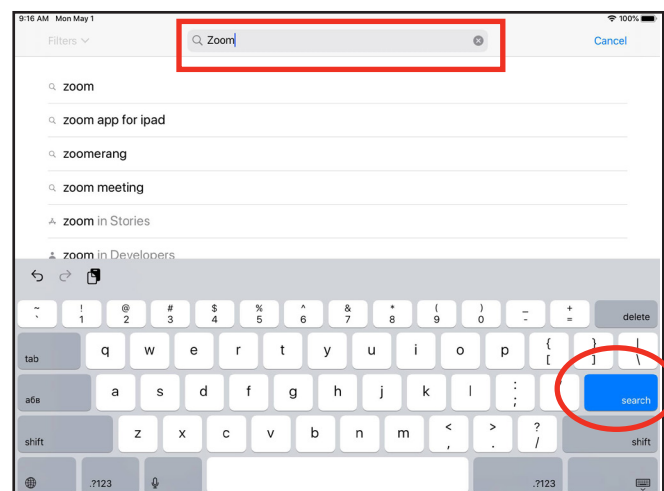
1 Tap the **App Store** to open it.
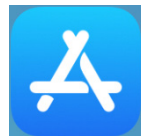
2 Tap the **Search** icon at the bottom of the screen.

Then type "Zoom" in the search bar. As you type, you'll see a list of suggestions under the search bar.
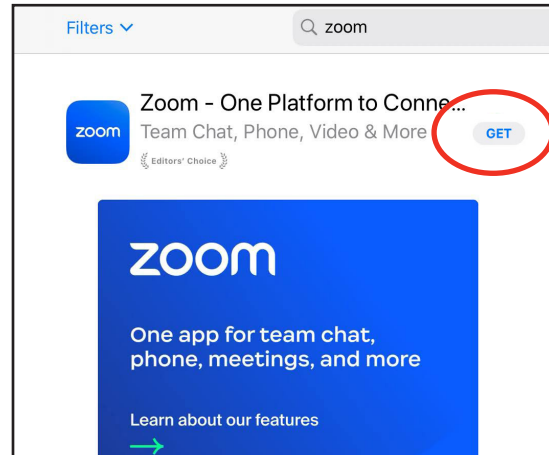
You can tap one of those or the **Search** key on your keyboard.

Downloading the Zoom App, Cont'd.

3 Your search results may include several apps. Verify which app you want to download by checking the name and logo. It's usually among the first three results. When ready, tap **Get** to begin downloading the app.
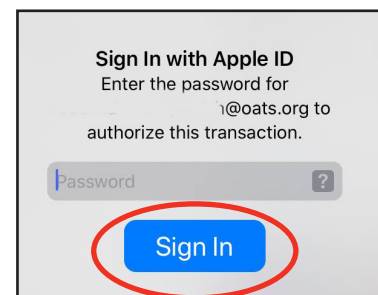

4 You may first see a pop-up window with a blue **Install** button appear. Tap the button.
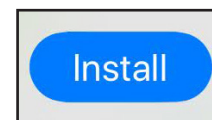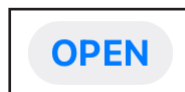

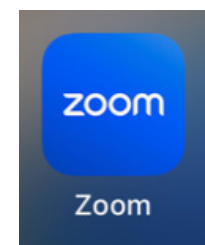Then, Apple may ask for your Apple ID password again. Enter it and tap **Sign In**.

A blue circle will appear to show the app's download progress.

5 Tap **Open** to open the app or return to the home screen by tapping the home button.

6 To find the Zoom icon on your homescreen, you may have to swipe to the left to the next screen. The icon will look like the image on the right.
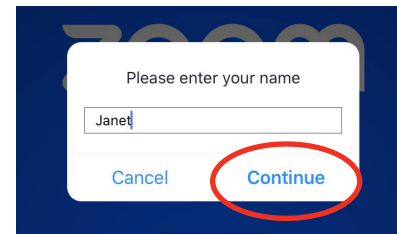
Joining a Zoom Meeting from the iPad

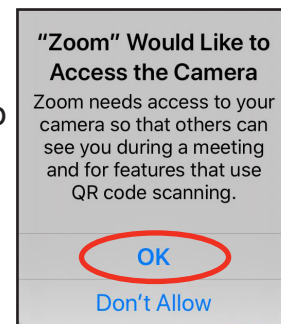Before you begin, make sure you've downloaded the Zoom app on your iPad.

1 Tap the Zoom link for your meeting. Before the app opens, you may see an image like the one on the right. Tap **OPEN**.
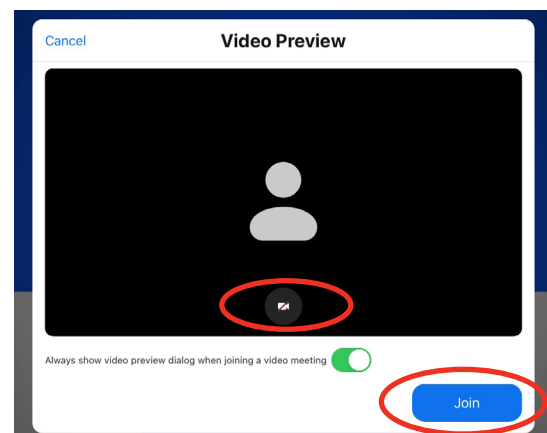
2 Zoom will automatically open. Enter your name when prompted. Then tap **Continue**.

3 Zoom will ask permission to use your camera. This is so other people can see you in the video meeting. Tap **OK**.

4 Next you'll see a preview of your video. Tap the **camera** icon in the middle of the video preview to turn the camer on or off, as you prefer. When you're ready, tap **Join** to join the meeting!
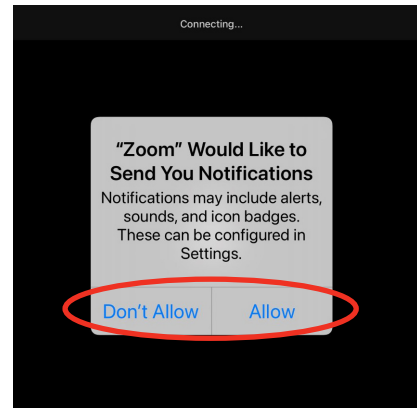
5 Zoom also asks for permission to access your microphone the first time you use it on a device.

Tap **OK** to give permission for the Zoom app to access your device's microphone so others can hear you!
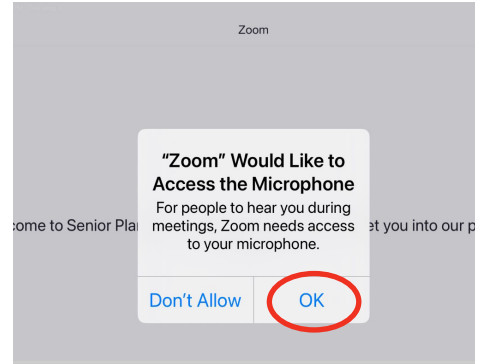
6 If you like receiving notifications, tap **Allow**. If you prefer to not receive them, tap **Don't Allow**. It won't affect how you experience Zoom meetings.

7 You may see a message about joining audio. Select **WiFi**. After you join audio, you'll be able to participate in the Zoom meeting!
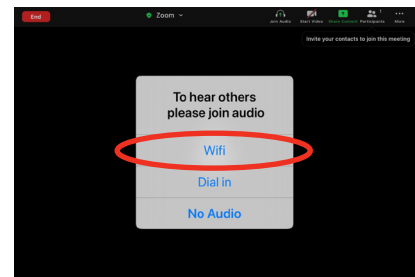
If you know the meeting ID, you can also join a meeting directly from the Zoom app. Tap **Join Meeting** when you open the app. Enter the meeting ID and your name. Then, tap **Join**.
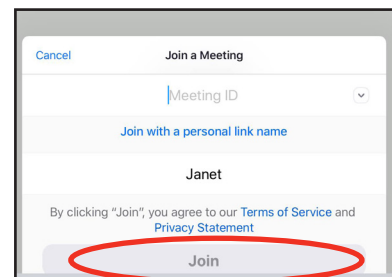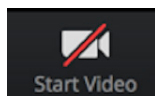
Explore Meeting Controls

Depending on your device, Zoom's meeting controls may be located in different areas of your screen. To use the different controls, look for the icons below, including the **More** icon (on the next page).
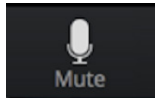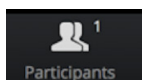
Tap the microphone icon to **Mute** yourself.

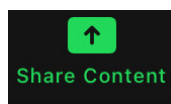When you see this icon, your microphone is muted. You must tap it to **Unmute** yourself.

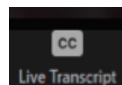Select this icon to start your video.

Tap **Stop Video** to turn your camera off.

This icon tells you how many people are currently in the meeting.

If the host allows it, you can share your screen by tapping the **Share Content** icon. Doing so will allow other participants to see a link, application, or something on your screen you want to share.

If Closed Captioning (CC) is available, tap the **Live Transcript** icon to view or hide the captions. Use your finger to move the captions around on your screen. You may need to select **More** before seeing this option.
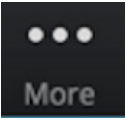
Tapping the **More** icon will bring up several options, including:

- Raise hand

- Chat

- Meeting Settings

- Minimize Meeting

- Virtual Background

- Reactions (emoji)

- Tap **Cancel** to close the More menu and return to the meeting
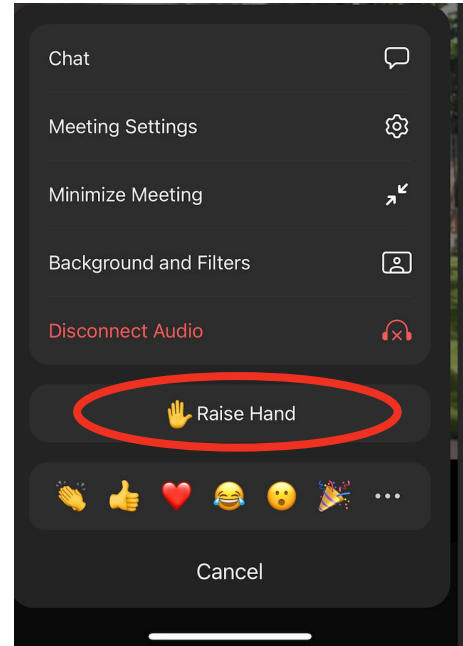
Leave Tap this button when you're ready to leave the meeting.

Remember to lower your "hand" once it's been recognized by the host!

Zoom Video Calls
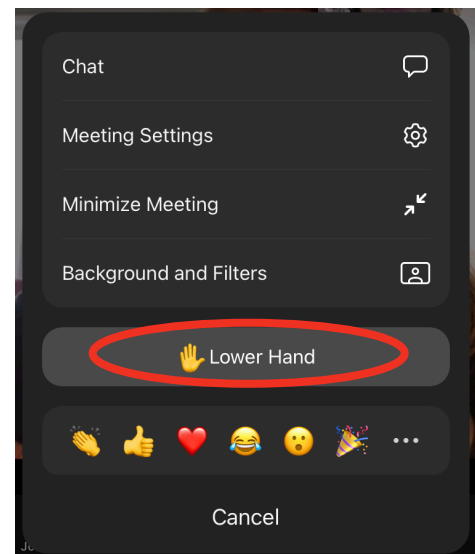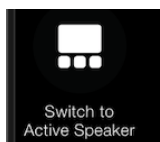
When the meeting is in progress, choose between **Gallery View** or **Active Speaker**. The image below is Gallery View. This allows you to see thumbnails of all participants in the meeting. If there are lots of participants, you may have to scroll to the right to see everyone!
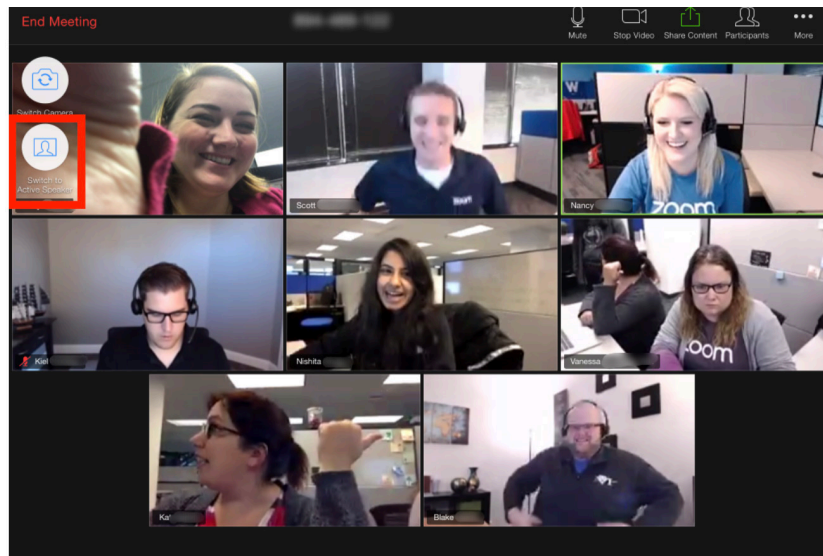
 Choose this icon to switch to active speaker view. You will only see the person who is currently speaking.*
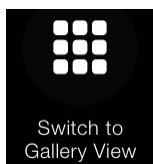
 Choose this icon to return to gallery view.*
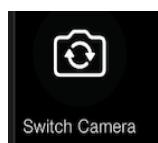
 On a mobile device, ensure that others can see you by making sure your video is turned on and that you're using your selfie camera. Tap this icon to switch the camera.

Using the Chat Feature

1 If you don't see the Chat icon on your screen, tap the **More** icon from the Menu bar.

Chat	💬
Meeting Settings	⚙️
Minimize Meeting	↙
Background and Filters	🖼
Disconnect Audio	🎧

🖐 Raise Hand

👏 👍 ❤️ 😂 😮 🎉 ⋯

Cancel

2 Select **Chat** from the menu.
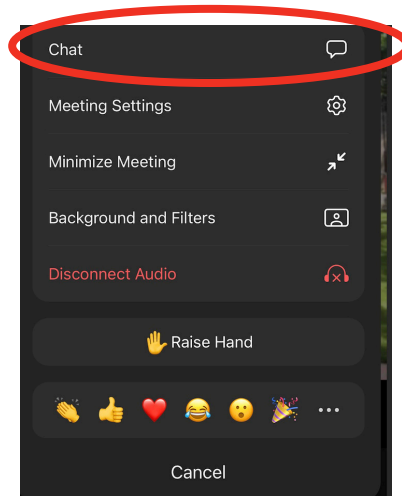
3 Type your message and then tap the **Send icon**. Tap **Close** in the top, left-hand corner of your screen to close the chat window. Note that Chat defaults to sending your message to **Everyone**.

Close   Chat   🔔

Send to: Everyone ⌄

Hi from New York!
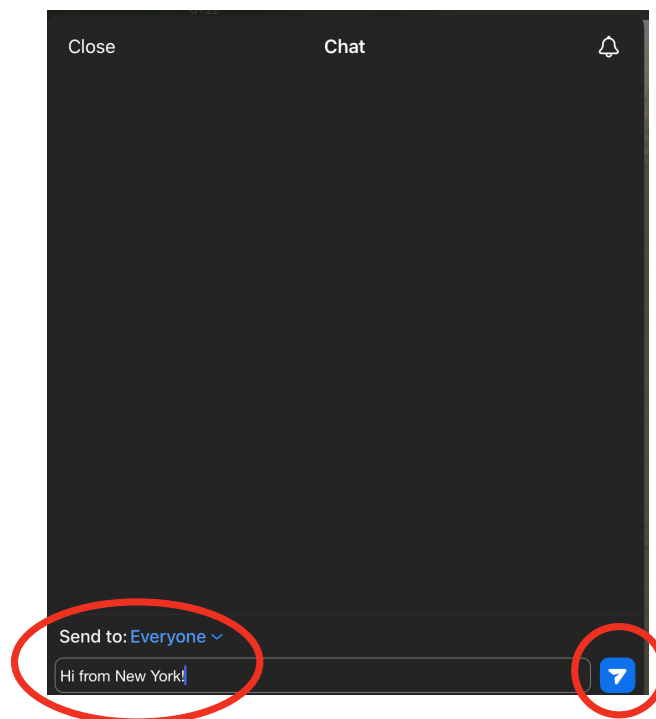
Successful Video Tips

- **Background** – Make sure what the camera can see in the background is clean and uncluttered. Try to find a neutral space as a backdrop, like a wall or a door. You want the focus to be on you.

- **Camera position** – Your camera should be at eye level. When using a laptop for video calls, lots of people make the mistake of pushing the camera back – don't do this! Try using a stack of books or magazines to get your computer at the right height.

- **Lighting** – The room you choose should have good lighting. You might consider putting a lamp next to your computer and facing you to make sure that you look your best too!

- **Eye contact** – Remember to make eye contact with the other participants. This means looking directly into the camera – not at the image of yourself!

- **Rehearse** – Do a dress rehearsal to make sure that you know how to set everything up. You'll want to know how to position your camera, how to use the technology, and what the background looks like on camera.

- **Noise** – Find a quiet space! Normal, everyday sounds can be very distracting on video. For example, if you live on a noisy street, sit as far away from the window as possible.

- **Hand gestures** – If you use your hands a lot when you talk, try to keep these gestures to a minimum. If there is a delay or a lag in the connection, it can look worse if your hand is blocking your face!