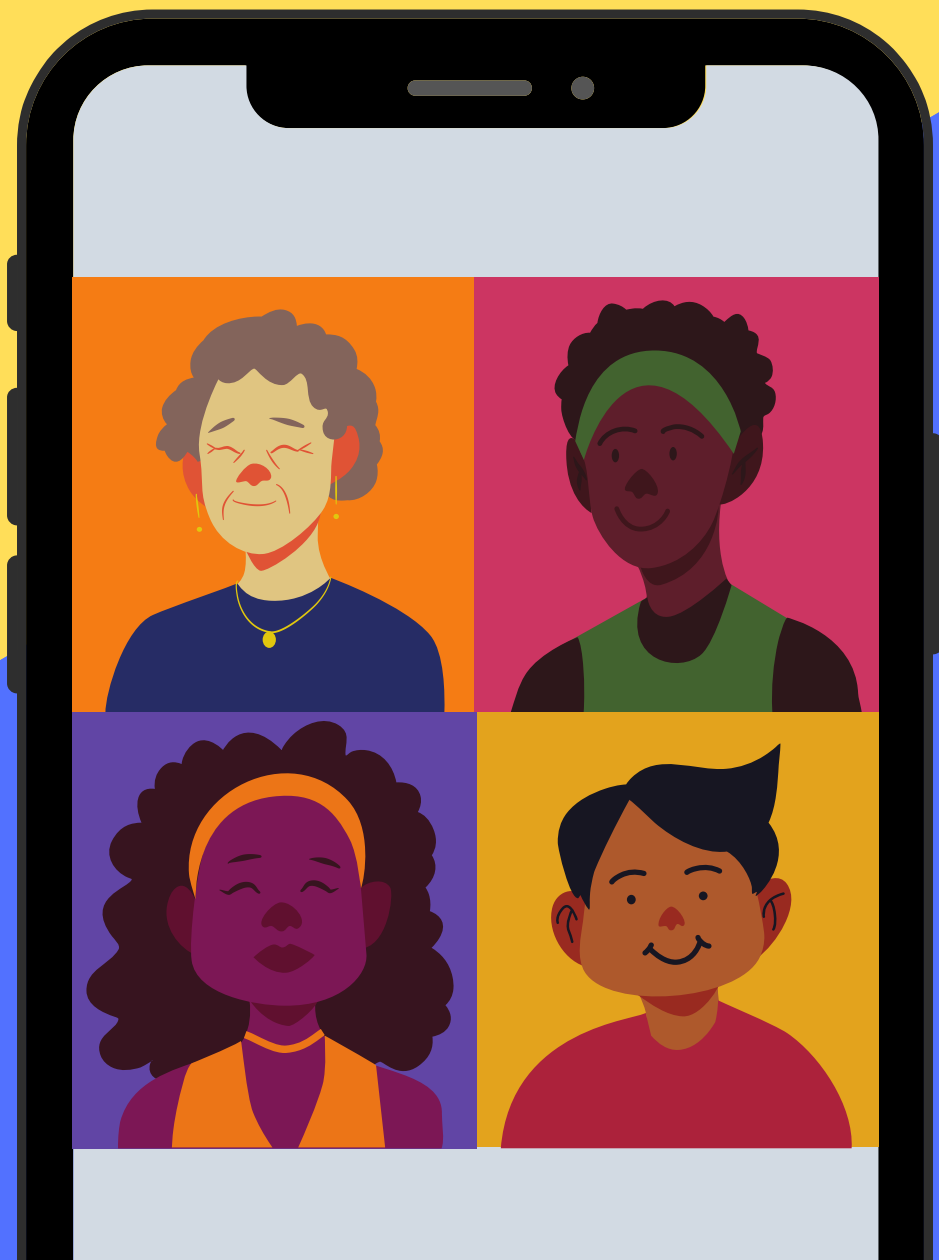



# Getting Connected

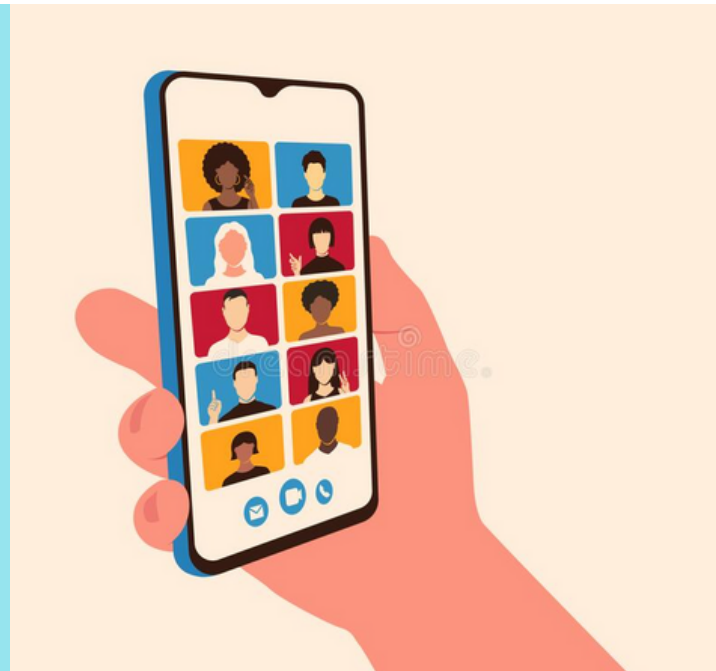
A WALK-THROUGH GUIDE TO  
USING **ZOOM** ON YOUR PHONE




# What is zoom?

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 **zoom** is a digital tool that lets you have video-based calls with friends and family.

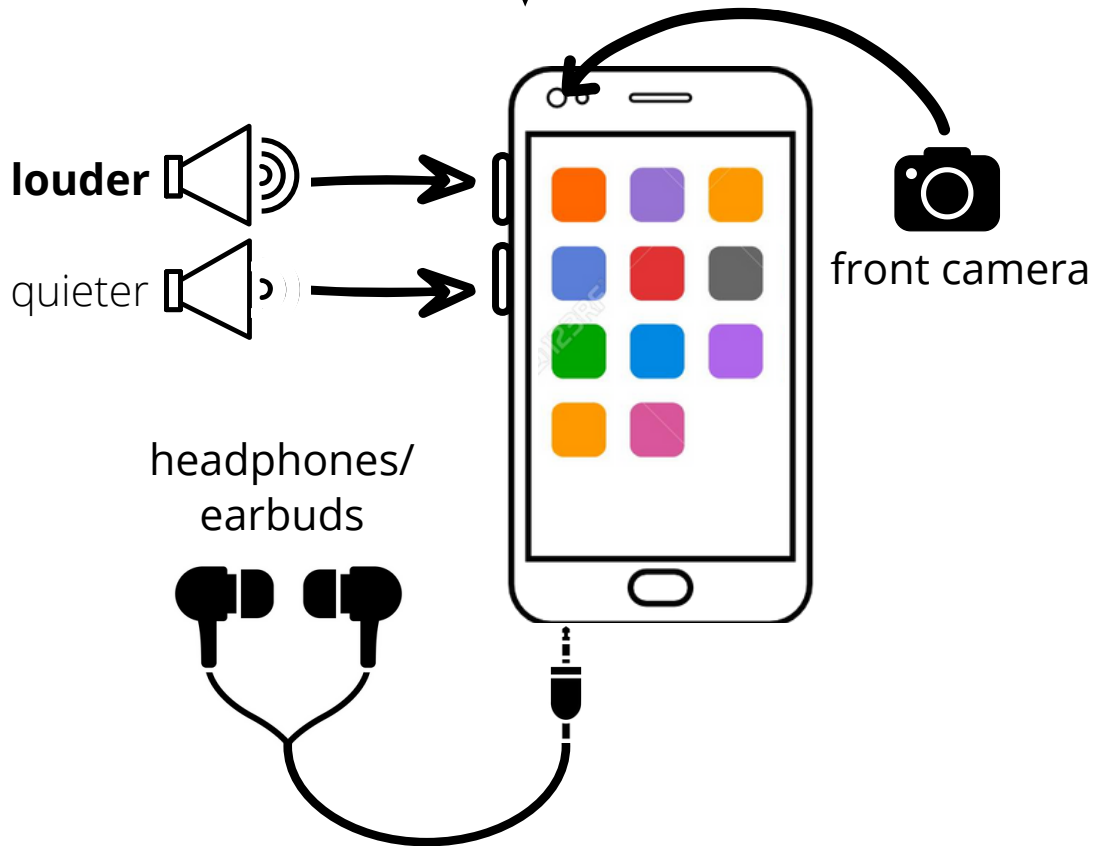


Learning how to use  **zoom** can take practice. But **don't worry**: this guide is here to help you!

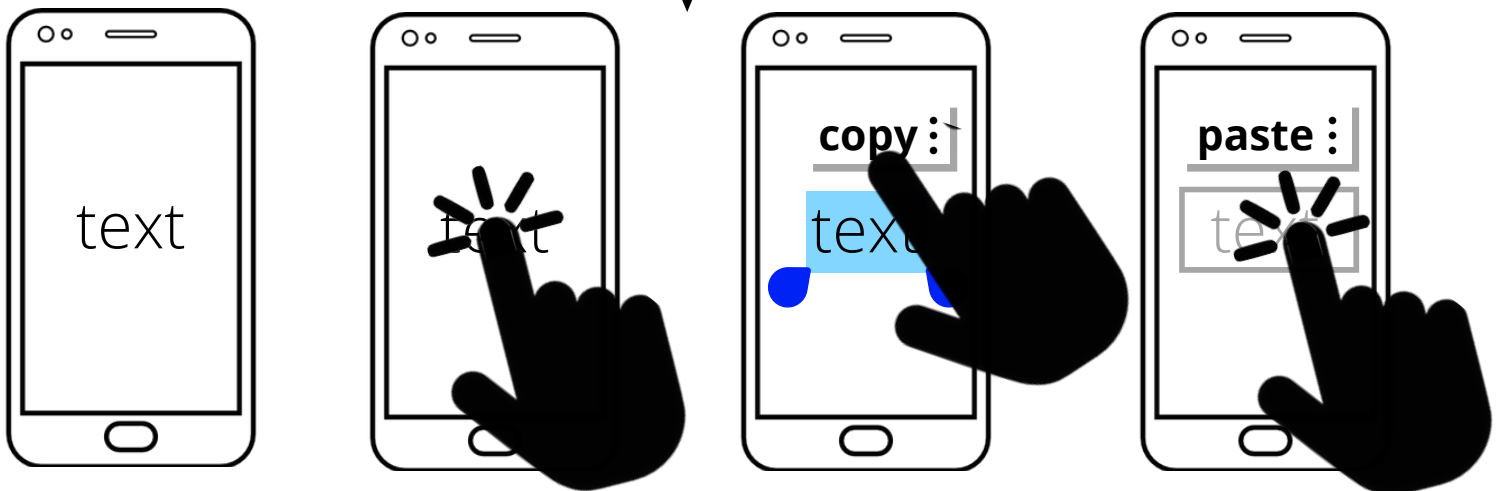
# Phone Basics

---

## AUDIO & VIDEO



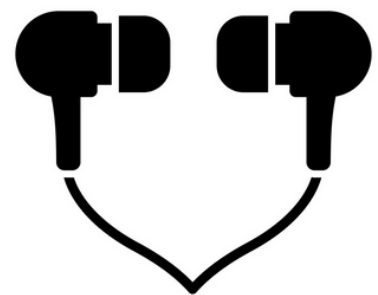
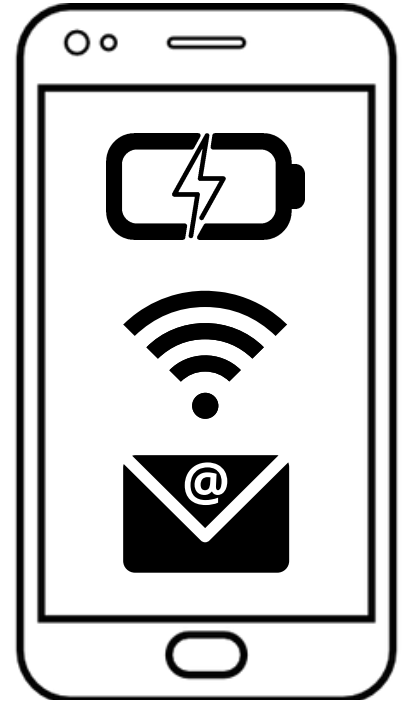
## TEXT: COPY & PASTE



# What You'll Need

---

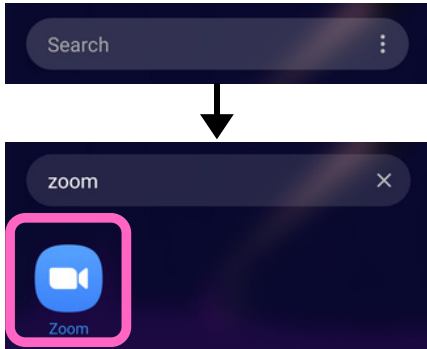
- **Smartphone** with **charged** battery
- **Wi-Fi** (Internet) connection
- An **email** address (only if you want to make your own Zoom account)
- **Headphones** or earbuds (optional, but helpful!)





# Do I have Zoom installed on my device?

not sure? search!



**Yes!**  
I have Zoom installed

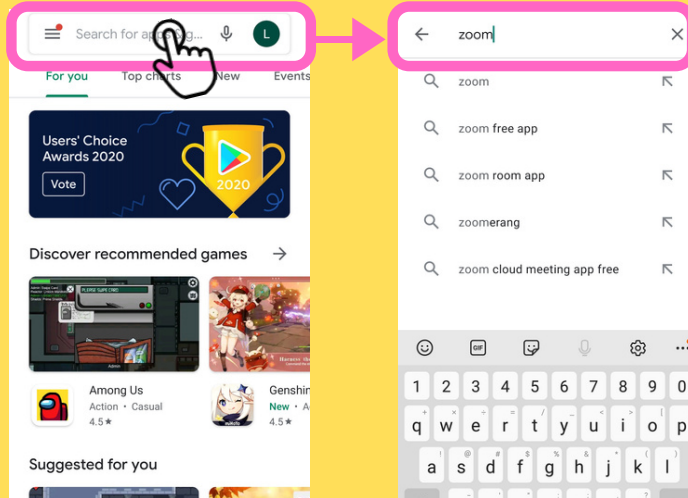


**No,** I don't have Zoom installed

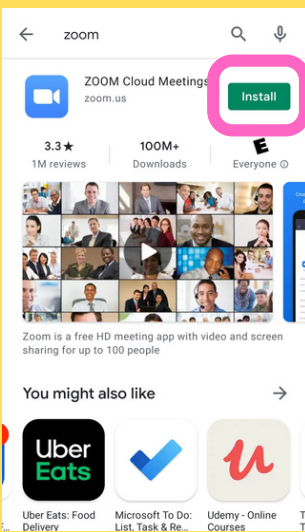
1) Open the Play Store



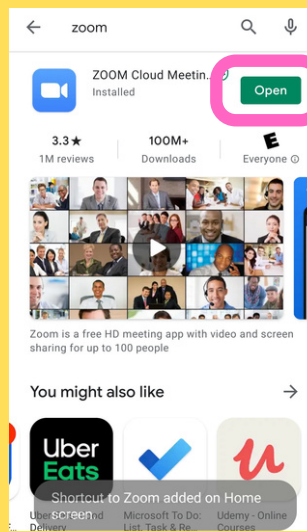
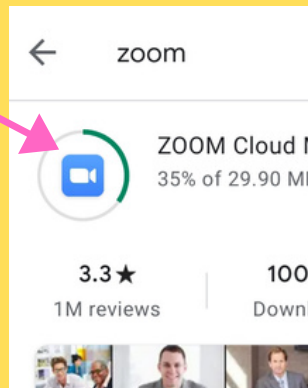
2) Search for "Zoom Cloud Meetings"



4) Press "Install" and wait

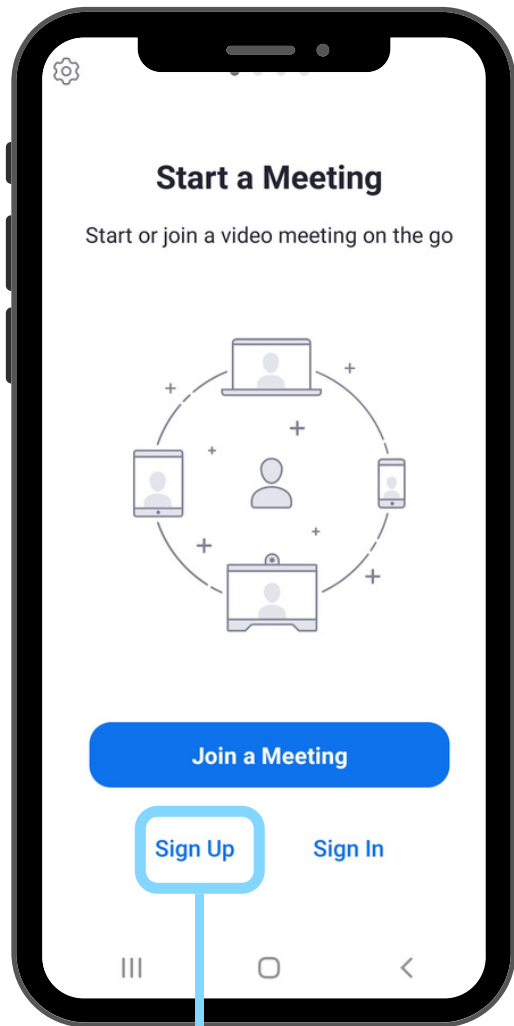


5) Then, press "Open"



# Great job!

You've successfully installed Zoom!



If you want to make a Zoom account and host your own calls, press "Sign Up" and go to **page 12**



Open Zoom anytime by clicking the icon on your home screen

To learn how to join **Zoom** calls: **next page**





# How to join a Zoom call with a link

Ask the host of the call to send you the **"Invitation Link"**

Did they text you a link?

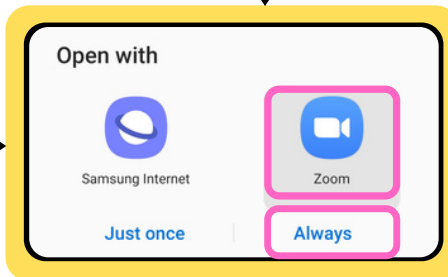
Did they email you a link?

**NOTE:** Your link may look different, but it will include "zoom.us/"

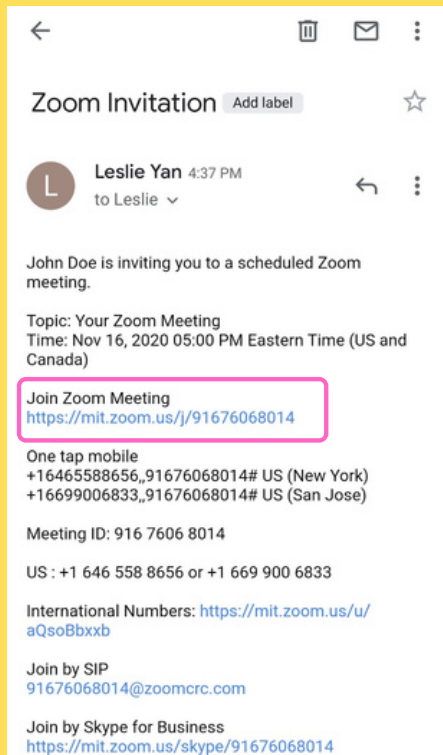
Tap the **blue** link to join the call

Here is the Zoom link!  
<https://mit.zoom.us/j/91676068014> 4:42 PM

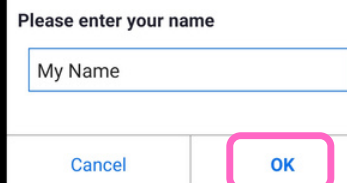
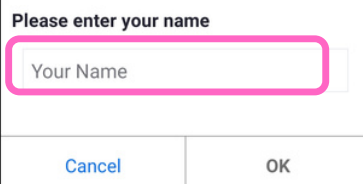
Tap **blue** link beneath "Join Zoom Meeting" to join the call



go to **page 8**



Press and type your name in the box



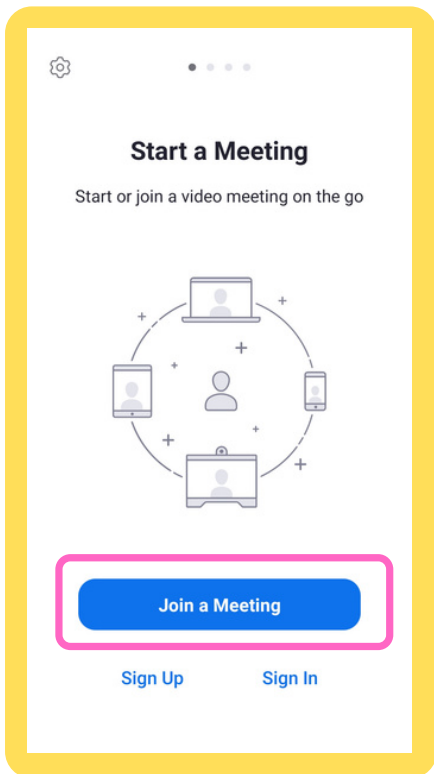
Press OK!

# How to join a Zoom call with a Meeting ID

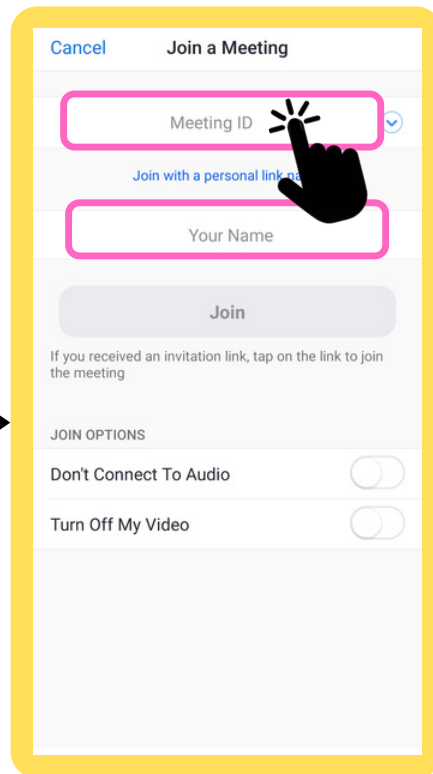


Did the host of your call send you a **Meeting ID**?

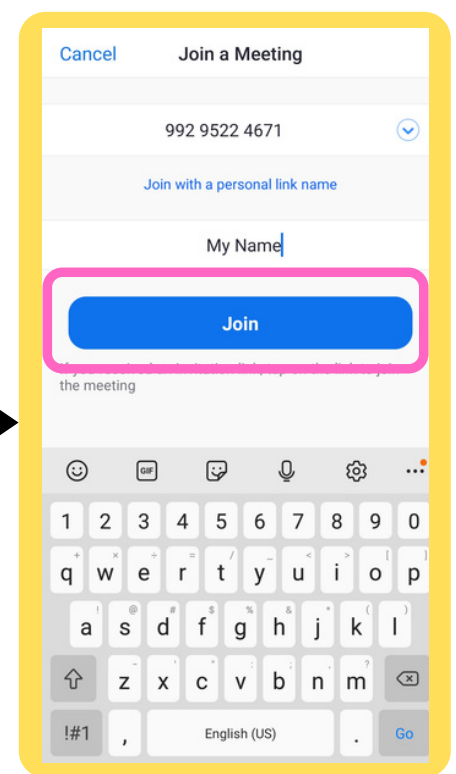
(hint: it's a number that looks like XXX XXXX XXXX)



Press "**Join Meeting**"



Press and type (or paste in!) the Meeting ID, then your name.



Click "**Join**"

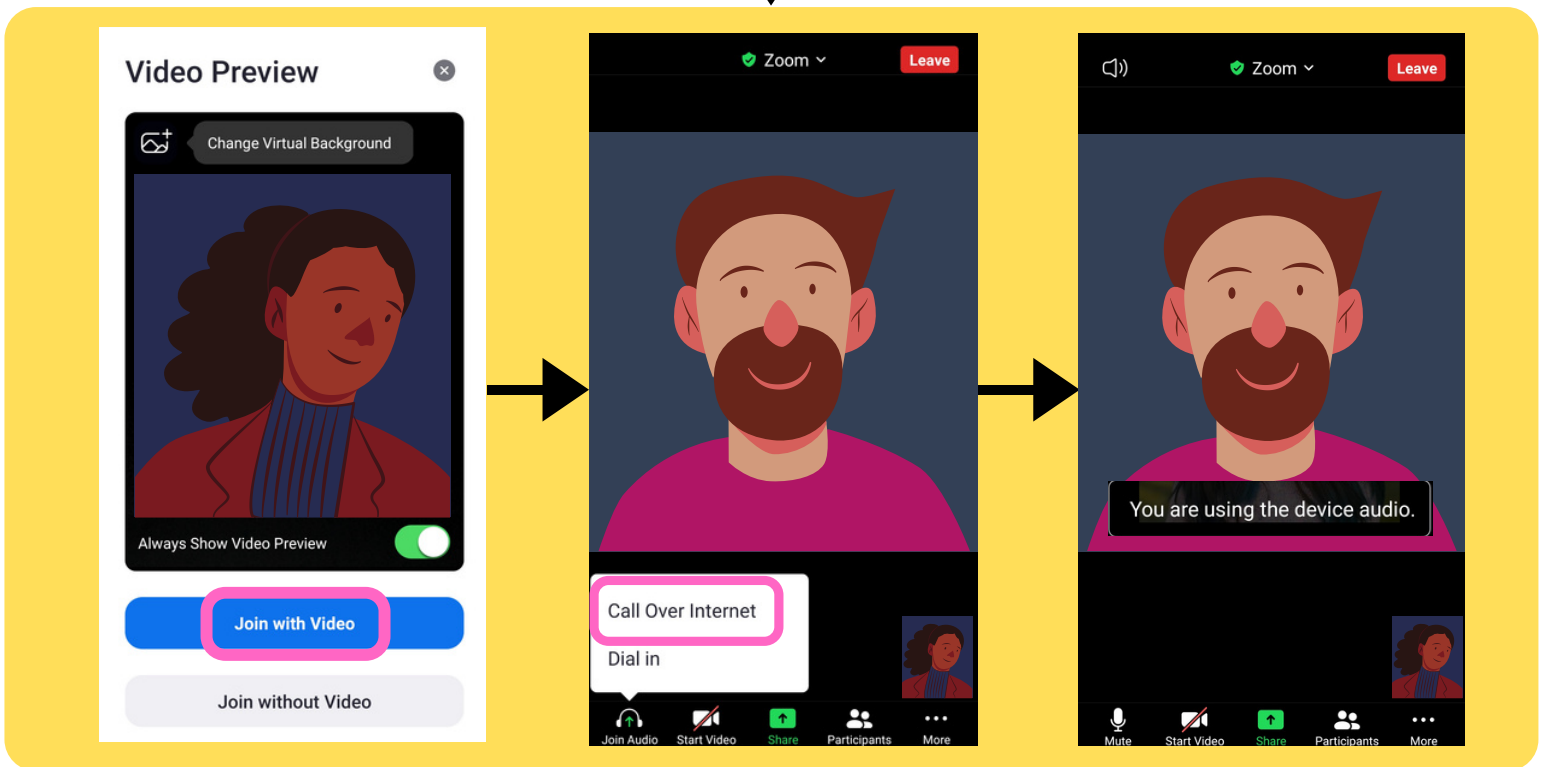
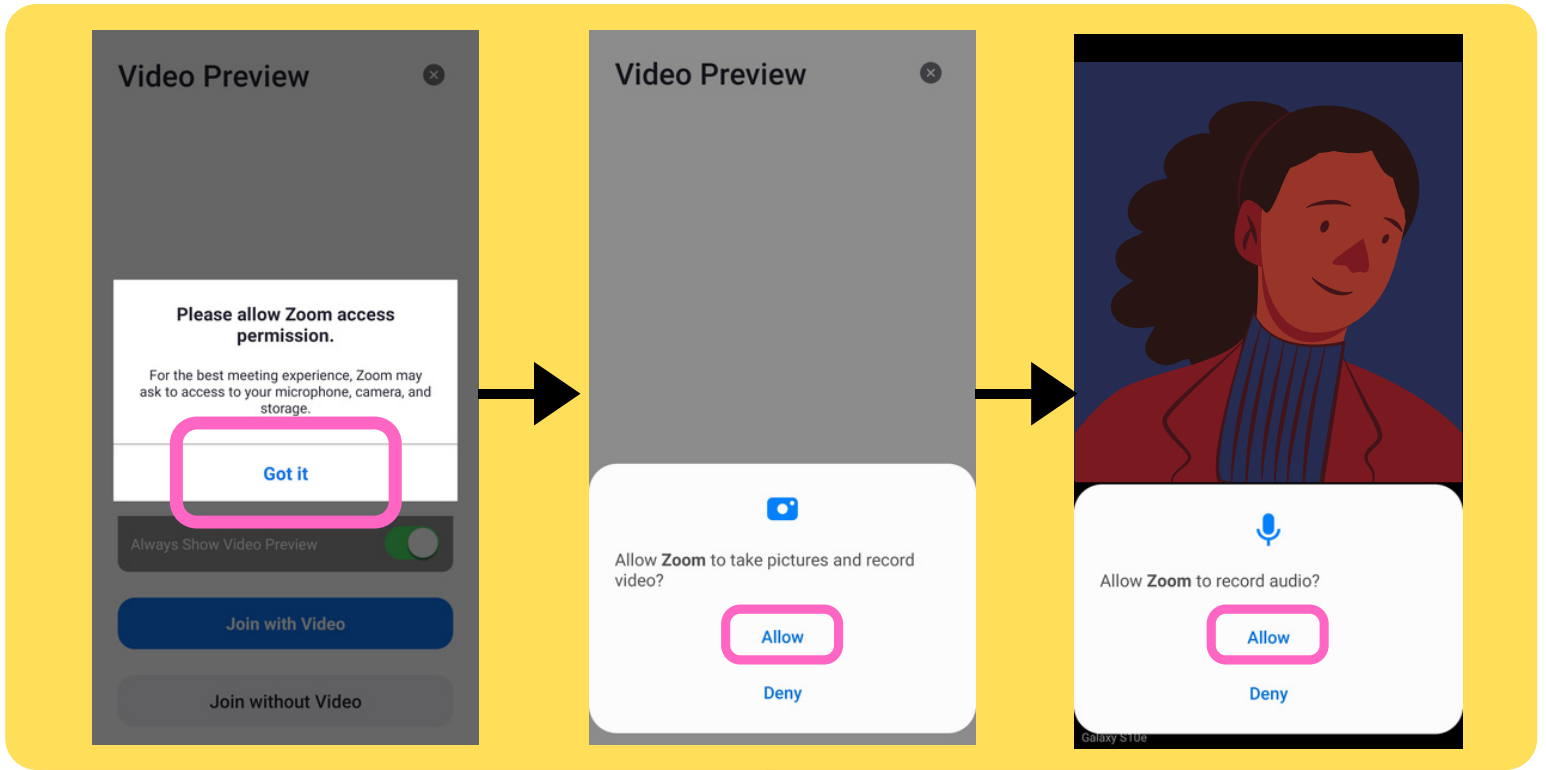
next page



# Entering the Zoom call



The first time you join a call, make sure you allow Zoom "permissions" to work properly!

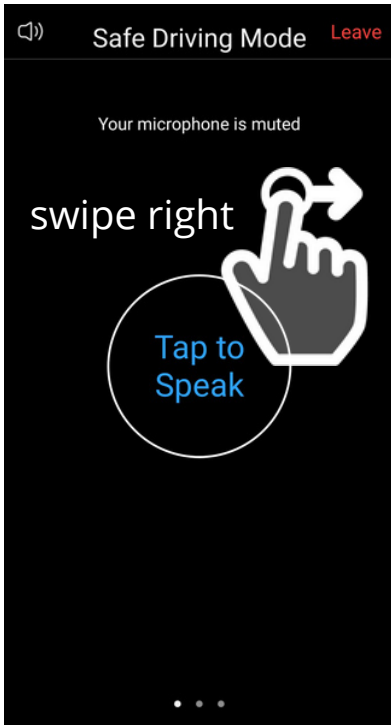


8

**You've joined the call, and can now start talking!**

# Navigating Your Zoom Call

## Main Screen



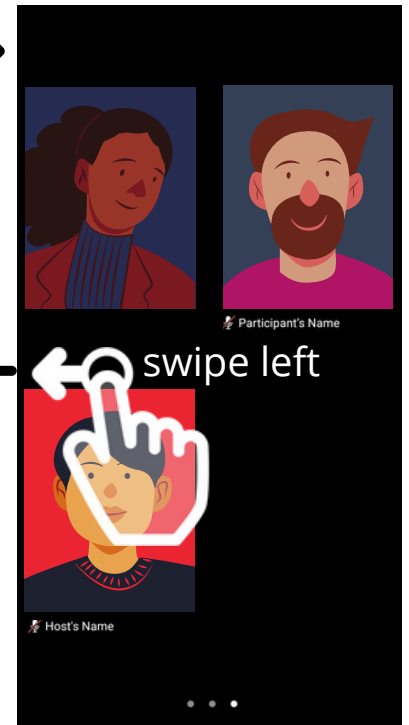
### "DRIVING MODE"

Your microphone is off on this mode, swipe right to exit.



### SPEAKER VIEW

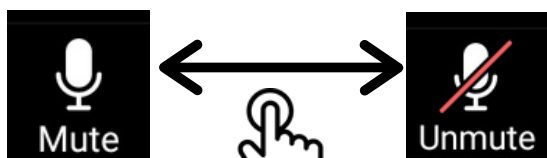
See the video only of the person who is speaking in the call.



### GALLERY VIEW

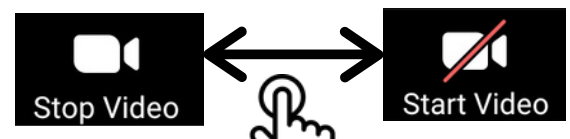
See the videos of everyone who in the call (including you!)

## TAP THE SCREEN ANYWHERE TO SHOW ALL BUTTONS



Everyone can hear you

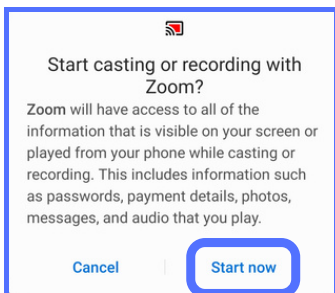
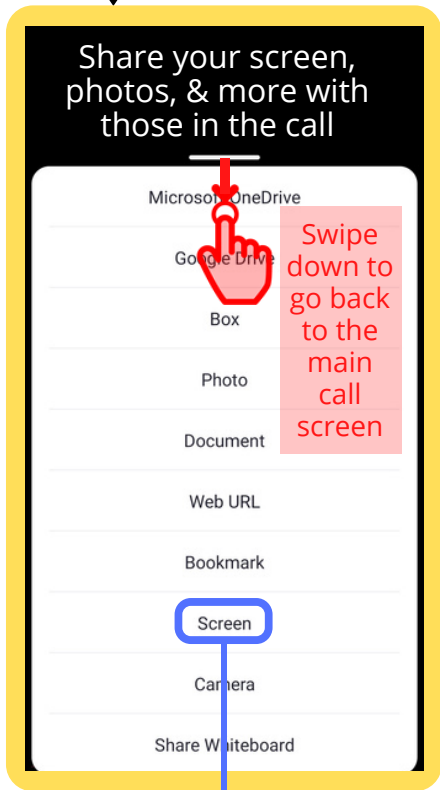
No one can hear you



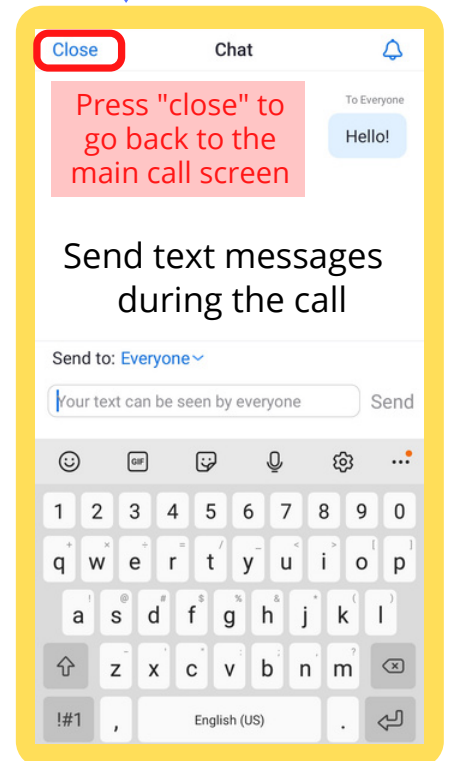
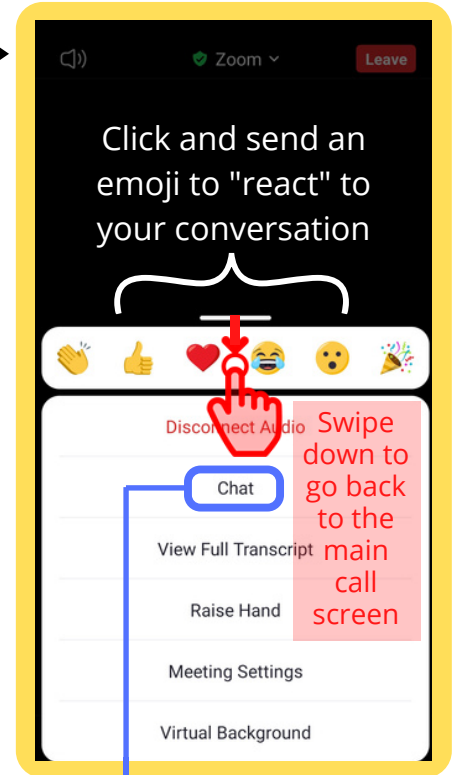
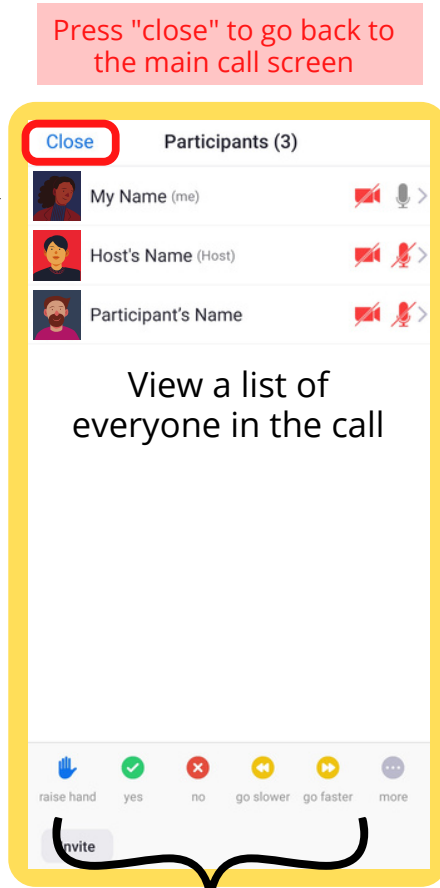
Everyone can see you

No one can see you

# Exploring Zoom Capabilities



When you share your screen, everyone in the call will see what is on your phone. Zoom will ask you to confirm you know this!



# Leaving the Zoom call



You're still in the call until you see and press the big "**Leave Meeting**" button!



# Congratulations!

You've completed your Zoom call!



# Bonus: How to make a Zoom account

By having your own Zoom account, you can host your own Zoom calls! (40 minutes max for free account)

Start a Meeting

Start or join a video meeting on the go

Join a Meeting

Sign Up

Sign In

Enter your birthday to start making your account

Sat, Jan 1, 2000

Jan 01 2000

Cancel Set

Press "Set" when you're done!

Sign Up

Email

First Name

Last Name

By signing up, I agree to the [Privacy Service](#) and [Terms of Service](#)

Sign Up

Type your email address, first, and last name

Sign Up

your\_email@gmail.com

Jane

Smith

By signing up, I agree to the [Privacy Service](#) and [Terms of Service](#)

Sign Up

Meet & Chat

Search

New Meeting Join Schedule Share Screen Call a Meeting

Jane Smith (you)

Meet & Chat Meetings Contacts Settings

Your account has been created! Here is your new home page. Look around and the new options!

# Thank you to our partners...



**PEOPLE'S  
COLLABORATIVE  
GOVERNANCE  
NETWORK**

## ***Our community partners:***



## ***Our academic partners:***



## ***Our City partners:***



**ANDREA J. CAMPBELL**  
BOSTON CITY COUNCILOR  
DISTRICT 4

## ***A special thanks to these people:***

**Maridena Rojas \* CJ Jean-Luis \* Neenah Estrella-Luna \* Rachele Gardner \* Eric Gordon \* Mike Sugarman \* Kat Wyly \* Leslie Yan \* Carole Majors \* Carol Sowers \* Sarah Pardo \* Elie Cuevas \* Liz Borecki \* Claire Liu \* Megan Malkemes**

Find guides for **Zoom** and **Webex** in **English**,  
**Español**, and **Kreyòl Ayisyen** at:

**<https://collabgov.mit.edu/getting-connected>**

