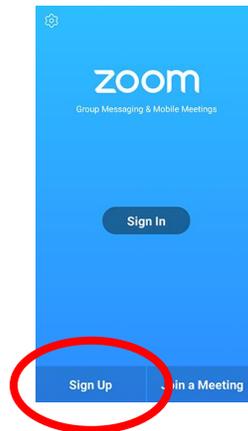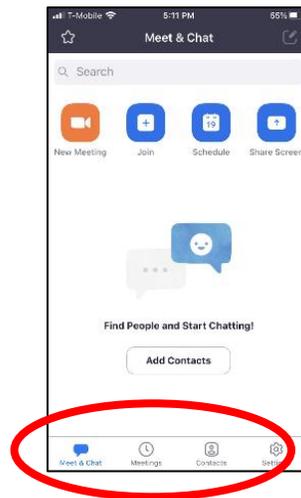## How to set up Zoom on your Phone or Tablet:

1. Open **Google Play** on your Android device or the **App Store** on your iPhone/iPad.

2. Search for ZOOM Cloud Meetings Locate and tap the entry by zoom.us

3. Tap Install - Let the installation complete.

4. Click OPEN or Tap the ZOOM icon on your home screen or the app drawer.

5. You can create an account by clicking "Sign Up" at the bottom of screen.

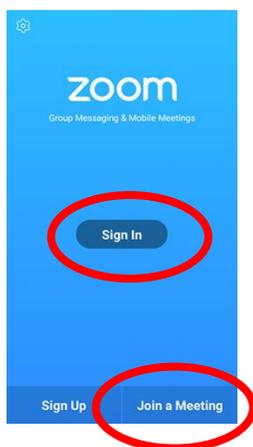6. You do not have to create an account to join meetings.

7. Use Icons at bottom of screen to set preferences.

8. Tap Contacts to list your contacts and add new ones.
9. Meetings: view saved or scheduled meetings here.
10.   Tap Settings to view meeting and chat settings, enable/disable your microphone, speaker, or video when you join a meeting.
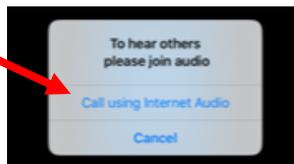
Sign In and Join a Meeting

1. When it's time for a meeting or group to start, Open the Zoom app.

2. **<u>Sign In</u>** to your account to access all features then choose the **<u>Join</u>** icon.
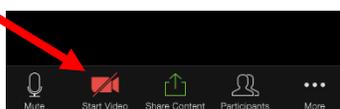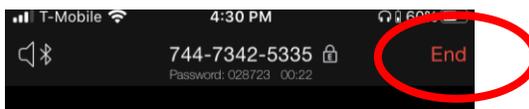
   -OR-

3. **<u>Join a Meeting</u>** without signing in.

4. Enter the **Meeting ID** and **Password** given to you.

5. Join Audio so people can hear you.

6. Tap Start Video (bottom of screen) so people can see you.

7. Say Hi to everyone and start chatting. Remember to smile and enjoy!

8. When the meeting or group is ending or you need to leave, say Goodbye to everyone and then tap End or Leave Meeting.

9. You did it! See you next time   ☺