

ConferZoom

GETTING STARTED USING MOBILE

You may join your **ConferZoom** meetings using your iOS and Android devices.

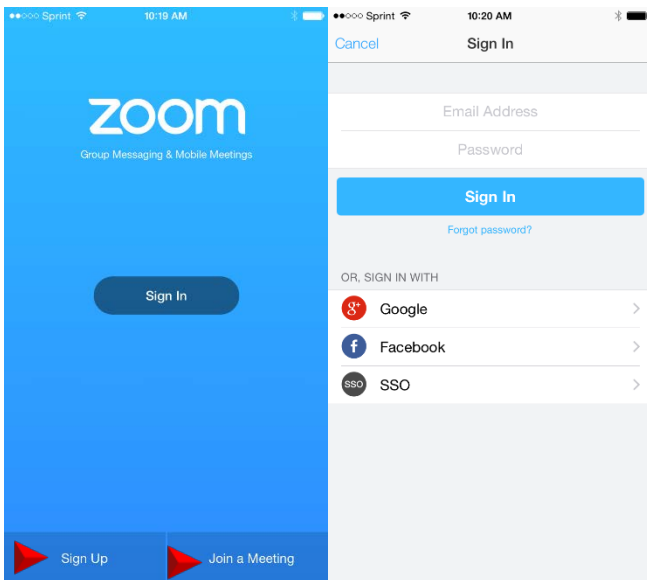
iOS

You must download the Zoom app from the Apple AppStore or search “Zoom” on Safari. It will direct you to <http://itunes.apple.com/us/app/zoom.us-cloud-video-meetings/id546505307>

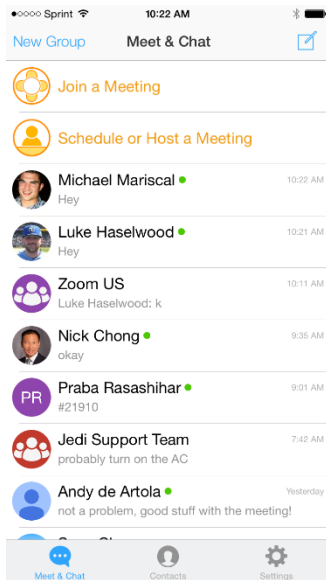
Once you have the Zoom app installed, tap the zoom application icon on your iOS device to open Zoom.



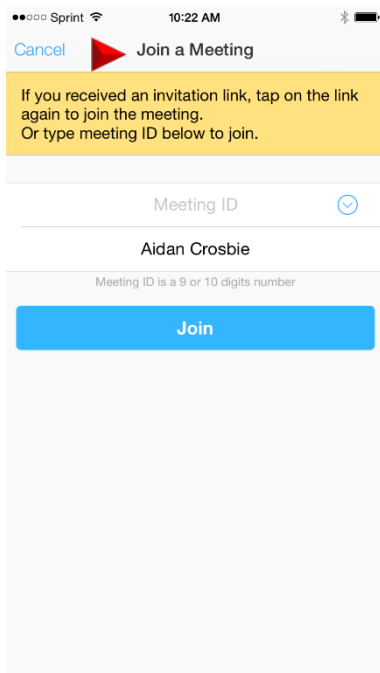
Once the Zoom app is open, you can choose to Sign In or Join a Meeting.



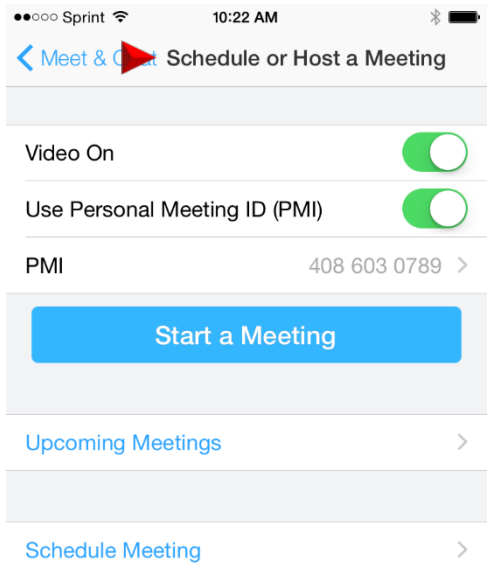
Once you are signed in, you will be able to host, schedule, and join meetings. You can also chat with contacts via Group Messaging.



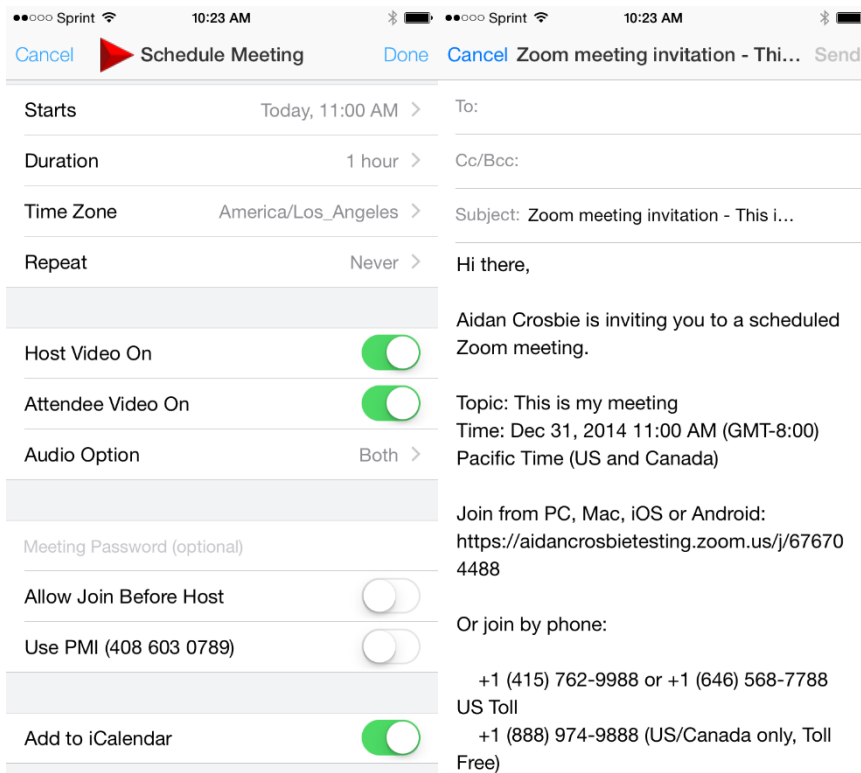
Selecting "Join a Meeting" will prompt you to enter the Meeting Id of the **ConferZoom** meeting you are trying to join.



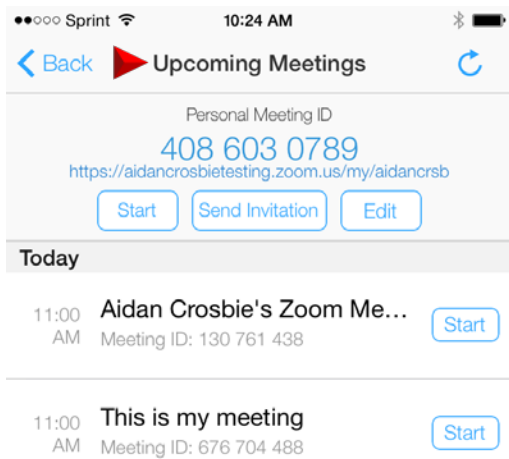
Selecting "Schedule or Host A Meeting" will prompt you to either schedule a new **ConferZoom** meeting or check your upcoming scheduled meetings. You can also start an instant meeting here.



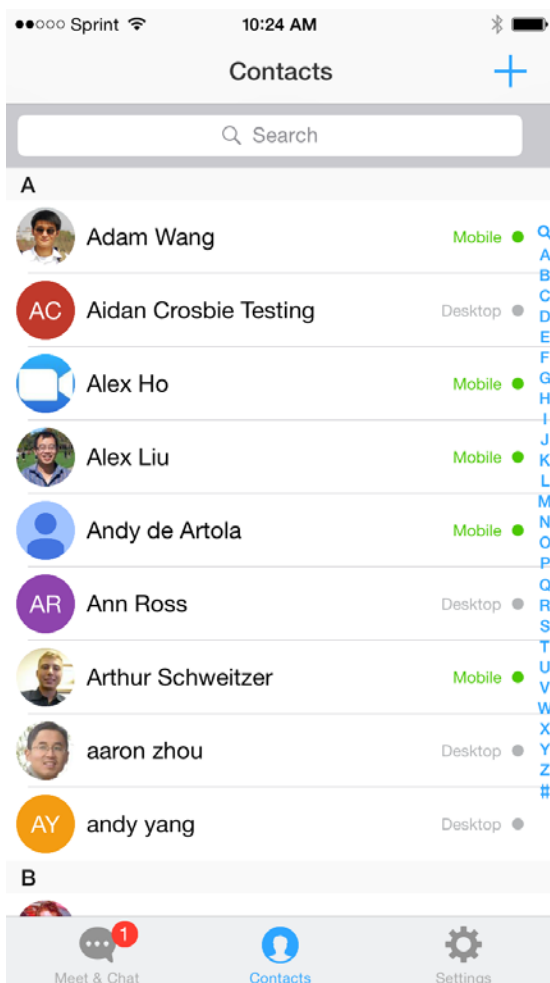
Selecting "Schedule Meeting" will prompt you to enter the **ConferZoom** meeting details, such as the topic (title) and time. After this is complete, you will be prompted to send out the meeting invitation.



Selecting "Upcoming Meetings" will allow you to view and start **ConferZoom** meetings you have already scheduled.



The "Contacts" tab of the application will allow you to view your contacts and add new contacts.

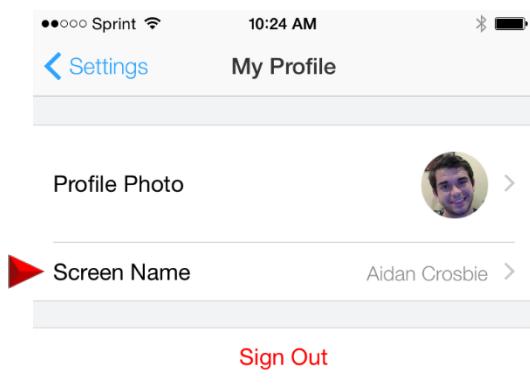


SETTINGS:

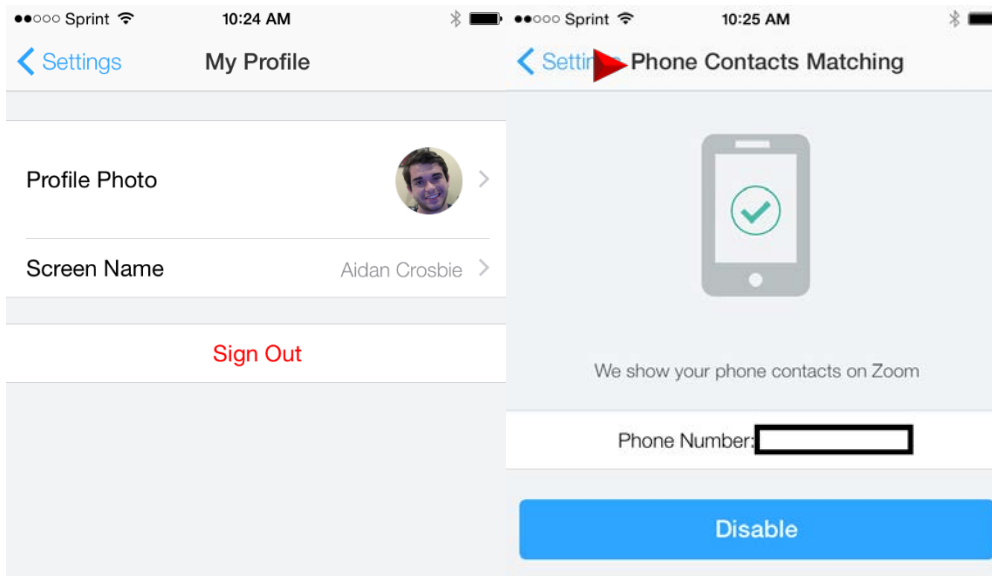
Selecting the "Settings" tab will give you the following options.



Selecting your name will give you the ability to change your screen name as well as the picture being used on your account.



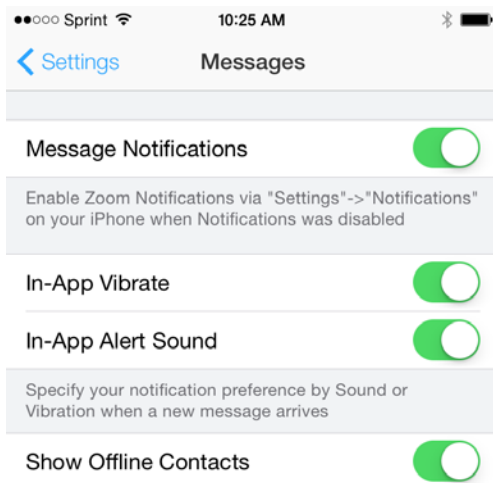
"Phone Contacts Matching" will match contacts on your phone to your Zoom contacts. If you and a contact both have registered phone numbers, you will become Zoom contacts. This can be disabled at any time.



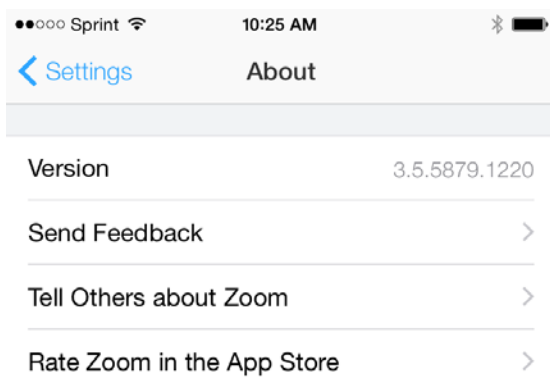
Meeting settings will give the ability to automatically connect audio to the meeting, always mute your microphone when joining a meeting, always turning off video when joining a video, and enabling AirPlay to show the Zoom App.



Selecting "Messages" under settings will allow you to turn on chat notifications and specify how you wish to be notified. You can also enable if you wish to see offline contacts.



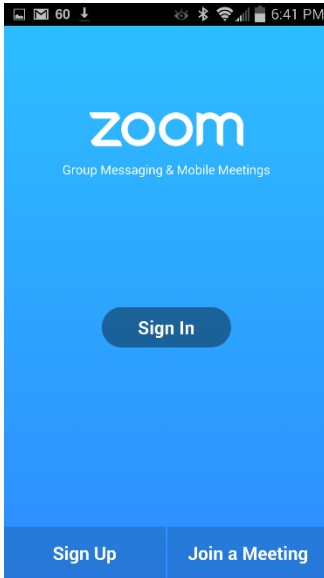
Selecting "About" will view the current Zoom version installed, as well as give you the ability to give feedback, tell others about Zoom, and rate the Zoom app.



ANDROID

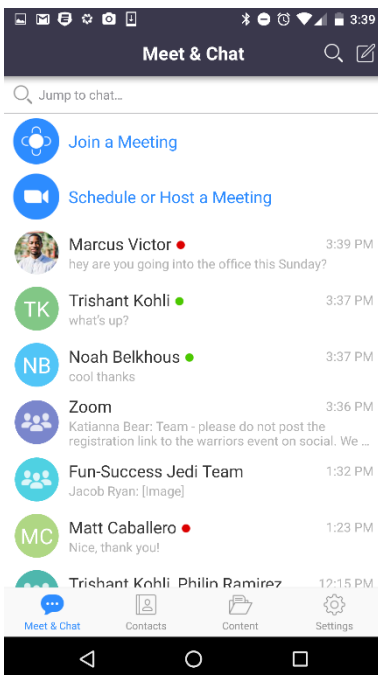
You must download the Zoom app for your Android device by searching for "Zoom Meetings" in Google Play. It will direct you to <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>.

Open the Zoom app. Here, you can choose to Sign In or Join a Meeting.



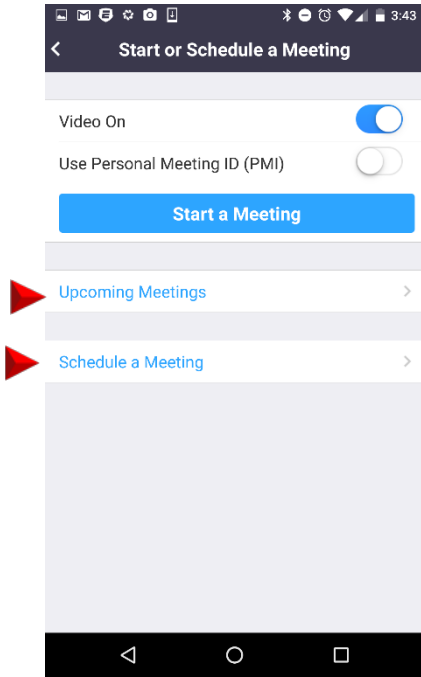
MEET & CHAT

Once you are signed in, you will be able to host, schedule, and join meetings. You can also chat with your contacts via Group Messaging.

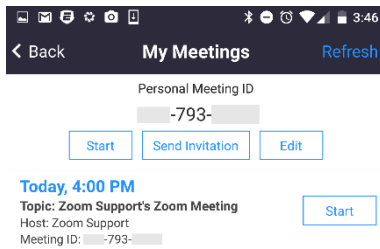


SCHEDULE OR HOST A MEETING

- **Start a Meeting** - start an instant **ConferZoom** meeting using your PMI or a new meeting ID



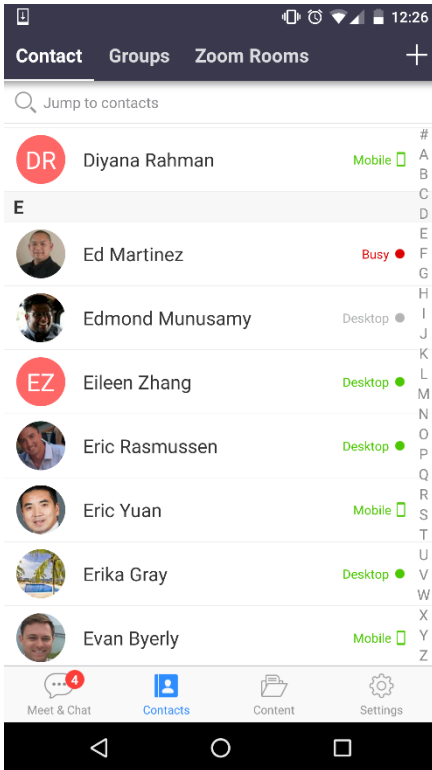
- **Upcoming Meetings** - view, edit, start, and delete your scheduled **ConferZoom** meetings



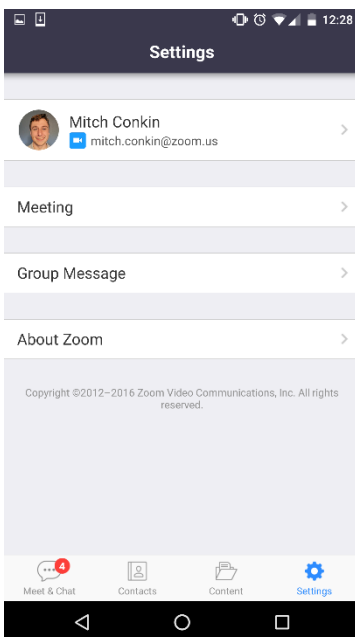
- **Schedule a Meeting** - schedule a one-time or recurring **ConferZoom** meeting

CONTACTS

The Contacts page will show you a list of all of your Zoom contacts and add new contacts. Clicking on a contact will allow you to Message the user.



SETTINGS

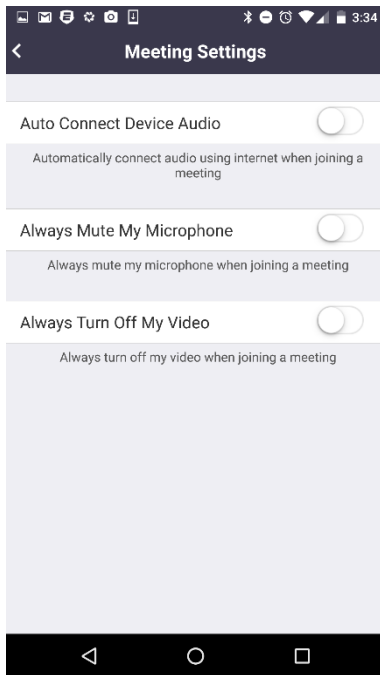


USER SETTINGS

Change your Profile picture, Name, and Phone Contacts Matching Settings (see below).

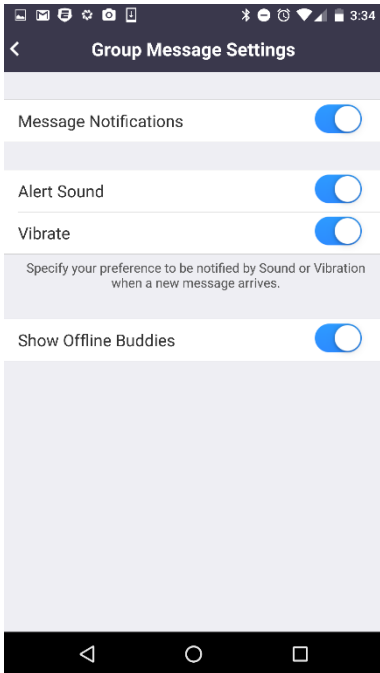
MEETING SETTINGS

- **Auto Connect Device Audio** - automatically connect audio using internet when joining meetings. If OFF, you will be prompted to join when connecting to a meeting
- **Always Mute My Microphone** - always mute microphone when joining meetings
- **Always Mute My Video** - always mute video when joining meetings



GROUP MESSAGE SETTINGS

- **Message Notifications** - turn on or off notifications for Group Messages and calls
- **Alert Sound** - turn on or off sounds for notifications
- **Vibrate** - turn on or off vibration for notifications
- **Show Offline Buddies** - toggle viewing offline contacts in your contacts list



TURN ON PHONE CONTACTS MATCHING

You can match your contacts on your phone to your Zoom contacts. To do this, click on Settings in the bottom right corner > click on your name > Phone Contacts Matching > enter your phone number.