# **ConferZoom**

# **GETTING STARTED USING MOBILE**

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

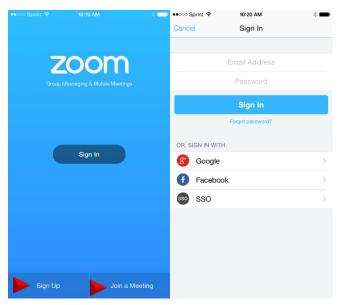
# IOS

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

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



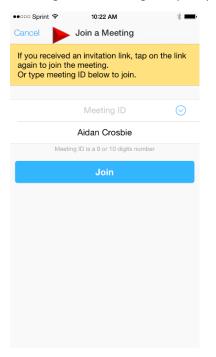
Once the Zoom app is open, you can choose to Sign In or Join a Meeting.



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

●०००० Sprint 🗢	10:22 AM	*
New Group	Meet & Chat	
Join a M	eeting	
Schedule	e or Host a Meet	ing
Michael Hey	Mariscal •	10:22 AM
Luke Has	selwood •	10:21 AM
Zoom US Luke Hase	S wood: k	10:11 AM
Nick Cho okay	ong •	9:35 AM
PR Praba Ra #21910	asashihar •	9:01 AM
	port Team Irn on the AC	7:42 AM
Andy de not a probl	Artola • em, good stuff with th	Yesterday
Meet & Chat	Contacts	Settings

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



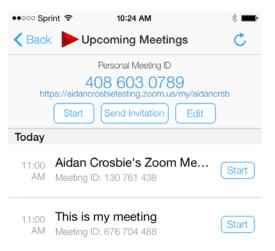
Selecting "Schedule or Host A Meeting" will prompt you to either schedule a new **ConferZoom** meeting or check your upcoming scheduled meetings. You can also start an instant meeting here.

●●○○○ Sprint 🗢	10:22 AM	* 💼
Keet & K	chedule or Host a	a Meeting
Video On		
Use Personal M	eeting ID (PMI)	
PMI	408	603 0789 >
St	art a Meeting	
Upcoming Meet	ings	>
Schedule Meetin	ng	>

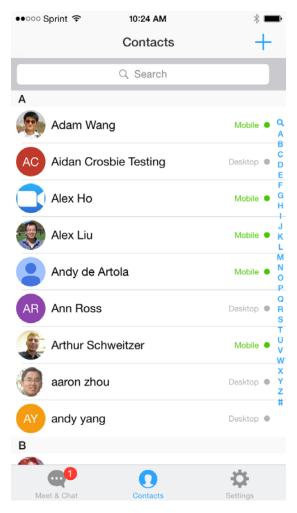
Selecting "Schedule Meeting" will prompt you to enter the **ConferZoom** meeting details, such as the topic (title) and time. After this is complete, you will be prompted to send out the meeting invitation.

••••• Sprint 🗢 10:23 AM	* 🔳	••••• Sprint 🗢 10:23 AM 🕴 🔳
Cancel Schedule Meeting	Done	Cancel Zoom meeting invitation - Thi Send
Starts Today, 11:0	> MA 00	To:
Duration	1 hour >	Cc/Bcc:
Time Zone America/Los_Ar	ngeles >	Subject: Zoom meeting invitation - This i
Repeat	Never >	Hi there,
Host Video On		Aidan Crosbie is inviting you to a scheduled Zoom meeting.
Attendee Video On	$\mathbf{O}$	Topic: This is my meeting Time: Dec 31, 2014 11:00 AM (GMT-8:00)
Audio Option	Both >	Pacific Time (US and Canada)
Meeting Password (optional)		Join from PC, Mac, iOS or Android: https://aidancrosbietesting.zoom.us/j/67670 4488
Allow Join Before Host	$\bigcirc$	
Use PMI (408 603 0789)	$\bigcirc$	Or join by phone:
		+1 (415) 762-9988 or +1 (646) 568-7788 US Toll
Add to iCalendar		+1 (888) 974-9888 (US/Canada only, Toll Free)

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.

oooo Sprint 훅	10:24 AM	* 💻
	Settings	
1251	Crosbie n.crosbie@zoom.us	>
Phone Contacts	s Matching	>
Meetings		>
Messages		Σ
About		>
Copyright ©2012-20	14 Zoom Video Commur rights reserved.	nications, Inc. All
Meet & Chat	Contacts	Settings

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

●●○○○ Sprint 🗢	10:24 AM	*	Þ
Settings	My Profile		
Profile Photo			>
Screen Name		Aidan Crosbie	>
	Sign Out		

"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.

●●○○○ Sprint 🗢	10:24 AM	*	●●○○○ Sprint 🗢	10:25 AM	* 💼
Settings	My Profile		Settir Pho	ne Contacts Matching	
Profile Photo		<b>(</b> ) >			
Screen Name		Aidan Crosbie 🗦			
	Sign Out		We show	your phone contacts on Zoom	
			Phone	Number:	
				Disable	

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.

●०००० Sprint 훅	10:25 AM	* 💼
Settings	Meetings	
Auto Connect Au	ıdio	$\bigcirc$
Automatically connec a meeting	t audio using internet	when joining
Always Mute My	Microphone	$\bigcirc$
Always mute my micr	ophone when joining	a meeting
Always Turn Off I	My Video	$\bigcirc$
Always turn off my vie	deo when joining a me	eeting
AirPlay		$\bigcirc$
Turn on this option if AirPlay	you want to show the	Zoom app via

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.

●●○○○ Sprint ᅙ	10:25 AM	* 💼
Settings	Messages	
Message Notific	cations	
	cations via "Settings" en Notifications was d	
In-App Vibrate		
In-App Vibrate In-App Alert So	und	
In-App Alert So	ation preference by S	ound or

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.

●●○○○ Sprint 훅	10:25 AM	* 💼
Settings	About	
Version		3.5.5879.1220
Send Feedback	ĸ	>
Tell Others abo	ut Zoom	>
Rate Zoom in t	he App Store	>

# ANDROID

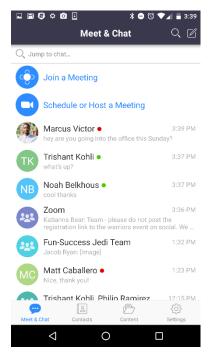
You must download the Zoom app for your Android device by searching for "Zoom Meetings" in Google Play. It will direct you to <u>https://play.google.com/store/apps/details?id=us.zoom.videomeetings</u>.

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.



• 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





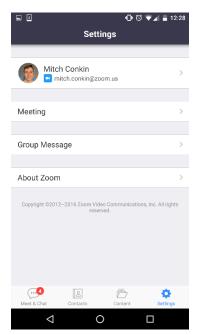
• Schedule a Meeting - schedule a one-time or recurring ConferZoom meeting

## 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.

Ŧ			00	▼⊿ 🛢 12:	26
Contac	t Groups	Zoom	Rooms	-	╀
O, Jum	p to contacts				
DR	Diyana Rahr	nan		Mobile 🗌	# A B
Е					C D
	Ed Martinez			Busy ●	E F G
	Edmond Mu	nusam	/	Desktop ●	H I J
EZ	Eileen Zhang	g		Desktop 单	K L M N
	Eric Rasmus	ssen		Desktop 🖲	O P Q
	Eric Yuan			Mobile 🗌	R S T
	Erika Gray			Desktop 🖲	U V W
	Evan Byerly			Mobile 🗌	X Y Z
			Þ	<u>{</u>	
Meet & C	hat Contact	S	Content	Settings	
	$\bigtriangledown$	0			

#### **S**ETTINGS



### **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

⊾™₿፨◙₫	0 🐨 🖌 🖥 3:34
< Meeting Settings	
Auto Connect Device Audio	$\bigcirc$
Automatically connect audio using internet meeting	et when joining a
Always Mute My Microphone	$\bigcirc$
Always mute my microphone when joir	ning a meeting
Always Turn Off My Video	$\bigcirc$
Always turn off my video when joinin	g a meeting

#### **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

L 🕅 🖨 🌣 🖸 🗉	≱ 🖨 🕲 ▼⊿ 🛢 3:34
< Group Messag	e Settings
Message Notifications	
Alert Sound	
Vibrate	
Specify your preference to be no when a new mes	
Show Offline Buddies	
0	

#### **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.