



Zoom Guide for iPhone/iPad

Version 1.0

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Introduction

This document provides a guide to using the Zoom video chat application on an iPhone or iPad. The example screens are taken on an iPhone, the iPad screens look very similar. Zoom can be used to video chat with friends and family on iPhones, iPads, Android phones, tablets and computers.

Zoom works in a different way to apps like WhatsApp and FaceTime, when you create a Zoom account you are assigned a Meeting Id. This Meeting Id is used to invite people to join you for a zoom call.

Before you Start

Things you will need

1. An iPhone or iPad
2. Wi-Fi or Data Connection on your iPhone/iPad.

Download and Install Zoom on to your iPhone/iPad

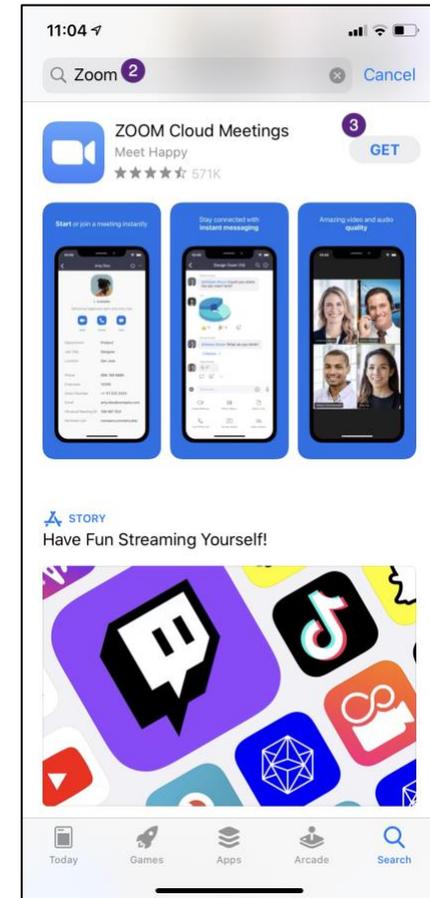
If you already have Zoom installed on your iPhone/iPad, you can skip this step and proceed to [Start a Zoom Video Call](#) or [Join a Zoom Video Call](#).

1. Locate the AppStore icon ¹ on your iPhone/iPad, then tap it.
2. Next, Type Zoom into the search box at the top of the screen ²

OR

Click on this link from your iPhone/iPad
<https://apps.apple.com/us/app/zoom-cloud-meetings/id546505307>

3. Tap the Get button ³ to download and install the Zoom Cloud Meetings app.



Start a Zoom Video Call

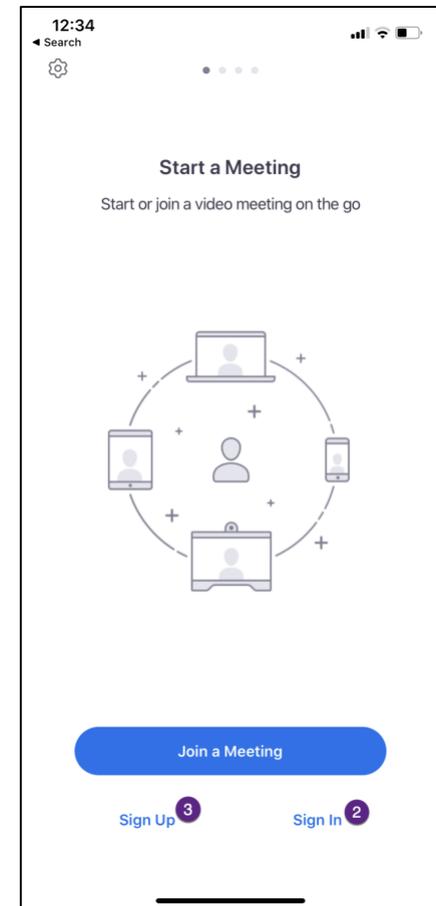
To initiate a Zoom Video Call follow the steps below:

*A free account is required to initiate a Zoom Video Call

1. Locate the Zoom icon ¹ on your iPhone/iPad, then tap it.
2. If you already have a Zoom account, tap the Sign In button ²

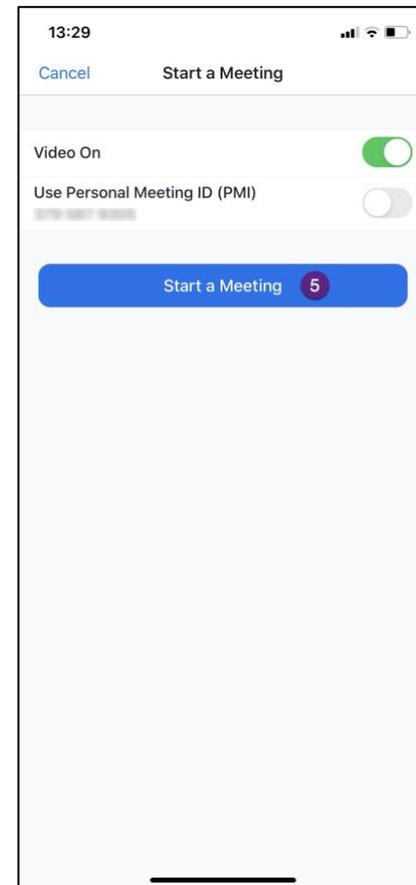
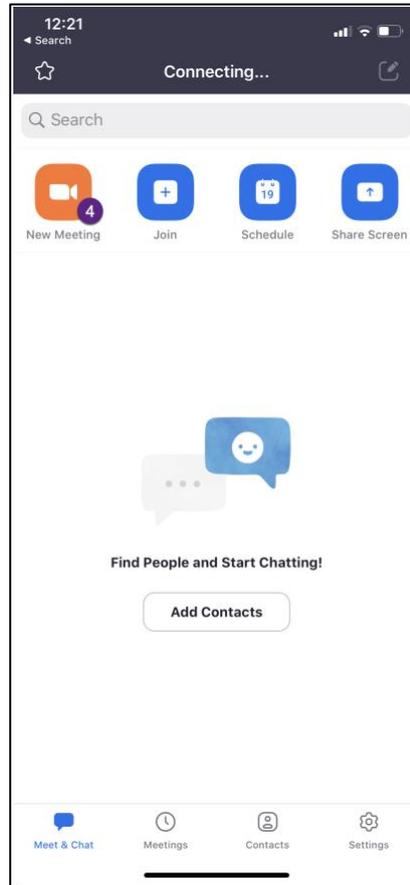
OR

If you don't have an account yet, tap the Sign Up button ³ and follow the prompts to create your account. Then Sign In.

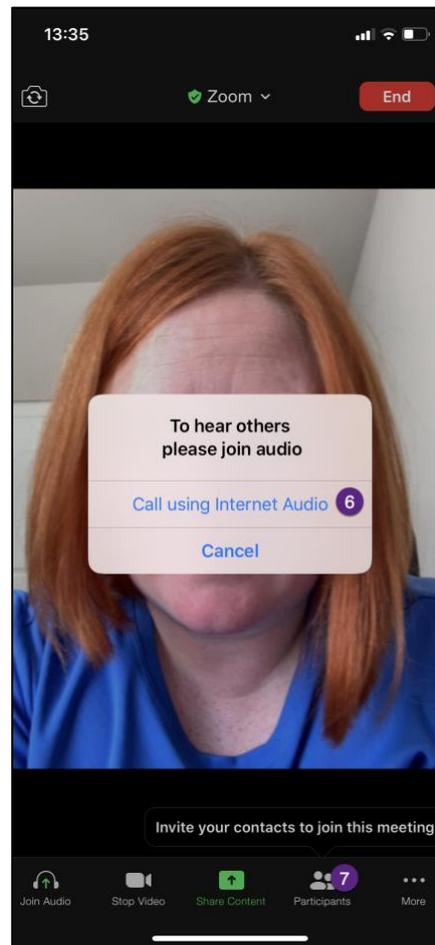


3. Tap the orange New Meeting button ⁴

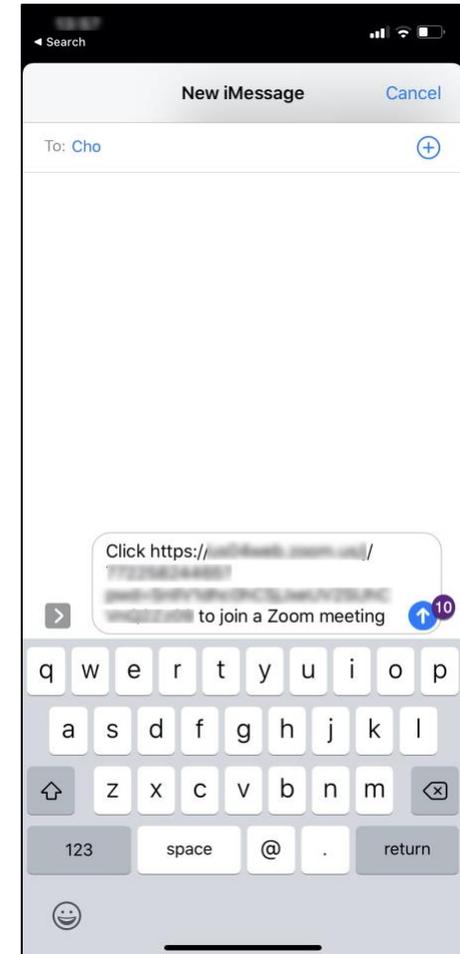
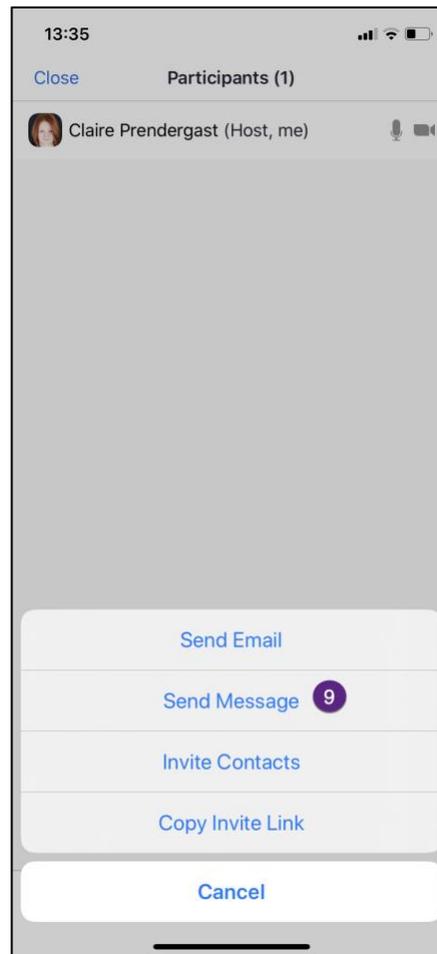
4. Tap the Start a Meeting button ⁵



5. Tap the Call using Internet Audio button **6** to hear others on the call
6. Now add people to your video call by tapping the Participants button **7**
7. Tap the Invite button, **8** now you will be prompted to invite via email, text message, contacts (These are zoom contacts not your phone contacts) or copy the meeting link.



8. For this example, the invite is via text message so tap the Send Message button **9**
9. Choose the contact(s) you wish to invite then tap the blue and white up arrow button **10** to send the message



10. Once the Zoom call has started you will see your video on the screen.
11. When someone who was invited joins, you will be prompted to allow them to join the Zoom call.
12. Tap the button to allow them to join. You will now see the person you are calling with on the screen and yourself in a small box to the top right.
13. When you want to finish your call, tap the red End button on the top right of the screen.

*Tip – To change your background to a virtual one see [Add a Virtual Background](#)



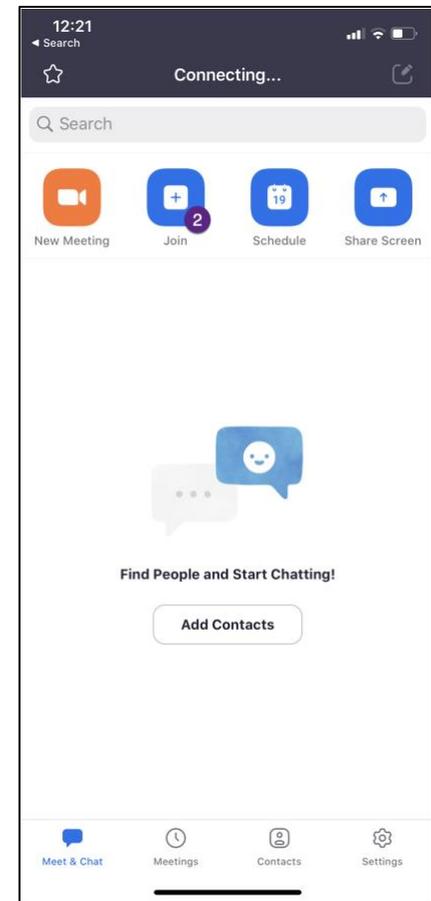
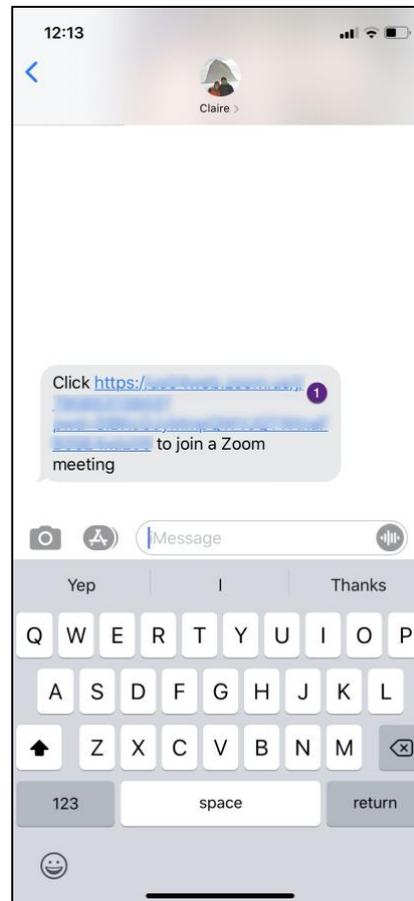
Join a Zoom Video Call

No account necessary, just install the application (See [Download and Install Zoom on to your iPhone/iPad](#))

1. Click on the Zoom Meeting Link from the invite **1** on your iPhone/iPad, this will either be in an email or a text message.

OR

Open the Zoom application on your iPhone/iPad, tap + Join **2**.

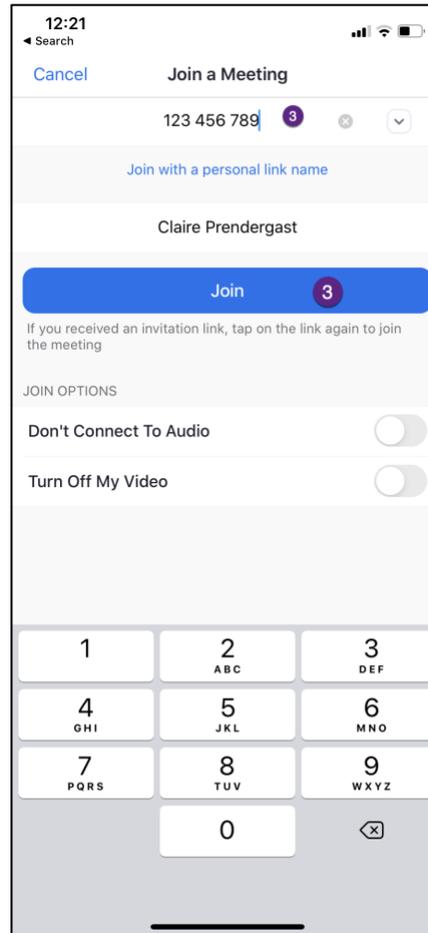


Now enter the Meeting ID, then tap Join

3 (ignore this step if you joined via a meeting link).

2. To end the call, tap the red End button on the top right of the screen.

*Tip – To change your background to a virtual one see [Add a Virtual Background](#).



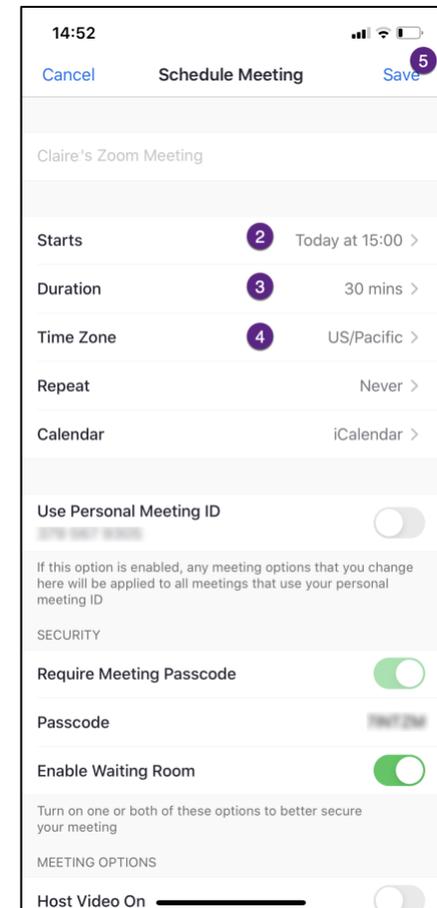
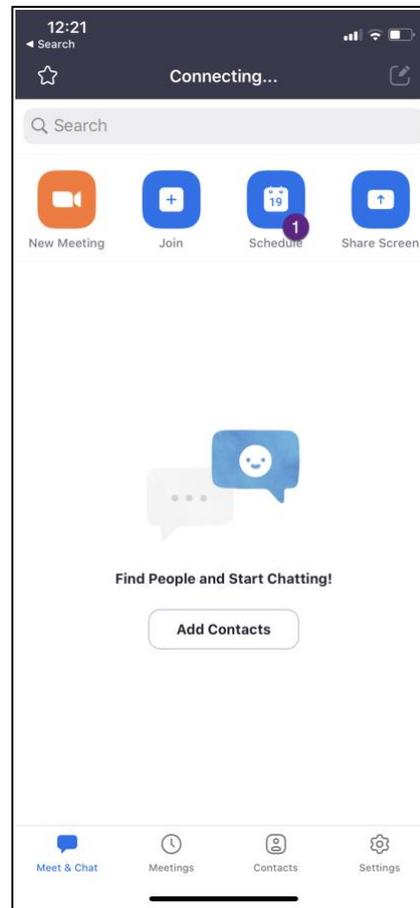
Schedule a Zoom Video Call

To schedule a Zoom call in advance, follow the steps below

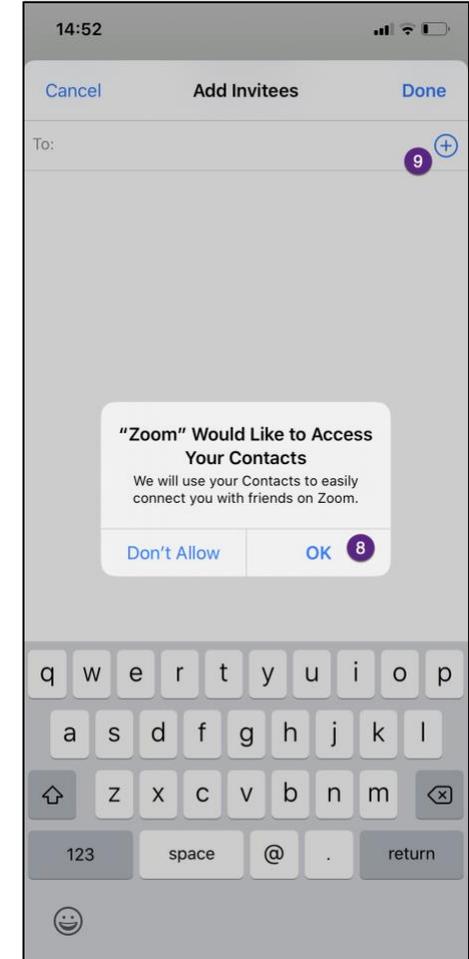
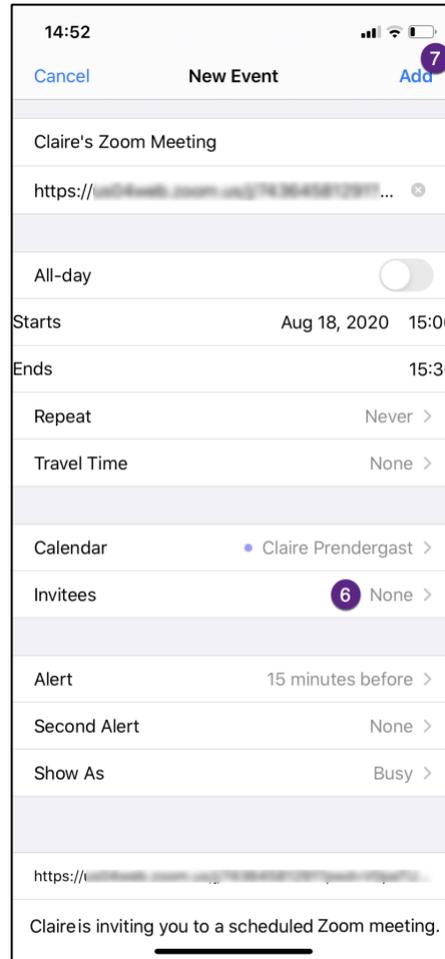
1. Open the Zoom App
2. Log In to your account

*See [Start a Zoom Video Call](#) if you need help with these steps

3. Tap the Schedule button **1**
4. Tap to the right of Starts **2** and select a start date and time
5. Select a duration **3**
6. Select a Time Zone **4**
7. Tap the Save button **5**

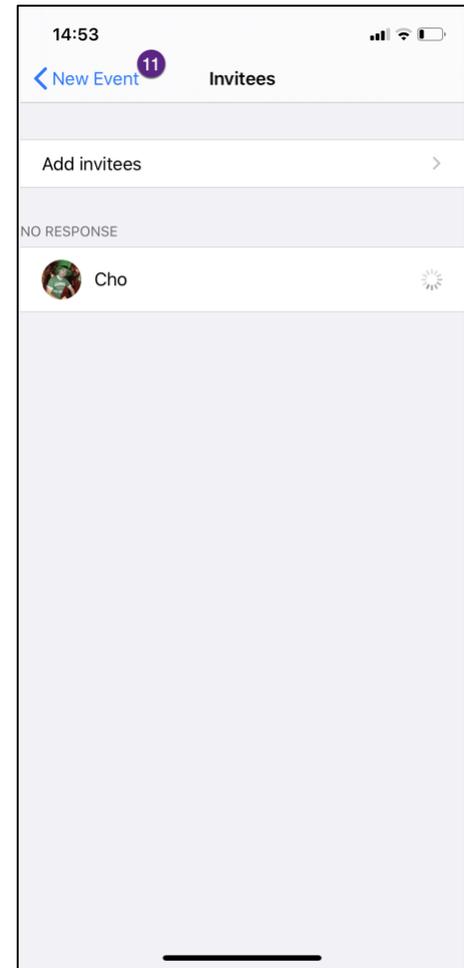
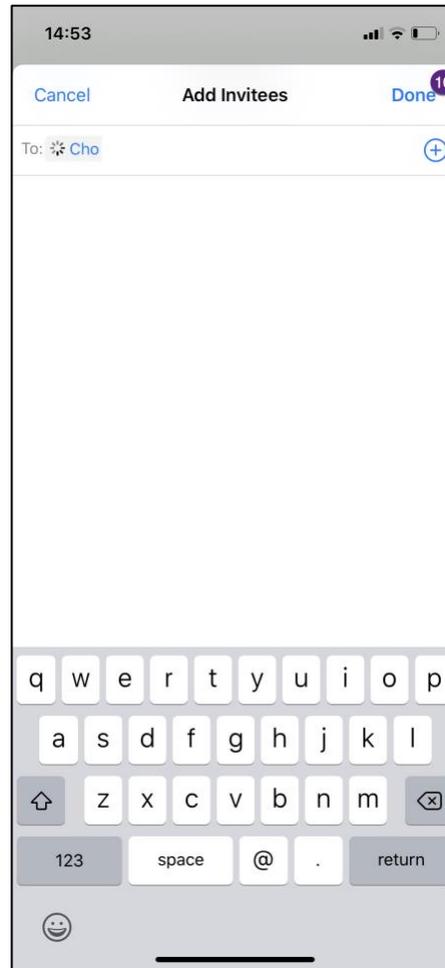


8. Add Invitees, tap “None” 6
9. Tap the Add button 7
10. If this is first time using the Zoom app you will be prompted to allow access to your contacts, tap OK 8
11. Tap the + button to add a contact to the meeting invite 9



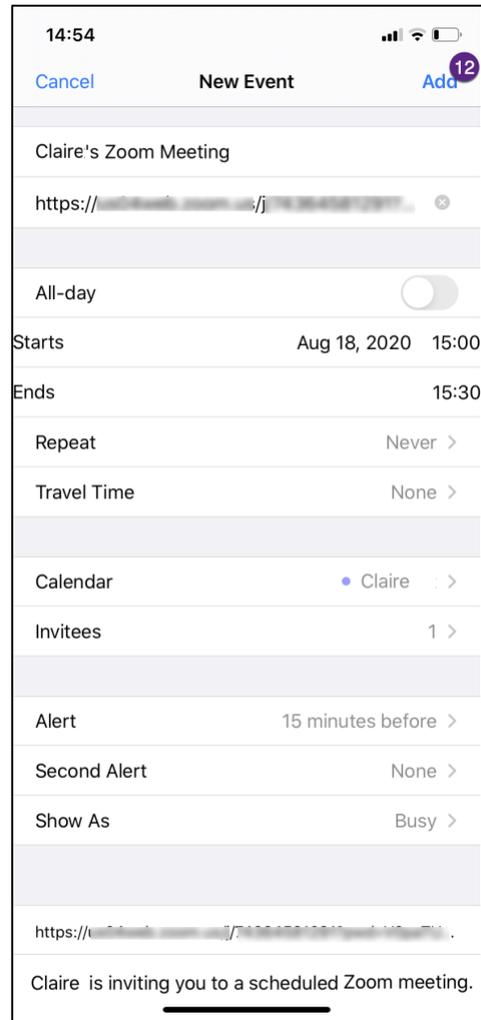
12. Tap the Done button ¹⁰ or tap the + button to add more contacts.

13. Tap the New Event button ¹¹



14. Tap the Add button ¹²

You have now successfully scheduled a Zoom Call. The invitees will be emailed the invite to the Zoom Call.

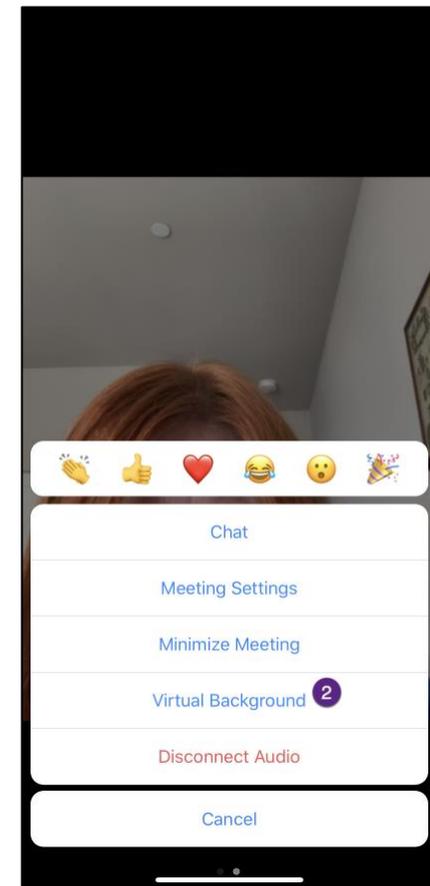


Add a Virtual Background

If you want to put a photo behind you instead of your actual background during the call follow these steps

During the call tap the

1. Tap More... **1**
2. Tap the Virtual Background Button **2**



3. You will be prompted to allow Zoom access to your photos, click OK

4. Either select a Default Virtual Background **3**

OR

Tap the + button **4** to select a photo from your library

5. Tap Close **5**

*Tip – If you joined a call without signing in with an account, you can only have 1 Virtual Background (plus the default backgrounds). If you wish to change your Virtual Background, you will need to select it and tap Remove before you can add a different one.

