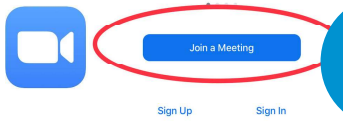
How to Zoom on Your iPad

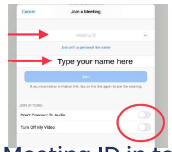
Join A Meeting



STEP 01

Click on Zoom Icon on iPad.
Click "Join Meeting" button.

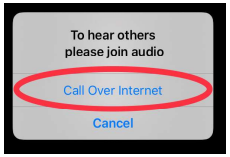
Change Your Name



STEP 02

Enter Meeting ID in top box.
Type your name in second box.

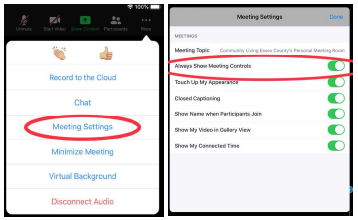
Connect Audio



STEP 03

Select "Call Over Internet".

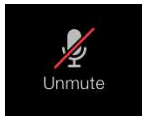
Show Meeting Controls



STEP 04

Select the "...." at the top right
Turn on "Always Show Meeting Controls"

Unmute & Mute



STEP 05

Click on "Unmute" or "Mute" button in the top right.

ETIQUETTE FOR *Zoom Sessions*

JOIN THE SESSION IN A QUIET ROOM

BACKGROUND NOISES CAN BE PICKED UP IN A ZOOM CALL. PHONE CALLS & CONVERSATIONS CAN BE HEARD BY EVERYONE IF YOU ARE UNMUTED.

MUTE WHEN YOU ARE NOT SPEAKING

WHEN THERE ARE A LOT OF PEOPLE ON A ZOOM CALL, EVERYONE TALKING AT ONCE CAN BE LOUD.

RAISE YOUR HAND OR WAVE BEFORE YOU SPEAK

WHEN YOU WANT TO SPEAK RAISE YOUR HAND OR WAVE SO THAT EVERYONE GETS A CHANCE TO SPEAK DURING THE SESSION.

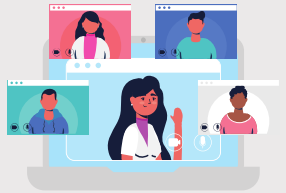
STAY MUTED DURING VIDEOS AND MUSIC

WHEN PEOPLE ARE UNMUTED WHILE VIDEOS OR MUSIC ARE PLAYING IT CAN BLOCK OUT THE SOUND FROM THE VIDEO AND BE DISTRACTING TO OTHERS.

DON'T INTERRUPT OTHERS

IT'S IMPORTANT TO LET EVERYONE HAVE THEIR TURN TO SPEAK. WAIT UNTIL THEY ARE DONE UNTIL YOU SPEAK.

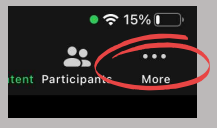
BE YOURSELF AND HAVE FUN



HOW TO ADD ZOOM BACKGROUND (IPAD)

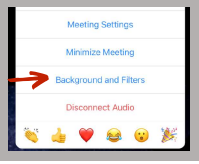
STEP 1

TAP THE "..." MORE BUTTON AT THE TOP OF THE SCREEN



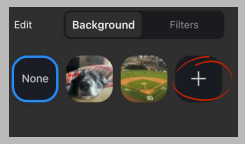
STEP 2

TAP "BACKGROUNDS AND FILTERS" FROM THE MENU



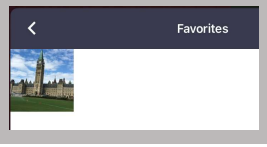
STEP 3

TO ADD A NEW PICTURE, CLICK THE + BUTTON



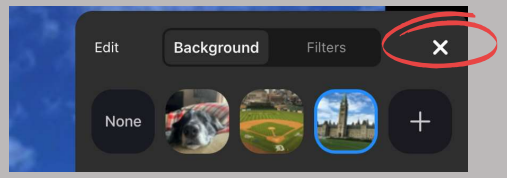
STEP 4

FIND THE PICTURE YOU WANT TO USE AND TAP DONE



STEP 5

TAP THE BACKGROUND YOU WANT TO USE AND CLOSE THE WINDOW.



HOW TO ANNOTATE (IPAD)

STEP 1

TAP ANYWHERE ON THE SCREEN

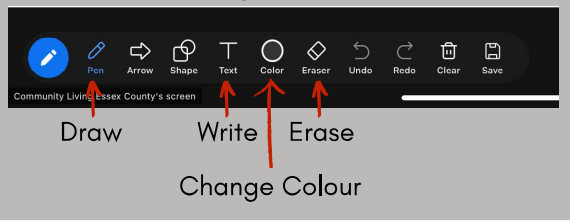
STEP 2

TAP THE PENCIL BUTTON IN THE BOTTOM LEFT CORNER.



STEP 3

USE THE OPTIONS TO DRAW/WRITE ON THE SCREEN

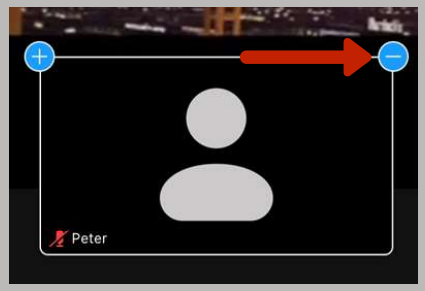


HOW TO

HIDE YOUR VIDEO WHEN WATCHING A MOVIE (IPAD)

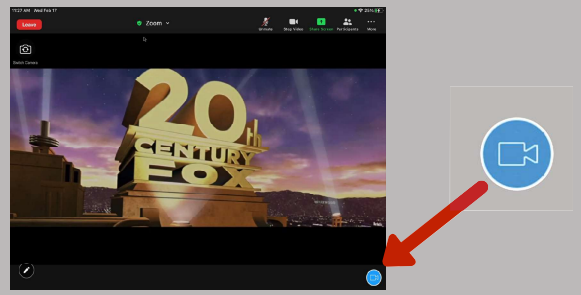
STEP 1

TAP THE BLUE DASH (-) IN THE RIGHT CORNER OF THE PARTICIPANTS VIDEO.



STEP 2

WHEN YOU WANT TO SEE THE VIDEOS AGAIN, TAP THE BLUE CAMERA BUTTON IN THE BOTTOM RIGHT CORNER OF YOUR SCREEN.

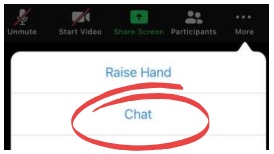


How to Use Chat on Zoom: iPad & iPhones

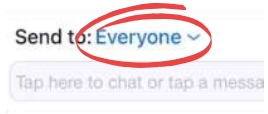
STEP 01 — Tap the three dots (...) in the top right corner.



STEP 02 — Select "Chat" from the menu.

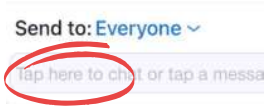


STEP 03 — Tap "Everyone" to choose who to send your message to.

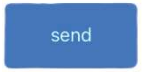


STEP 04 — Tap the "Tap Here to Chat" text box

Using your keyboard, type in your message.



STEP 05 — Tap "Send" button on your keyboard to send your message



HOW TO

Connect to Internet

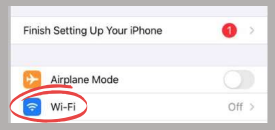
STEP 1

TAP ON THE SETTINGS APP ON YOUR SCREEN.



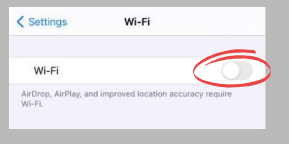
STEP 2

SELECT "WI-FI" FROM THE MENU ON THE LEFT.



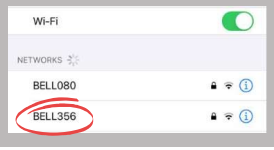
STEP 3

TAP THE "WI-FI" SWITCH TO "ON". IT WILL TURN GREEN.



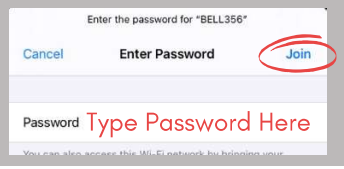
STEP 4

TAP YOUR WI-FI NETWORK FROM THE LIST.



STEP 5

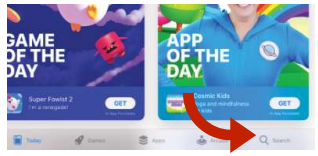
TYPE IN THE PASSWORD FOR THE WI-FI NETWORK AND CLICK "JOIN" BUTTON



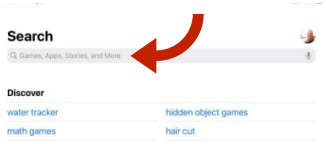
How to Download an App: iPad & iPhone

STEP 01 — **Tap "App Store" icon**

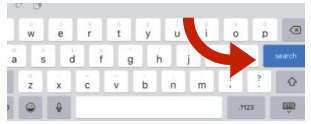
STEP 02 — **Tap "Search" Button**
Button is in the bottom left corner of your screen.



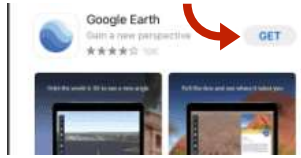
STEP 03 — **Tap the "Games, Apps, Stories and more" field**
Located at the top of your screen



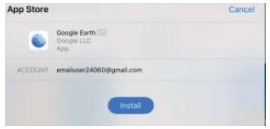
STEP 04 — **Type in the App name**
When you are done typing in the app name, tap the blue "Search" button



STEP 05 — **Tap "Get" Button**
It is next to the App that you want to download.



STEP 06 — **Tap blue "Install" Button.**



STEP 07 — **Type in your Apple ID Password**
After typing your password, tap blue "Sign-In" Button



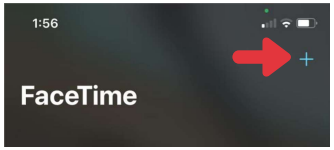
How to Facetime

Click Facetime Button

STEP 01

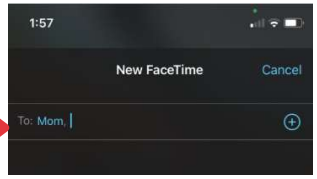
Click the "+" button in top right corner.

STEP 02



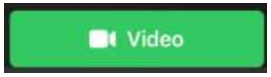
Enter the name or number of the person you are calling

STEP 03



STEP 04

Click Green Video Button



STEP 05

Click  to Mute

Click  to flip camera

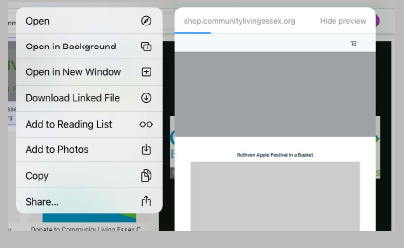
HOW TO SAVE A PICTURE (IPAD)

STEP 1

FIND THE PICTURE YOU WANT TO SAVE AND TAP ON IT ONCE TO OPEN IT.

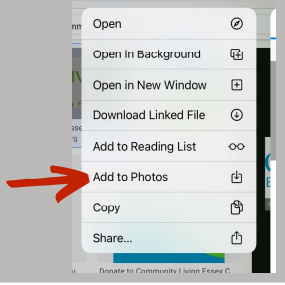
STEP 2

TAP AND HOLD YOUR FINGER ON THE PICTURE UNTIL A MENU POPS UP.



STEP 3

IN THE MENU, TAP "ADD TO PHOTOS" AND THE PICTURE WILL BE SAVED TO YOUR PHOTOS



HOW TO
TAKE A SCREENSHOT (IPAD WITH A HOME BUTTON)

STEP 1

PRESS THE TOP (POWER) BUTTON AND THE HOME BUTTON AT THE SAME TIME AND LET GO QUICKLY.



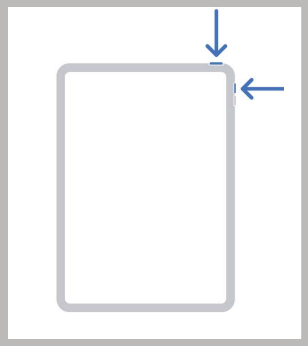
STEP 2

AFTER YOU TAKE A SCREENSHOT, IT WILL APPEAR IN THE BOTTOM LEFT CORNER AS A THUMBNAIL. TAP IT TO OPEN THE SCREENSHOT OR SWIPE IT LEFT TO SAVE IT.

HOW TO
TAKE A SCREENSHOT (IPAD WITH NO HOME BUTTON)

STEP 1

PRESS THE TOP (POWER) BUTTON AND THE VOLUME UP BUTTON AT THE SAME TIME AND LET GO QUICKLY.



STEP 2

AFTER YOU TAKE A SCREENSHOT, IT WILL APPEAR IN THE BOTTOM LEFT CORNER AS A THUMBNAIL. TAP IT TO OPEN THE SCREENSHOT OR SWIPE IT LEFT TO SAVE IT.

HOW TO
Update Your iPad

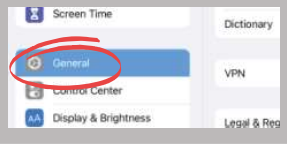
STEP 1

TAP ON THE SETTINGS APP ON YOUR SCREEN.



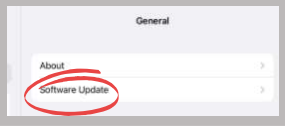
STEP 2

SELECT "GENERAL" FROM THE MENU ON THE LEFT.



STEP 3

TAP "SOFTWARE UPDATE" IN THE MENU ON THE RIGHT.



STEP 4

IF THERE IS AN UPDATE AVAILABLE, SELECT "DOWLOAD AND INSTALL" AND FOLLOW THE INSTRUCTIONS.

