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Zoom Mobile Guide

In this document, you can find instructions about several basic tasks and features. To jump straight to that section, click on the topic.

[Joining a Meeting](#)

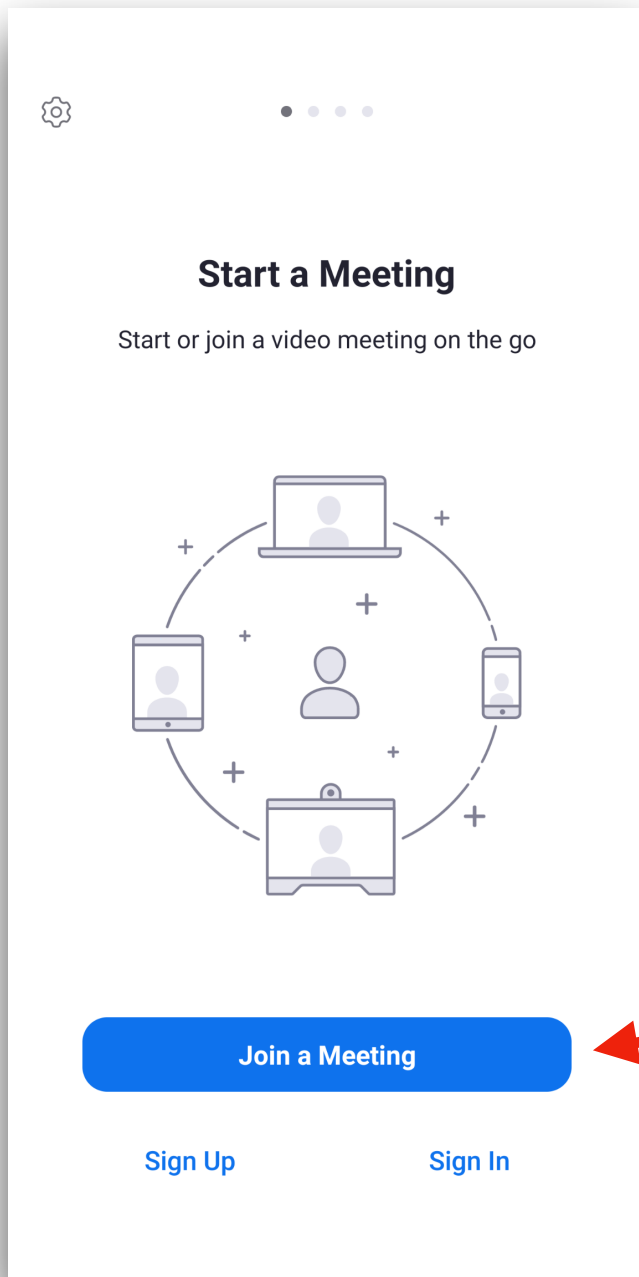
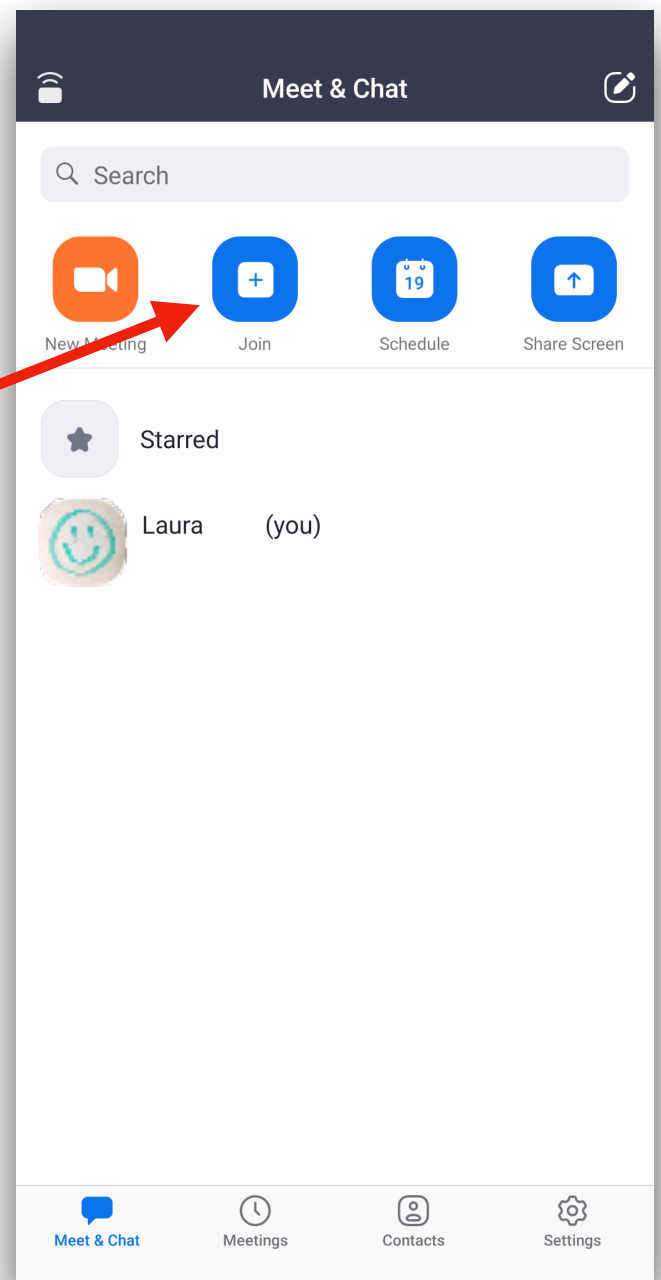
[Muting/Unmuting](#)

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Joining a Meeting

If you are already logged into the Zoom app, you can join a meeting using this button.



If you are not logged into the app, you can join a meeting with this button.

Enter the Meeting ID in this field.
The Meeting ID can be found in
your invitation below the title.

You can change your display
name on this line. This is how
your name will appear to others in
the meeting.

If you have previously participated
in a meeting, this field may
already display the name you
most recently used.

The screenshot shows the 'Join a Meeting' interface. At the top left is a 'Cancel' button. The title is 'Join a Meeting'. Below the title is a text input field labeled 'Meeting ID' with a dropdown arrow on the right. Underneath is a link that says 'Join with a personal link name'. Below that is a section labeled 'Participant' containing a large 'Join' button. A note below the button states: 'If you received an invitation link, tap on the link to join the meeting'. At the bottom, under the heading 'JOIN OPTIONS', there are two toggle switches: 'Don't Connect To Audio' and 'Turn Off My Video'.

The screenshot shows the 'Start a Meeting' screen. At the top left is a settings gear icon, followed by three dots. The title is 'Start a Meeting', and the subtitle is 'Start or join a video meeting on the go'. A modal window titled 'Sign In to Join' is overlaid in the center, with the text 'This meeting requires authentication'. The modal has two buttons: 'Cancel' and 'Sign In'. Below the modal is a 'Join a Meeting' button. At the very bottom are 'Sign Up' and 'Sign In' links.

For extra security, some meetings
require that users must be signed
in to participate.

If you receive this message after
entering the meeting ID, click
here to sign in to your account.

If your meeting requires a Passcode, you will see this popup after entering your Meeting ID.

Tap in the text box to type.



○ Preparing meeting...

Please enter your meeting passcode

Meeting Passcode

Cancel

OK

Muting and Unmuting

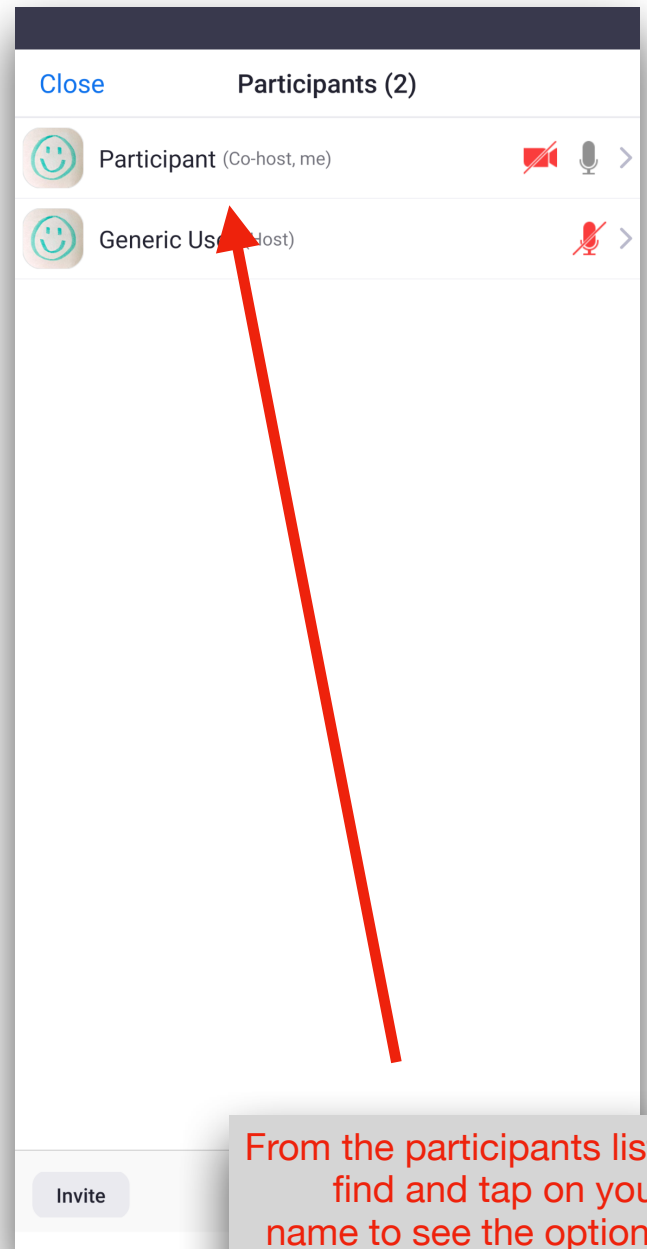
While in a meeting, you can mute and unmute by tapping the microphone icon here.



Rename While in a Meeting

If you realize while in a meeting that your name is displaying incorrectly, you can use the Rename option to update your display

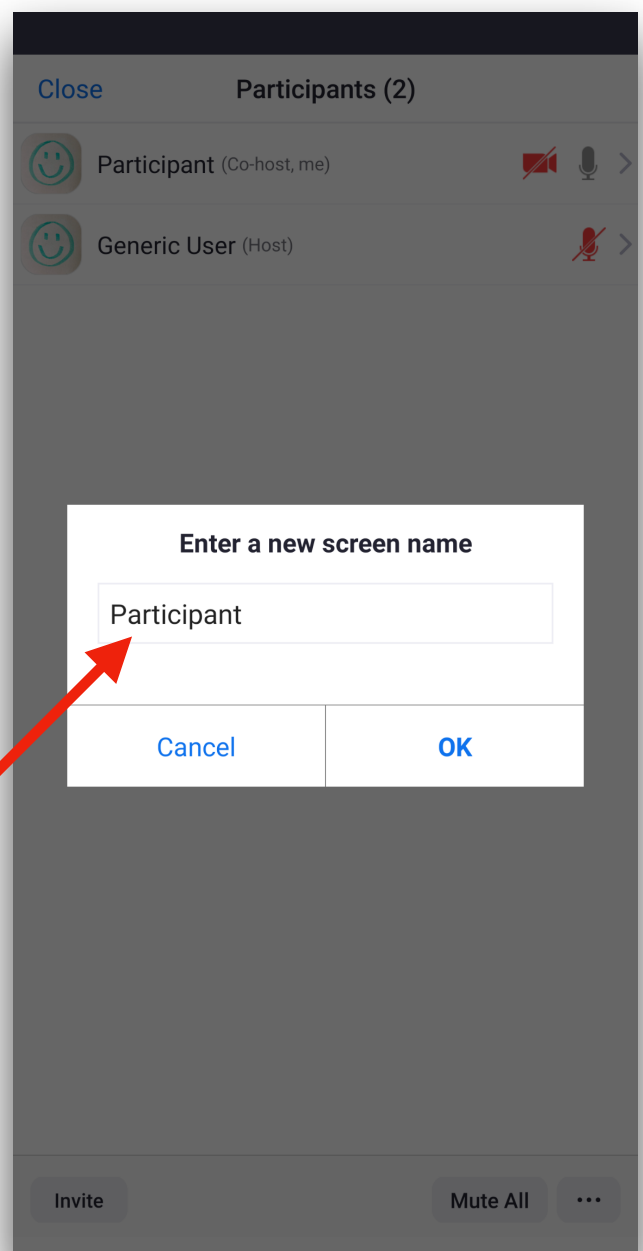
The Rename option can be found in the Participants list. View the Participants by tapping this icon.



From the participants list, find and tap on your name to see the options menu popup.



From the popup menu, tap "Rename".

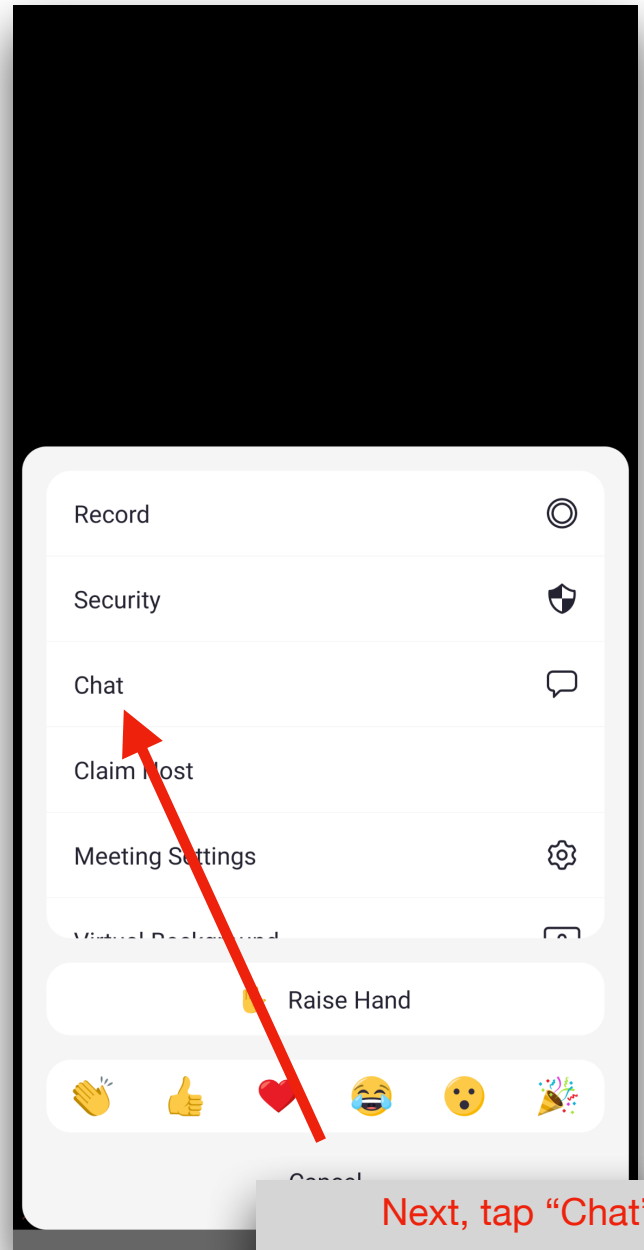


A new popup will appear. Tap in the text box to change your display name.

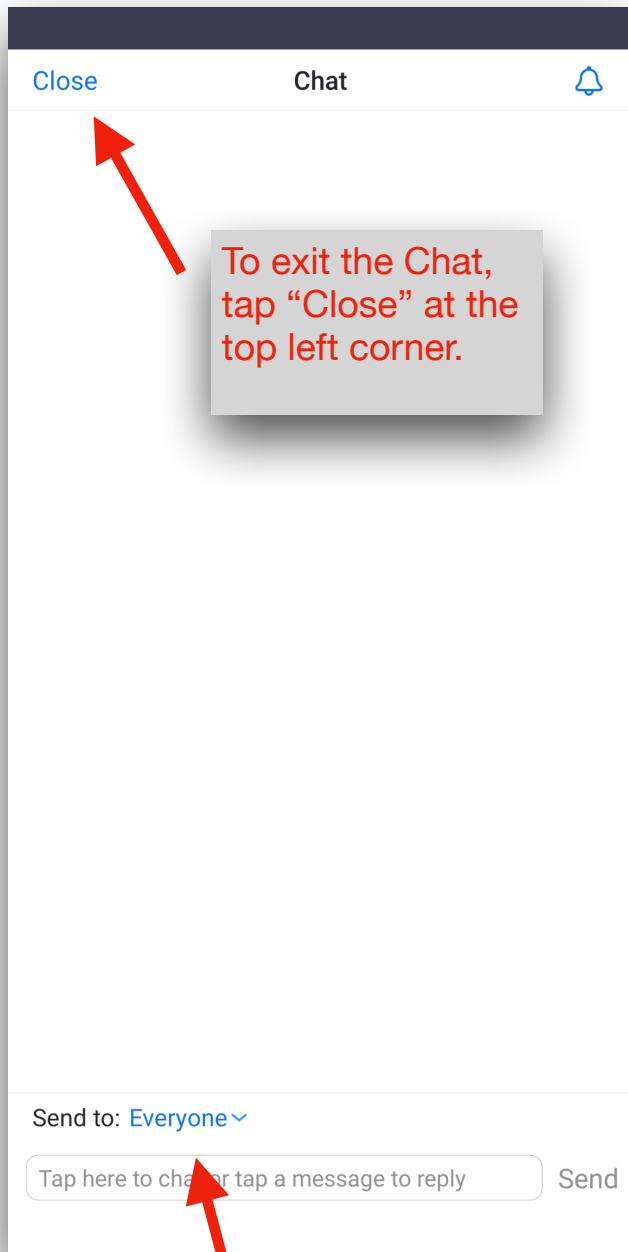
Chat Feature

You can use the chat feature to silently send messages to others in the meeting. You can send chats to individual participants or the group as a whole.

To access the Chat, first tap “More” in the bottom right corner.

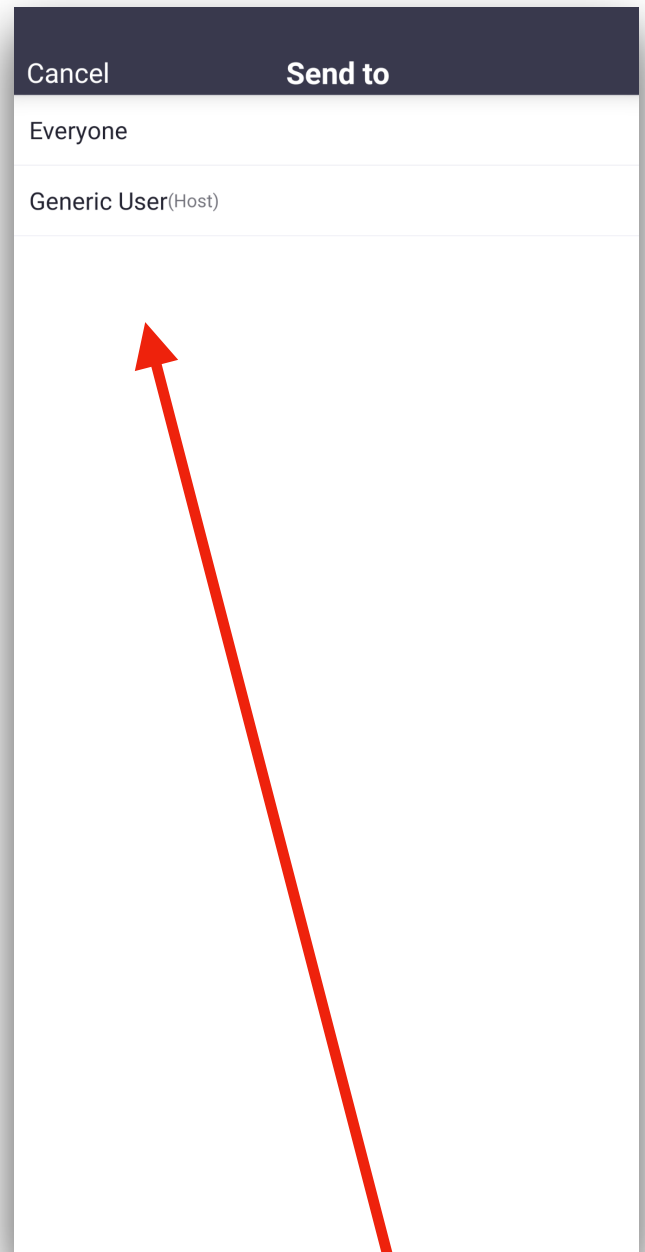


Next, tap “Chat”.



To exit the Chat, tap "Close" at the top left corner.

If you want to change the recipient of your chat message, tap the blue text next to "Send to:"



When you tap, a list of all participants in the meeting will appear. You can tap the appropriate user name to select a different recipient.