

# **ZOOM SETTINGS & CONTROLS**

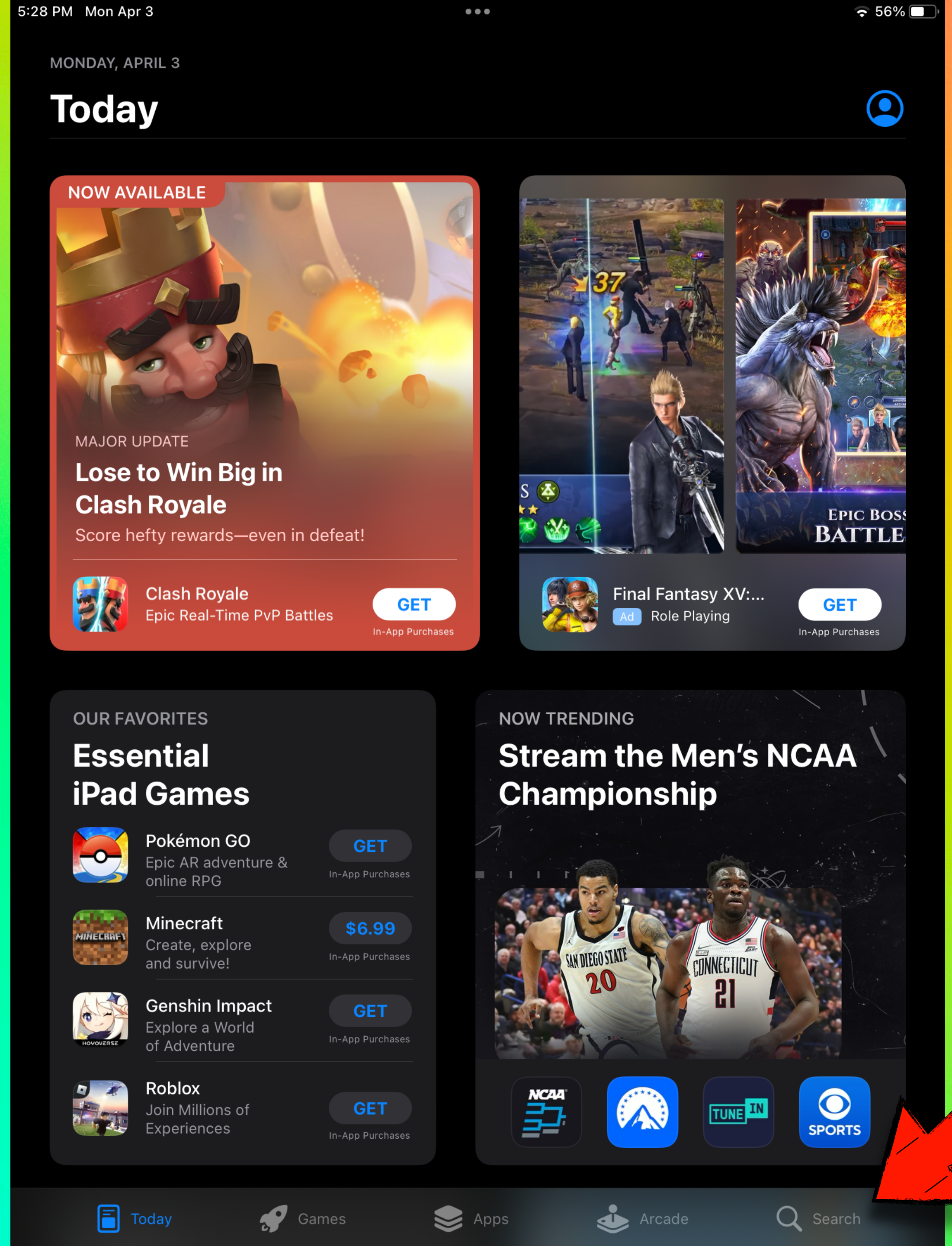
*Finding the right tool for the job*



# Finding and Installing

Go to the App Store. Click on Search, at arrow.

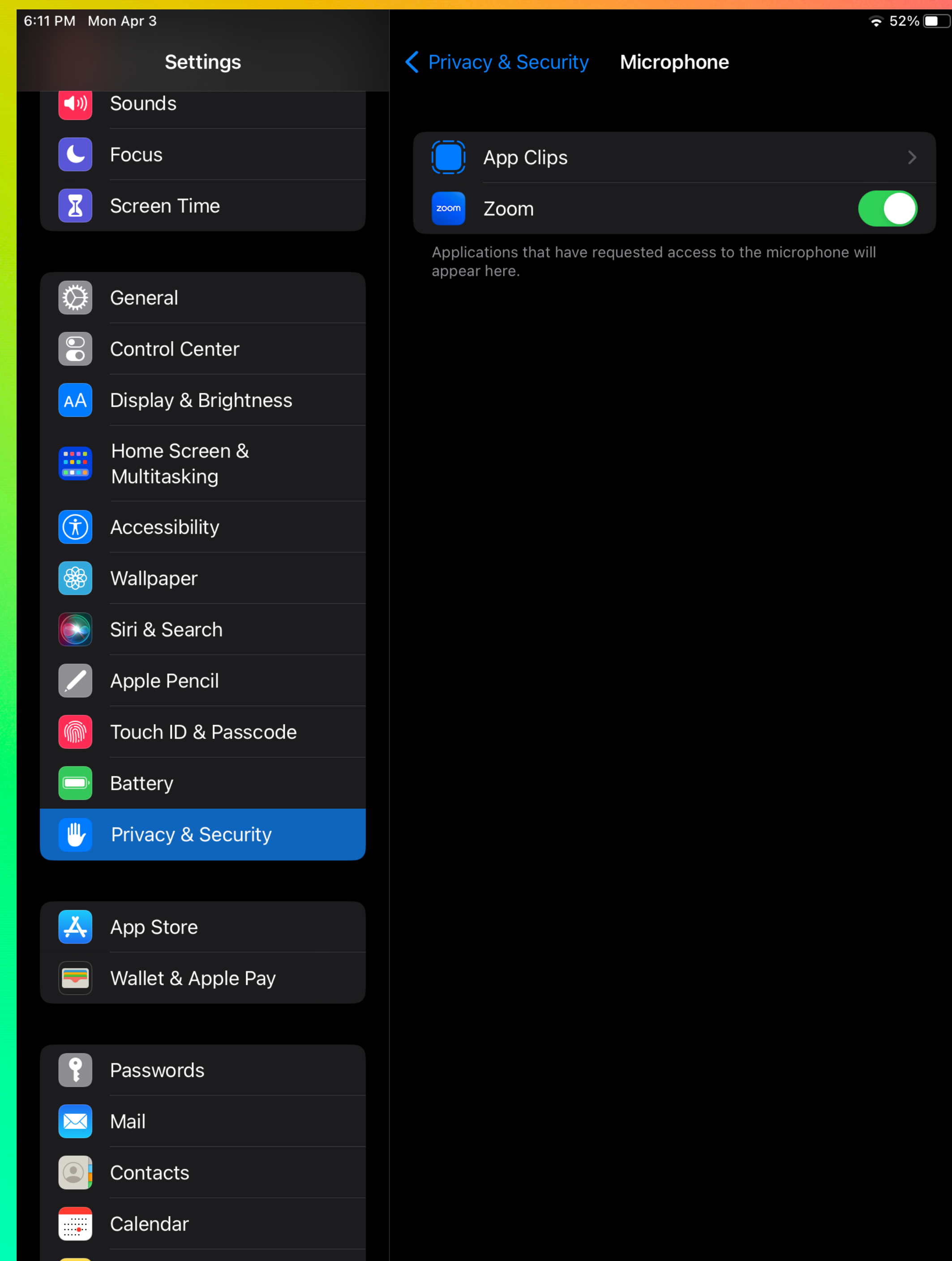
Type Zoom Meeting. If installed, click on update (if needed), or click on Get if not





**Ensure that you have settings configured to allow the iPad OS to use devices in certain apps.**

**Privacy and Security should allow access to your camera and microphone.**



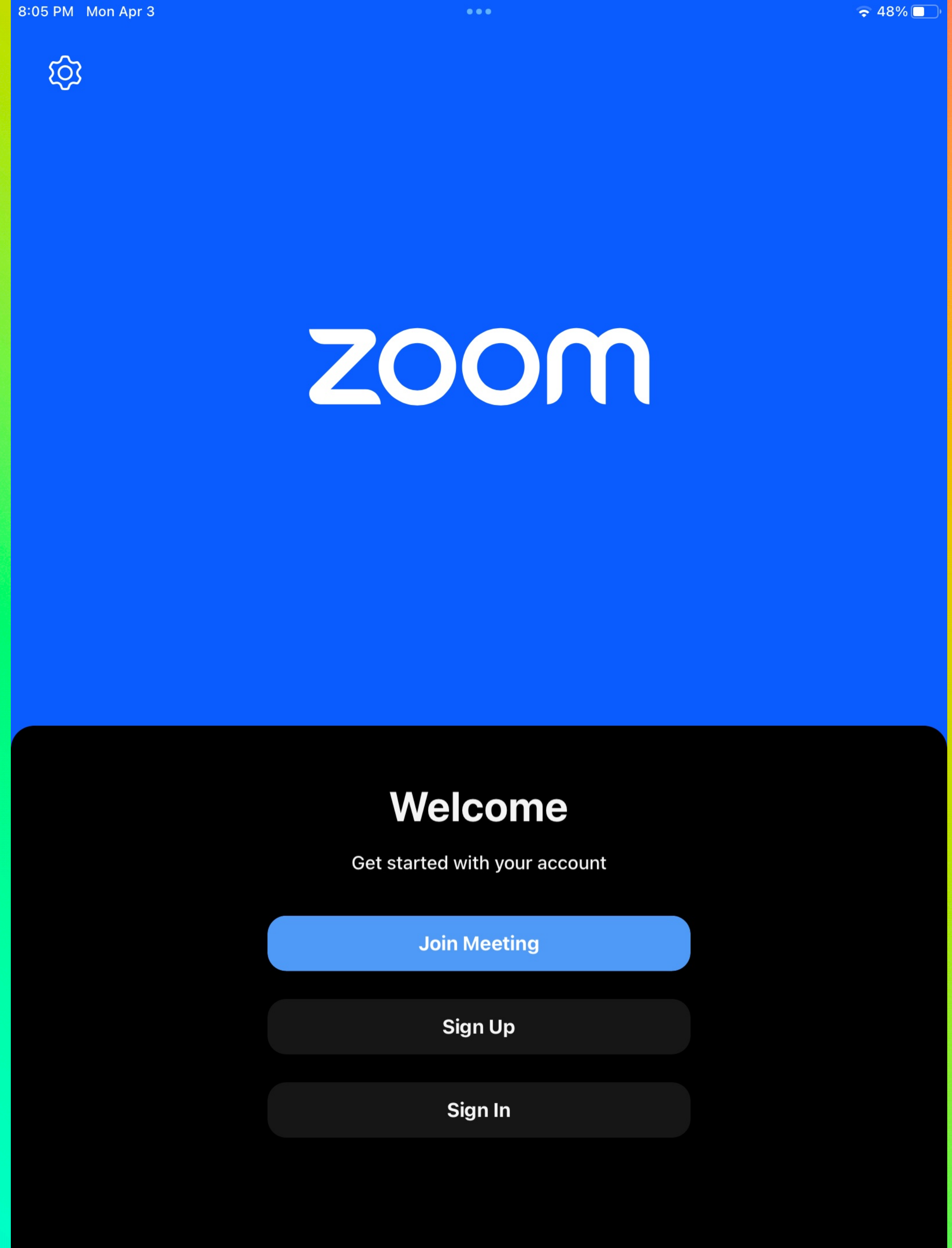


**Create an account (Sign Up), Log into your account (Sign In), or go to a meeting (Join Meeting). You also can go to settings (Sprocket, upper left corner).**

**Account is free, you can use any email address you have or you create. The account (if logged in), provides access to settings and controls for a particular meeting, or for global settings.**

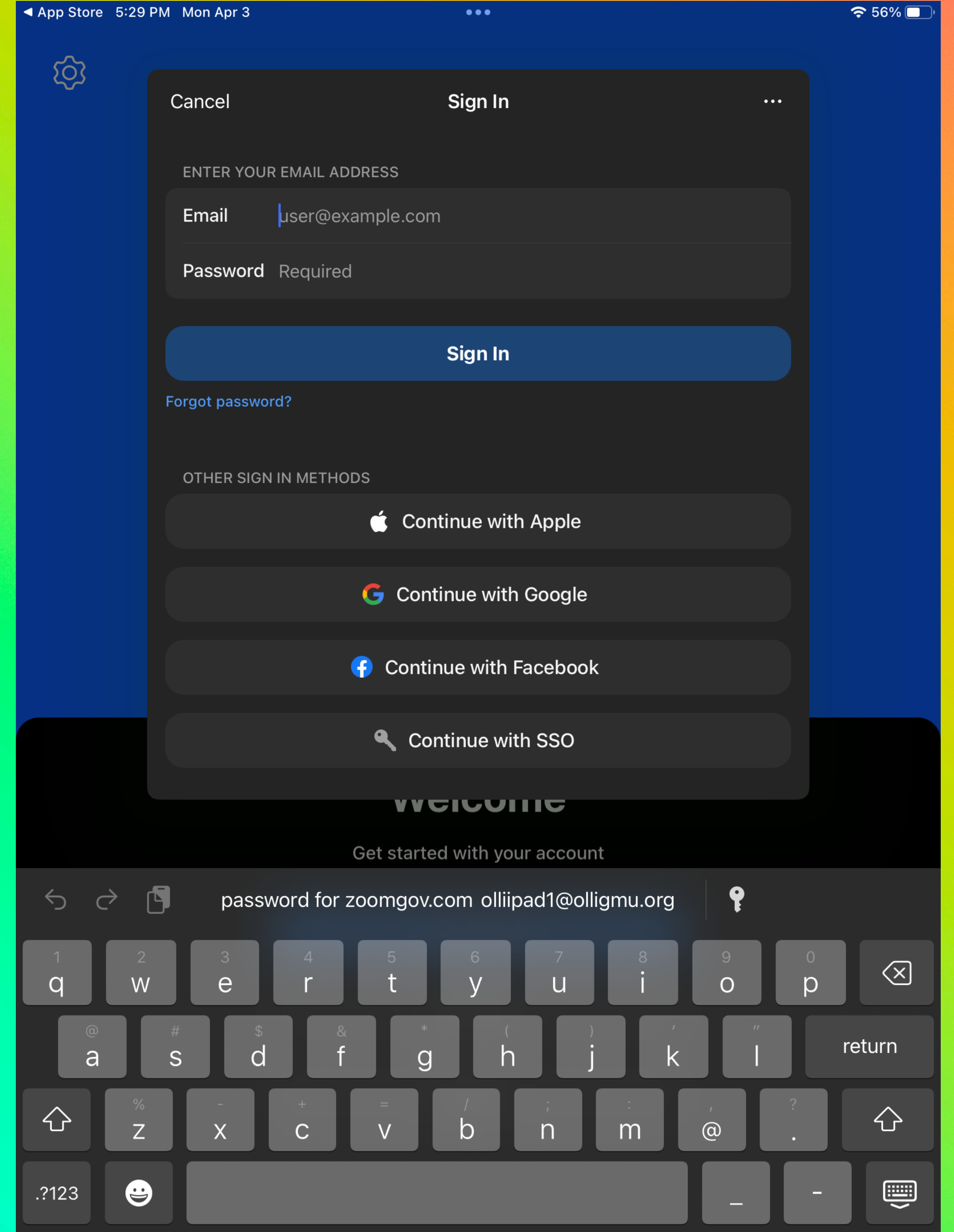
**Some controls may not be accessible if not logged in.**

**If you use both a desktop and/or laptop with Zoom, you may find yourself logged out of your account if you log in on an iPad.**



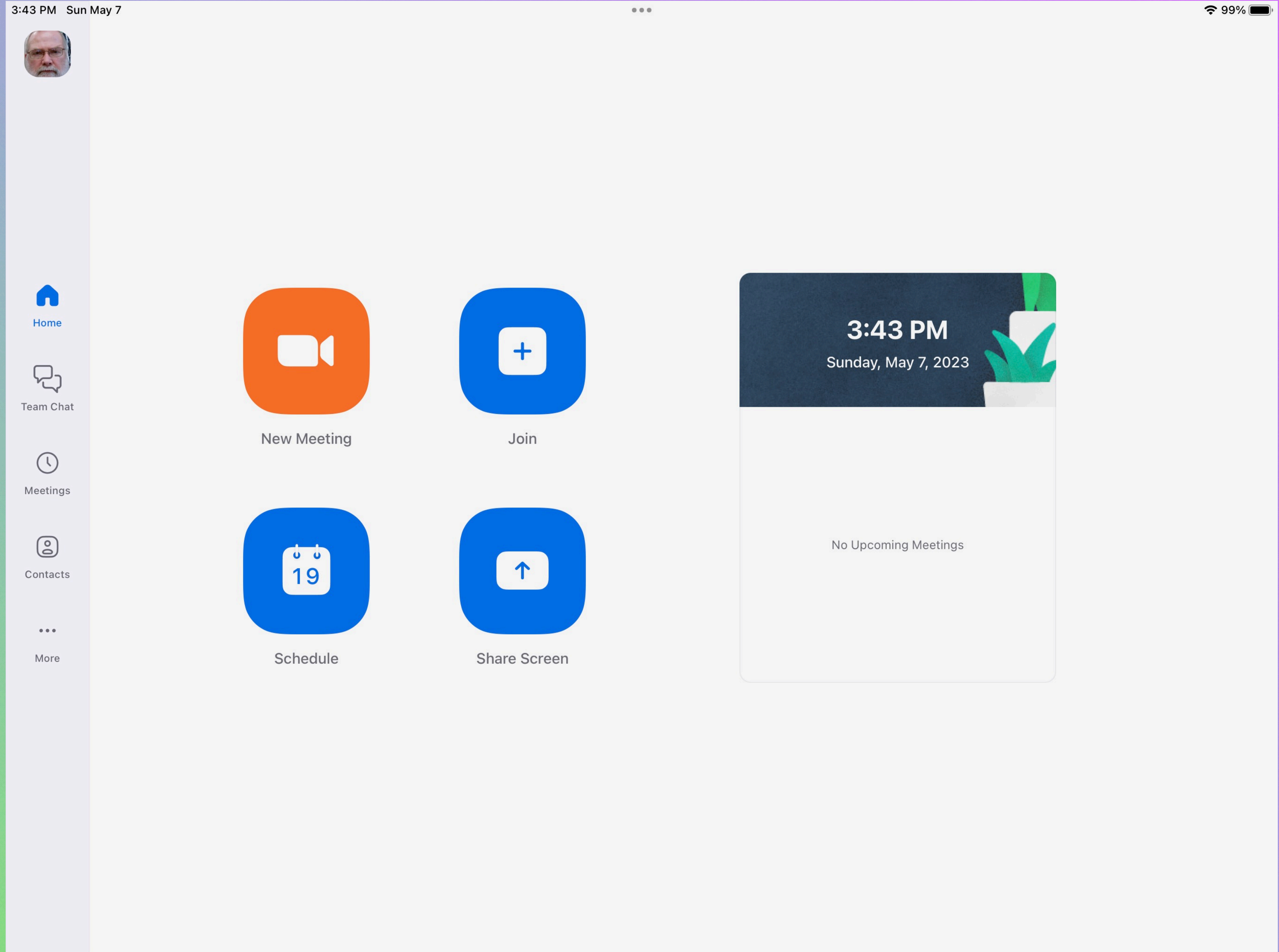


**Signing is is very straightforward. Use just your Zoom user ID (email address), and password. Recommend to not associate your Zoom account with other user apps or environments. However, using Apple Keychain may be a good idea to keep your account information and to sync your account information with iCloud.**



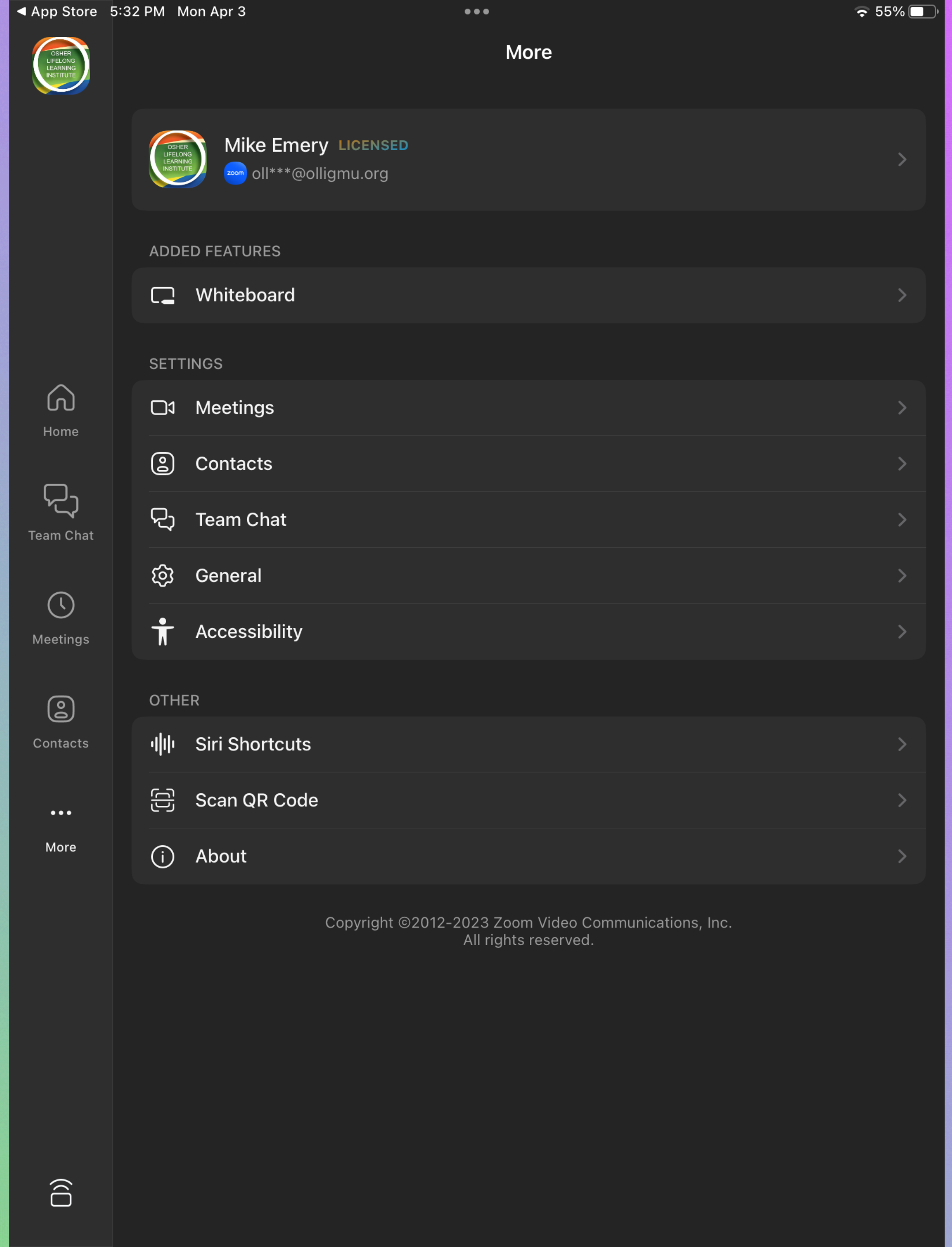


Logged In





**Once logged in and Zoom is running,  
go to Zoom settings to configure  
global settings across all meetings.**

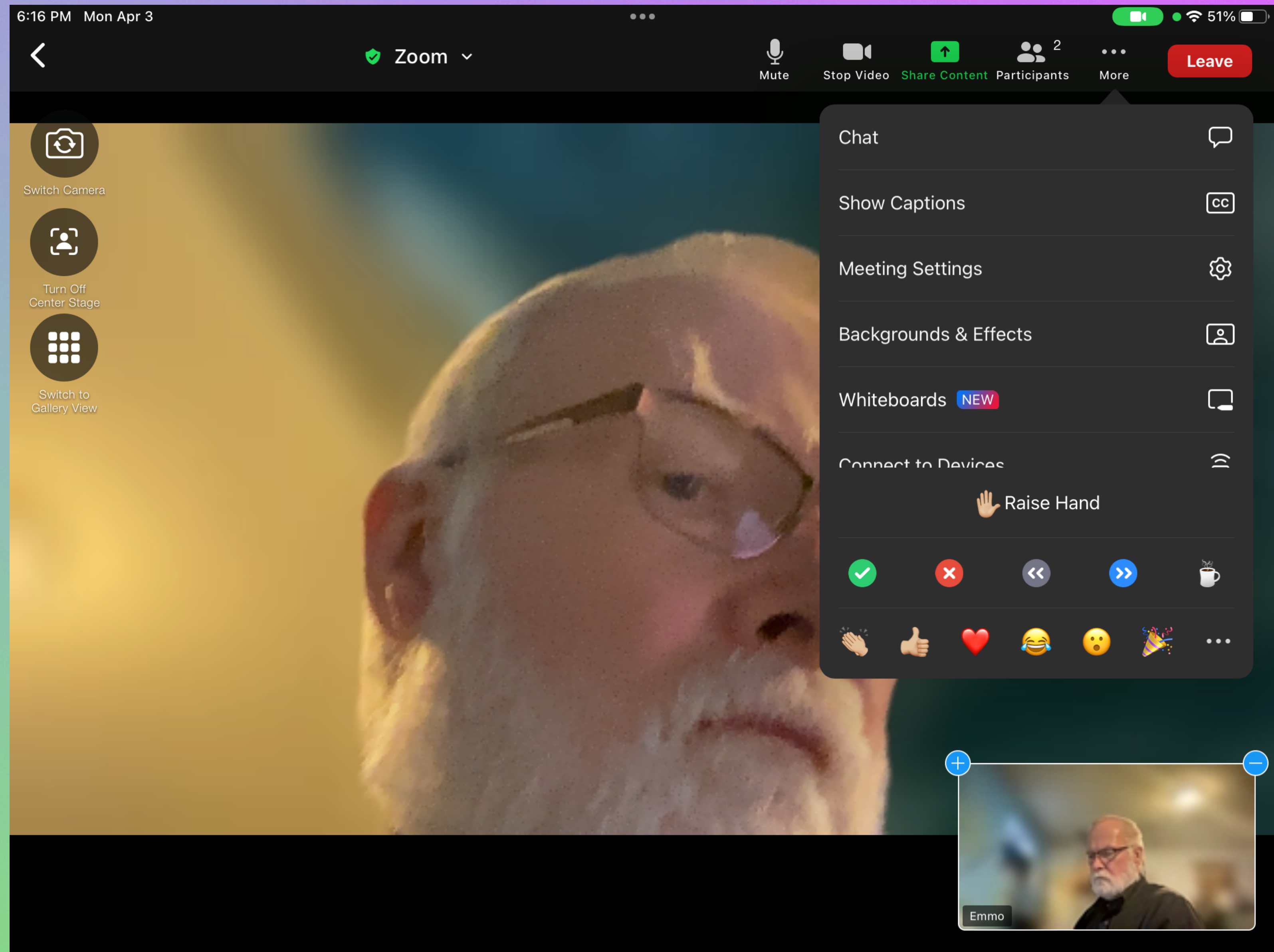




# In-Meeting Controls

Clicking on More in the upper right corner, or by swiping down, you will see another menu displayed, giving you access to more controls.

All the controls are for the specific meeting in progress. Some controls may not be visible, depending upon privileges granted by the meeting host. Meeting Settings and Backgrounds & Effects will open other windows, accessing additional tools similar to the desktop client.





# Meeting settings cover the similar range as with the desktop client

