City of Tulsa

Zoom App Download

Resource: https://support.zoom.us/hc/en-us/articles/201362993-Getting-Started-with-iOS

About

Zoom is an online meeting, desktop sharing, and video conferencing software package that enables the user to meet with other computer users, customers, clients or colleagues via the Internet in real time.

You can schedule or participate in the meeting from your Mac or Windows desktop or just about any **smartphone or tablet**. This guide shows you how to download the app using an Apple device. Android device downloads are similar.

You must have an Apple ID to download apps from the App Store.

Downloading the App
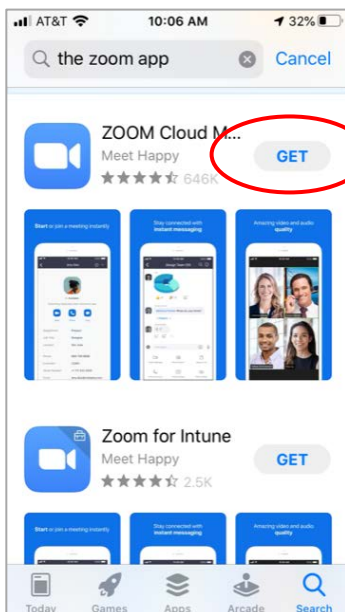
1. Select the App store icon from your list of Apps on your tablet or phone.

2. Search for the app by typing "Zoom" into the search area.
3. Select "Zoom Cloud Meeting."

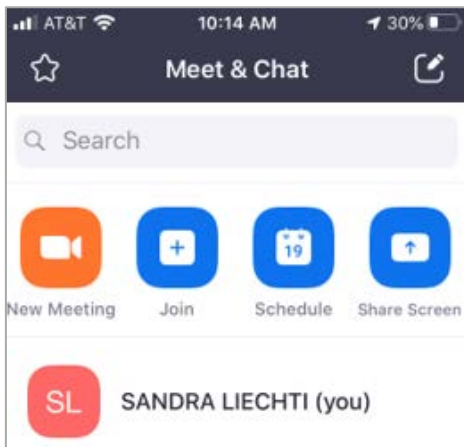4. Select "Get" to begin downloading the app, then "Install."

5. You may need your Apple ID and password to complete the install.

6. Select "Open."

7. Your first options are "Sign Up, Sign In, or Join a Meeting."

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Meeting options

After signing in, tap Meet & Chat for these meeting features:

- **New Meeting**: Start an instant meeting using your Personal Meeting ID (PMI) or a new meeting ID
- **Join**: Join a meeting using the meeting ID
- **Schedule**: Schedule a one-time or recurring meeting
- **Share Screen**: Enter a sharing key or meeting ID to share your device screen to a Zoom Room
- Tap your name to use your personal chat space

Star icon: View and start a chat with your starred contacts

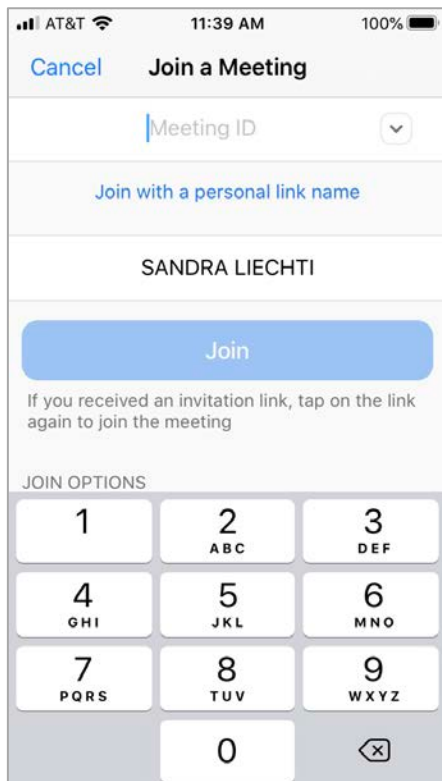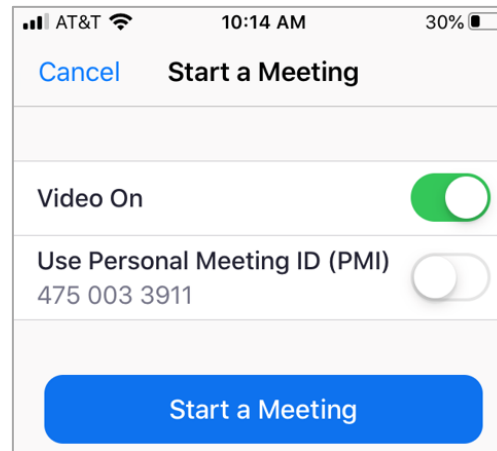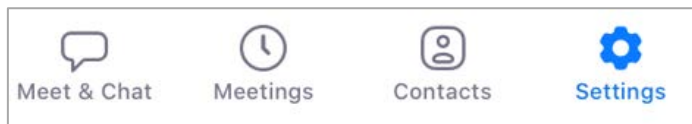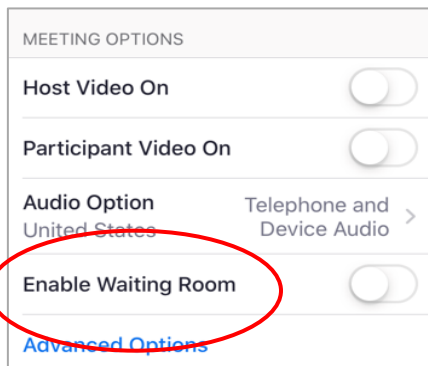*Plus icon : Start a one-on-one chat with a contact*

New Meeting (Instant Meeting)

Select "Start a Meeting"

Choose your video and audio

Invite people from your contacts

Join a Meeting

Enter the meeting ID number from the email invite and your display name.

If you're signed in, change your name if you don't want your default name to appear

If you're not signed in, enter a display name

Schedule a Meeting

Determine the details for your meeting.

Enter start time, duration, time zone, and whether the meeting is recurring.

Using a Personal Meeting ID (PMI) and a Required Meeting Password are recommended to ensure the security of your Zoom meeting.

Schedule a Meeting- Meeting Options

Choose video and audio options for the beginning of the meeting. These can be changed after the meeting begins.

Choosing to enable the waiting room requires participants to request entrance to the meeting. This is also a recommended to ensure the security of the meeting.

The advanced options allow for participants to join before the host, allows the meeting to be automatically recorded, and allows alternative hosts.

From the settings area, you can determine the standard details for joining a meeting. These can be changed as the meeting starts.