VCS APPLE LEARNING PROGRAM
Instruction Technology Services
Title I Tech Team

Zoom: Zoom allows students and teachers to participate in mobile meetings virtually.

GETTING STARTED

🍎 Tap app **ICON** to open.

🍎 Click **SIGN IN** if needed.

HOME

🍎 Tap on **NEW MEETING** to start a meeting

🍎 Tap on **JOIN** to join a meeting in which you have been invited via a personal link or ID.

🍎 Tap **SCHEDULE** (teachers only) to schedule a meeting.
   Fill out meeting information then tap SAVE.

🍎 Tap **SHARE SCREEN** and enter a sharing key or meeting ID to share your screen. You can also share your screen when you are in a meeting.

CHATS

🍎 Tap **CHATS** 💬 to add contacts and view a history of chats. (teachers only)

MEETINGS

🍎 Tap **MEETINGS** 🕐 to view upcoming scheduled meetings. Teachers can start or send an invitation to a meeting.

CONTACTS

🍎 Tap **CONTACTS** to view your contact list. (teachers only)

SETTINGS

🍎 Tap **SETTINGS** ⚙️ to view and edit a variety of meeting settings. (teachers only)

TOOLS IN A MEETING

🍎 Tap the **DROPDOWN ARROW** next to the word ZOOM to view meeting ID, host name, meeting passcode, meeting link code for invites, and your participant ID.

🍎 Tap the **JOIN AUDIO** icon to allow others to hear you speak.

🍎 Tap the **START VIDEO** icon to allow others to see you on their screens.

🍎 Tap the **SHARE CONTENT** icon to choose from the list what you would like to share with the other participants.

🍎 Tap the **PARTICIPANTS** icon to view everyone in the meeting.

🍎 Tap the **MORE** 3 dots to chat, view meeting settings, minimize meeting, or add a virtual background.

🍎 Tap **END** to end or leave the meeting.

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