ZOOM ~ for APPLE Devices

INSTALLATION
TUTORIAL !

Elders / Seniors / Everyone
This is a difficult time for everyone.
We want our ELDERS to connect with family and friends.
Here we are offering a simple approach to technology.
Follow this to install a free valuable tool to your DEVICE easily and securely.

APPLE DEVICE VERSION – Click this link to find this on our webpage → http://memphisgroup.ca/education-for-all/

This is a TUTORIAL

It is best to follow along on a COMPUTER as you install on your device

IPAD

OR

IPHONE

NOTE:
This is not a lesson for installing on APPLE Computers!
That can be a separate lesson for individuals if requested

APPLE DEVICE VERSION – Click this link to find this on our webpage → http://memphisgroup.ca/education-for-all/

I want to ZOOM on my Device…Now What ?

ZOOM is a VIDEO and/or Audio online communication tool that is free for individuals and will allow for personal connection
There are other 'Video' programs available and paid corporate versions, but this is a great starting tool.

Here we'll explore how to 'ZOOM' from an APPLE DEVICE using the ZOOM APP.

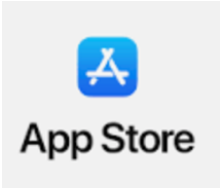
IMPORTANT NOTE:
Your device should be an IPHONE or an IPAD.
While ZOOM can also be on your APPLE Computer – we are starting with common devices.

STEP 1 – Download the APP from the Apple APP STORE

How do we do that? To Prepare !

1. **To download your ZOOM app, you will require your APPLE Username and password**
2. **For most individuals, the APP store is tied to your personal email and your personal chosen password**
    1. **Depending on your device this Apple Store access may be allowed by your thumb print or facial recognition.**

- **<u>To access the APP Store</u> – Look for this symbol on your Apple Device**
    - **It is somewhere on your device**
- **Touch this button on your device and it will open the APP STORE**

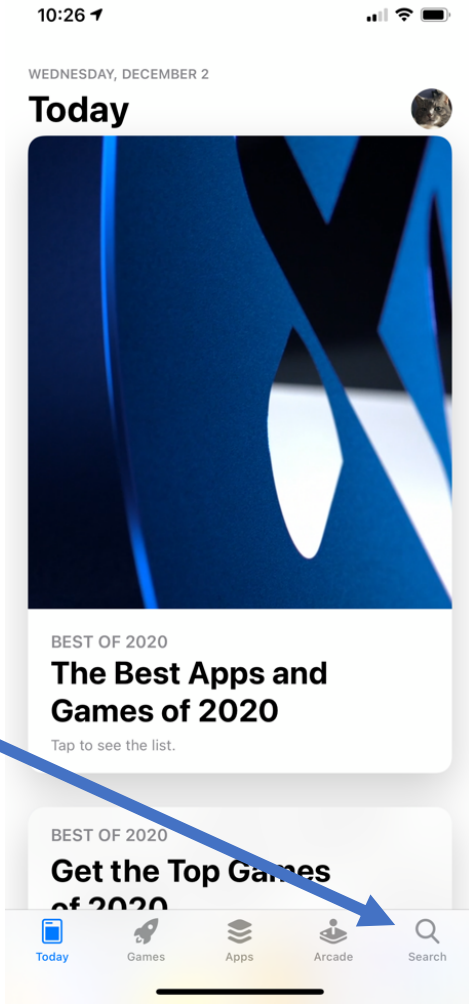


IMPORTANT NOTE:

If your IPHONE or IPAD are fairly recent this product will likely work. If you can't download, its probably too old.

STEP 2- You've arrived at the APP Store…

A. You will see something similar to this on your IPHONE or IPAD



When you arrive here, the page may look a little different:

1. **BUT ALONG THE BOTTOM is the SEARCH (Magnifying Glass)**
2. **Touch this 'Search'…proceed to next slide**

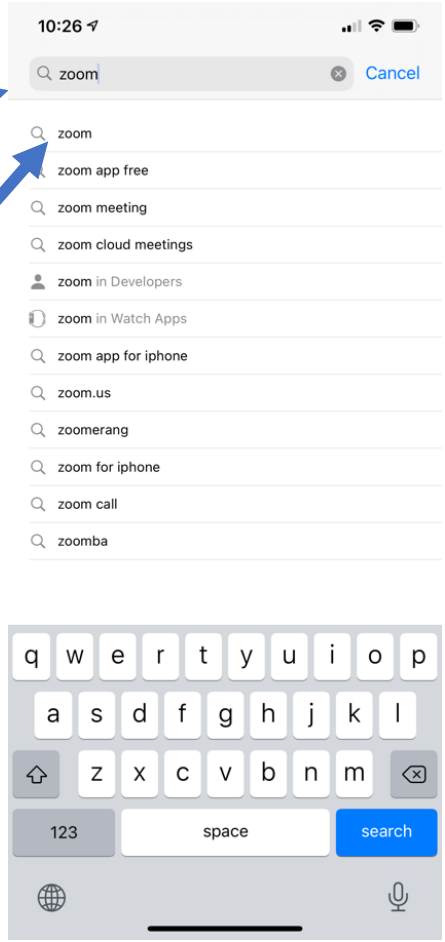
STEP 3- INTO the APP Store…

If you APP store was previously open, you may already be on this page.

1. Type ‘zoom’ into this box

Here you’ll see your choices in the APP Store

2. Choose ‘zoom’



STEP 4- INTO the APP Store for ZOOM Cloud Meetings…

If you APP store was previously open, you may already be on this page

1. You'll see a **'GET'** or **'CLOUD Sign'**

NOTE: If this is your first time ever downloading , you will see the ' GET **'**

2. Cloud means it's previously been installed somewhere

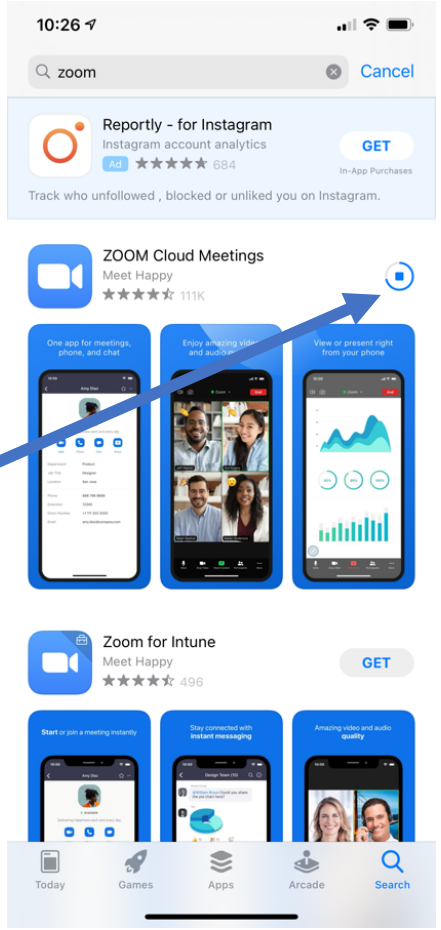
3. Touch here to begin your Download

STEP 5- Verify downloading of ZOOM Cloud Meetings…

You'll see this circle close

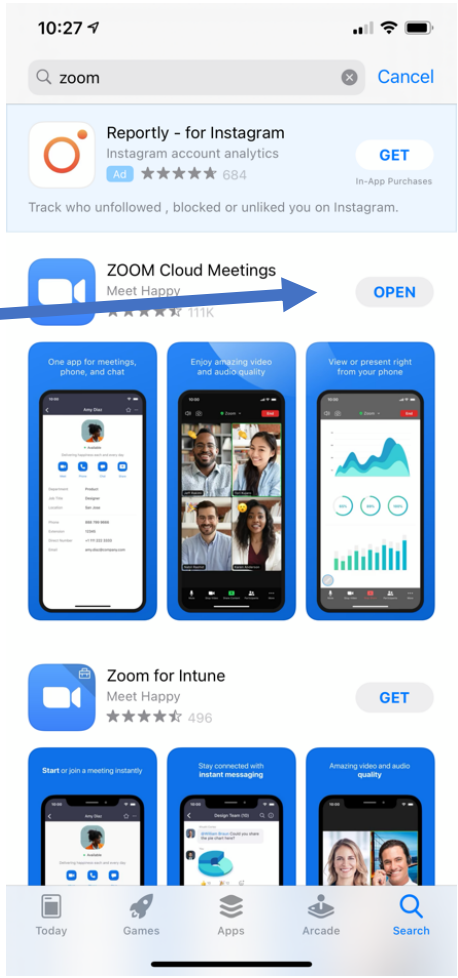
When the circle closes, you'll see this symbol pop up. OPEN

2. This circle means it's downloading from the APP Store.



STEP 6 – TIME to get this running !

1. Touch on the **OPEN**

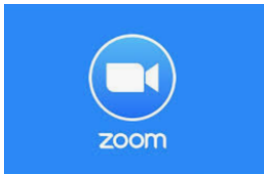


SO….

The APP has now been installed on your DEVICE.

- **You will likely find it as the last APP on your device – last page**

STEP 7 – The NEW ZOOM APP should look like this on your DEVICE



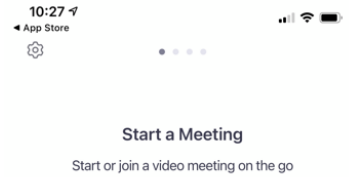
Or

HOWEVER

It's likely already OPEN

So you can jump to the NEXT SLIDE….

STEP 8 – The NEW ZOOM APP should look like this on your DEVICE

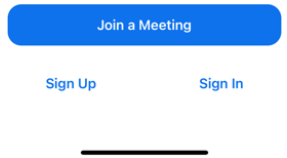


It's likely already OPEN….so here's what you will see.

When you click on this for the first time the page will show up like this:

1. **You will need to chose your email and a new password for your ZOOM account**

Click here to sign up



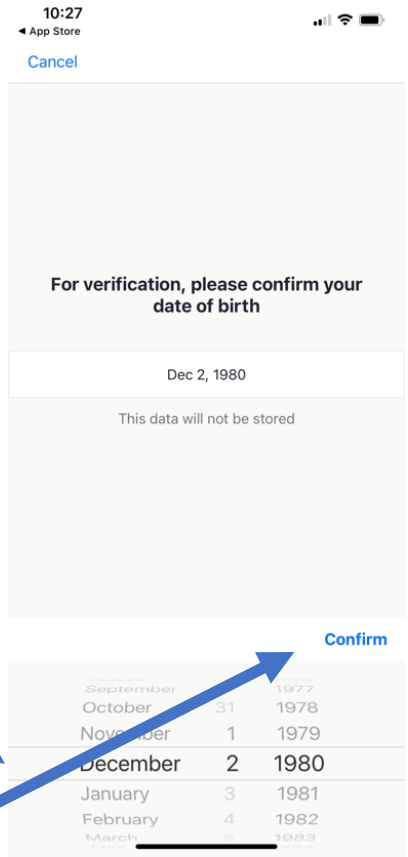
NOTE :

- **For security – ALL PASSWORD should be 15 Characters long ! – Write it down !**

STEP 9 – ZOOM BIRTHDATE ….WHY ?

Zoom's Privacy Policy states that "**Zoom does** not knowingly allow children under the age of 16 to sign up for **their** own accounts", and when creating an account users are asked for **their date of birth**, but no other age verification is used.

1. Slide here to enter date info.



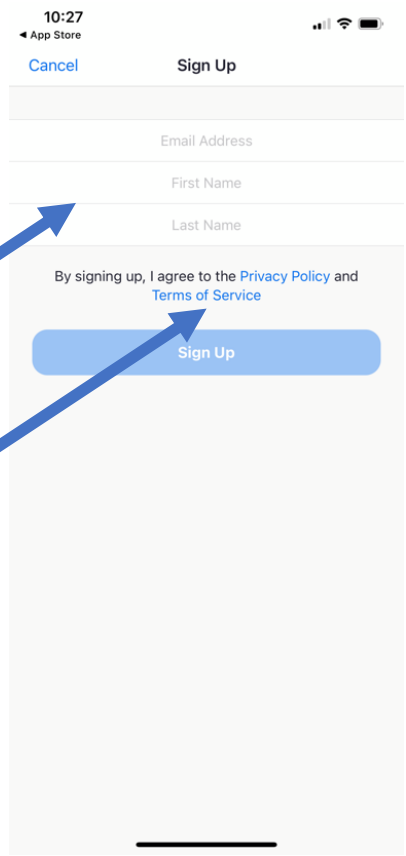
NOTE: Concerned about security?
You can use any birthday greater than 16 years old

2. Click 'Confirm'…

STEP 10 – TIME TO ‘ SIGN UP’!

On this PAGE you’ll want to:

1. **Enter the Email Address where you want people to reach you**
   - **AND where your friends will see your email**
2. **First Name – that you want people to see**
3. **Last Name – that you want people to see**



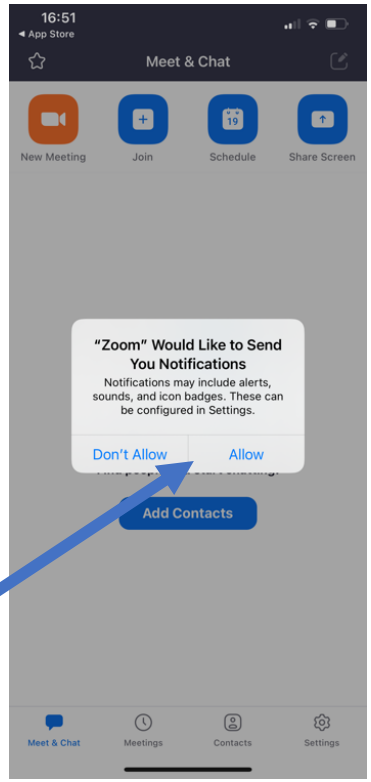
ENTER HERE

PRIVACY POLICY
&
Terms of Service
You can find these here or Online. Always safe to read !

STEP 11 – Want Notifications?

Do you want ‘ Notifications’?

- **This will determine if THIS devices forwards you notifications.**
- **It can always be turned on or off after you choose**
- **Safely you could choose ‘Don’t Allow’ for now.**

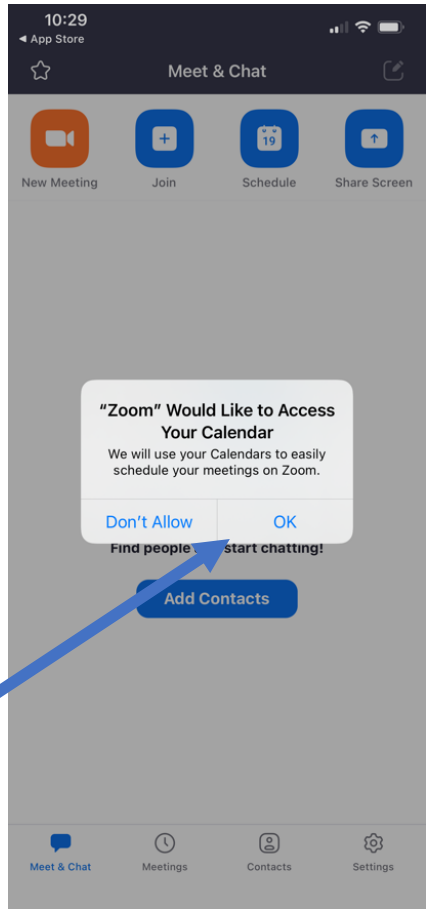


Choose One

STEP 12 – Calendar Access?

Do you want to provide ‘ Calendar Access’?

- **This is a good feature if you plan lots of meetings**
- **Today we’re trying to help you set up meetings to start immediately**
- **Safely you could choose ‘Don’t Allow’ for now.**

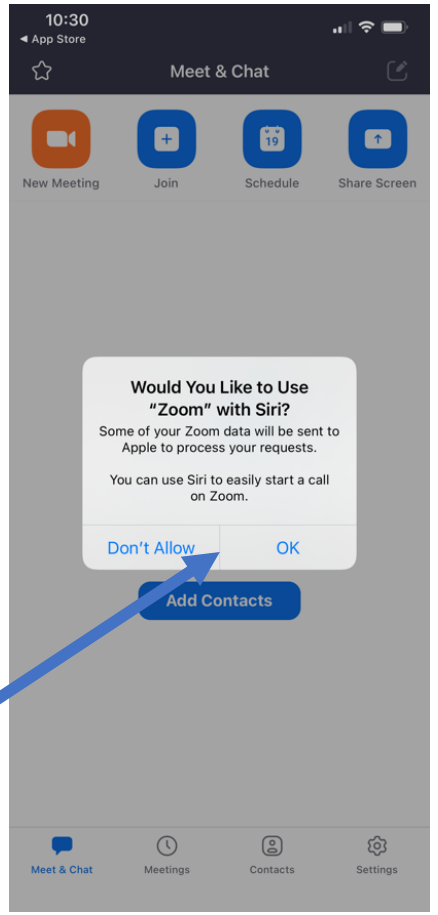


Choose One

STEP 13 – Allow “Zoom” to use SIRI?

Do you want to provide Verbal use for your device ?

- **This APPLE feature allows you to speak to your device to create actions**
- **This is unnecessary at this time, let’s say ‘Don’t Allow’**
- **Safely you could choose ‘Don’t Allow’ for now.**
- **It can always be turned on or off after you choose**



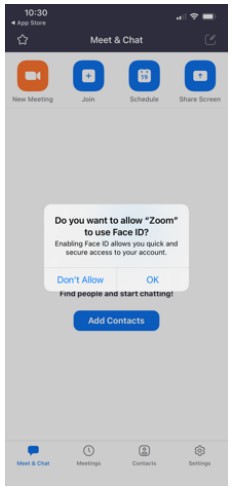
Choose One

STEP 14 – FACE ID or Fingerprint ID?

Do you want to access ZOOM with your Face or Fingerprint?

1. **This APPLE feature allows you to SIGN IN with either:**
   - **Facial Recognition or your Fingerprint**
   - **These features must be set up on your Device**
   - **For now …let's Say NO unless you understand this feature**

2. **There may be 2 pages that are similar**
   - **For both let's say 'NO'**

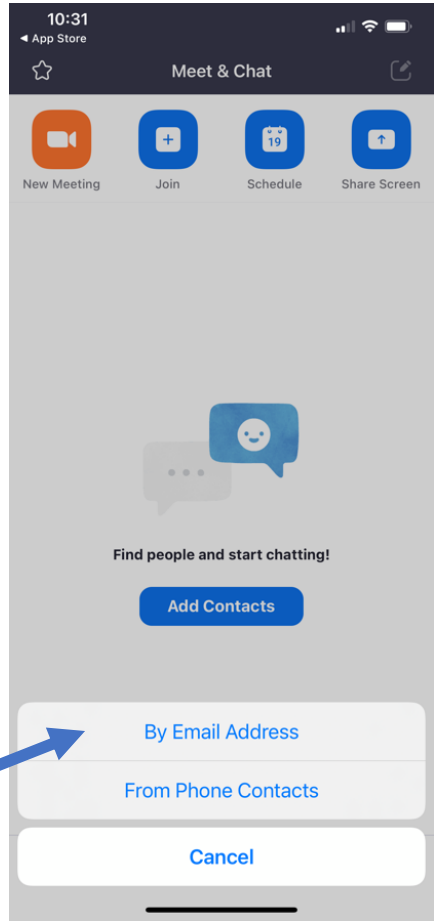


Choose One

STEP 15 – Choosing a Contact Method

Our First Attempt will be with EMAIL

1. **Let's Touch the Email button for this first attempt**

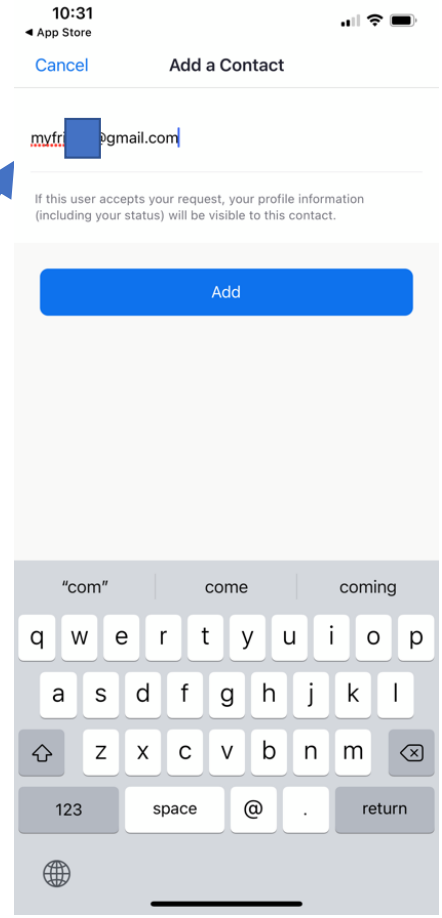


Choose Email

STEP 16 – Adding a Contact

Our First Attempt will be with EMAIL

1. **Enter an Email for whom you would like to try your first attempt**



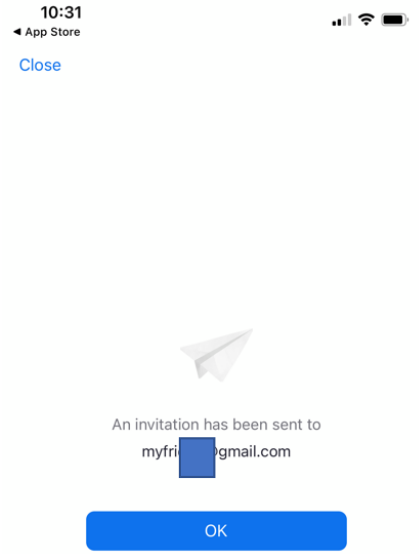
Add your family or friend Email

STEP 17 – Your Contact will be sent an email

NOTE: They may also receive a LINK to Download ZOOM on their device

Now call your contact and ask them if they received your email.

1. **They can now prepare to join your INVITE !**
2. **Don't CLOSE your ZOOM, or it may 'END' your meeting**



You can press 'OK'

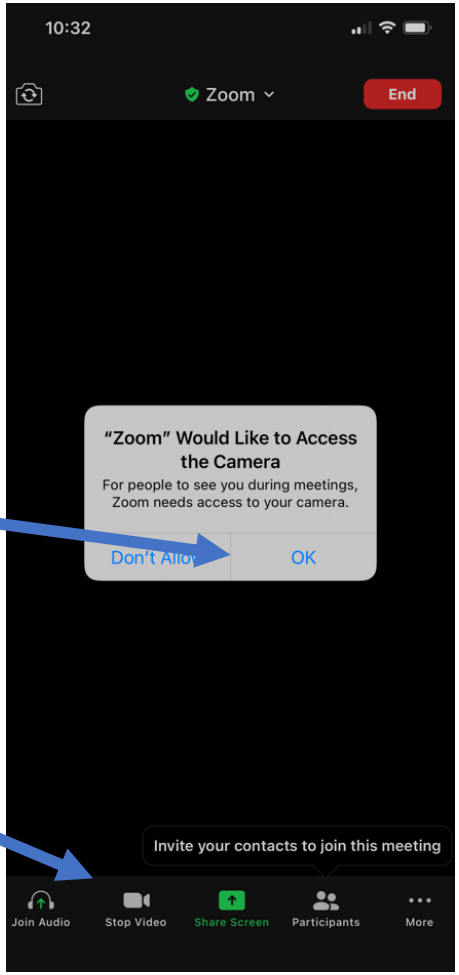
STEP 18 – DO I want to show my face?

We're close to seeing ourselves as we start out Video Meeting !

- **I think you want Your friends and Family to SEE you.**
- **Choose 'OK'.**

Remember…. Your Video guest will SEE you…..<u>whatever you are doing !!!!!</u>

<u>At this exact point, your audio is NOT on, and your Video is NOT on.</u>

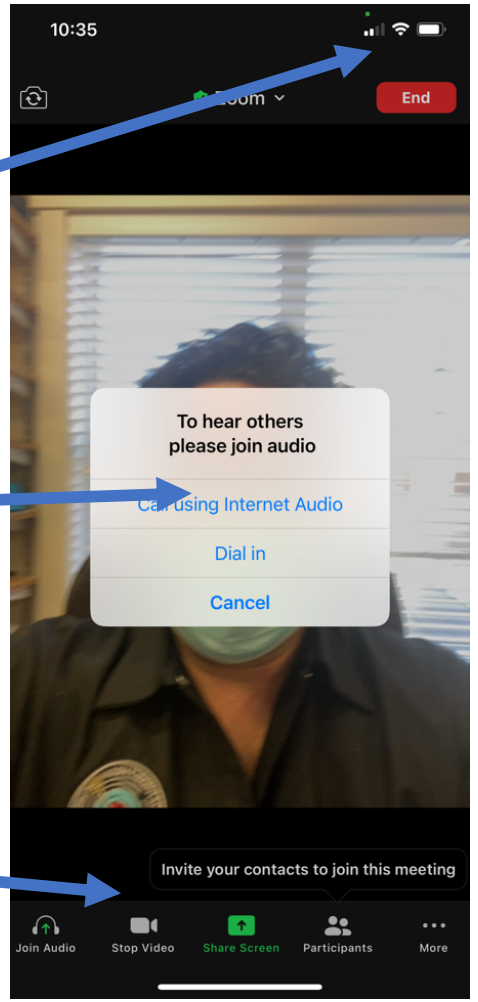


STEP 19 – OH boy…I can see myself…

I can see myself….this is close.

You are likely on your home WIFI

Touch here to use your ‘Internet Audio’



Remember…. Your Video guest will SEE you…..<u>whatever you are doing !!!!!</u>
<u>Your Audio will be turned ON and your Video is ON !</u>

STEP 20 – OK….So I'm set Up.

I can see myself….this is even closer !

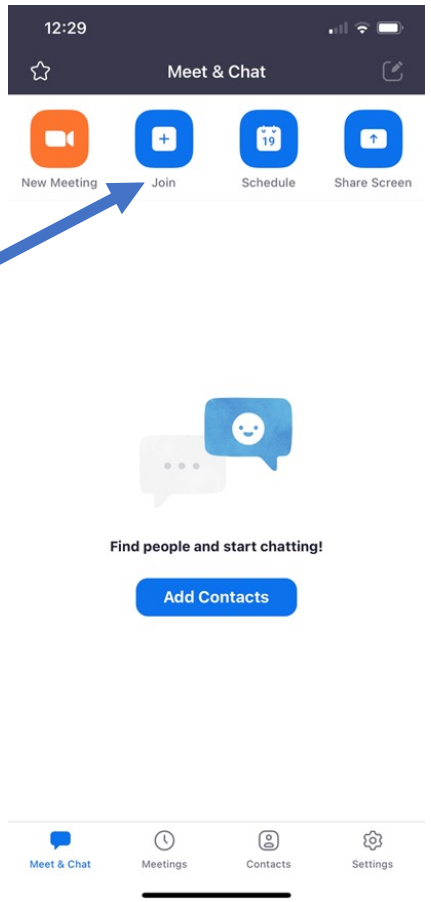
Remember…. Your Video guest will HEAR you…..<u>whatever you are doing !!!!!</u>
<u>IMPORTANT !!!!!!</u>
<u>Here's where can MUTE or TURN OFF VIDEO …for 'personal business'. !!!!!!!!</u>

<u>TOUCH THESE TO TURN THEM OFF or ON</u>

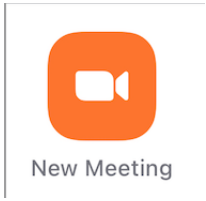
STEP 21 – My MAIN PAGE – Let's Start a meeting !

1. Start a meeting from this button !

2. Someone sent you a meeting invite and a passcode ?
   - Join from this button



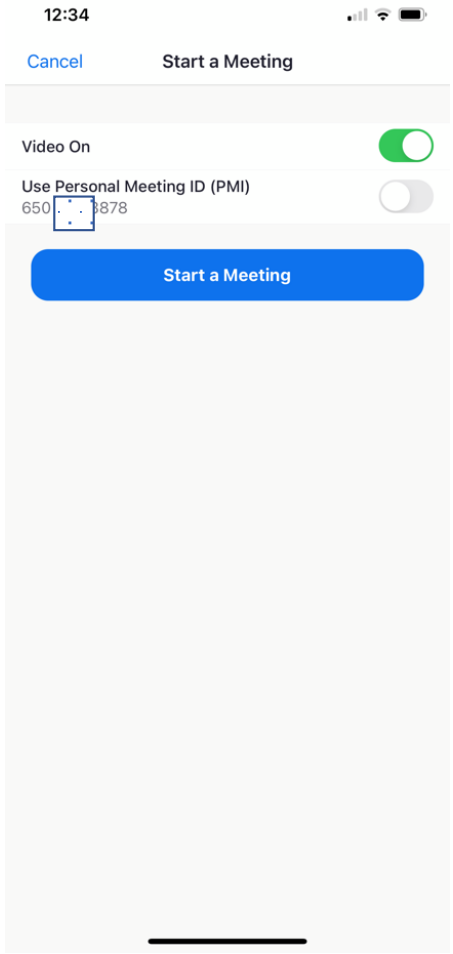
STEP 22 – I'm going to START a ZOOM…here goes !



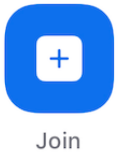
1. **I pressed this button**
   - **This page opened up**

THEN

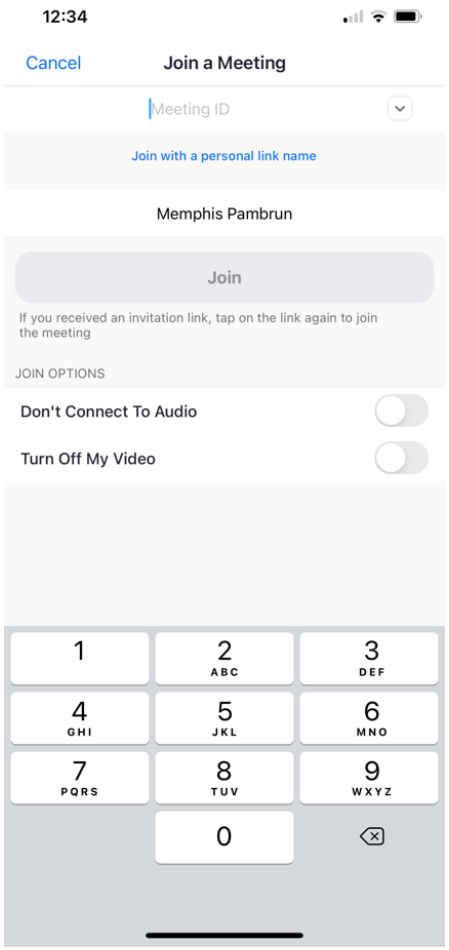
- **Choose Start a meeting**



STEP 23 – I'm going to START a meeting ..here goes !



1. **I pressed this button…..**
   - **This page opened up**



****** IMPORTANT ******

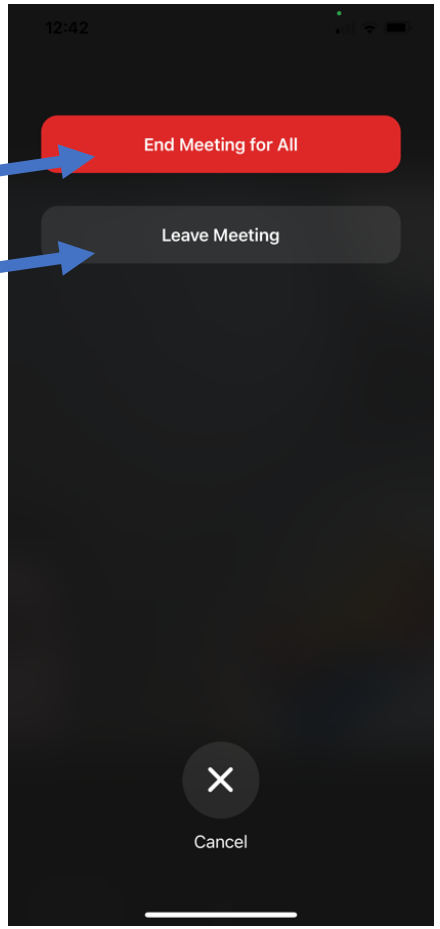
- **You may need the 9 digit MEETING ID**
- **You may need the 6 digit MEETING PASSCODE**
  - **If there's no passcode, you will need to be admitted to the meeting by the HOST**
- **These help ENSURE your meeting stay private !!!**

STEP 24 – I feel like I'm done…let's end this meeting !

1. **Press this Button here**

STEP 25 – Am I leaving or all we ALL leaving?

1. **This ends the meeting for ALL participants**
2. **You can also just leave the party yourself….**



CONGRATULATIONS !

YOU DID ALL THE WORK !

We hope this provided some valuable guidance to furthering your experience with technology

Feel free to follow the link on the last page to provide feedback

GOT SOME IDEAS OR FEEDBACK ? – email MG@memphisgroup.ca

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WANT TO LEARN MORE?

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