# USING iPHONES, SAMSUNG GALAXY SMALL TABLETS/ SMARTPHONES OR SIMILAR DEVICES FOR ILR CLASSES

Depending on your device, you may be able enjoy ILR Zoom classes directly from your Internet browser without downloading the **FREE** Zoom App (which gives you a few more features). If you want to download the app, look for **ZOOM APP download instructions** on the ILR website under the blue tab for "Current Forms and Flyers."

Joining a Meeting
1. Write down the Meeting ID and Password from the Zoom Meeting link. Note: If the long URL link is not active (blue), follow Meeting ID directions below.
2. Start the Zoom App by tapping on it.
3. Choose JOIN or JOIN A MEETING.
4. Enter the Meeting ID and Password if requested and Tap JOIN MEETING
5. A picture of you will appear on the screen.
6. Tap JOIN WITH VIDEO if the option appears.
7. In the bottom left corner, tap on CALL OVER INTERNET.
8. You should now be in the meeting/class. Note: When entering an ILR class, you should be in Speaker View (see below) and you will be muted.

Meeting Controls (Holding device horizontally.)
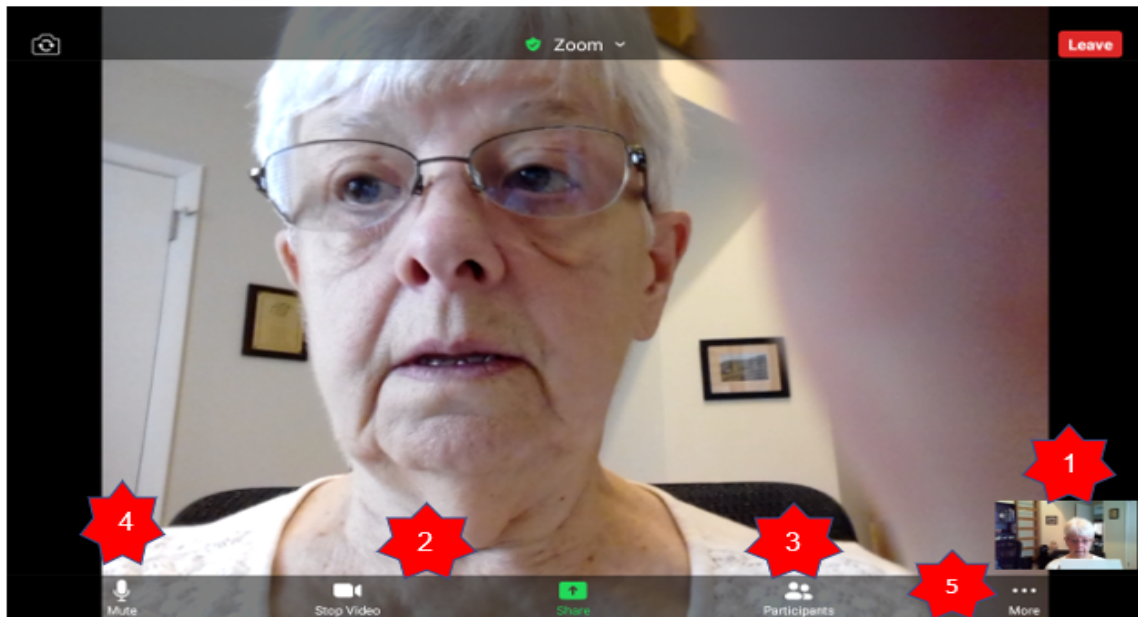
1. **View**
   a. **Speaker view**-the person speaking is large; others (if they appear) will be small. You will probably be in this view when the class starts, and you need to be in this view during the presentation

b. **Gallery View**-allows you to see larger pictures of the other participants. How many participants you can see depends on the size of your screen.
c. To change views, tap on the small picture in the bottom corner (star #1). Swipe sideways to view more people in Gallery View.

2. **Menu/Control Bar** (star #2)-tap screen to activate. It will stay up for a few seconds then disappear.

3. **Participants** (star #3)-tap on this on the Control Bar to view a list of the people who are in the meeting. Scroll to access more names.
Rename-tap Participants, tap on the name Zoom gave you when you joined the meeting (probably your device name or phone number), tap on RENAME, tap on the name in the box and enter your first and last names. Tap OK. Tap on CLOSE in upper left corner to exit the screen.

4. **Mute/Unmute** (star #4)-this turns your microphone on and off (if allowed by host)-Tap on screen. A picture of a microphone will occur in (probably) the bottom corner. If it has a red line through it, you are muted. If asked to do so, tap on the mike to unmute yourself so others can hear you (and any other sounds from your house!). Tapping again will mute you.

5. **Chat-**many classes will use this function to ask questions of the presenter. You can also use it to send text messages to other class participants.
a. Tap the screen to bring up Control Bar.
b. Tap on MORE (star #5) on the far-right side.
c. Tap on CHAT
d. In the TO: box (star #6), You'll notice that Chat is set up to send messages to everyone unless you select a specific recipient. Tap the down symbol to bring up a list of all class participants. Then tap the name of the person you want to receive your message.

e. Type your message in the box below (star #7). Caution: check again the name in the TO box to be certain the message is going where you intended it to go!
f. Tap SEND (star #8) to send your message.
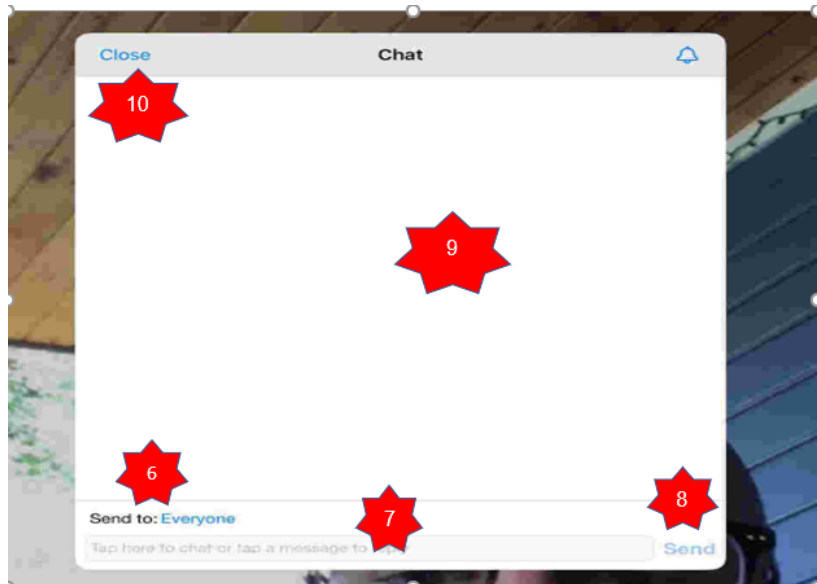
g. Your message and messages from others will appear in the white area above (star #9).
h. Tap CLOSE (star #10) to exit the chat and return to the main screen.

6. **Leave-**Tap to activate controls. The LEAVE button is in the upper right corner of your screen. Tap this if you want to leave the meeting/class PERMANENTLY. To slip away for a short time, just walk away.