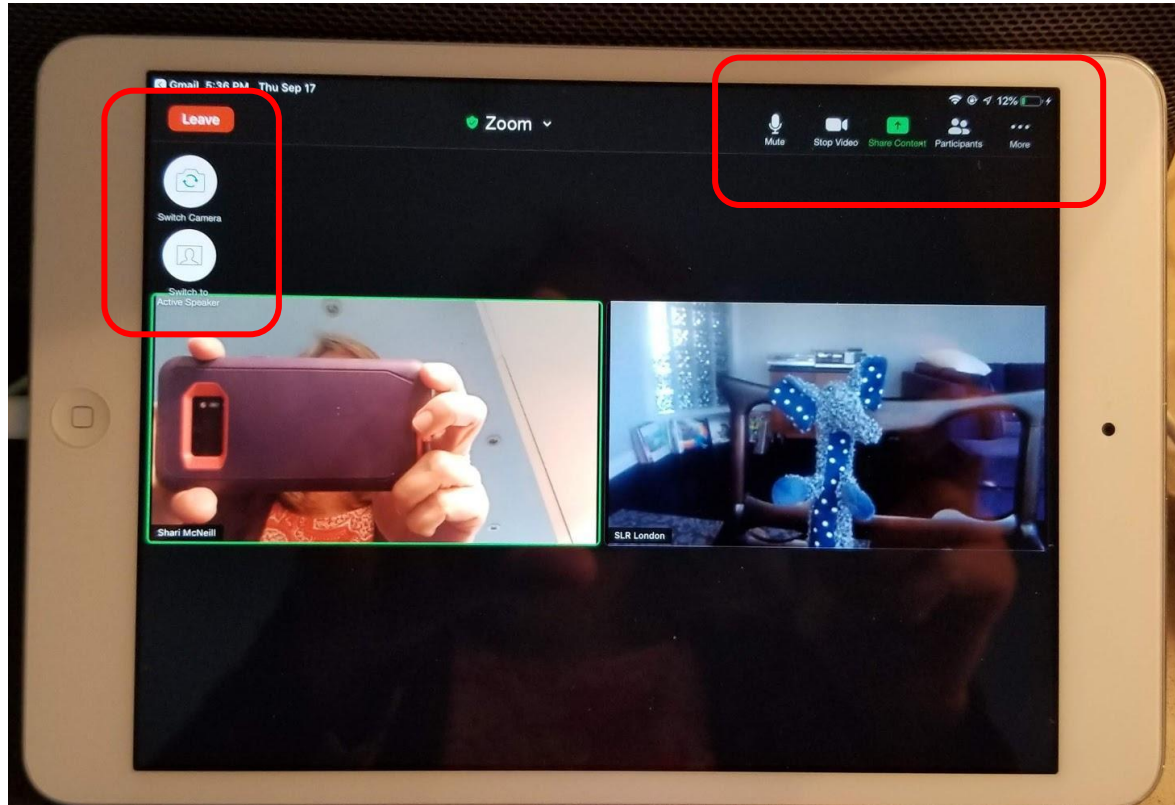


iPad Tips When Using Zoom

Menu locations/Changing Views/Helpful settings

Zoom menu locations for iPad



Two locations for Zoom controls: BOTH are at the top of the screen.

Unlike the Zoom laptop view, the Mute and Stop Video buttons are together with the other Zoom commands.

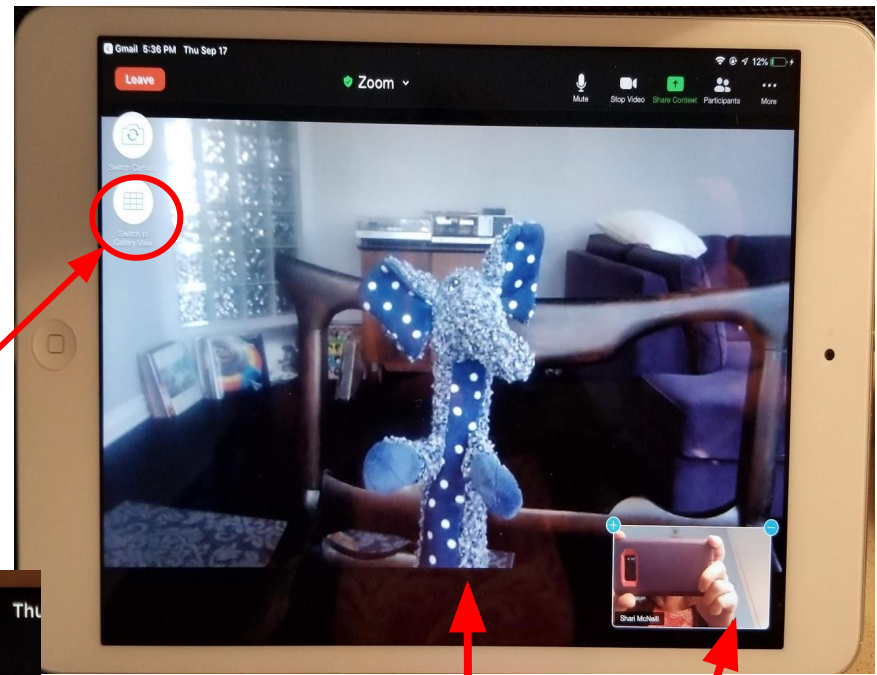
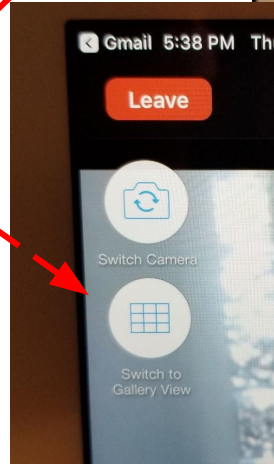
The changing View button is in the left corner - opposite to a laptop/desktop screen

Unlike a laptop/desktop, the Leave/End meeting button is top left corner.

How to change to Gallery View

The “Gallery View” is the best view for group discussions because you can see many participants at the same time. All participants are the same image size and up to 4 are shown at a time. To see the other participants not on the screen, touch the scroll bars > or < to move right or left. The person talking is outlined by a green frame.

Touch here to change to Gallery View

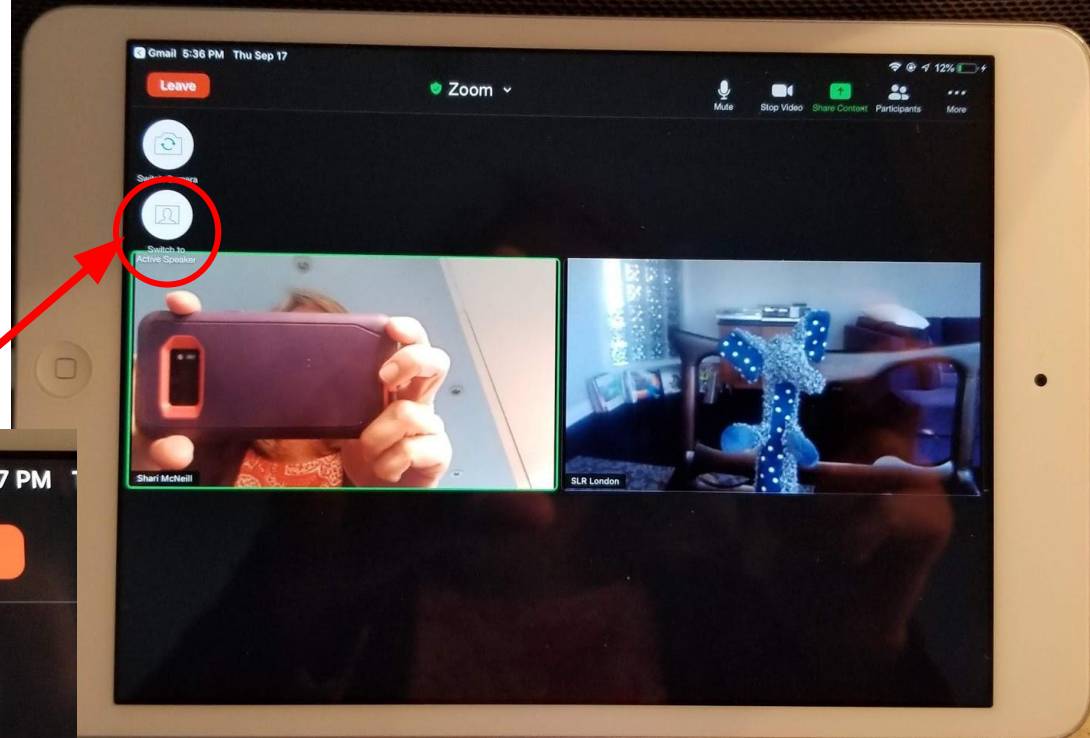
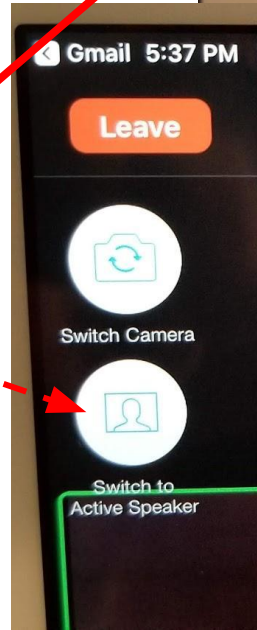


FYI - Above is the Active Speaker View; the person speaking is large. Other participants are shown along the screen bottom in small images. Scroll to the right to see more participants.

How to change to Active Speaker View

Active Speaker View; the person speaking is large. Other participants are shown at the screen bottom in small images. Scroll to the right to see more participants.

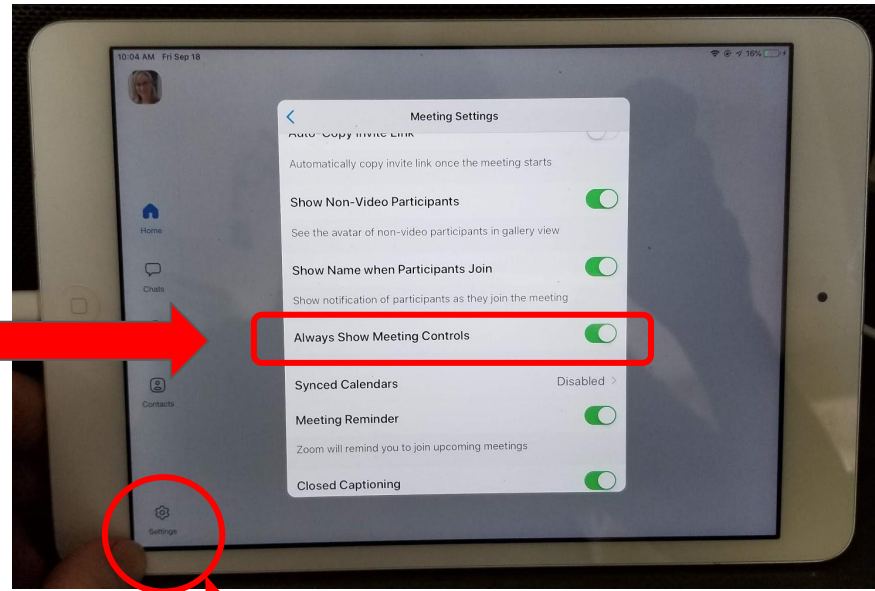
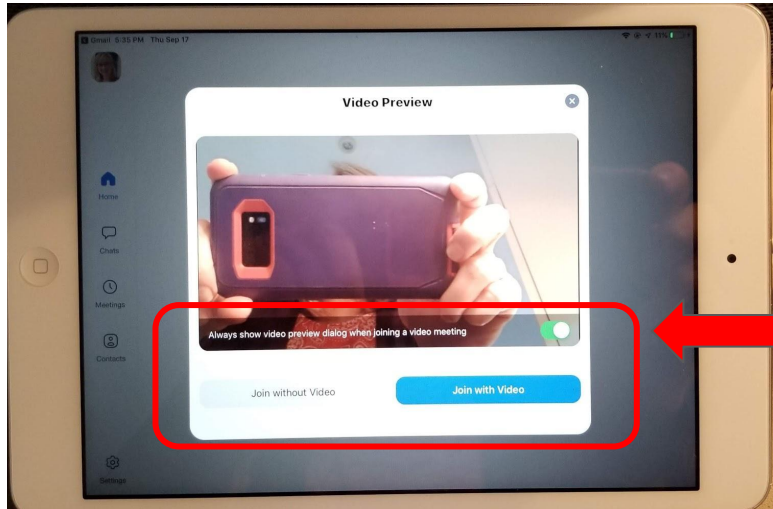
Touch here to change to Active Speaker View



FYI - Above is the "Gallery View" because you can see many participants at the same time. All participants are the same image size and up to 4 are shown at a time. To see the other participants not on the screen, touch the scroll bars > or < to move right or left (not shown). The person talking is outlined by a green frame.

Helpful iPad Meeting Settings

Turn this ON (green button). This button will ensure the Zoom command bar will always show on your screen. Otherwise it disappears after awhile and tricky to touch the right spot on the screen to get it to reappear. Default setting is OFF (i.e. it WILL disappear).



Access your iPad's Settings by touching this Settings icon on the Home Screen of the Zoom app after logging in.

Do you get this question every time you are joining a Zoom meeting? Tired of this question? Then touch the green button to turn OFF the setting. Next time this question will be gone and you'll automatically join the Zoom meeting with your audio turned ON.