

## Zoom Login Meeting Instructions: Mobile Devices

### Please Read First: How to Use the “Poll Feature”

*The “Poll” feature will be used for this conference in order to tally votes for motions on the floor. If you are on a mobile device, **DO NOT EXIT OUT OF THE POLL FEATURE**. Exiting out of the poll feature will not allow individuals to view or participate in polls in the future, and voting members will need to vote in a private chat message, and their vote tallied manually by the Alt Chairperson.*

A poll will be launched and sent out to attendants at the assembly. Attendants should choose an option and select “Submit”. No one should select “Close”. Selecting “Close” will result in the inability to view and participate in future polls, and if the attendant is a voting member, the attendants will need to vote manually through chat.

Sprint Wi-Fi 12:33 PM

Close Practice Poll

1. What is your favorite type of cat?

Burmese

American Shorthair

Calico

Old, grey tomcat

Submit

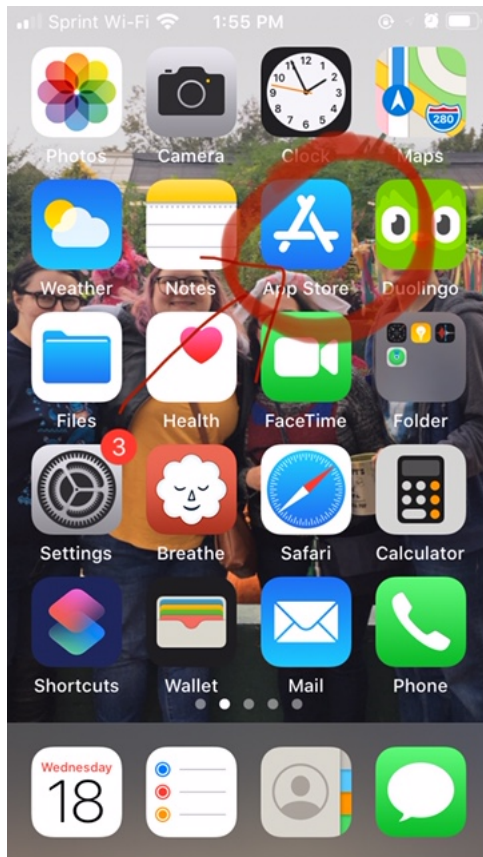
## **How to Download and Operate Zoom:**

*Including “Raise Hand” feature, “Participants” list, Audio and Video trouble-shooting.*

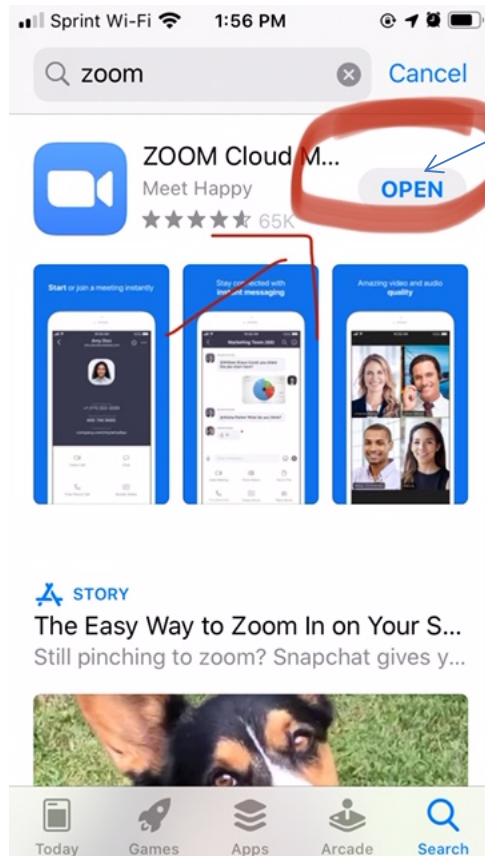
Part A: Downloading zoom app and setting up account.

*(\*If you have already set up an account and have the app installed, skip to Part B)*

1. Download the “zoom” app from the app store.



2. Search “zoom” in the app store and click on “download”. Mine says “open” because I have already downloaded this app. Yours should say “download”. Click on “download”.



Should say “download”, not “open”, unless you have already downloaded this app.

3. Sign up for an account on zoom (if you have not already done so)

◀ App Store 📶 1:57 PM 🔒 🔔 🔋



## Start a Meeting

Start or join a video meeting on the go



Join a Meeting

Sign Up

Sign In

4. Create a username. Feel free to put a last initial if you would like. Agree to the terms of service and create an account.

App Store 1:57 PM

Cancel Sign Up Sign Up

Email Address

First Name

Last Name

☐ I agree to the [Terms of Service](#)

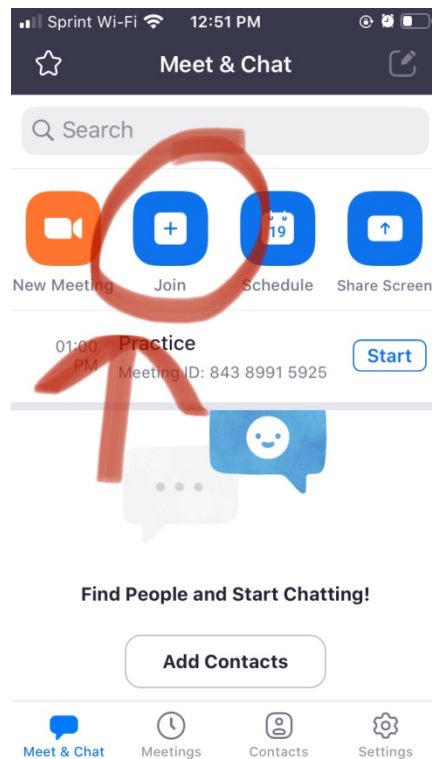
## Part B: Joining the Assembly

**Zoom Meeting Direct Link:** <https://us02web.zoom.us/j/6563167536?pwd=ZmZIY3dKZU5MNlloR0xydjFZK3RDQT09>

Meeting ID: 656 316 7536

Password: 924686

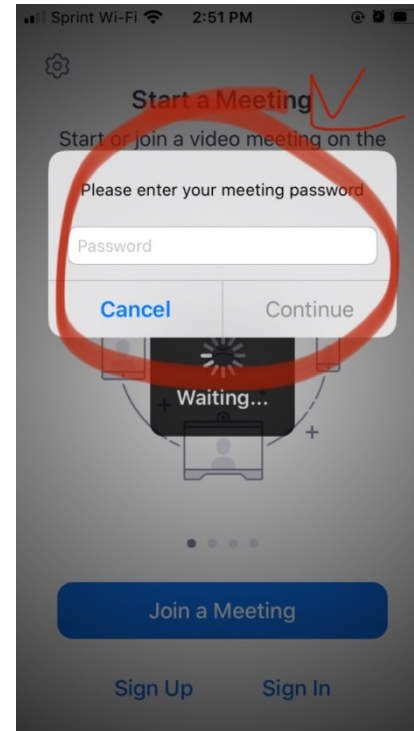
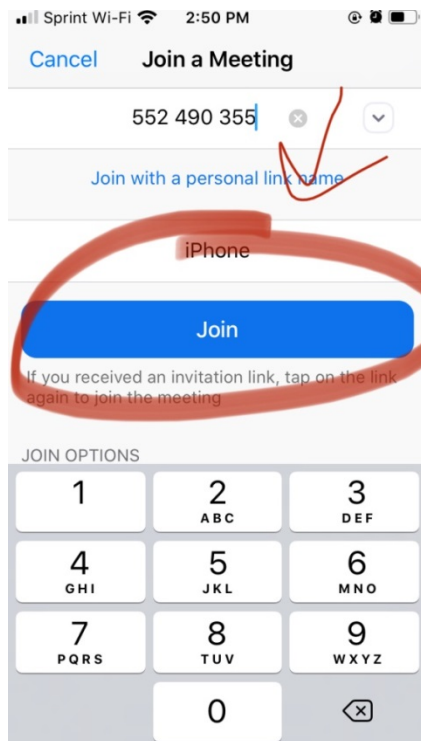
Once in the Zoom app, click on the Join button to join the Assembly.



### ***Joining a Meeting Using a Meeting ID and Password***

***-either use a link OR use a meeting ID, you DO NOT NEED TO DO BOTH***

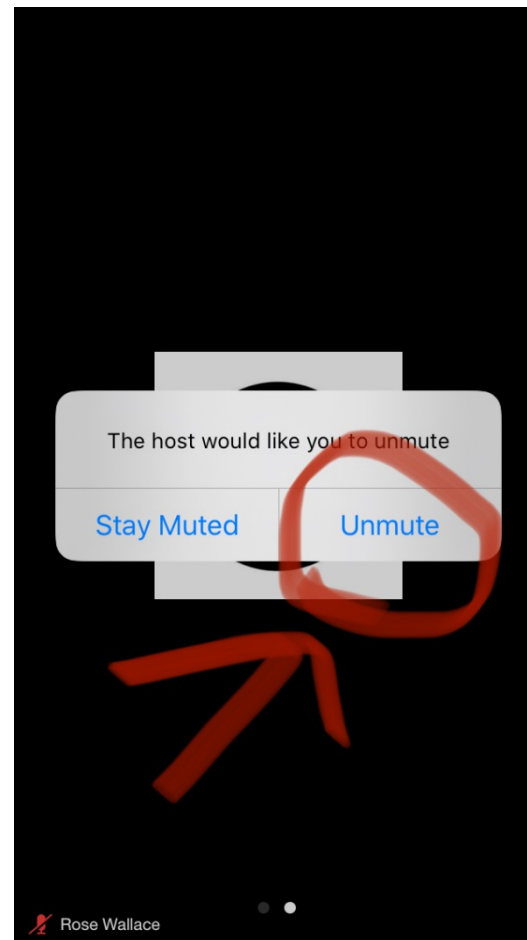
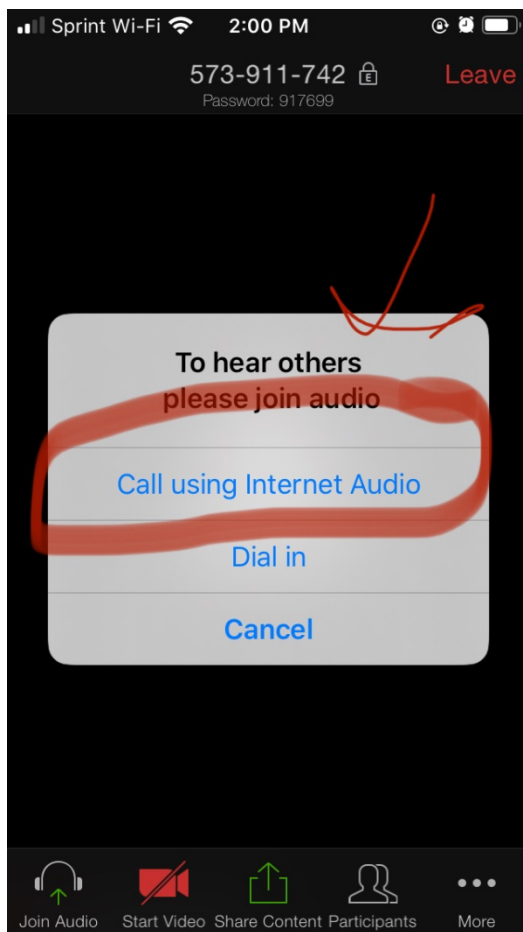
Enter meeting ID, click “join” .....when prompted for a password, enter password and click “continue”



***You should now be in the meeting. 😊***

## AUDIO:

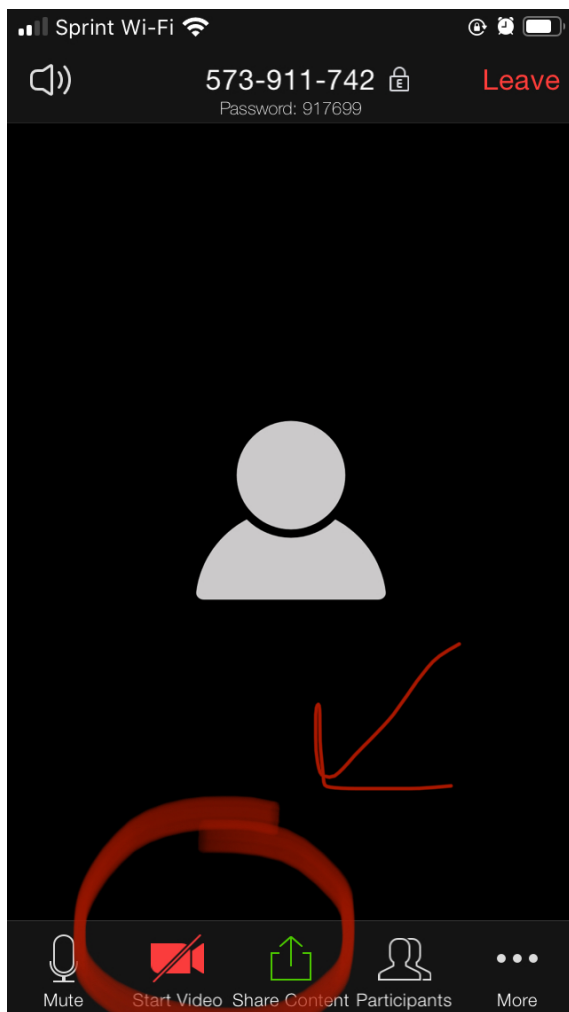
Set up audio so that others can hear you. Click “call using internet audio”. All participants will be muted and unmuted by the co-hosts of the Assembly. Participants will receive the message on the right when a co-host requests you to unmute.



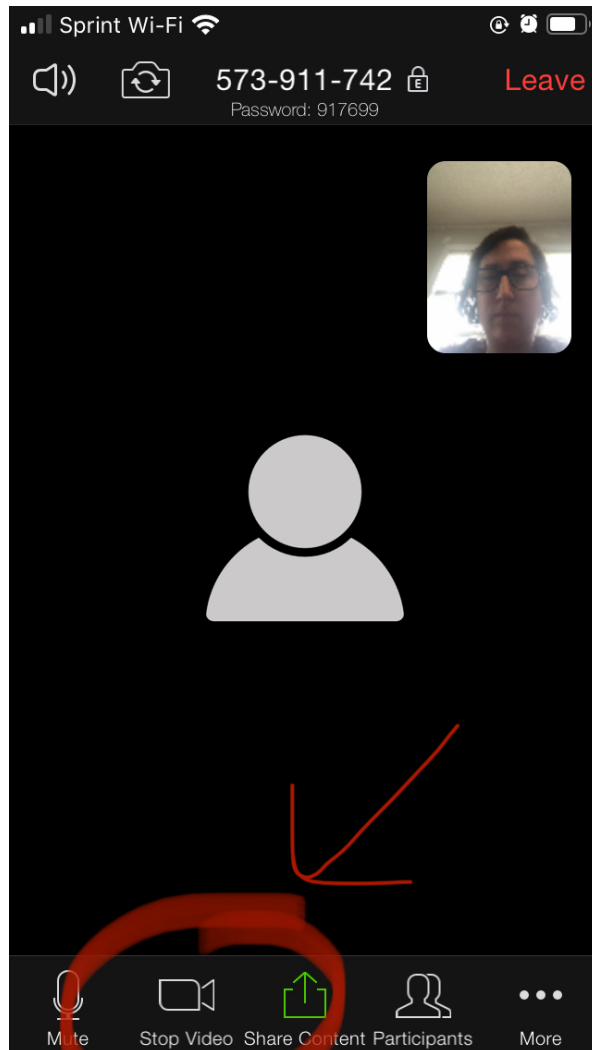


## VIDEO:

If you would like to start video so that others can see you during the zoom session, click on “start video” at the bottom left corner of your screen. This will allow others to see you during the meeting, and can always be turned off if you choose to. You can also participate in the meeting without being on video.

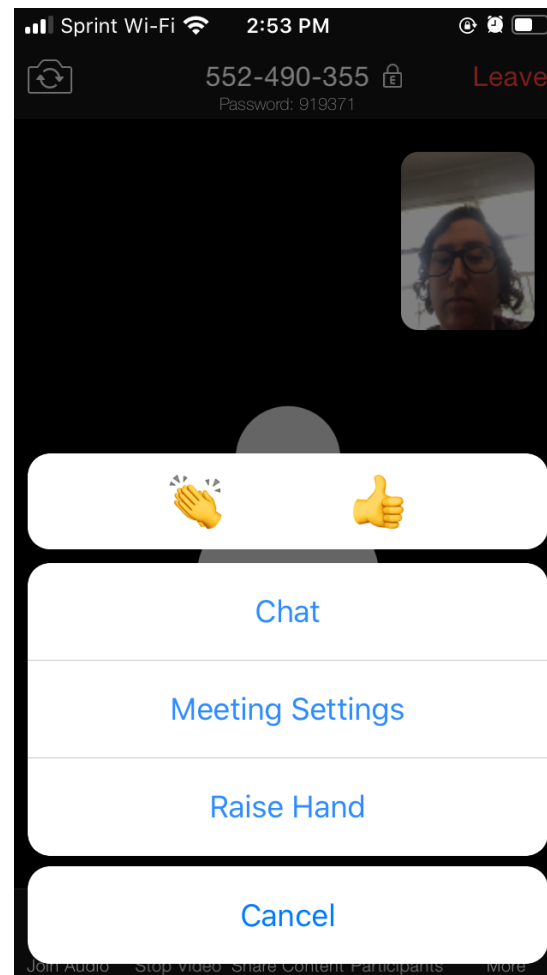
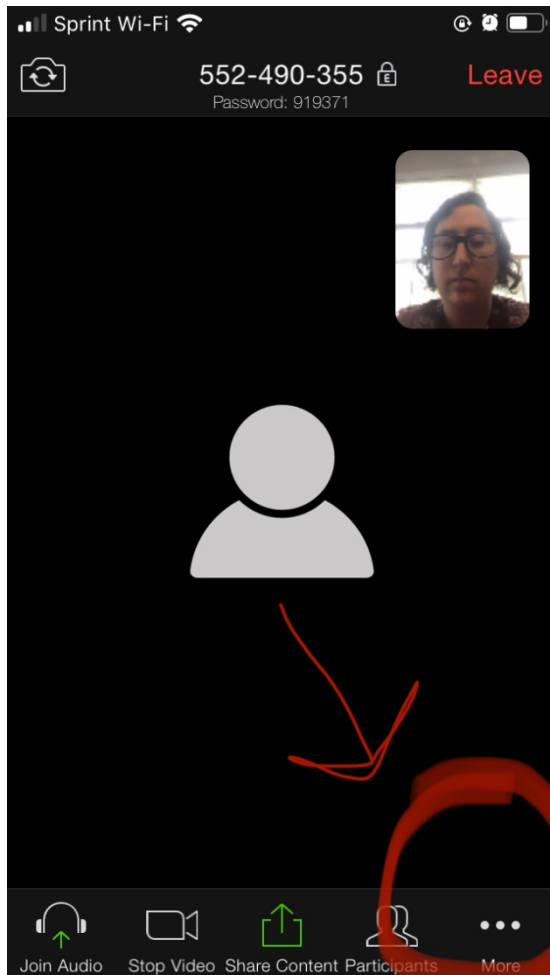


If you choose to include video, your screen should then look like this at the bottom, with the icon now displaying “stop video”. This is what you will click on if you wish to turn off video.



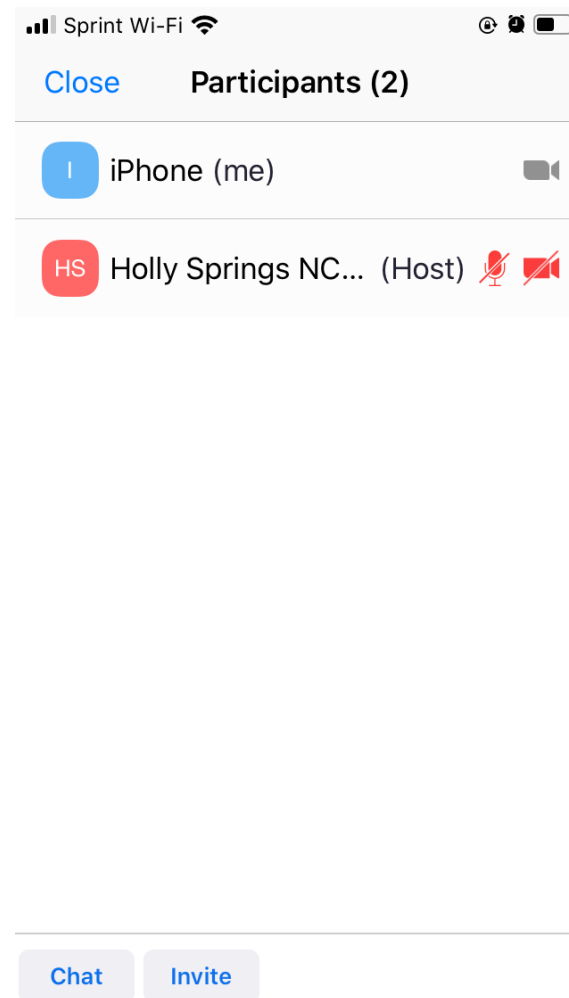
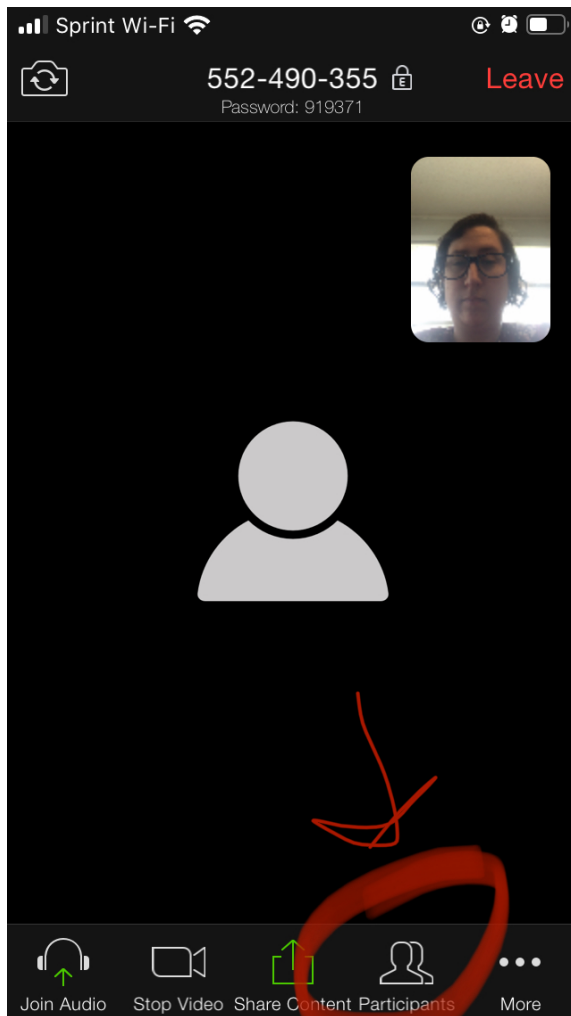
### RAISE HAND:

In order to reach the “raise hand” feature, click on the 3 dots on the bottom right of the screen. You will then be able to respond with applause or a thumbs up, to enter chat, to manage your settings, and to use the “raise hand” feature which indicates to the host that you would like to share.

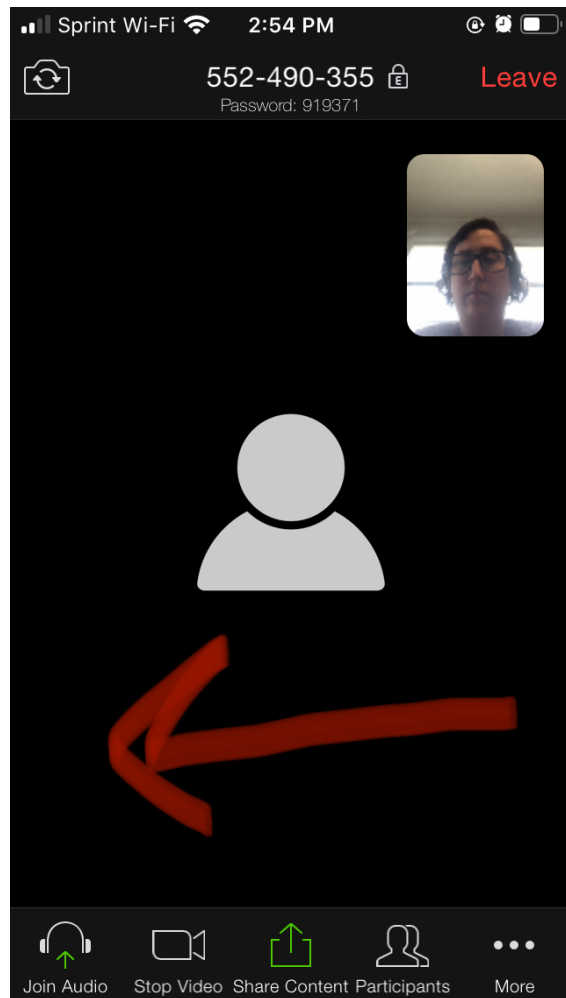


## CHAT:

To see participants in the chat, click on the “participants” icon at the bottom of the screen. You should see the following list of participants. You will also be able to “Chat” with or message any of the co-hosts for technology issues or manual voting.



If you wish to see other participants' video screens, swipe right to see more members. There may be multiple pages of members, so continue to scroll through if you would like.



**To Leave:**

Click the “Leave” button at the top right corner to leave the meeting.

