USING ZOOM CLOUD MEETINGS FOR ANDROID

SIGN IN TO ZOOM

1. Download and install the ZOOM Cloud Meetings app from the Google Play Store.
2. Click icon to open the ZOOM Cloud Meetings app.
3. Click the Sign In button at bottom right corner.
4. Click Sign In With SSO.
   a. Enter UTSA as company domain. The full URL should read: utsa.zoom.us
5. You will be redirected to a UTSA Login page.
   a. Enter your myUTSA ID (abc123) and Passphrase.
   b. Click Login.
CREATE A NEW ZOOM MEETING

1. Click on **New Meeting** to start an Ad Hoc meeting.
2. Toggle slider to **Video On** to share your device camera with your meeting participants.
3. Leave slider for **Use Personal Meeting ID (PMI)** in the off position. Using a random meeting ID will help protect against unwanted participants joining your meeting.
4. Click **Start a Meeting**. Meeting will begin immediately.
JOIN A ZOOM MEETING

1. Click on **Join** to attend a scheduled meeting.
2. Enter the **Meeting ID** provided by the meeting host.
3. It is also possible to **Join with a personal link name** if one has been provided.
4. Enter your Name to identify you to the other participants.
5. Click **Join Meeting**.
SCHEDULE A ZOOM MEETING

Enter meeting **Name**
Set meeting **Date**
Designate meeting Start Time - **From**
Enter meeting End Time - **To**
Set **Time Zone** – Central Standard Time
Select **Repeat** to set Meeting Recurrence
**Personal Meeting ID** – Leave off for random meeting ID.

**Meeting Password** – Not necessary, complicated to use.
**Host Video On** – Your Device Camera
**Participant Video On** – Participant Camera
**Audio Option** – Set to Telephone and Device Audio
**Advanced Options** – Click for additional settings.

**Enable Waiting Room** – Keep unwanted attendees out.
**Allow Join Before Host** – Host must begin meeting.
**Automatically Record Meeting** – on/off
**Alternative Hosts** – Designate others to begin meeting.
**Add to Calendar**
SCHEDULE A ZOOM MEETING

Add Invitees via
- Gmail
- Outlook
- Email
- Yahoo Mail

Add Invitees via – Choose an email application to distribute the meeting invitation.

Info – Verify your meeting details. Start Meeting if applicable. Click Cancel to return to home screen.
PARTICIPATING IN A ZOOM MEETING

- **Mute** the speakers on your device.
- **Switch between front and rear Cameras** on your device.
- **Leave** the meeting. If you are the host, you can **End the Meeting for All participants**.

**Swipe Right** – Enter **Safe Driving Mode**. Video is stopped. **Tap to Speak**. Tap again when finished.

Host + Participant view. Tap screen to Show/Hide meeting control icons.

**Swipe Left** – Change participant layout. Increases size of your own camera image.
Mute your Microphone for privacy.

Unmute your Microphone to communicate with other participants.

For additional privacy, Stop Video.

Start Video for better interaction with other participants.

Choose what to Share from your device.

Share a Photo, Document, URL or Bookmark.

Select a file from online storage that is linked to your device. (ex. OneDrive for Business)

Share your entire device Screen.
ZOOM CALL MENU

View the participants of your Zoom call.

Turn Video ON/OFF for participants if you are the host, or MUTE/UNMUTE individual or all participant audio.

Invite additional participants to your meeting.

Provide feedback with Clap and Thumbs Up icons.

Record meeting to the cloud.

Disconnect speaker and microphone from the call.

Chat with other participants.

Make adjustments to the Meeting Settings.

Chat Window:

Send a Chat message to Everyone.

Direct a Chat message to a specific participant.

Click Close to return to call.
NAVIGATING ZOOM CLOUD MEETINGS APP

MEET AND CHAT TAB

New Chat – Select an individual or multiple contacts and click OK to begin a chat session.

Search – Use entry field to search for Contacts, Messages, or Files.

New Meeting – Create an ad hoc meeting with a new ID or your Personal Meeting ID.

Join – Join a scheduled meeting or enter a meeting ID that has been shared with you.

Schedule – Schedule a new meeting and configure your meeting settings.

Share Screen – Share phone content with a Zoom Room enabled conference room.
MEETINGS TAB

Start a new impromptu meeting using your Personal Meeting ID (PMI).

Send an invitation via the Email and Messaging apps on your device.

Edit the settings for your impromptu meeting.

Click to Start your scheduled meetings.
CONTACTS TAB

Add a new Contact by email address.

Search for a Contact by Name.

My Contacts

a. Starred Contacts – A list of your Favorite Contacts. Click and hold on a Contact to create a Star Contact.

b. External Contacts – Contacts you have added that are not part of your organization.

c. Connect Phone Contacts – Allow Zoom to add Contacts saved on your device.

All Contacts

a. Zoom Rooms – Available Zoom Room enabled conference rooms.

b. Company Contacts – All available Contacts registered to your organization.
SETTINGS TAB

Profile – Change your Personal Link ID or Sign Out of Zoom Cloud Meetings.

Contacts – Find Zoom Contacts on your device. Check pending Contact Requests.

Meeting – Additional general Meeting Settings.

Chat – Settings for Chat Notifications.

About – Check for Upgrades, Report a Problem, or read the Privacy Policy.

For assistance with Zoom contact Academic Innovation:
academicinnovation@utsa.edu or (210) 458-4520