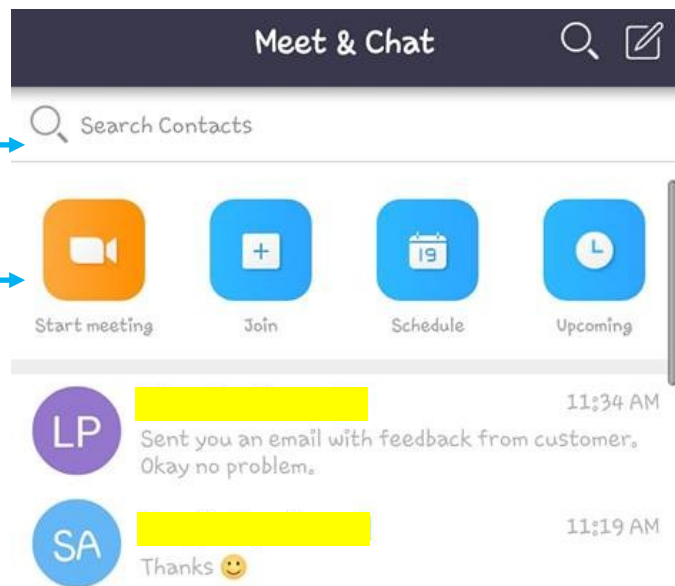


Search for a contact by typing their name in this box



Start a meeting from this button



Click on the Contacts tab at the bottom to see your contacts, click on a contacts name to bring up their profile. From here you can message, video call or audio call this contact

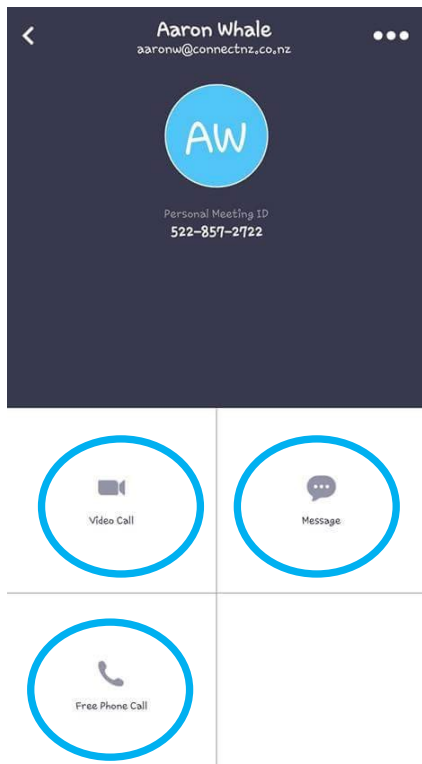


If someone has given you a meeting ID, click the Join button and input the meeting ID that they provide

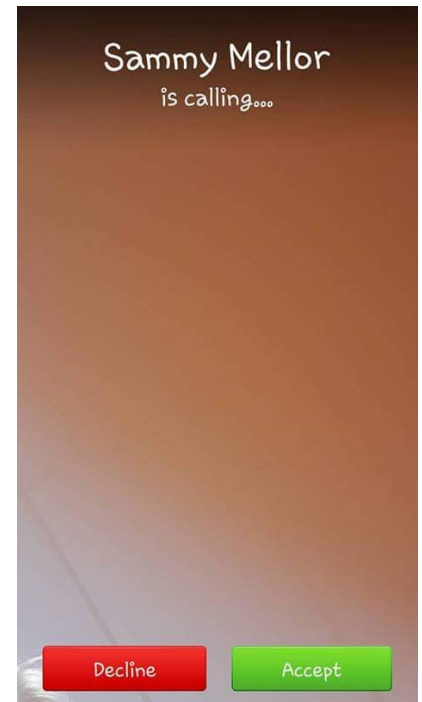
Your home screen will show your active chats. Click on a chat to open and reply.



## Zoom In-Meeting Guide



This is what it looks like when someone is calling you, your camera will activate and you must click accept or decline. It will then switch to the screen below



Once you have clicked on a contact you can message/chat, video call or audio call if you choose to video call the screen to the right will be displayed and your invitee will be notified and Join if they choose to. You will get a notification if they decline your call.



- The top middle number is your Meeting ID if you need to invite anyone
- Check your video and sound is on, my video is currently off as indicated by my profile picture and the red line through the video icon down the bottom of the page.
- If you are having audio/video issues please double check these icons don't have red lines through them.
- If you cannot see the buttons at the bottom of your page please tap the screen and they will appear.