How to install and use Zoom on an Android Smartphone

(all smartphones except apple products)

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Introduction:

UKCEH is providing this guidance for partners and customers joining a UKCEH hosted Zoom call.

Feel free to share this document with anyone who may benefit from it!

Zoom https://zoom.us/ allows you to have an online video meeting with colleagues, business partners, friends and family via the internet.

What you will need

Only the host of the meeting needs a Zoom account. Zoom participants do not need a Zoom account.

You can test your computers compatibility and have a test zoom meeting here https://ukri.zoom.us/test **or here** https://zoom.us/test

You need an Android Smartphone (most products except Apple products) with an internet connection. A short video for both iPhone & Android (3rd video; from 52 seconds) or just Android

Pros & cons of using Zoom via your Smartphone (vs from a laptop or desktop computer:

| Pros	Cons
✓ You can use it on the move (assuming you have unlimited data on your phone contract)	☺ Much smaller screen
✓ You can move around in your home or office and still stay on the call	☺ You can see fewer people at the same time
✓ Much lower data requirements (better audio & video quality, especially if you do not have fibre broadband)	☺ Slightly different functions and options (UKCEH standard participant guidance is for laptop/ desktop use. Your experience/view will be slightly different)
✓ App remembers & saves previous call Ids (so if you have repeat Zoom meetings with same number, you may not have to type it in after the first time)	☺ Potentially less interaction, e.g. screen sharing/ joint collaboration on documents more challenging

UKCEH does not recommend using Zoom for our online training courses, as this is likely to reduce the quality of the learning experience.

However, it may act as an alternative, where bandwidth does not allow a participant to join via a laptop/ desktop

Step by step guidance

1. Turn your smartphone on. Make sure you have an internet connection.
2. Your welcome screen may look something like this. Search for the **Play Store** Symbol.
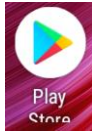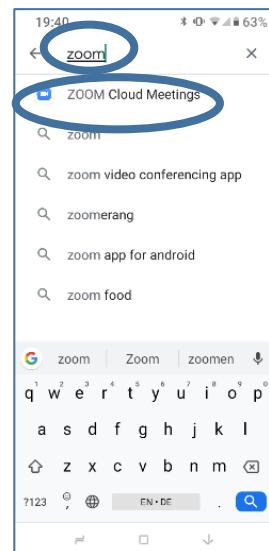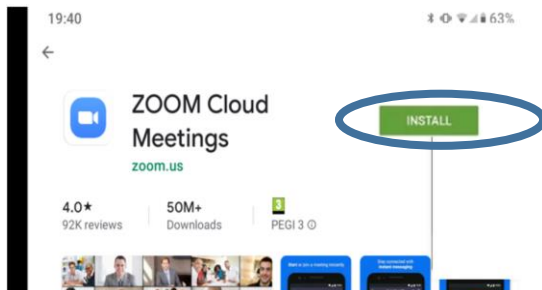

   IF you cannot see it on the first screen, you may have to swipe left to the next screen to find it

3. Click on the **Play Store** icon

4. A new window will open. Type in the word '**Zoom**' into search.

5. A number of suggestions will pop up. Click on the top choice: **Zoom Cloud Meetings**

6. The ZOOM Cloud meetings app page will pop up:

7. Click on the '**Install**' button

8. Wait. While the app is downloading, you may see the words **downloading xx% complete**

9. Once the download is complete, tap on "**Open**"/ (Open Zoom)

10. You should now see this screen (left below). There is no need to sign in or sign up if you just want to join a meeting.

11. Tap onto '**Join a meeting'.** On the next screen (centre left), a keyboard should appear. Type in your **9-digit or 10-digit join code** (without dashes) at the top where it says in grey '**Meeting ID**'

12. Optional: below the words in blue 'Join with a personal link name' you should see your **smartphone's make/ name** displayed. Tap on that (centre right) and enter your name (right):
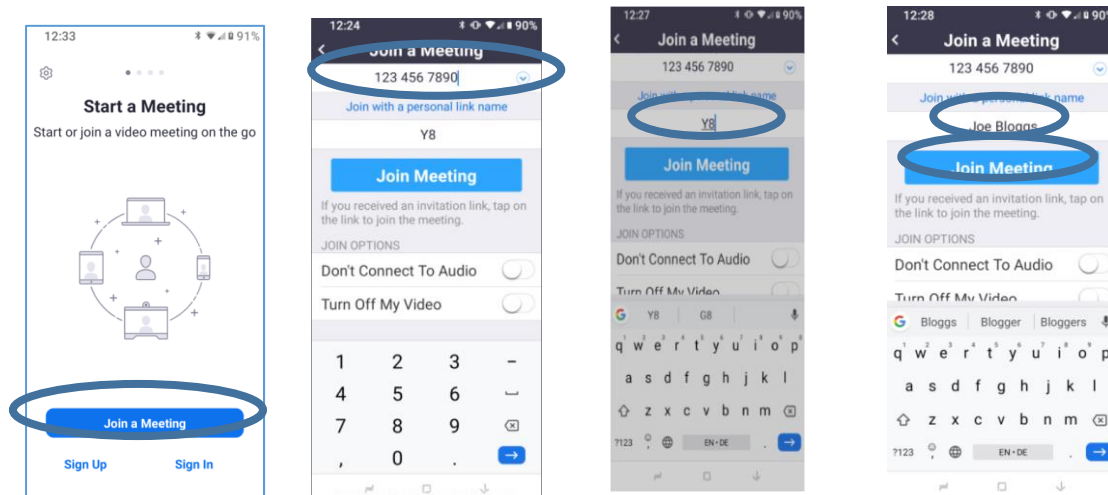

13. Tap on the blue '**Join Meeting**' button.

14. A new window will pop up: Click on '**I agree'.** In the next pop-up window click **'Allow'** (your smartphone may ask slightly different questions or in a slightly different order)

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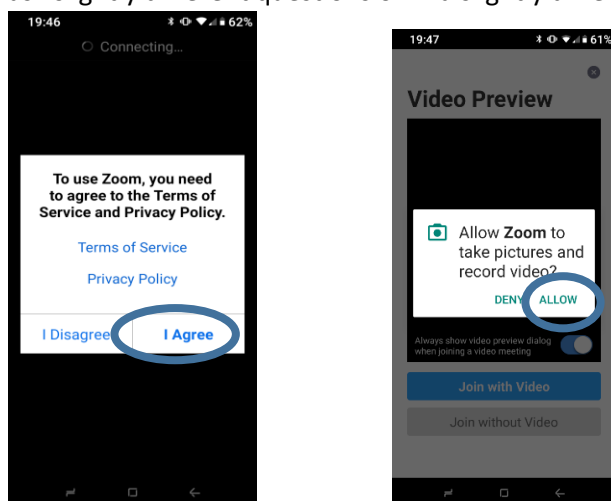
15. You should now see an image of yourself: the **Video preview** (other people cannot see you, yet). Position yourself, so that your face fills the video screen.

16. Then tap on '**Join with Video**'.

17. In the next pop-up window select '**Allow**':
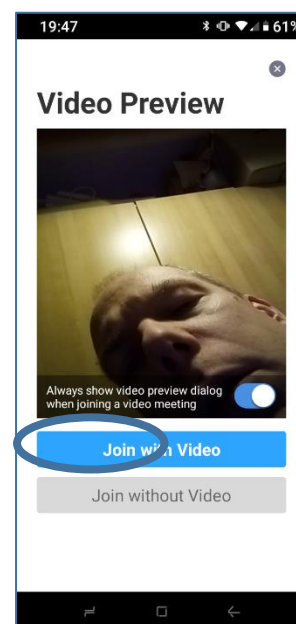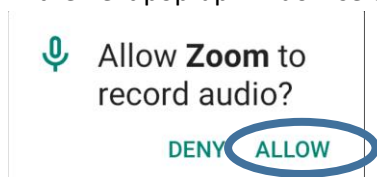
18. You are now live in the Zoom meeting! People can see you, but they cannot hear you, yet!

19. If you tap on any black space on your screen, the 10-digit call ID will come up at the top, together with the 'Leave' button

20. You can now see a picture of the host (large) (and other Zoom meeting participants)
    The video screens of other people can be landscape (desktop, laptop or smartphone users) or portrait (smartphone users)

21. You can see a very small picture of your own video feed in the bottom right corner

22. At the bottom of the screen, you can see the Zoom menu. This will disappear after a few seconds (tap again)

23. The next thing you need to do is press on the '**Join Audio**' word or **headset symbol** in the bottom left corner.
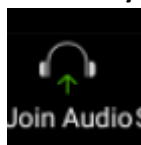
24. Tap on the white box saying '**Call via Device Audio**'. For a short time you may see the text 'Connecting to audio' appear in your video feed. Then people will be able to hear you!
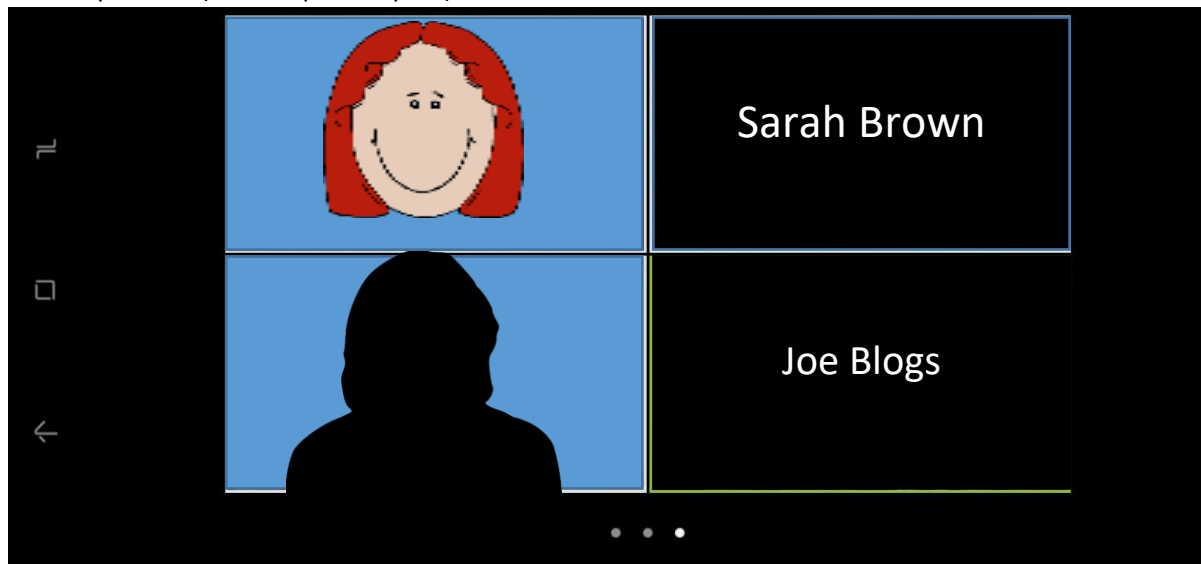
25. After you have joined by audio, **microphone symbol** replaces the 'Join Audio' symbol. Tapping this symbol gives you the option to mute (and then unmute) yourself.
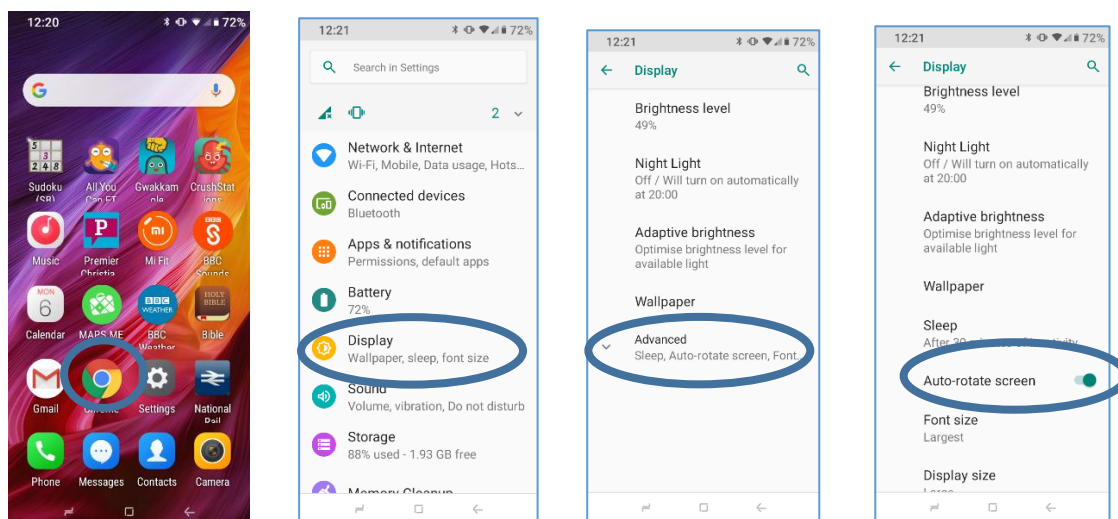
Optional features

26. Turn from portrait view into landscape view
    If auto-rotate screen is already enabled on your smartphone, simply turn your phone into the landscape format position (then skip to step 28)


27. If auto-rotate isn't enabled, do the following: Go to your home screen, tap on **Settings**, then **Display**, then **Advanced**, turn **auto-rotate screen** on and return to Zoom.

28. You can **switch between two views**:
29. Host screen large and all other participants small (right) or all screens are the same size (below): Do this by swiping your screen left or right (but this will have limited effect for portrait format smartphone users)
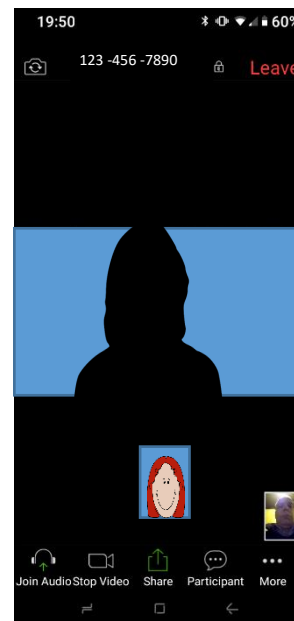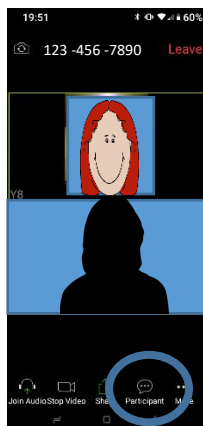
30. Chatting & other interaction: Tap on the screen. Then tap on the word '**Participant**' or the **speech bubble symbol** at the bottom of the Zoom screen (menu)
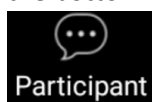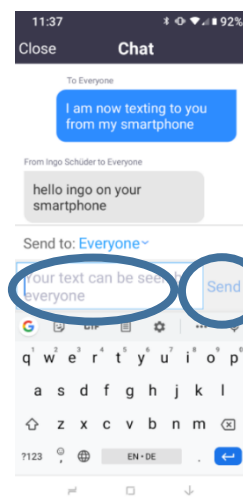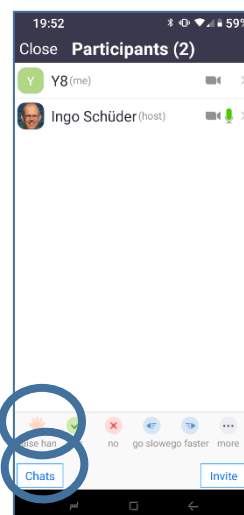
31. A new window will pop up. In this window you can see a list of who else is on the call.

32. You can also use some interaction like **raising your hand or** '**chats**'

33. Tap on Chats to open another window to chat/ text to everyone or a single person: type text and tap '**Send**'

34. To return to the video feed screen tap '**Close**' in the top left hand corner (twice)

35. Tap on the screen. Then tap on the word '**More**'or the **three white dots** at the bottom of the Zoom screen (menu).

36. A new window will pop up. In this window you have a list of options, like '**thumbs up'**, '**clapping**' etc.
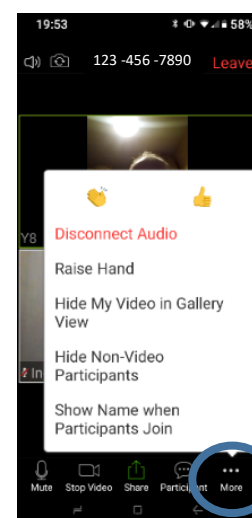
37. Tap on the screen. Then tap on the word '**Stop Video**'or the **camera symbol** at the bottom of the Zoom screen (menu).

38. Your video feed will disappear. You and the other participants will see a black screen with a grey head & shoulders icon instead. (you may chose this for privacy reasons or to save further internet bandwidth)
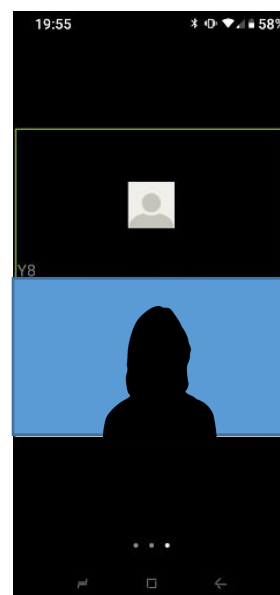
39. You can also share your screen, e.g. an image you have stored on your smartphone. Tap on the screen and then on the word '**Share**'or the **green arrow up symbol** at the bottom of the Zoom screen (menu)
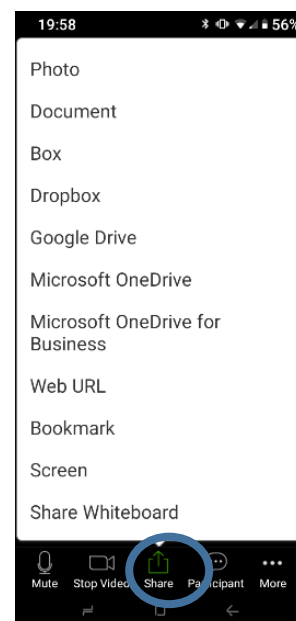
40. Changing your name <u>after</u> the meeting has started

Ideally you have done this in **step 12** above.

The next easiest method is to give the host of the meeting permission to change your name for you remotely (the host has the power to do this).

To change the name yourself, do this:

Tap anywhere on the screen for the Zoom menu to pop up. Tap on **Participants**, on the Participants screen (below left), tap on the little arrow behind your device name (Y8 in this example). Tap on '**Rename**', tap into the field with the device name. Delete the existing name and enter your name. Tap '**ok**'. You can now see your name in the participant display. Tap '**Close**' to return to the Zoom video feeds.
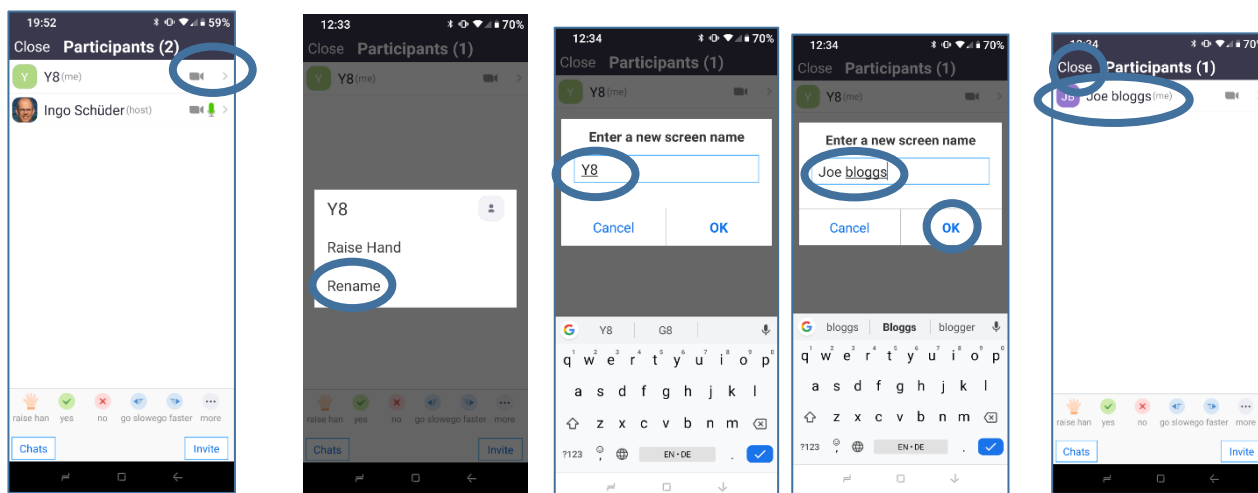
41. The meeting can end in two ways:

   a. The host can end the meeting for all. You will then see this screen:

   b. Tap on the screen and then on the red word '**Leave**'at the top of the Zoom screen (see e.g. step 23).
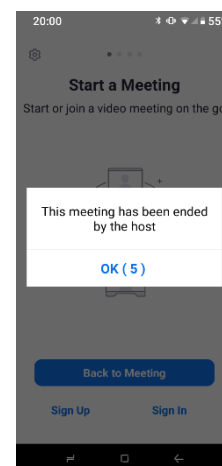
Have a great Zoom meeting via your smartphone!

Ingo Schüder

Disclaimer:

UKCEH is putting this information in the public domain for the benefit of partners, customers and the UKRI family of organisations.

UKCEH does not have any affiliation with Zoom. UKCEH is merely using the Zoom service as a customer.

Dr Ingo Schüder of UKCEH, has collated this guidance to the best of his knowledge and abilities. All customers and partners use Zoom and this guidance at their own risk.