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Kerno.biz LLC Newsletter   **May 2020**

(**Note:** This newsletter is a follow up to last months. The information here is for anyone who is "hosting" *Zoom* meetings from their cell phone or tablet. If you are looking for general information on using *Zoom*, or hosting from a *Windows* or *Mac* computer, please see my April newsletter.)

Hosting Zoom Meetings on Cell Phones & Tablets
[This newsletter is long so I made some "Quick Links" if you want to jump back to a topic later: Schedule | Start and Host Meeting | Send Invitations | More Info **]**

In my last newsletter, I covered *Zoom* Meetings, but mostly from *Windows* and *Mac* computers. I apologize if anyone was confused by the cell phone & tablet instructions on how to schedule and invite from those devices. So in this follow up newsletter I would like to go in depth on how to schedule, invite and host a *Zoom* meeting on cell phones &

see my April newsletter. If you will be "hosting" *Zoom* meetings on a cell phone or tablet, then please read on.

Schedule a Zoom Meeting on iPhone/iPad (iOS)

Here is how to schedule a future meeting on an *iPhone* or *iPad*:

(**Note to *Android* users:** Your screens will look slightly different, but the steps are very similar. See More Info below for additional links.)

⚙

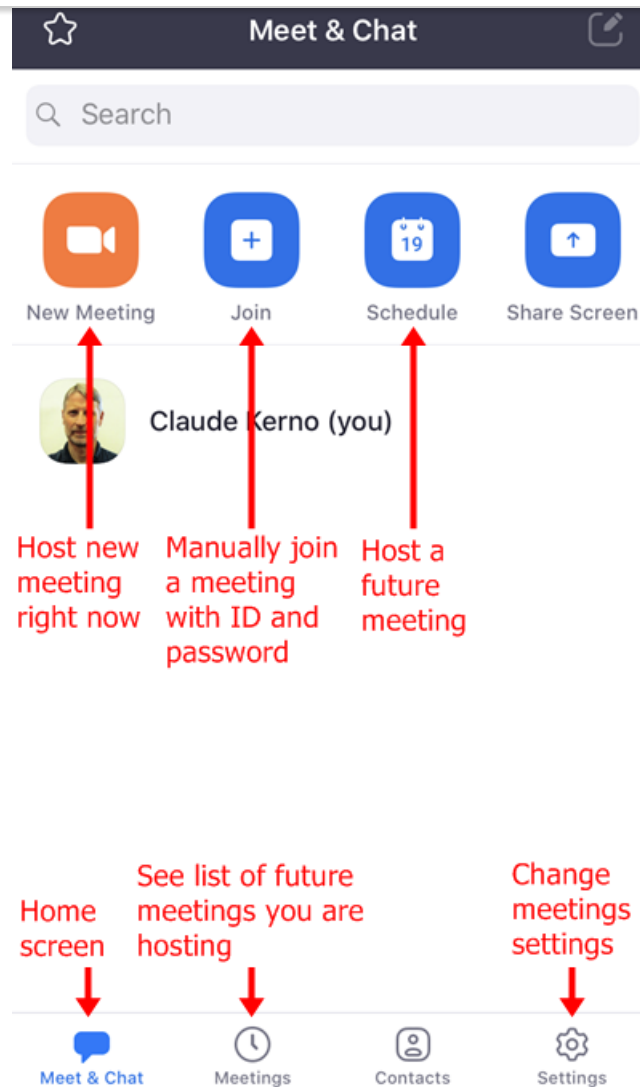## Start a Meeting
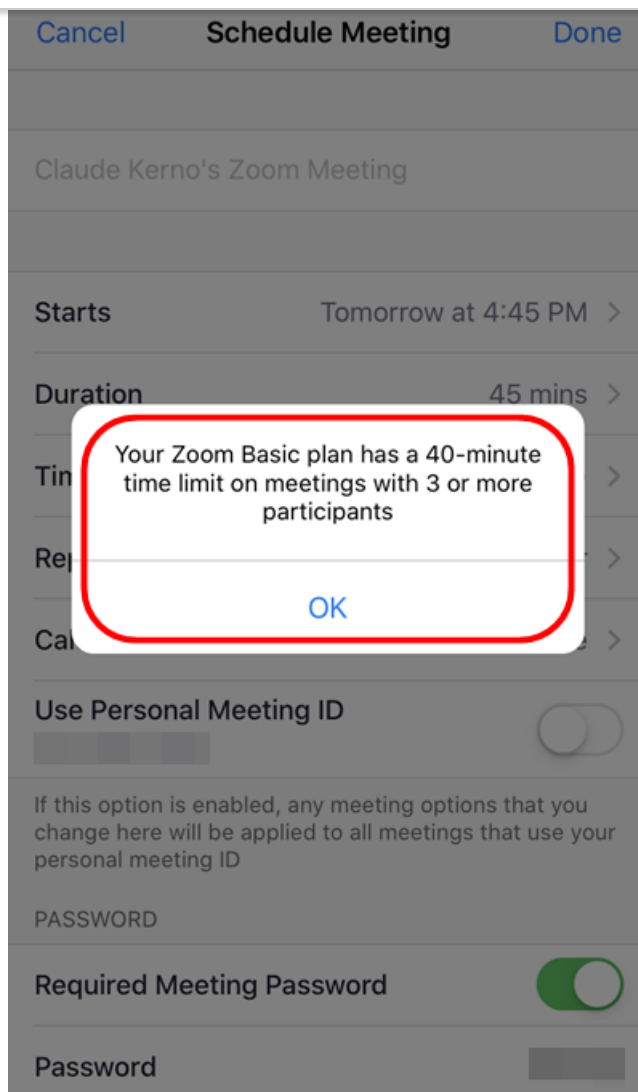
Start or join a video meeting on the go

Join a Meeting

Sign Up   Sign In

1. **"Sign in"** to the *Zoom* app on your device.

2. Touch the **"Schedule"** button.

3. **Starts:** Select the date and time of your meeting. (**Tip:** Lightly touch and move your finger up and down until you have the correct day, hour and minute, and don't forget AM/PM, then touch "Done" just above AM/PM, not the "Done" top right of screen.)

4. **Duration:** Choose the approximate length of your meeting. This is for scheduling purposes only. The meeting will not end after this length of time has passed. (**Tip:** *Zoom* Basic "free" plans have a 40 minute limit if your meeting will have 3 or more people in it. More info at Zoom Plans.)

Cancel   **Schedule Meeting**   Done

Claude Kerno's Zoom Meeting

Starts   Tomorrow at 4:45 PM   >

Duration   45 mins   >

Tin

> Your Zoom Basic plan has a 40-minute
> time limit on meetings with 3 or more
> participants

Re

OK

Ca

Use Personal Meeting ID

If this option is enabled, any meeting options that you
change here will be applied to all meetings that use your
personal meeting ID

PASSWORD

Required Meeting Password

Password

5. **Timezone:** By default, *Zoom* will use your device's time zone setting. Tap on this field if you need to change it.

6. **Repeat:** Choose if you would like a recurring meeting (meeting ID will remain the same for each session).

7. **Calendar:** If you use the Calendar app on your *iOS* device, touch to add to your "iCalendar". (**Tip:** If you select this option, when you touch "Done" last step below, a new calendar event will be created, touch "Add" top right to add it to your calendar.) (**Note:** If you are not able to add the meeting to your *iOS* calendar, navigate to Settings > Privacy > Calendars on *iOS* and enable *Zoom*.)

8. **Use Personal Meeting ID:** Choose this if you want to use your Personal Meeting ID. If you do not choose this option, a random, unique meeting ID will be generated. (**Tip:** Generally, it is not a good idea to use your own *Zoom* Personal ID. If that number gets out into the wild, then strangers could use it to join your meeting. Best to leave this off and use a random meeting ID.)

9. **Require Meeting Password:** For security it is a good idea to use a meeting password to protect from uninvited guests. Leave that "On" (**Tip:** Green means on).

10. **Host Video On:** Toggle on if you want the host video on by default when joining the meeting. (**Tip**: If you start the meeting with your video off you can turn it on later.)

11. **Participants Video On:** Toggle on if you want the participants video on by default when joining the meeting. (**Tip**: Participants can still control if their video will be on/off and can always turn on/off their video after the meeting starts.)

12. **Audio Option:** Choose whether to allow users to call in via Device audio, Telephone, or Both. To keep things simple, leave it as both "Telephone and Device Audio". (**Tip:** What this actually means is: are participants going to call in to the meeting using a "telephone" or are they going to be using their cell phone, tablet or computer's "Device Audio".)

13. **Enable Waiting Room:** Turn this On. (**Tip:** This is another security feature. As meeting host, you will be required to **"Admit"** participants from the waiting room (see below). This prevents uninvited strangers from crashing your meeting.)

14. Touch **"Done"** top right to finish scheduling. You are prompted to add the meeting to your *iOS* calendar, where you can invite participants.

15. **Invitees:** Touch "Invitees" to add contacts you would like to send an email invitation. (**Tip:** If you want to send a "Text" invitation instead, you don't do that here. First finish scheduling the meeting here and then send a "Text" invite later, see Send Invitation Later from a Scheduled Meeting instructions below.)

Cancel   **New Event**   Add

Claude Kerno's Zoom Meeting

https://us04web.zoom.us/j/ ████████ ... ⊗

All-day	⬤
Starts	May 12, 2020 1:00 PM
Ends	1:30 PM
Repeat	Never >
Travel Time	None >
Calendar	● iCloud >
Invitees	None >
Alert	15 minutes before >
Second Alert	None >

16. Touch the **"+"** sign top right to add people from your device's Contacts list. (**Tip:** Don't worry about trying to add your contacts to your Zoom account or the Zoom app. There is nothing you need to do about contacts. Keep it simple and just use the Contact list already on your device.)

17. Touch **"Done"** when finished adding people. (**Tip:** If a contact is grayed out in your Contact list, it is because that contact record does not have an email address.)

Touch + sign
to add contacts

18. Touch **"New Event"** top left.

19. **Optional Alerts:** Make changes to "Alert" and "Second Alert" if you want. (**Tip:** This is only calendar alerts for you, not your participants. They will get their own alert when they add your invite to their calendar.)

20. **Optional Calendars:** If you use a calendar other than *iCloud* (for example *Google* Calendar), it will either already show here or tap to change, then touch "New Event" top left.
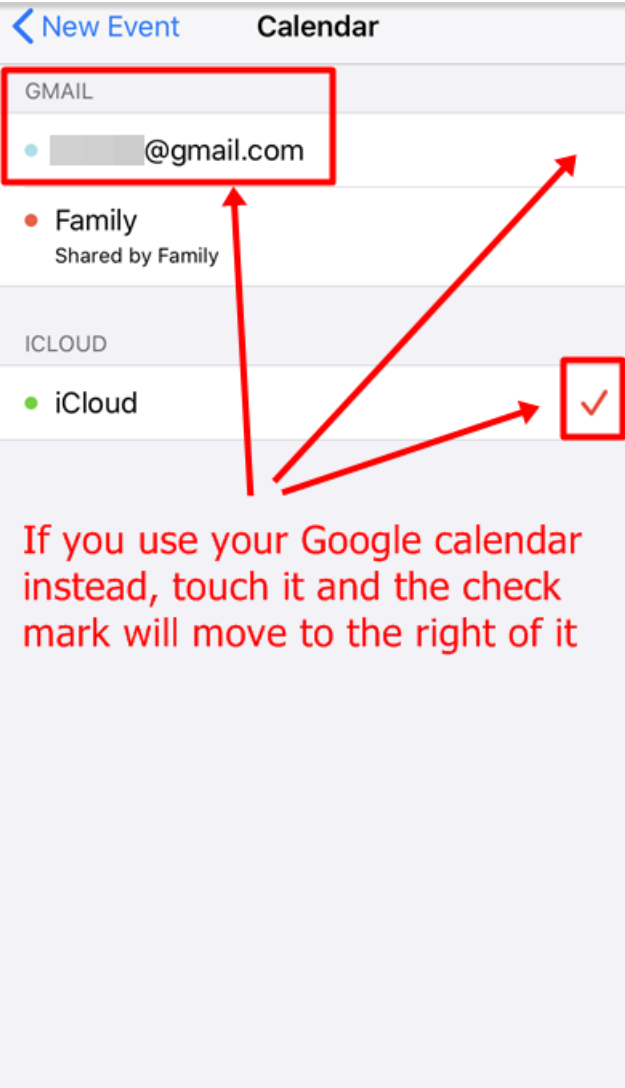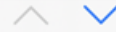
21. Touch **"Add"** to finish adding this event to your calendar.

22. Your Invitees will receive an email invitation. (**Tip:** Email messages will look different on different devices and email addresses. Here is an example.)

Start and Host a Meeting
Once you have a meeting scheduled, it will show on your Home "Meet & Chat" screen.

Home "Meet & Chat" screen

1. **Start:** When it is time for your meeting, touch the **"Start"** button to start the meeting. (**Tip:** It is good practice to start your meeting 10-15 before start time to allow your participants to enter early and chat with each other before the meeting starts.)

2. **Admit participants:** As your participants try to join the meeting, as host, you will need to touch **"Admit"** to allow them to join. A notification will pop up, touch **"Admit"**. If the message goes away before you can touch Admit, touch **"Participants"** at any time to see who is waiting to join and touch **"Admit"** to the right of their name. (**Tip:** Do not touch "Admit" if you don't recognize the person. It could be a stranger trying to crash your meeting.)
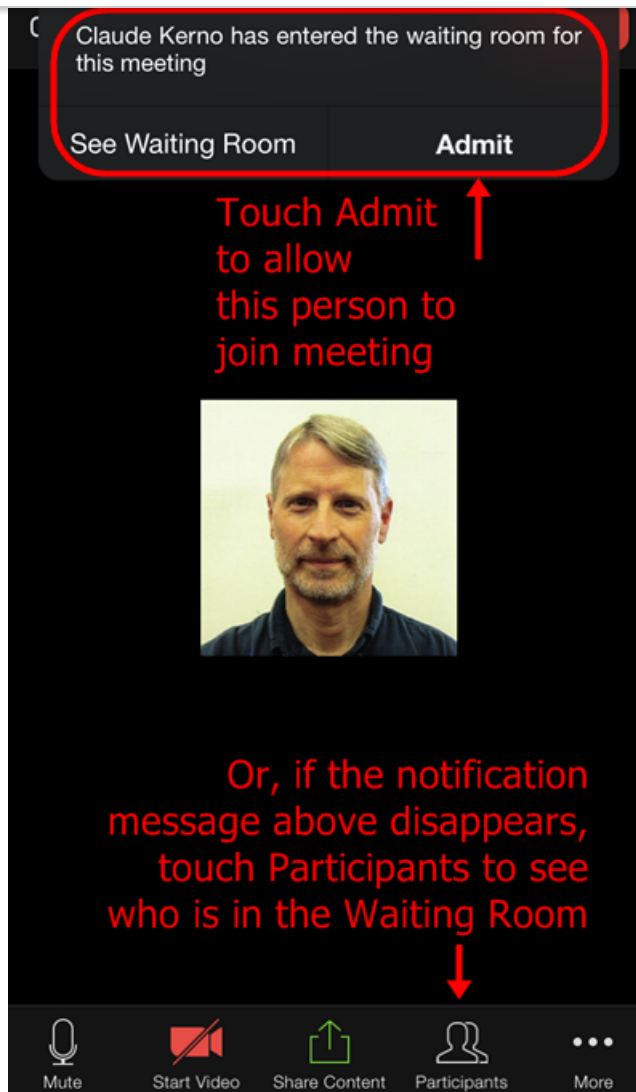
Admit from pop up notification

Admit from Participants list

3. **Mute yourself:** Touch the Mute/Unmute button to turn off/on your microphone.

4. **Stop Video:** Touch Stop/Start Video button to turn off/on your video camera.
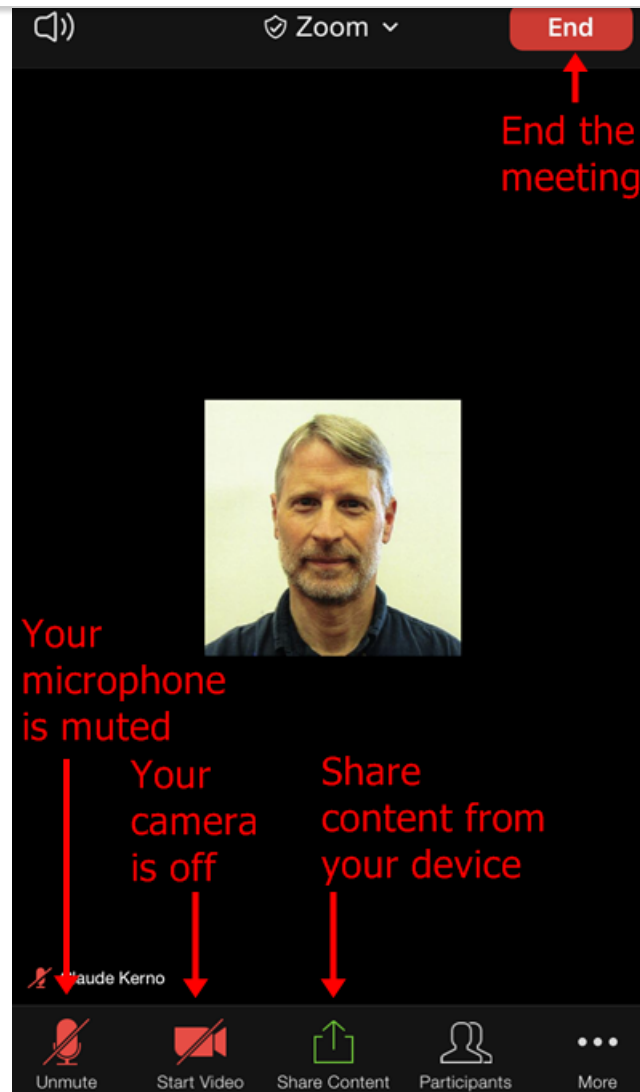
5. **Participants:** This is where you can see who is in the meeting or waiting to join the meeting. You can also **"Mute All"** here. Sometimes you might want to mute everyone at once if you will be doing all the talking and you want to stop distracting noises. Touch **"Participants"** and touch **"Mute All"**. (**Tip:** As host you can mute and turn off the camera for individual participants if you touch their tiny microphone or video camera icons next to their name.)

Close   **Participants (2)**

Claude Kerno (Host,me)

CK   Claude Kerno

Microphones
and cameras
are off. As host,
you can touch
to change for
each person if
you need to

Sometimes you
might need
to mute everyone
so as host you are
the only speaker

Invite   Report   Mute All   Unmute All

6. **Share Content:** If you would like to share content from your device (screen, photos, *iCloud* drive items, website address, bookmark) touch **"Share Content"** button.
(**Tip:** Give permission if asked and touch the content or type the address. When done, touch the **"Stop Share"** button top or bottom of screen.)

Screen

Photos

iCloud Drive

Website URL

Bookmark

Cancel
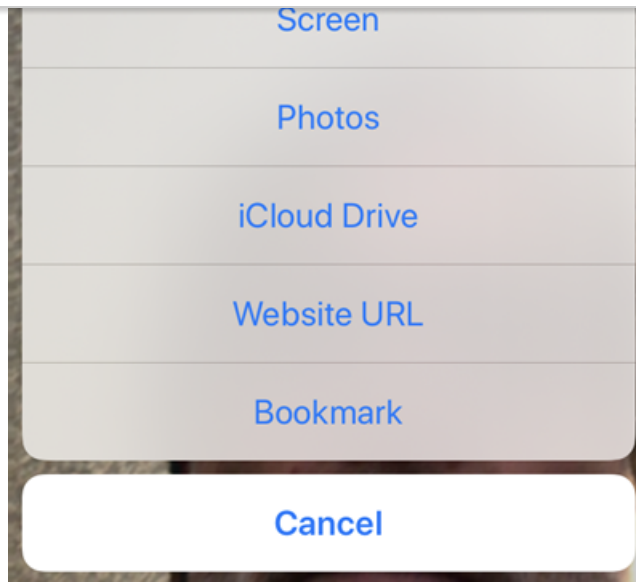
7. **End/Leave:** Touch **"End"** to end the meeting. You will be asked to **"End Meeting for All"** or just **"Leave Meeting"** yourself. (**Tip:** If you just want to Leave the meeting you must assign someone else to be the host. Use **"Participants"** to touch and hold on someone's name and then touch **"Make Host"**. Then you can leave the meeting without ending it for the others.)

8. You can also **"Ask to Start Video"** if someone has their camera off and you would like to see them. They might not want to, or be able to, but you can ask.
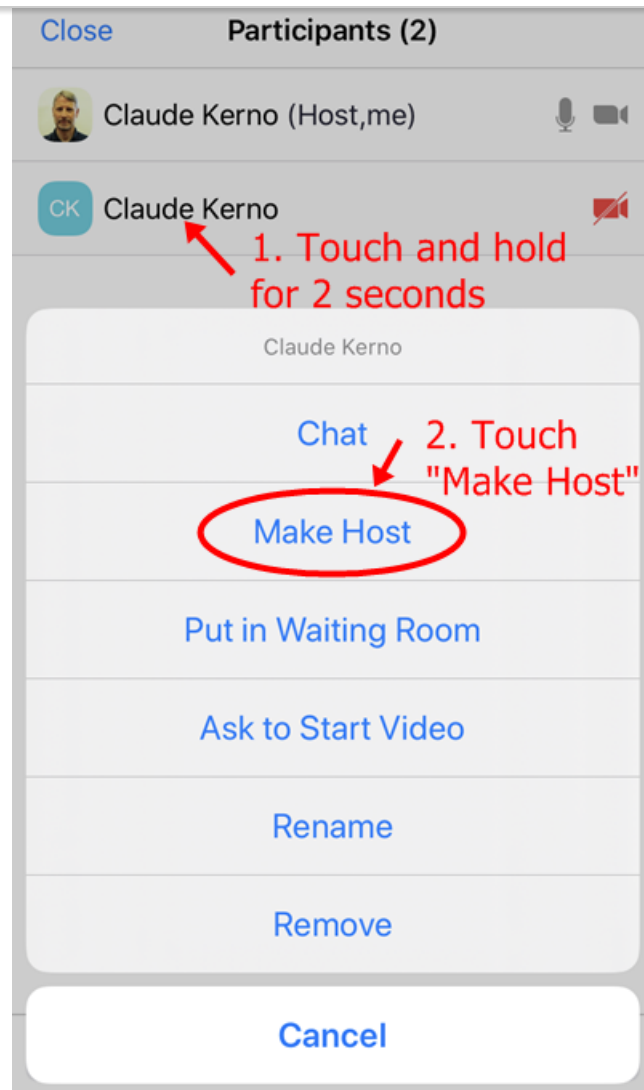
Send Invitation Later from a Scheduled Meeting

Once you have scheduled a *Zoom* meeting, it will show on your Home screen. If you would like to invite people after the fact, you can invite them from the **"Meetings"** button at the bottom.

1. Touch **"Meetings"** button. (**Tip:** Do not touch "Send Invitation" under your Personal ID. This will send your fixed ID number. You might consider using that for very close family or friends, but as a general practice it is always best to use a random meeting ID number. Better to schedule a meeting then send the invitation from that meeting.)

2. Touch your **"Scheduled"** meeting.

3. Touch **"Add invitees"**.
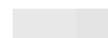
4. **Send Email:** If you touch **"Send Email"** a new email message will open. Send it as you normally do.
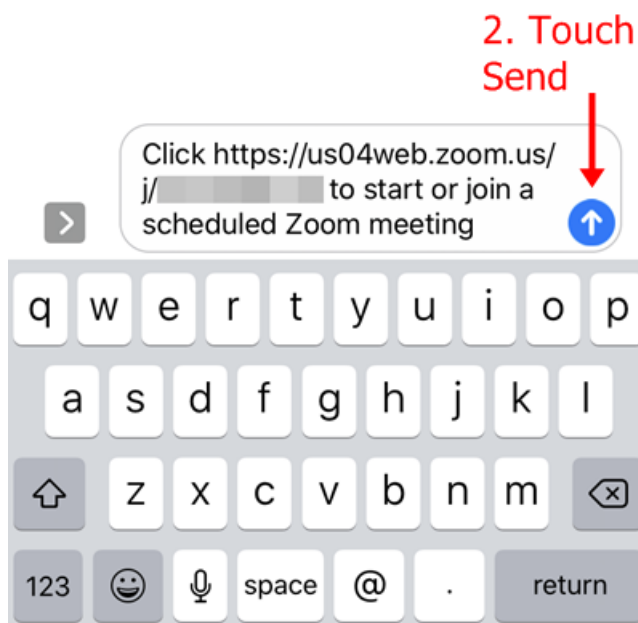
5. **Send Message (Text):** If you touch **"Send Message"** a new text message will open. Touch in the **"To"** box and type the names of the people you want to send the text to. (**Tip:** If you type more than one person you will be creating a "group" text message. Group text messages can be tricky, so if you don't want to do that it might be better to send the invitation as an email.)
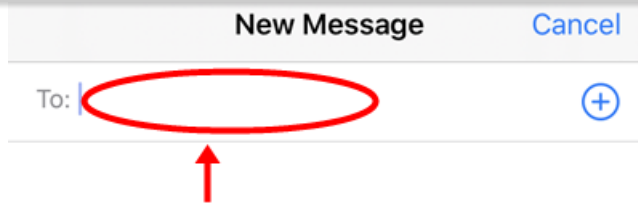
Send Text Message Invite

Happy Zooming! Let me know if you get stuck with any of this. And remember, see my
April newsletter for more step-by-step information on Zooming!

More Info
Zoom support for iPhones and iPads

Zoom support for Android cell phones and tablets

Zoom Video Tutorials

Zoom Live Training Webinars

Zoom Mobile Help Center

Zoom Scheduling meetings

Using Siri with Zoom

Zoom passing host controls and leaving the meeting

Zoom Getting Started (Desktop, Mobile, Training, FAQs)

Zoom Join meeting test (Test your device)

[Yahoo-If you're using an iPhone here's probably why you shouldn't use Zoom](#)