

Accessing and Using Zoom on an iPad Student Guide

What do I need to access Zoom on my iPad?

- A strong internet connection
- An iPad with the free Zoom application installed from the App Store
- The Safari or Google Chrome web browser application (either will work)
- Headphones/earbuds with a built-in microphone
- NetBadge information
- Duo Authentication tools ready for authentication in Collab

How do I access Zoom from Collab on the iPad?

To access Zoom from Collab, open Safari/Google Chrome and navigate to the Collab site for your course.

Once on the site, select "Online Meetings" from the left-hand menu of options. Selecting "Online Meetings" will show the upcoming sessions the professor has scheduled. Each session will display the Start Time, Topic, Meeting ID, and the Join button.

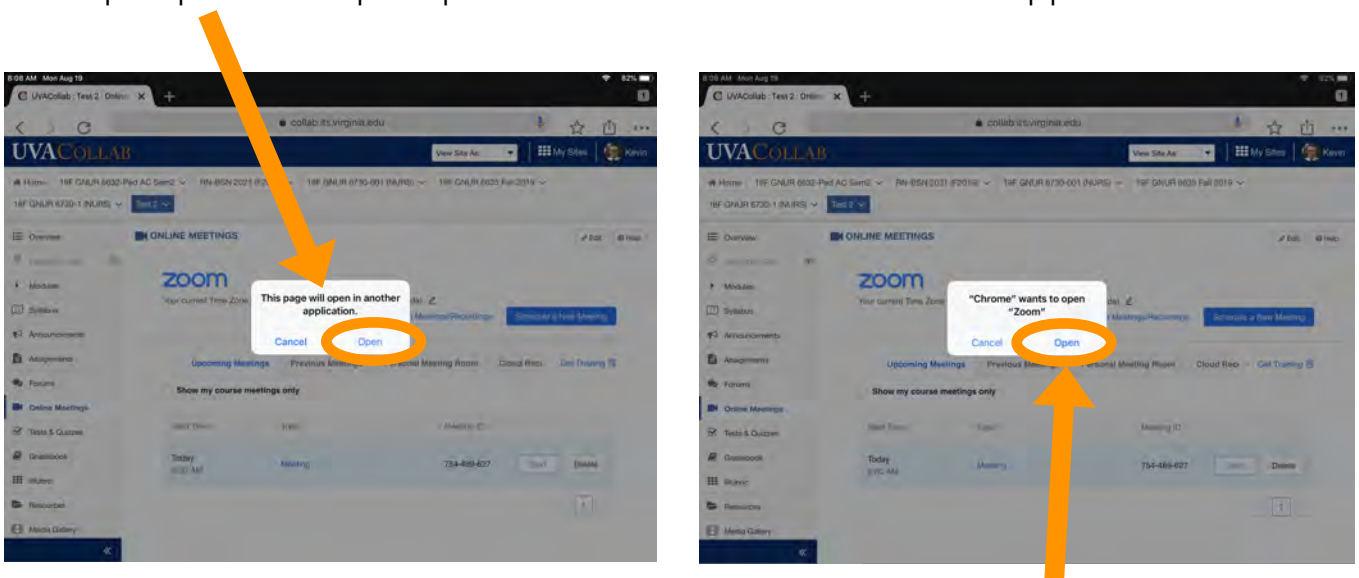
The screenshot shows the UVA Collab interface. The 'ONLINE MEETINGS' section is active. The left-hand menu has 'Online Meetings' circled in orange. The main content area displays a table of upcoming meetings with the following data:

Start Time	Topic	Meeting ID	Join
Today (Recurring) 4:00 PM	Class August 20	498-164-079	Join
Mon, Aug 12 (recurring) 4:00 PM	Class August 20	498-164-079	Join
Mon, Aug 19 (Recurring) 4:00 PM	Class August 20	498-164-079	Join
Mon, Aug 26 (Recurring) 4:00 PM	Class August 20	498-164-079	Join
Mon, Sep 2 (Recurring) 4:00 PM	Class August 20	498-164-079	Join
Mon, Sep 9 (Recurring) 4:00 PM	Class August 20	498-164-079	Join

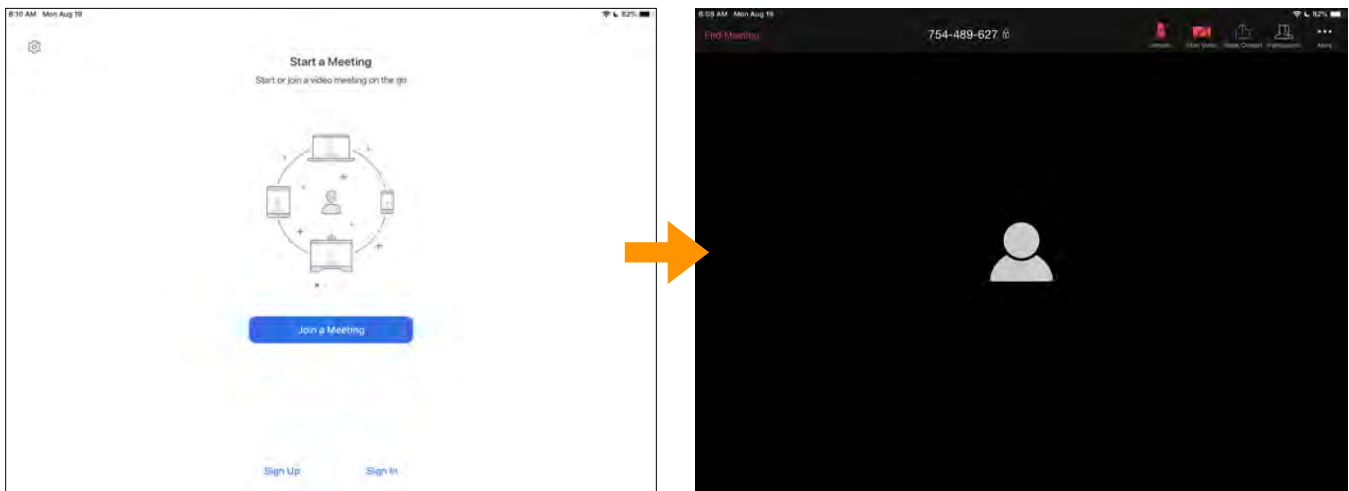
It is a good practice to join the meeting at least 10 minutes prior to the actual start time on the scheduled day in order to verify all audio and video components are working properly. In the instance something is not working properly, this also gives you time to contact your professor concerning your situation.

What happens after I tap "Join" for my class session?

The Zoom application will attempt to open when you tap "Join." You will need to tap "Open" when prompted from within the Safari/Chrome app.



The Zoom app will launch automatically once you tap on "Open."

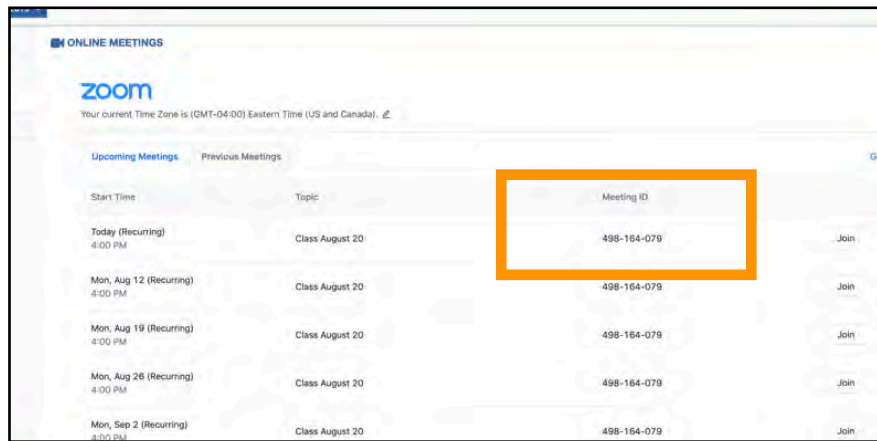


Zoom should automatically sign into the meeting. **If prompted to sign in, follow the "How do I sign in" found on page 7 of this document.**

Depending on the session settings established by the professor, your session may or may not indicate “waiting on host to begin meeting.” If so, simply stay connected until your professor begins to host the meeting. If not, take a few moments to test your audio and video connections.

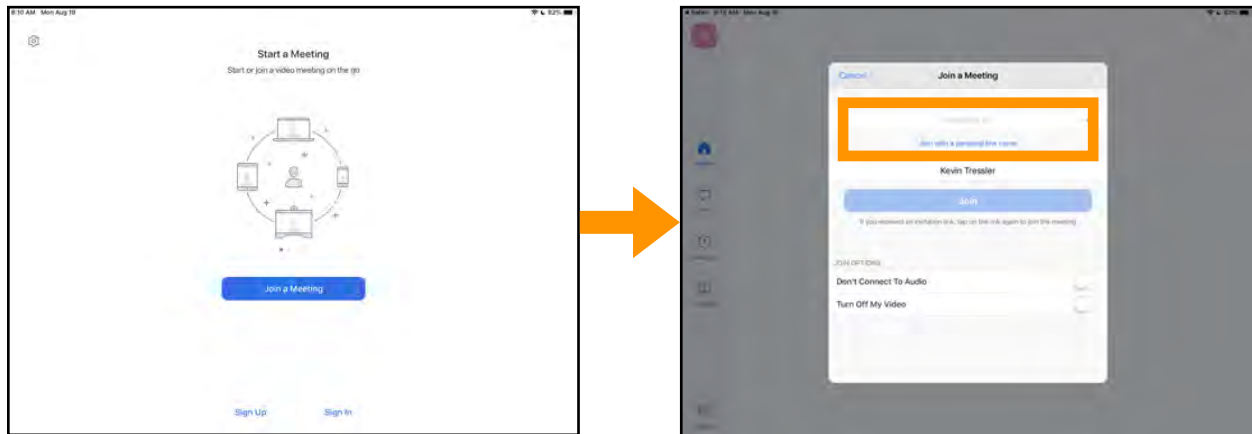
What if I am unable to access Collab? Can I still join the session?

Yes! The Meeting ID number will allow you to join the Zoom meeting by simply opening the Zoom application on your iPad and entering the 9 digit ID.



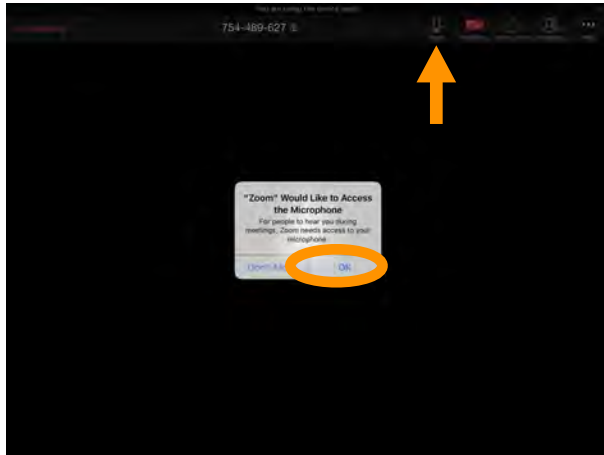
This Meeting ID will also allow you to join via phone if needed. Joining by phone is usually only necessary when a strong internet connection is not available. Please talk with your professor concerning preferred methods of connecting to the session.

Open the Zoom app on your iPad and tap “Join a Meeting” and type the nine digit meeting ID number into the Meeting ID box then tap “Join.”



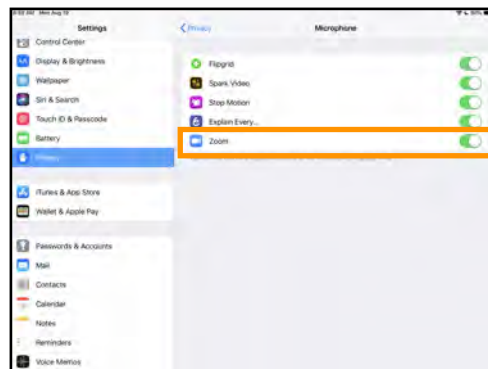
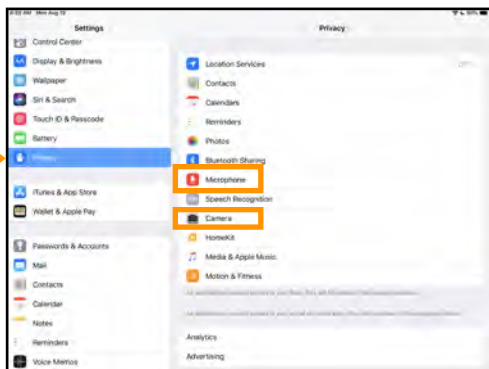
How do I prepare my microphone and camera?

The first time the Zoom app opens on your iPad you will be prompted to “Allow Access” to the microphone and camera. Be sure to select “Allow” when prompted.



If you are not prompted automatically, the prompt will show up when you tap on either the microphone or camera icons to connect the first time to the meeting via Zoom. The default camera and microphone for the Zoom app are the built in microphone and FaceTime camera. If you have headphones connected, sound is directed through the headphones without the need to make any changes.

In case you later need to manage access to the camera or microphone, open the Settings app on your iPad, navigate to Privacy, selected Camera or Microphone, and toggle the switch on/off as desired.



A few tips for your microphone and camera use:

- Keep your microphone muted until you are ready to respond to a question or respond to a discussion point. This will prevent any unwanted or unexpected audio being sent to the other participants.
- Attempt to have enough lighting in your space that you are easily viewable for other participants.

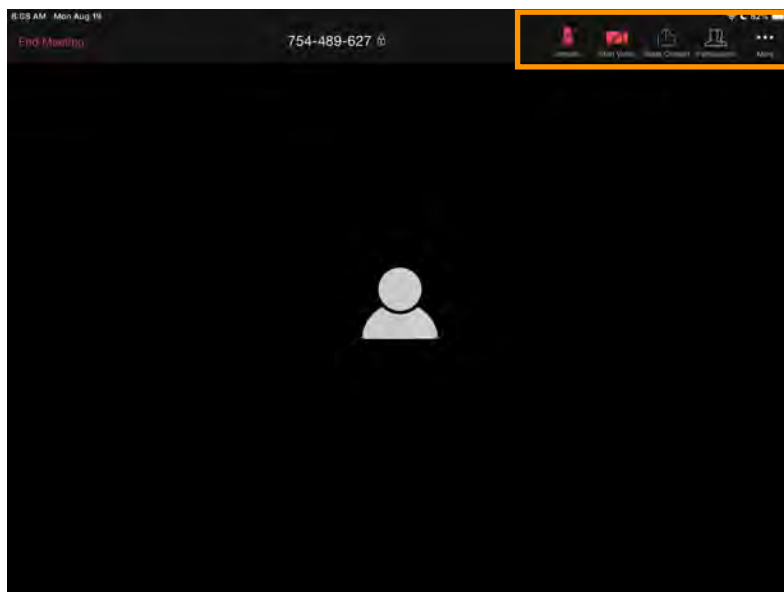
Notice how distracting and bothersome this glaring lamp is to have in the background! Do your best to prevent any bright lights appearing behind you in your video.



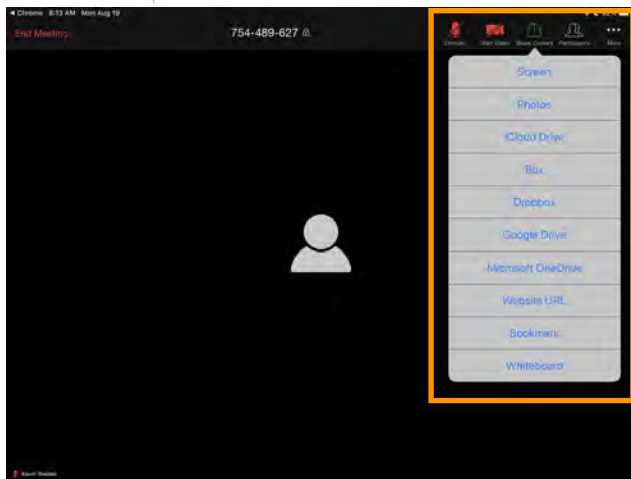
Once your audio and video are ready to go, you are prepared for the meeting!

The session has begun. What tools are available in the Zoom application for me to use during class?

The Zoom tools for use during a meeting session are along the top right area on the screen. Included here are microphone and video controls, Share Content, Participants, and More.



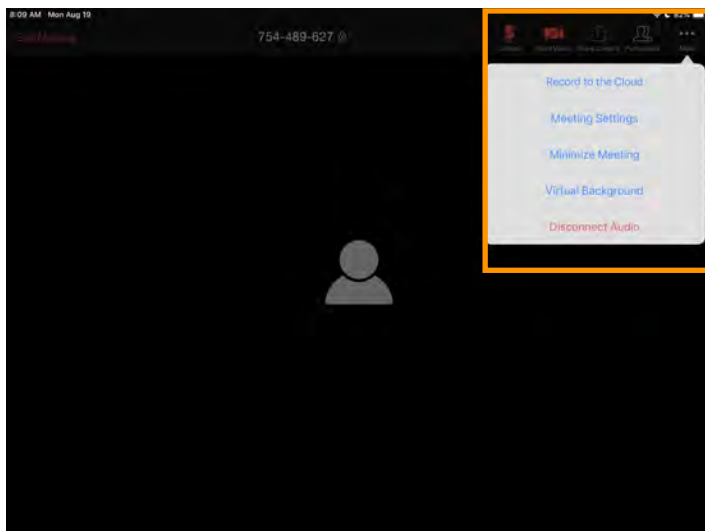
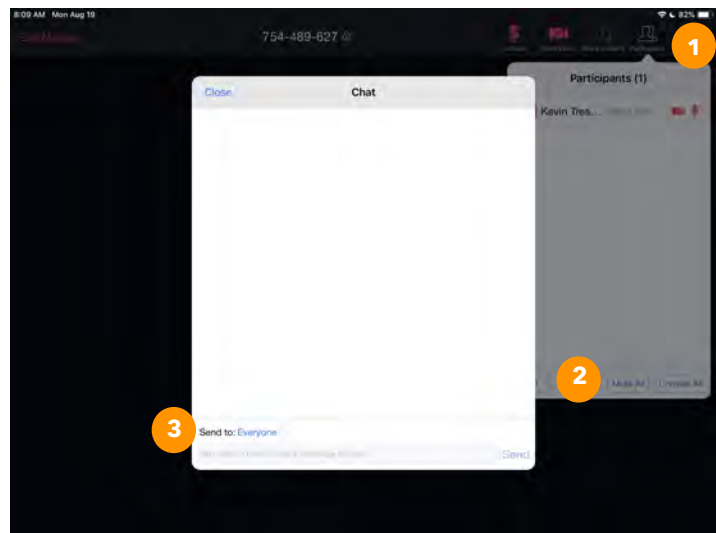
Microphone and Video can be switched on or off by simply tapping on the icon. When the icon is red with a line through it (as shown) the respective tool is turned off. These icons will be white when engaged.



Tapping on the “Share” tool allows you to share your screen with the other participants and include options such as Screen (sharing your entire iPad screen), Photos, Box, etc.

The “Participants” option allows you to engage in Chats between the professor, yourself, and other students during the meeting session. Depending on the settings for the meeting, private messages may not be able to be sent.

First, tap on “Participants” followed by “Chat.” This will open a Chat dialogue box. Notice the “Send to” line has Everyone is the default option for Zoom chat windows. Tap on “Everyone” to change the recipient based on the list of participants in the session. When ready, type and send!

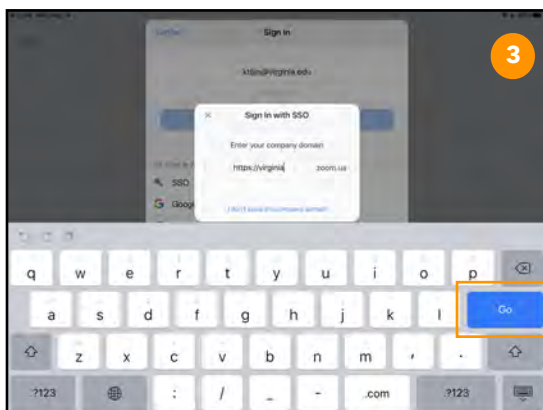
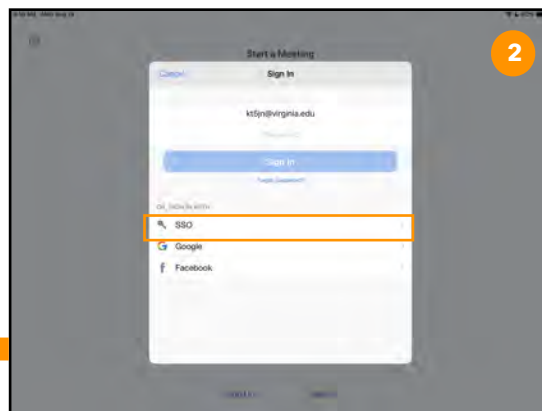


Tapping “More” reveals further options within the Zoom app, some of which are only accessible to the meeting Host. A virtual background allows for a “green screen effect” that will eliminate the participant’s actual background and replace it with the chosen design.

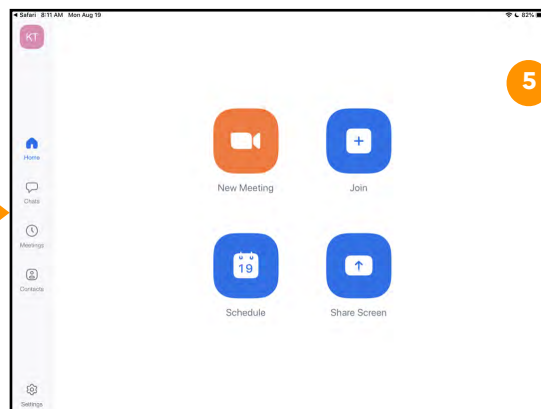
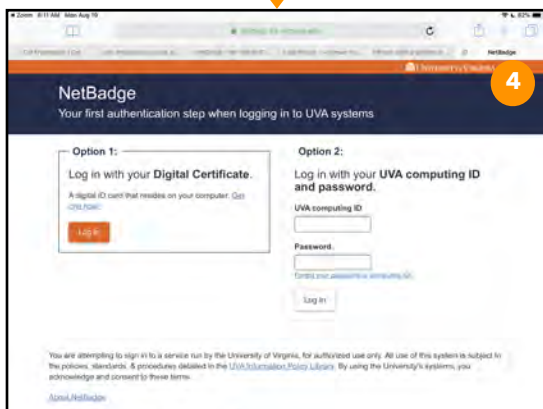
How do I sign in to my UVA Zoom Pro account on my iPad?



First, tap on the "Sign In" option at the bottom of the app screen. Next, select "SSO" under the Sign in with option.



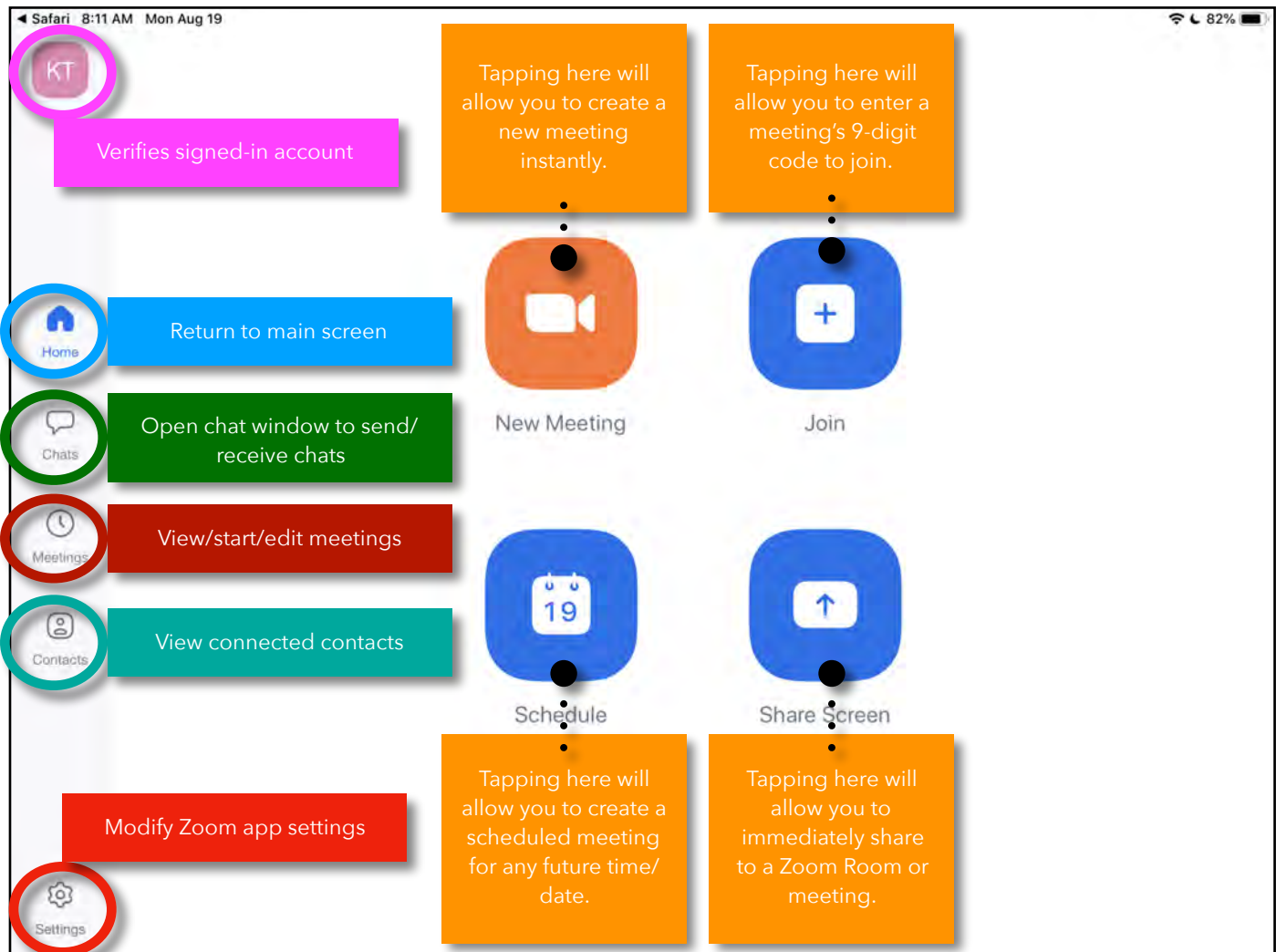
When prompted to enter your company domain, use <https://virginia> and tap "Go" on the keyboard. You will be redirected to verify your identity via NetBadge in a browser window. Upon completion you will be prompted to Open Zoom again.



Can I use Zoom to create and schedule meetings?

Yes! As an active member of the University of Virginia's community, you have a Zoom Pro account that can be used to join, create, and schedule meetings. You will need to be signed in before creating a meeting in the app.

What options are available once I am signed in to my account?



What if I still have questions?

If you have further questions or need any other support, please contact Kevin Tressler at kt5n@virginia.edu or Chris Brice at clb6zs@virginia.edu.