

The Probus Club of North York

FAQ by Zoom Mobile Users

May 25, 2020

Depending on your device (computer, phone or tablet) and the OS (Windows, iOS or Android), the Zoom app presents slightly differently on your screen, but the basic functionality remains the same.

This document is intended to address some frequently asked questions by mobile users. Screenshots in this document are from a Samsung (Android) phone.

We assumed that you have already downloaded Zoom app from Google Play or Apple App Store.

Using Zoom Video and Audio

To talk and show yourself at Zoom meetings, you will need to let Zoom to access your device's microphone and camera. Depending on the device, the prompt may be slightly different.

- Call via Device Audio (or Internet Audio)? – Click (to say yes)
- Allow Zoom to record audio? – Click Allow
- Allow Zoom to take picture and record video? – Click Allow

Tab your screen to see the Zoom controls at the bottom, and toggle the audio or video icon, as appropriate (i.e., mute/unmute or show/not show video picture).

Zoom Screen Views

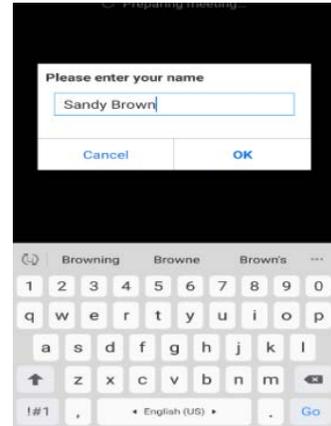
When you are using the mobile app, your screen viewing size is limited. Swipe your screen to right or left to see other meeting attendants.

How Do I Assign My Name/Rename for a Zoom Meeting?

This varies depending on your situation.

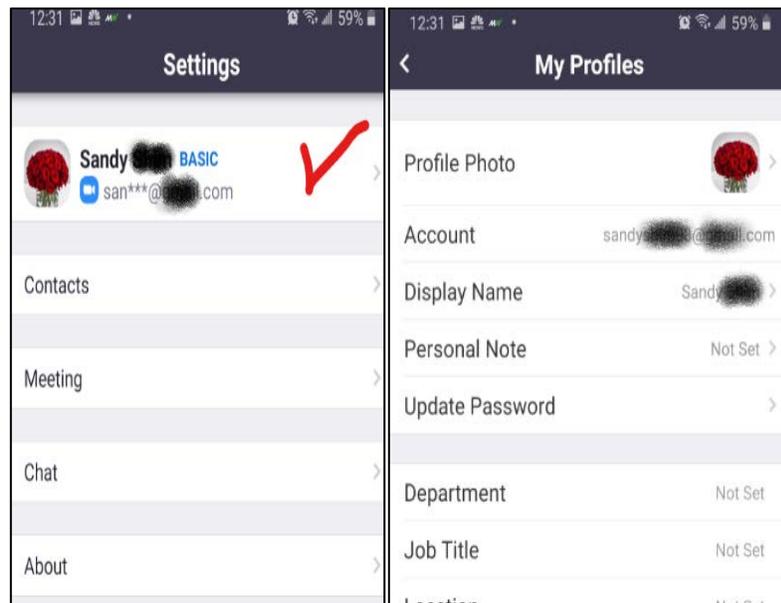
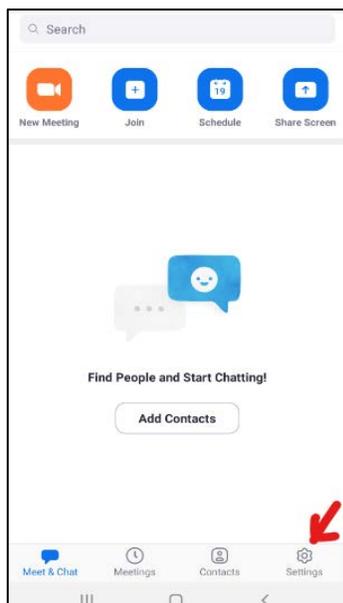
(1) Enter your name when joining the meeting

When you are joining a Zoom meeting (by clicking the Zoom link provided in the meeting invite), Zoom app may prompt to enter your name, depending on your device/situation (e.g., you are not signed in to Zoom).



(2) Enter your name in Your Zoom Free Basic Account Profile

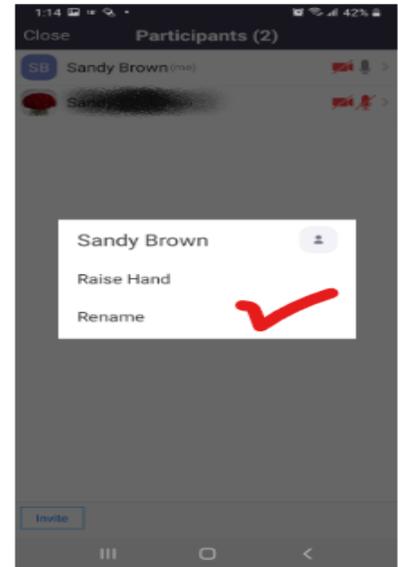
If you have a Zoom Free account and are signed in, your Profile name will be used when you enter a Zoom meeting. The profile should be set up when you first signed up. To enter your name in your profile, click **Settings** after Zoom sign in. On the **Settings** screen, click your Free Basic account. When the **Profile** screen is presented, enter your name beside the Display Name.



(3) Rename during Zoom Meeting

You have entered a Zoom meeting, but your name is not correct. This may happen because you are using someone else's device with the Zoom settings of the device owner. If this is the case, you can change the name while you are attending the meeting through **Participants** screen.

Tab the screen to see the Zoom controls at the bottom. Click **Participants**. Then, click **Rename** on the Participants screen, and enter your correct name.

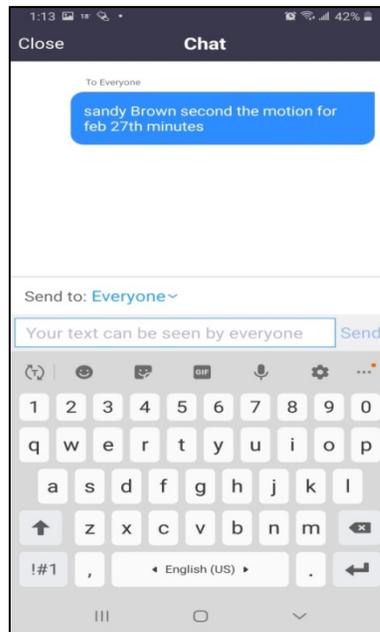
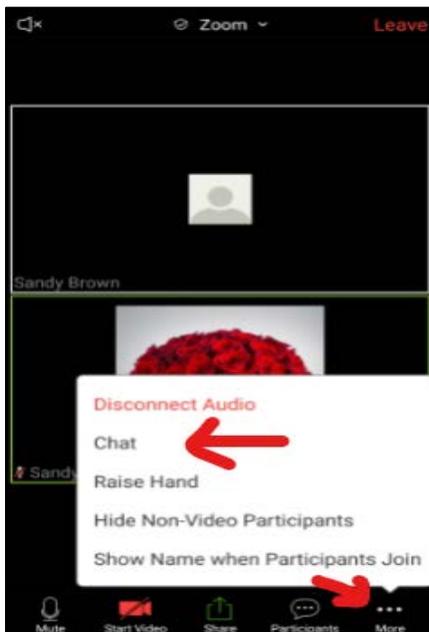


How Do I Use the Chat Box?

At our AGM, we will be using the Chat box to receive a name of the person seconding a motion. Also, you can enter your questions to the Chat box during the presentation and the presenter/moderator will take your questions at the end of the presentation.

Depending on the device you are using, the Chat function may be listed under the **Participants** or **3 dots (for MORE)**.

From the list, click **Chat**. When the chat box opens, you can send a message to everyone in the meeting or a private message by selecting a specific person's name.



How Do I Use the Zoom Polls?

During our AGM, we will be using Polls for voting.

To pass a motion after we have the mover and the seconder, we will present a poll question on your device. Please respond to the question as appropriate (e.g., select Yea or Nay), and click SUBMIT. When the poll is closed, the Zoom host will share the result (i.e., whether or not the motion has passed) immediately.