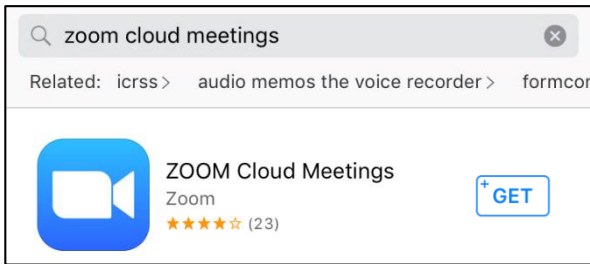


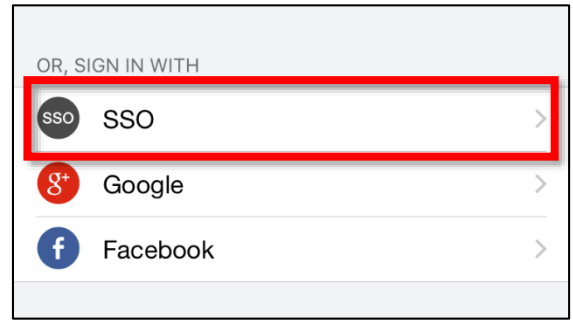
Install the Mobile App:

1. Open the **App Store**.
2. Search for and install **Zoom Cloud Meetings app** at no cost.

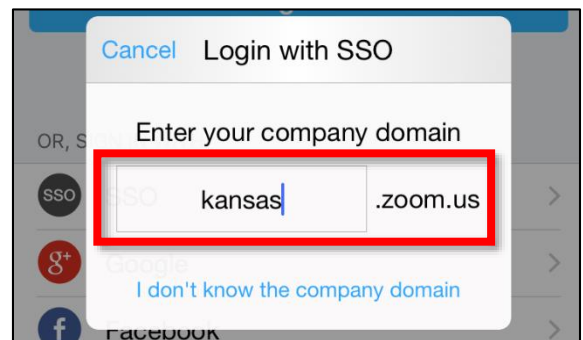


Sign in:

1. Open the **Zoom app**. 
2. Select **Sign In**.
3. Choose **Sign in with SSO**.



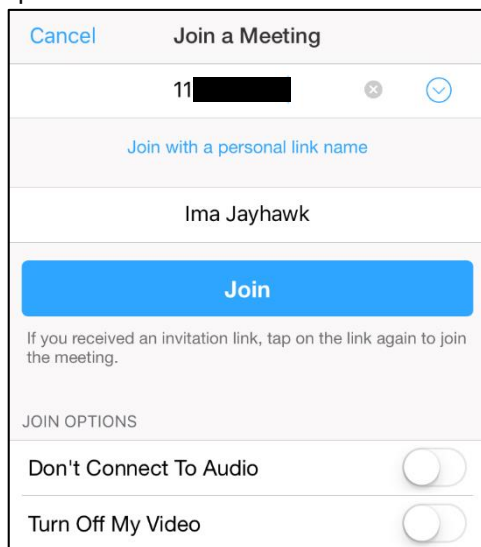
4. Enter **kansas.zoom.us**.



5. Tap **Go**.
6. Select **Open** to open the Zoom app.
7. Enter your KU Online ID and password when prompted.

Join a Meeting:

1. Open the **Zoom app**.
2. Choose **Join a Meeting**.
3. Enter the **Meeting ID**.
Note: The meeting ID can be found in the meeting invitation. Or, if you are a host, you can sign in to kansas.zoom.us to view meeting information.
4. Type your **full name**.
5. *Optional:* Select audio and video join options.



6. Tap **Join**.

Audio & Video:

To Mute or Unmute your audio:

1. Tap the Microphone icon in the bottom bar.

To turn your video on or off:

1. Tap the Video icon in the bottom bar.

Note: If you do not see the audio and video icons, tap the screen.

Schedule a Meeting:

1. Sign in to the Zoom mobile app using SSO.
2. Tap **Start or Schedule a Meeting**.
3. Choose **Schedule Meeting**.
4. Title the meeting.
5. Set the start time and duration.
6. **Optional:**
 - Set a repeating meeting.
 - Adjust video and audio options.
 - Set additional meeting options.
7. *Best Practice:* Select **Join Before Host** to allow meeting attendees to join the meeting before a host arrives.
8. Select **Done**.
9. *Optional:* Send the meeting invitation information to attendees.
10. View meetings under **Upcoming Meetings**.

Host a Meeting:

Manage Participants

1. Tap the **Participants** icon from the bottom menu. Here you can:
 - See all attendees.
 - Invite additional attendees.
 - Start a chat with all or individual attendees.
 - Mute/Unmute all attendees.

Share Content

1. Tap **Share Content** from the bottom menu. You can choose to share:
 - Photos from your photo library.
 - Website URL
 - Items from OneDrive for Business and more

Additional Meeting Options

1. Tap **More** in the bottom menu to:
 - Lock the meeting space
 - Restrict sharing to only hosts
 - Mute attendees upon entry (recommended)
 - Play Enter/Exit Chime (not recommended).
 - Set chat options.

Note: If you do not see the icons in the bottom menu, tap the screen.

Start a Scheduled Meeting:

1. Sign in to the Zoom mobile app using SSO.
2. Tap **Start or Schedule a Meeting**.
3. Select **Upcoming Meetings**.
4. Tap **Start** next to the meeting you want to begin.

Start an Impromptu Meeting:

1. Sign in to the Zoom mobile app using SSO.
2. Tap **Start or Schedule a Meeting**.
3. Tap **Start a Meeting**.
4. Tap **Participants**.
5. Choose **Invite**.
6. Select a method to invite others to the meeting room (for example: [by email](#) or [by inviting a videoconferencing unit](#)).

End or Leave a Meeting:

1. Tap **End** in the upper right-hand corner of the screen. Select from:
 - **Leave Meeting** to allow attendees to continue meeting without you [note: you will need to assign another host under the **Participants** icon before leaving.](#)
 - **End Meeting** to end the meeting for all hosts and attendees.

Safe Driving Mode:

Swipe right within the meeting to enter the Safe Driving mode.

Using this mode will limit the number of meeting options available, mute your microphone, and disconnect your video.

Tap to speak to unmute your microphone. When finished, tap **Done Speaking** to mute.

