Getting Started With Android

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Overview

This article gives a summary of the features available on Android. Using the Zoom Cloud Meetings app on Android, you can join meetings, schedule your own meetings, chat with contacts, and view a directory of contacts.

Note: Some features may not be available due to license or add-on restrictions. Please refer to feature specific articles for more info about prerequisites and configuration.

This article covers:

- Sign in and Join
- Meet & Chat
- Phone
- Contacts
- Settings

Prerequisites

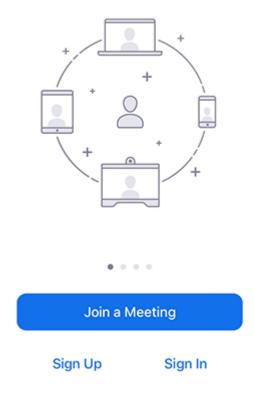
Zoom Cloud Meetings app (available on <u>Google Play</u>)

Sign In And Join



Start a Meeting

Start or join a video meeting on the go



After launching Zoom, click **Join a Meeting** to join a meeting without signing in. If you want to log in to start or schedule your own meeting, tap **Sign In**.

To sign in, use your Zoom, Google, or Facebook account. You can also <u>log in using SSO</u>. If you don't have an account, tap <u>Sign Up</u>. If you have a Zoom account but cannot remember your password, tap **Forgot Password**.

Meet & Chat

After signing in, tap **Meet & Chat** for these meeting features:

- New Meeting : Start an instant meeting using your PMI or a new meeting ID. Learn about in-meeting controls for hosts.
- **Join** : <u>Join a meeting</u> using the meeting ID. Learn about <u>in-meeting controls for attendees</u>.
- Schedule : Schedule a <u>one-time</u> or <u>recurring</u> meeting.
- Share Screen : Enter a sharing key or meeting ID to share your device screen to a Zoom Room.
- Call a Room : Call a H.323 or SIP device and begin a meeting with that device. This requires an additional add-on for the account and the H.323/SIP device's IP address or URI.
- Starred: View and start a chat with your starred contacts and channels.

- Tap your name to use your <u>personal chat space</u>.
- Other contacts and chat channels will follow

You also have access to these features:

- Zoom Room pairing icon 🛜 : Pair with a nearby Zoom Room to control the meeting from your mobile app instead of the Zoom Room controller.
- Compose icon Start a new one-on-one chat with a contact.

Phone

Tap **Phone** to use Zoom Phone features.

Note: Zoom Phone license required.

- Keypad icon Call a number or contact using your direct phone number or company number.
- History tab: View your call log showing answered, missed, and recorded calls.
- Voicemail tab: Play and delete <u>voicemail messages</u>.
- Lines tab: View any lines you have access to.
- SMS tab: View any <u>SMS messages</u> you have sent or received.
 - Compose icon Start a new SMS message.

Meetings

Tap **Meetings** to see your Personal Meeting Room information and other upcoming scheduled meetings.

Upcoming meetings will be listed by date, with <u>no fixed time recurring meetings</u> listed at the bottom.

If you do not see a scheduled meeting, tap the refresh icon C in the top-right corner.

Note: Zoom will only show your scheduled meetings by default and any meetings you have been invited to will not be shown. You will need to <u>integrate your calendar with Zoom</u> to display meetings you've been invited to or other non-Zoom meetings.

Contacts

Tap Contacts to list all your contacts and add new ones.

- **Contacts** tab: Tap the contacts to see your options, such as start a one-on-one chat with them, start a meeting or phone call, and see their status and other information.
- **Channels** tab: View a directory of your <u>channels</u> (used for group messaging). Starred channels appear at the top of the list.
- Apps tab: View the list of apps you have connected, typically in the form of automated chatbots.
- Plus icon : Show options for contacts and channels. You can add a contact, create a contact group, create a channel, join a channel, or add an app from our Marketplace.

Settings

Tap **Settings** to view meeting and chat settings.

- Tap your name to change your profile picture, name, and password.
- Meeting: Change <u>settings</u> regarding meetings, such as enabling/disabling your microphone, mirror video, and others.
- Contacts: Find phone contacts that are using Zoom, and approve contact requests.
- **Chat**: Changes <u>settings</u> related to chat, such as notifications, unready message order, and others.
- **Phone** (only visible if you have Zoom Phone): <u>Change settings</u> related to call queues, shared line groups, and others.
- **General**: Change generic settings, such as ringtones.
- About Zoom: View the app version, send feedback, <u>report a problem</u>, rate the app, or view our <u>Privacy policy</u>.

Learn more about Zoom settings.