

Apple iPad

Joining and Participating in a Zoom Meeting



This tutorial outlines how to join and participate in a zoom meeting on an Apple iPad. It also describes all of the important controls in the Zoom meeting and what they are used for!

Assumptions

Some assumptions have been made throughout the creation of this tutorial. They are as follows:

- You are using an iPad with iOS 18.0 or later installed.
- The latest version of the Zoom Workplace app is installed on your iPad. At the time of writing (16 December 2025), the latest version is 6.6.11.
- You are familiar with the use of email on your iPad.

What is Zoom Workplace?

Zoom Workplace, known simply as 'Zoom', is a video conferencing platform that is often used to conduct meetings via the web. It works on Smartphones, Tablets, Desktop and Laptop computers. Zoom was originally used by businesses to conduct their meetings and conferences, however, more and more commonly, Zoom is used by individuals to stay in touch with family and friends! Best of all though, zoom is extremely easy to use!

Invitations to join Zoom meetings

Zoom meetings involve two types of user. A Host, who organises the meeting in Zoom, and Participants, who are invited to join the meeting. Invitations to join Zoom Meetings are sent via email. An invitation to a Zoom meeting may require registration in order to join it. If registration is required, the email will inform you that you need to 'Register in advance for this meeting' and a link will be provided to register. If registration is not required, the email will include the text "Join Zoom Meeting" and a link will be provided to join the meeting.

Joining a Zoom Meeting from an Email Invitation

In order to join a Zoom meeting, you must have the Zoom Workplace app installed on your iPad. If you don't have it installed, you can download it for free from the App Store!

Note 1: When joining a Zoom meeting, it is a good idea to do so around 10 minutes prior to the specified start time. This will give you time to check that your audio and video settings are correct.

Once Zoom is installed on your iPad, you can join a meeting by following these steps:

1. Locate and open the email that contains the invitation to the Zoom meeting.
2. Tap on the invitation link. For reference, this will start with "<https://zoom.us>". Upon doing this, a preview screen will be displayed. This consists of, amongst other things, a video view, a button for muting/unmuting the audio(this looks like a microphone), a button for starting/stopping the video (this looks like a camera), a blue Join button and a button which is used to Sign in to your Zoom account, if you have created one. You will also find a tick box labelled "Always show this preview when joining". Ticking this box will result in the preview screen not being displayed the next time you join a meeting!

3. Tap the Join button. Upon doing this, depending on how the Host has configured the meeting, you will either join the meeting, or be re-directed to the Zoom virtual waiting room!

The virtual waiting room is an area where you have to wait until the Host admits you to the meeting. If you find yourself in the waiting room, you will find a message which states "Host has joined, we've let them know you're here". All being well, you will be admitted to the meeting a few seconds later!

Description of the Zoom Meeting Screen

The Zoom Meeting screen consists of a video area, which takes up approximately 75% of the screen. Just above the video area, you will find a row of buttons, stretching all the way across the screen, with one button at the left, two buttons in the centre and three buttons at the right.

Note 2: If the Video Area shows an image of the head and shoulders of a cartoon person, or an image of a company logo, this means that the participant who is currently speaking has their video turned off. There is nothing you can do about this!

Just beneath the bottom right corner of the video area, you may find a video panel, known as the "Avotar", which shows the video feed from your front-facing camera. This usually contains an image of yourself! Its main purpose is to allow you to position yourself in such a way that your face is in the camera view. At the upper left corner of the Avotar, you will find a blue circle with a Plus sign inside it. This is the "Show more panels" button. This is used to show additional participants in the meeting, in a grid structure. At the upper right corner of the Avotar, you will find another blue circle with a minus sign inside it. This is the "Hide video Panels" button. This is used to hide all of the other participants and the Avotar.

Beneath the video area and other video panels (if any are present), you will find a row of buttons, which are used to control what you see and hear in the meeting, as well as allowing you to, amongst other things, interact with other participants.

Note 3: If you don't see a row of buttons at the top or bottom of the screen, tap once in the centre of the screen with one finger. Upon doing this, the rows of buttons will appear!

The Bottom Row of Buttons

The row of buttons at the bottom of the screen are the most commonly used controls, so these will be described first!

In Portrait orientation, from left to right, the buttons at the bottom of the screen are: Mute/Unmute my audio, Start/Stop my Video, Participants, Chat, Reactions, Share, More and Leave. In Landscape orientation, four additional buttons are displayed between the Share and Leave buttons. These are the AI Companion button, the Record button, the Show Captions button and the Whiteboards button. In some circumstances, a Notes and Apps button will be displayed, instead of the AI companion and Record buttons.

The Audio Button

The Audio button has an associated graphic of an old-fashioned speaker. When the audio is muted, the graphic has a red line running through it, to show that the microphone is inactive. Tap this button to Mute and Unmute the microphone!

The Video Button

The Video button has an associated graphic of an old-fashioned video camera. When the video is stopped, the graphic has a red line running through it, to show that the video is inactive. Tap this button to start (turn on) and stop (turn off) the video!

The Participants button

The Participants button has an associated graphic of the head and shoulders of 2 cartoon people. It also shows the number of participants currently in the meeting. When this button is activated, the Participants panel is displayed. This consists of a list of all of the names of those who are attending the meeting. Alongside each participants name, you will find information relating to the status of their audio and video settings. To close the Participants panel, tap the cross at the top left corner of the panel.

The Chat Button

The Chat button has an associated graphic of two speech bubbles and 3 dots. When this button is activated, the Chat panel is displayed. Here you can choose to send chat messages to all participants or to individual participants. To close the Chat panel, tap the cross at the top left corner of the panel.

The Reactions Button

The Reactions button has an associated graphic of the outline of a heart. When it is activated, the Reactions panel is displayed. This consists of a number of reactions. These include clapping hands, thumbs up, red heart, face with tears of joy, surprised face and party popper. Other options are available, some of which require your camera to be on in order to use them. To close the Reactions panel, tap the heart button at the bottom of the screen again.

The Share button

The Share button has an associated graphic of an upwards pointing arrow inside a rectangle. When this button is activated, a popup window is displayed, which displays options for sharing your screen with others in the meeting. By default, only the Host can share screens, therefore this option will not be discussed further.

The AI Companion Button

The AI Companion button only appears when your iPad is in landscape orientation. It has an associated graphic of a blue four pronged star, with a small white star at the north east position. It is used to ask questions about your meeting and to send a summary to participants. This is not a common activity, so it won't be discussed further.

The Record Button

The Record button only appears when your iPad is in landscape orientation. It has an associated graphic of a white circle with a black dot in the centre. It is used to record a meeting. In order to record a meeting, you must first request permission from the Host! Recording meetings will not be discussed further in this tutorial.

The Show Captions Button

The Show Captions button only appears when your iPad is in landscape orientation. It has an associated graphic of a white rectangle with two letter C's inside it. It is used to show or hide captions in a meeting. Captions are very similar to sub-titles and are primarily used by Deaf people or people with reduced hearing.

The Whiteboards Button

The Whiteboards button only appears when your iPad is in landscape orientation. It has an associated graphic of a white rectangle, with an image of a piece of chalk at the bottom right corner. Whiteboards are used to display information in a meeting or for the host to make handwritten notes, much the same as a teacher would in a classroom.

The More button

The More button has an associated graphic of 3 dots, arranged horizontally. When it is activated, a popup window is displayed consisting of options for disconnecting the audio, chatting with others in the meeting, raising your hand in order to ask a question and a small set of Emoji's. Additionally, there is an option for showing the Meeting Settings screen, which consists of options for specifying how video and audio is used, as well as an option for changing the language used for Captions.

The Leave Button

The Leave button has an associated graphic of a red hexagon, with a white cross in the centre. It is used to completely exit a meeting.

The Show Video Panels Button

The Show Video Panels button has an associated graphic of an old-fashioned camera, with a white outline. This is displayed inside a blue circle. This button only appears when the Avotar is hidden. Tapping this button results in the Avotar being displayed once more.

The Top Row of Buttons

The buttons at the top of the screen are used less frequently whilst in a Zoom meeting. From left to right they are: Minimise Meeting, Zoom, Meeting Information, Speaker, Switch Camera and View. Between the Minimise Meeting button and the Zoom button, you will find a graphic, which denotes you are using enhanced encryption. For completeness, each of the buttons at the top of the screen are described as follows:

The Minimise Button

The Minimise Meeting button has an associated graphic of an arrow head, pointing to the left. It is used to hide the video area and the rows of buttons. When you activate this button, a Welcome screen is displayed which consists of three buttons. These are the Sign-in button, the Sign-up button and the "Back to Meeting" button. You shouldn't really need to activate the Minimise Meeting button, so it won't be discussed further.

The Zoom Button

The Zoom button has the word "Zoom" displayed inside it. It is used to display information about the meeting. This includes the title of the

meeting, the Meeting ID, the Host name, a link for inviting others to the meeting, the Participant ID and a label which states that the meeting is using enhanced encryption.

The Meeting Information Button

The Meeting Information button has an associated graphic of an arrow head pointing downwards. When this button is activated, a screen is displayed which contains exactly the same information as that found in the Zoom screen. Therefore, this button won't be discussed further.

The Speaker Button

The Speaker button has an associated graphic of an old-fashioned loud speaker. It is used to play sound through an external device using AirPlay or the built-in speaker in your iPad. When this button is activated, a popup window is displayed, consisting of two buttons. These are "AirPlay" and "iPad". It's not common to play the sound through an external device, so this won't be discussed further.

The Switch Camera Button

Situated towards the right edge of the screen, you will find the Switch

The Switch Camera button has an associated graphic of an old-fashioned camera, with a circular arrow inside it. This button is only available when the video is on! It is used to switch between the front and rear-facing camera on your device. The default setting is Front (facing you).

The View Button

The View button has an associated graphic of an arrow head pointing to the right. When this button is activated, a popup menu is displayed consisting of four buttons. These are "Speaker view", "Gallery view", "Hide non-video participants" and "Dismiss context menu". For

reference, Gallery view displays multiple participants in a grid structure. Active Speaker view displays only the participant who is currently speaking.

Asking a Question During a Zoom Meeting

If you wish to ask a question during a Zoom Meeting, first tap the More button, and then from the resulting list of options, tap the Raise Hand button (situated at the top left corner). Upon doing this, the host will receive a message on their screen alerting them that you wish to ask a question. Two buttons will now be displayed on the screen of your iPad, towards the bottom of the video area, just above the "Share" button. The one on the left shows your hand has been raised. The one on the right shows the word "Lower" inside a blue rectangle. Tap the "Lower" button if you change your mind and no longer wish to ask a question!

Sending and Reading Chat Messages

It is possible to send short chat messages to other participants in the meeting. Some of the reasons for sending chat messages are to ask a question, provide an answer to a question or to share contact details with other participants.

By default, when you send a message, it is sent to everyone. However, it is also possible to specify an individual who you wish to chat to. For completeness, both scenarios are discussed below.

Sending a Message to Everyone

To send a chat message to everyone in the meeting, follow these steps:

1. Tap the Chat button. Upon doing this, the Chat screen will be displayed.

2. At the bottom of the screen, you will find an edit box. This will include the text "Tap here to chat". Tap this edit box to enter "edit" mode. Upon doing this, a virtual keyboard will be displayed, with the edit box now situated directly above it.
3. Using the virtual keyboard, type your message. When you are done, tap the blue Send To button, situated to the right of the edit box. Upon doing this, all participants will receive your message!

The message you just sent, along with any messages you have received, will now be displayed in reverse-chronological order towards the top of the screen!

Sending a Message to a Specific Person

To send a message to a specific person in the meeting, follow these steps:

1. In the Chat window, tap the New Chat button". For reference, this has an associated graphic of a cross, with the words "New Chat" underneath. Upon doing this, a new chat message will be created.
2. Tap the name of the person you wish to chat with. Upon doing this, you will be returned to the Chat screen and the Everyone button will now contain the name of the person you selected.
3. Tap the edit box which contains the text "Tap here to chat". Upon doing this, you will enter "edit" mode.
4. Using the virtual keyboard, type your message. When you are done, tap the blue Send To button, situated to the right of the edit box. Upon doing this, the participant you specified will receive your message!

When you have finished chatting, tap the Close button, situated at the upper left corner of the screen. Upon doing this, you will be returned to the Zoom Meeting screen!

Exiting a Zoom Meeting

There are 2 methods of exiting a Zoom Meeting. The first, and most common way, is for the Host to end the meeting. Upon doing this, all participants will be disconnected from the meeting. The second method is to tap the red Leave button, situated towards the bottom right corner of the Zoom Meeting screen. Upon doing this, you will leave the meeting and be disconnected from the meeting!

Note 4: When you exit a meeting, you will be on the Welcome page of the Zoom website. You can now close the Zoom app.

This concludes the introduction to joining and participating in a Zoom Meeting on an Apple iPad. Happy Zooming!

For further information on the subject of using Zoom on an iPad, contact the author, Gary Eady, using the following email address.

technology@sightforsurrey.org.uk