

# Guide for Using Zoom on iOS (iPad & iPhone)

# Table of contents

**How to join a meeting** p. 3

**Zoom Toolbar** p. 4

**Access to Zoom** p. 5

**How to use chat** p. 6

**How to rename yourself** p. 7

**How to raise your hand** p. 8

**Views – Gallery or Active Speaker** p. 9

**Break-out Sessions** p. 10

**Virtual Background** p. 11

**Credits** p. 12

# Essentials – Getting Ready!

Setting up: If you have access to a computer – please use it! Mobile devices (tablets or smartphones) can be used as well, but our advice is to use a computer. Headphones make a difference for your own comfort – and for the comfort of those living with you. A webcam (internal or external) is essential.

Find a quiet space where you won't be interrupted (if possible, during these times of sheltering place). Make sure that the lighting comes from behind your webcam.

Be your own guest – treat yourself as if you were a guest in your own house. Bring your favourite beverage and a snack. Have a small beautiful item on your desk – a flower, a stone, something that speaks to you and reminds you of our connection with nature.

Read the Introduction Guide that we have provided. Less than 10 minutes of reading will make a huge difference! Keep the guide handy in case you encounter any challenges. There are two guides: one for computer-users, one for mobile-device-users.

Check for Zoom updates – they tend to come pretty often these days. Being up to date is really important!

“Start fresh!” – Restart your computer before you come to the session. Only open the Zoom application and your preferred browser. Close all notifications. Do not open your email program. All of these actions help to maximize bandwidth (your computer's and your own!).

Come in early to settle in. Please log in 15 minutes early – this allows us to check your audio and video – and it gives you the chance to “land” before we start.

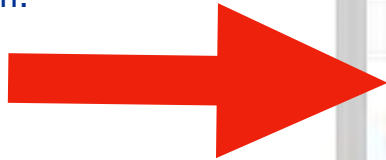
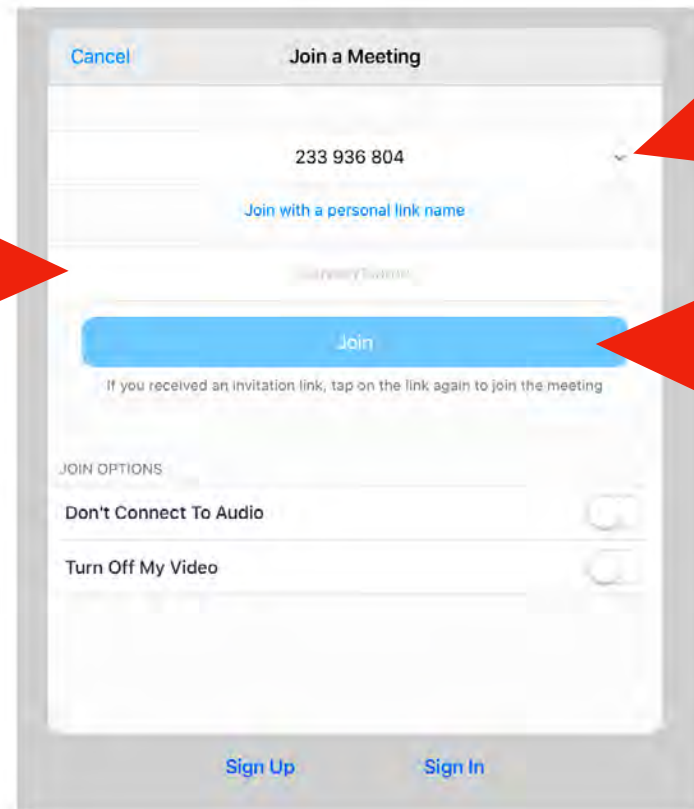
And – most important – remember: this retreat is not about technology. It is about being in deep conversations with other Guild members, about building and fostering relationships, about expanding consciousness. The technology supports us to do all of this.

Take a breath. Relax. This retreat will be a wonderful experience. Welcome!

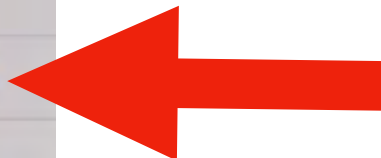
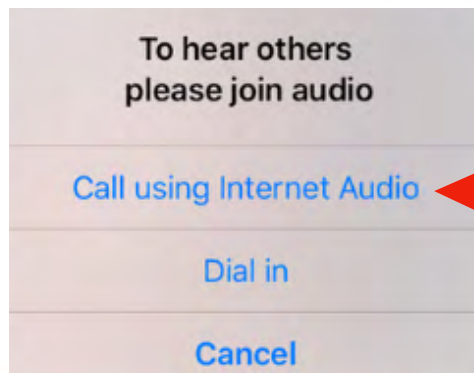
# How to join a meeting

Insert the Meeting ID here – it is in your reminder email!

Insert your name here – this is how your name will show up on the Zoom screen.



Click here to join the meeting!

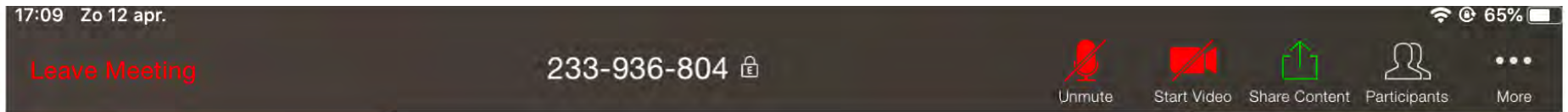


Please choose this option: Internet audio!

# Zoom toolbar

See who is in the meeting!  
And: rename yourself!

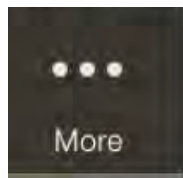
Click to mute and  
unmute yourself!



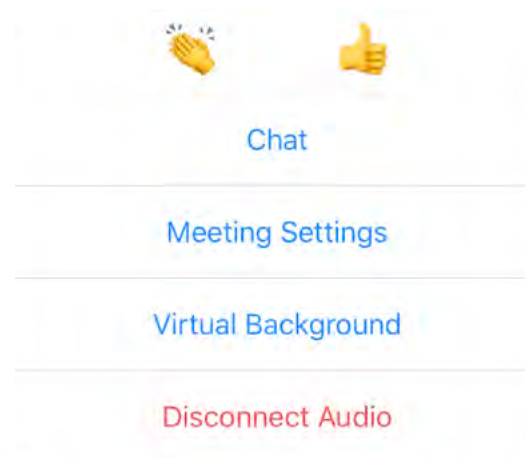
This is obvious... only click if you  
intend to leave!

Start and stop your video here!

Click on the three dots!

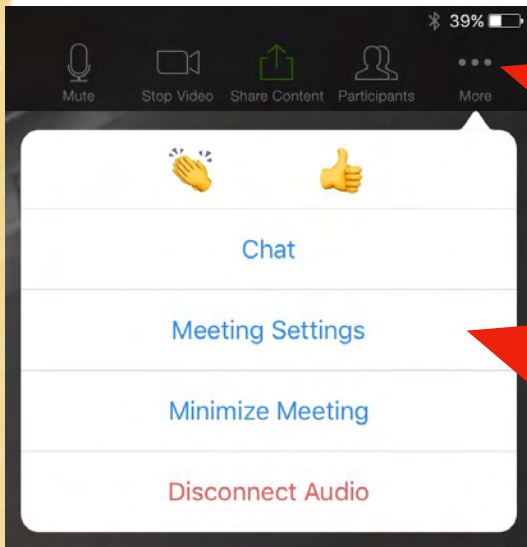


Here is what you see:

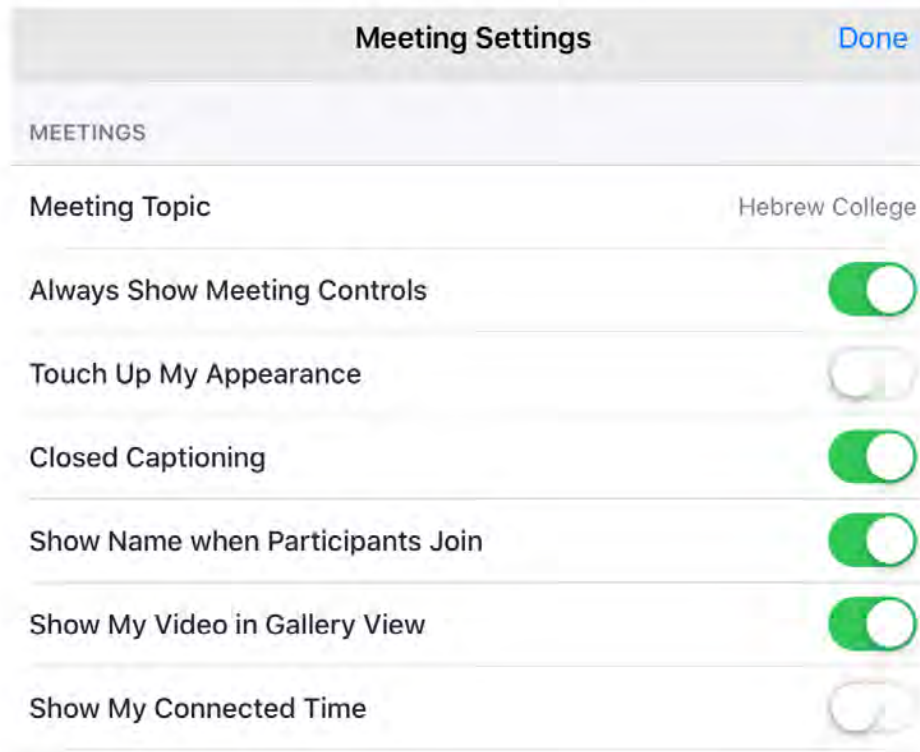


## Access to Zoom toolbar

Click on three dots!



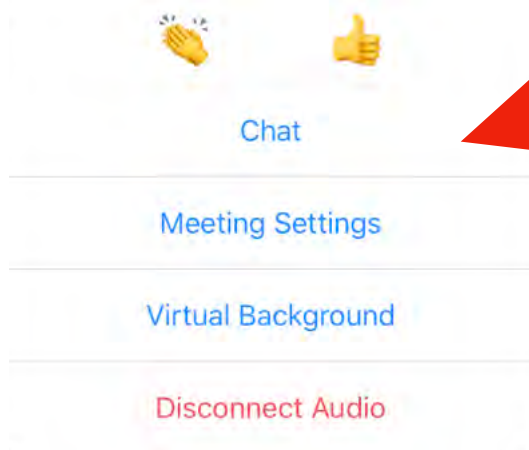
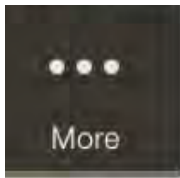
Click on "Meeting Settings"!



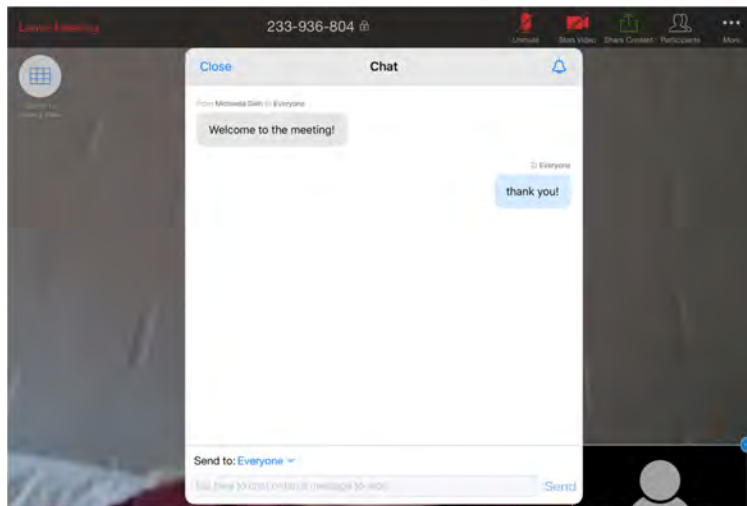
Enable "Always Show Meeting Controls" - makes navigating during the session much easier

# How to use chat

Click on the three dots!

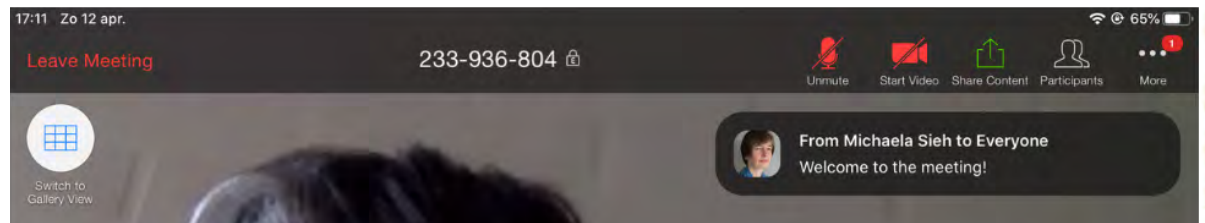


Click on "Chat"!

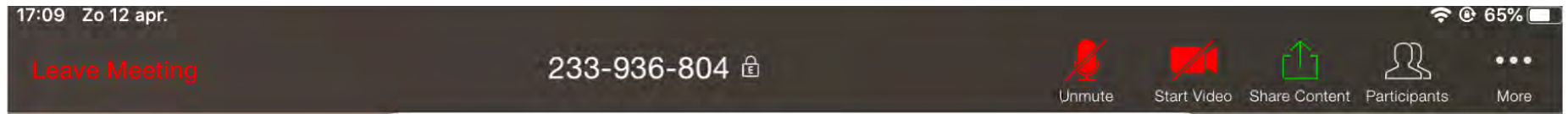


This is the full Chat window – you can write to everyone or to one person privately.

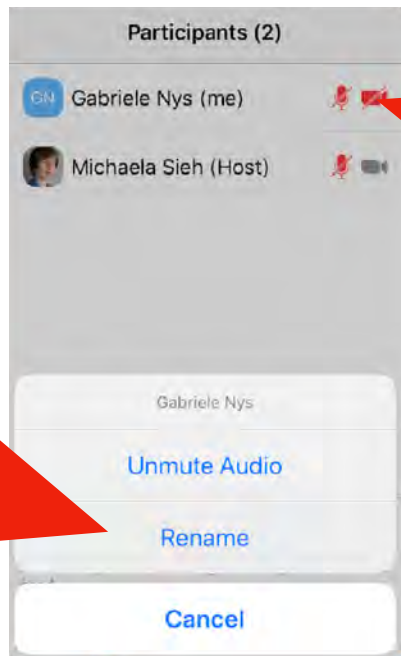
Preview of chat message – to alert you to open the chat window!



# How to rename yourself

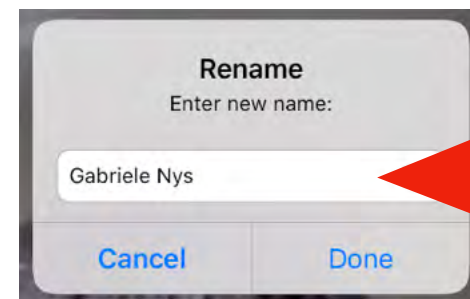


Click on Participants!



Click on your own name!

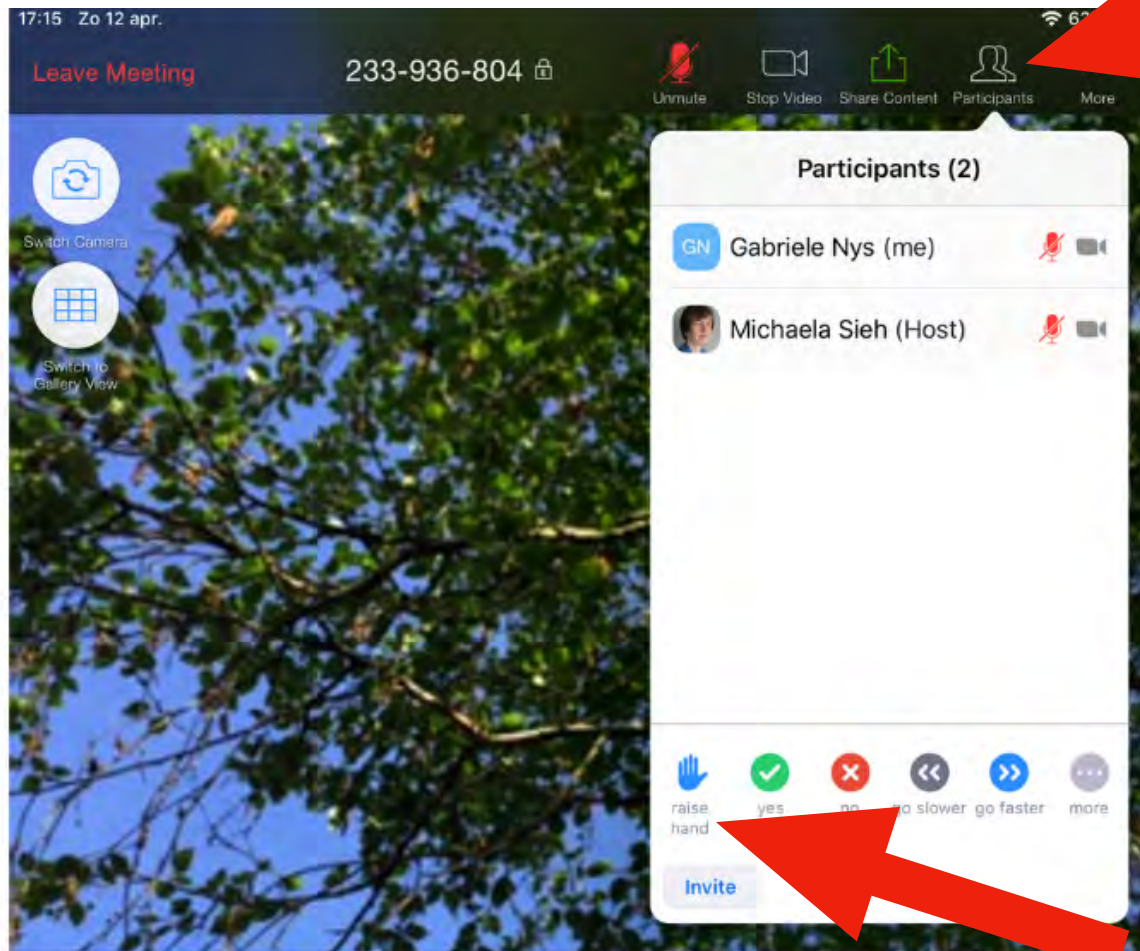
Click on "Rename"!



Type your name and click on "Done"!



# How to raise your hand

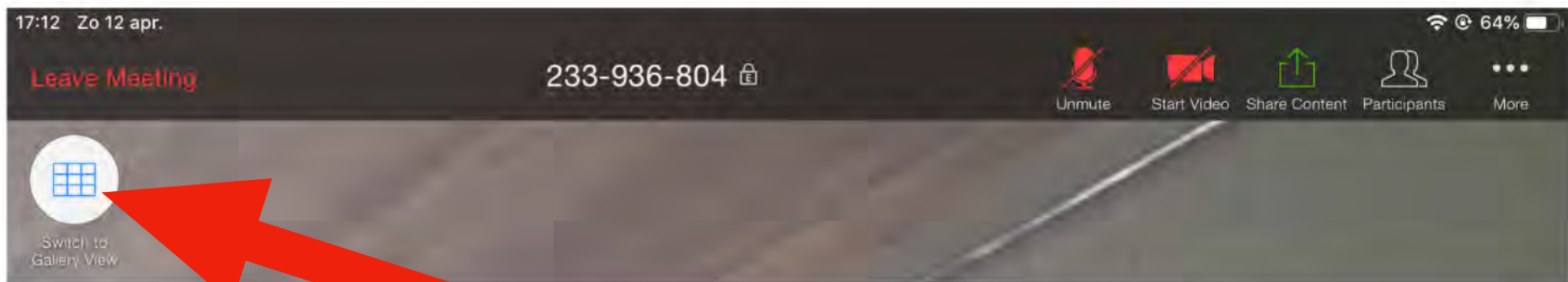
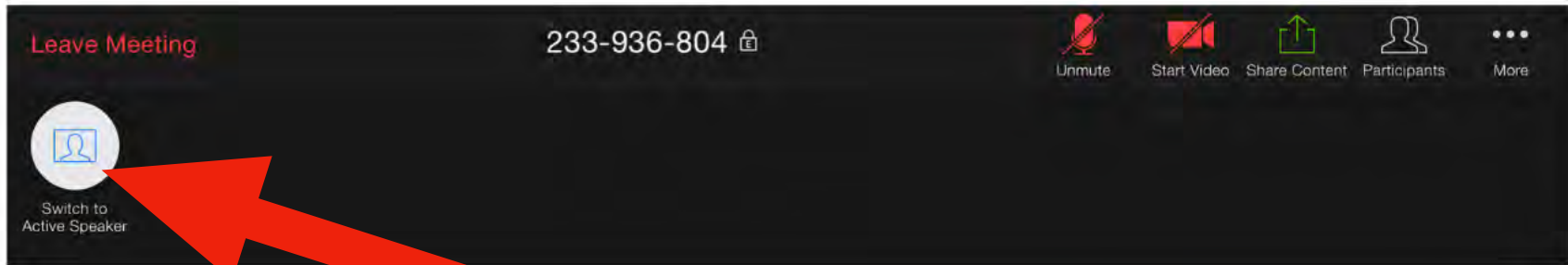


Click on Participants!

Click on "Raise hand"!

## Views – Gallery or Active Speaker

You can toggle between the view on your Zoom screen that you prefer: seeing the active speaker large or seeing a grid of participants.



## Break-out Sessions

During the plenary sessions, we will also go into small break-out groups for a certain amount of time.

The session facilitators will speak about that during the session.

You will be "tele-transported" directly to your small group.

Your tech host will be sending you short messages - indicating the timing.

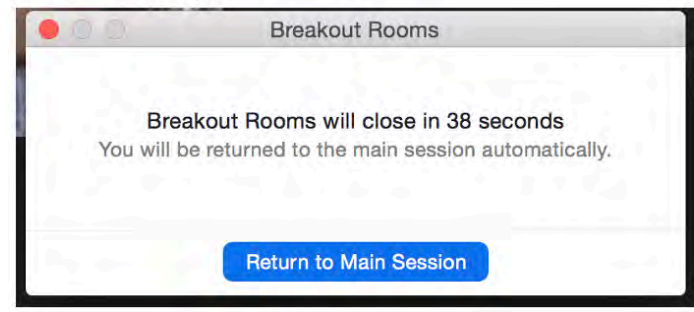
These messages pop up on the top of your Zoom screen, during your time in a break-out group.



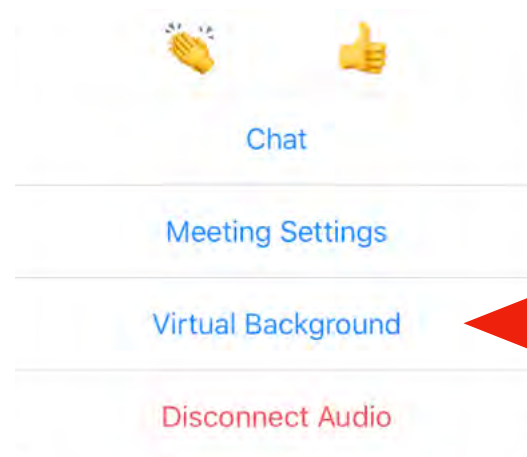
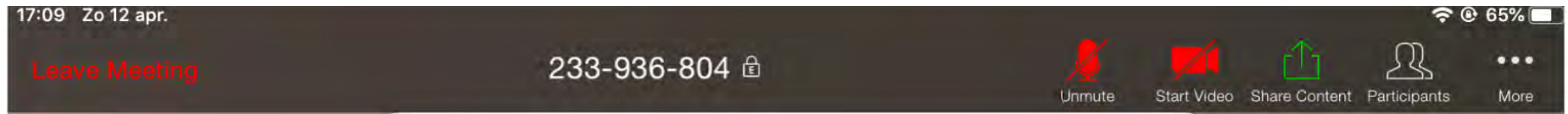
From Michaela Sieh to everyone: Five minutes have passed, 15 more to go! Enjoy your conversation!

At the end of your break-out session, you will see this count-down timer. **Don't click "Return to Main Session".**

Wrap up your conversation graciously - and let yourself be "tele-transported" to the main session.



# Virtual Background



You will be able to choose between a number of virtual backgrounds pre-set by Zoom and your own photo gallery.

If you choose to use a virtual background, make sure to test it before. Our advice: opt for a calm visual with a limited amount of details. And: don't wear the same colour as your background image...



Credits:

Michaela Sieh, Raphaela Brunner and Gabriele Nys

With deep gratitude to Amy Lenzo ([www.wedialogue.com](http://www.wedialogue.com)) for her generous guidance and support as a mentor, colleague and friend

Creative Commons License: CC BY-NC-ND 4.0