



# How to access a Zoom session on an Android tablet

Date of session:

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Time of session:

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Meeting ID:

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Zoom is an online video calling platform that will allow you to connect with your digital mentor over the internet.

This can be a bit scary at first, but once you've gotten to grips with how it works, it can be really useful. You can also use Zoom for free to keep in touch with your friends and family!

To join your digital skills session you will need:

- An internet connection (either Wi-Fi or mobile data)
- A device such as a tablet that has:
  - The ability to connect to the internet
  - A camera
  - A speaker (or a pair of headphones plugged in)
  - A microphone (most headphones have one built in if you're using these)
- Zoom downloaded onto your device
- Details of how and when to connect to the session (these are at the top of the page).



**TOP TIP:** You can download and use Zoom on a smartphone, however it can be difficult to use as the screen is quite small. If you can, use a tablet or computer instead so that you can better see what your digital mentor is trying to show you.

## How do I download Zoom on my Android tablet?

Before you can download Zoom onto your Android tablet, you first need to have a Google Account. If you don't have one of these, there is a [step-by-step guide to setting up an Android tablet](#) on the Be Connected Learning Portal.

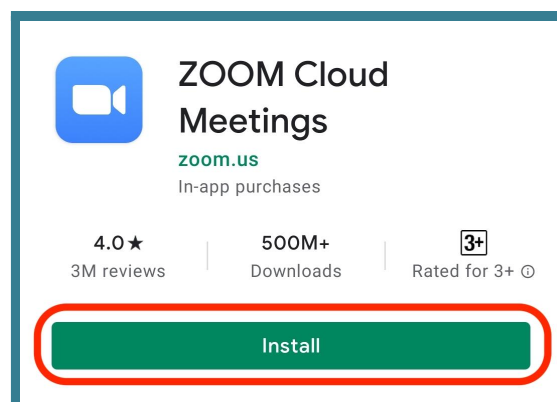
Once you have your Google Account, you need to open the Google Play app. You will find an icon that looks like this in your list of apps:



Once you've opened Google Play, you need to search the app catalogue for the Zoom app so that you can download it. The app is called "ZOOM Cloud Meetings" and the icon looks like this:



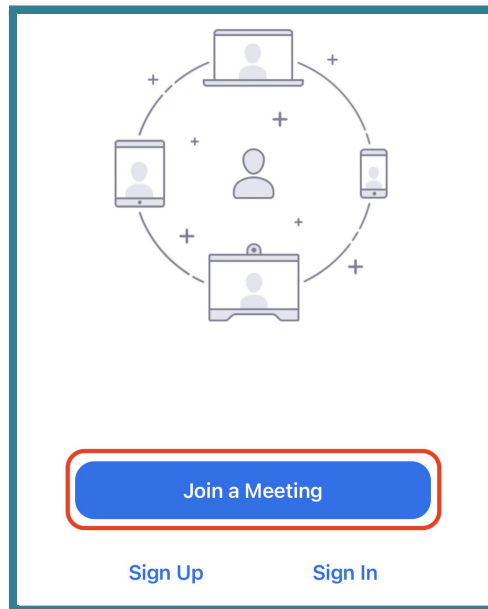
Once you've found the Zoom app, you need to tap "Install" to download it:



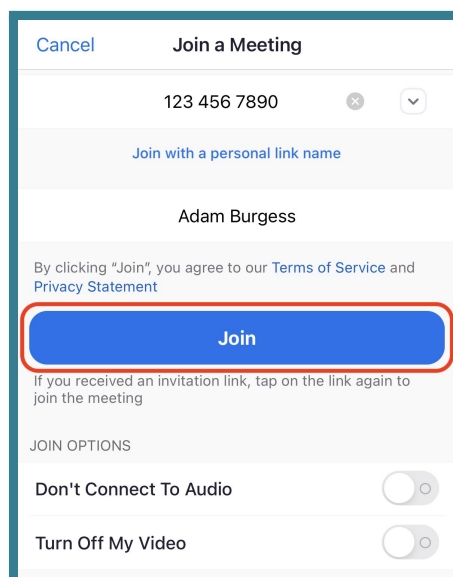
Once downloaded, you're ready to join your digital skills session at the date and time mentioned above! There are steps on how to join your session on the next page.

## How do I connect to the digital skills session?

The next thing to do will be to open the app when it's time to join your digital skills session. At the date and time above, open up Zoom. You will see the following on your screen:



Click on the blue "Join a Meeting" button. You'll be asked to enter your Meeting ID (found at the top of this guide) and your name. You will also be able to choose whether to join the session with your microphone and video camera on:



You will then be taken into the session with your digital mentor!

## Top tips for getting started with Zoom

### 1. Get yourself familiar with Zoom

Zoom has a lot of options to make sure you're as comfortable as possible during your session. You can choose whether you want to let other people in the session see your face or hear what you're saying. The Be Connected Learning Portal has a course called "[How to use Zoom](#)" that will give you some insight into how it works. It will also teach you how to set up your own Zoom sessions with your friends and family once you're feeling confident!

### 2. Use Wi-Fi where possible

Zoom uses quite a lot of data to send your face and voice over the internet for other people in the session to see and hear. If you're using mobile data to connect to the session, you might find that it uses a large chunk of your monthly allowance. Wi-Fi allowances are normally a lot higher (or unlimited in some places), so try and use Wi-Fi where you can. This doesn't mean you have to use your home Wi-Fi, there are plenty of Wi-Fi hotspots around Australia where you can use the internet for free!

### 3. Choose a quiet environment

If you're using a Wi-Fi hotspot or connecting to the session from outside of your home, try and choose a quiet place so that you can focus on what your digital mentor is showing you. Background noise can be very distracting, and you might find it hard to keep up. If you are connecting to the session from a public place, use headphones to block out other people and noises.

Keep your microphone muted when you're not speaking to others in the session, so they aren't distracted by the noises or you talking to other people that are physically around you.

### 4. Check your surroundings

If you choose to have your camera on during the session, check what's in your background before you join, as everyone in the session will be able to see it.

## 5. Test your equipment before the session starts

You can check your equipment in Zoom before you join a session by going to the app's settings. This will allow you to see what you will look like and check your microphone's working before you join.

## 6. Connect early

If possible, try and connect to the session 5 or 10 minutes before it starts. This gives you time to sort out any technical issues and not feel stressed when joining the session. Your digital mentor might not let you in until the time the session starts, but you'll feel ready and comfortable when they start the session.

## 7. Get comfortable!

Being in a Zoom session for an extended period can be taxing! Make yourself comfortable with a good chair/cushions and adjust your screen so that you're looking at the screen from the right angle. You don't want your neck aching afterwards! Also make sure you have drinks and snacks to hand to keep you going during the session!

### **If you need help, you can contact your digital mentor for support:**

Network Partner  
organisation:

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Digital mentor  
name:

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Phone:

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