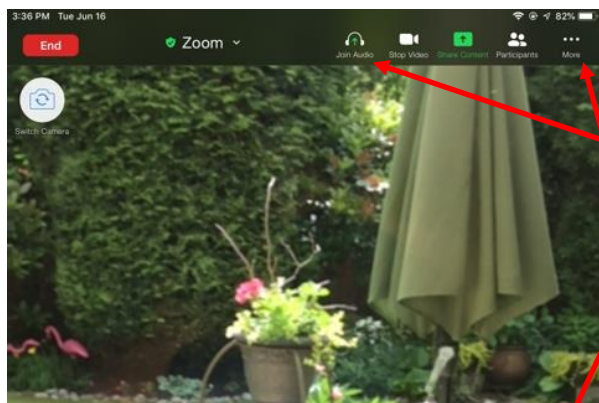
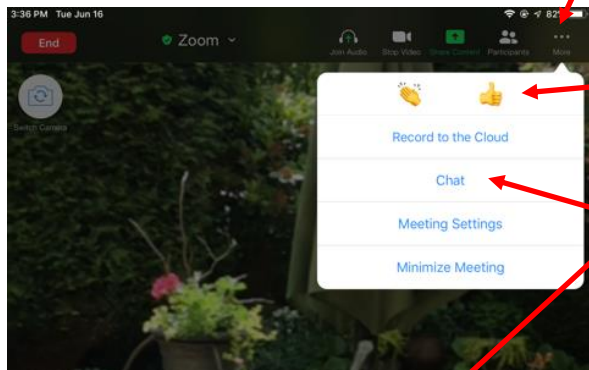


# Using an iPad or Tablet to participate in a ElderCollege Zoom class



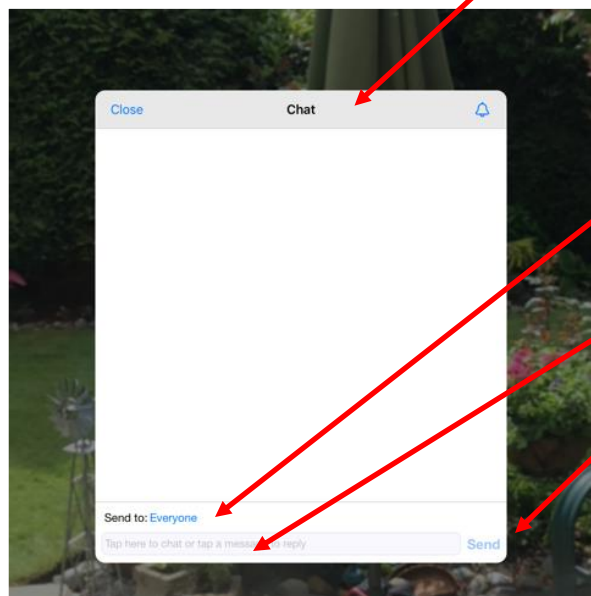
On an Ipad or Tablet, touch the top of the screen to open the Zoom taskbar. *Note, the taskbar only shows up for a few short seconds.* Here you can turn on or off your camera or mic. A red diagonal line through the icon indicates it is Off. Touch it to turn it On.

The three buttons on the upper right corner will open more options as seen below...



One option available is you can click on a 'reaction' of either an applause icon or thumbs up icon. When you touch the icon it will appear on your on-screen picture for 5 seconds. The facilitator may ask you to do this to speak.

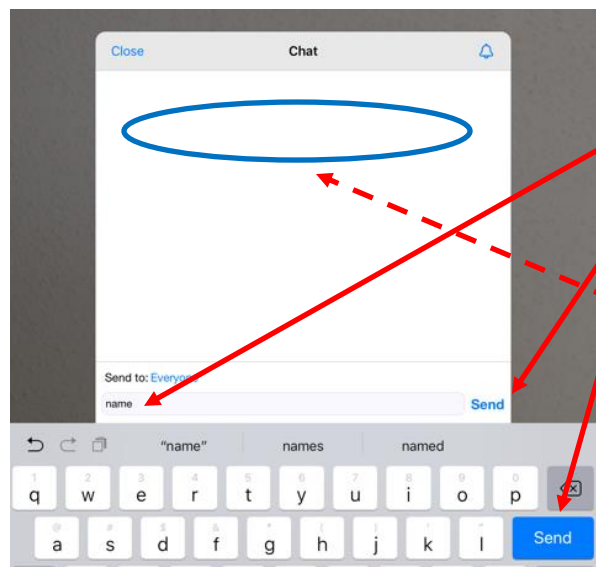
The other key option is "Chat". Simply click on the Chat word and a chat-box will open on your screen, as below...



The chat box will contain, in order, anything typed in by other participants.

In order to use the Chatbox, touch "Everyone" in the Send To line and you will have an option to send your note to Everyone, or the Host, or a specific person in the meeting.

In order to send a message, touch the "Tap here to send..." and a keyboard will come up and you can type your note then click "Send" either on the Chatbox, or the keyboard. Note, the word Send is light and not activated until you actually type in a message to send.



Once you have typed your message, the "Send" button is activated (now dark blue instead of gray). In this example I typed in the word "name".

To send, touch either the Send word in the Chatbox, or touch Send on the keyboard.

Your message will now appear in the body of the chatbox, along with any other notes from others in the order they were sent.