



Start an Instant Meeting from the mobile app

IMPORTANT: Please use LTE data to conserve hospital network bandwidth*

1. Start the meeting

1. Sign into the ZOOM mobile app.
2. On the home page tap **New Meeting**.
3. Tap **Start a Meeting**.

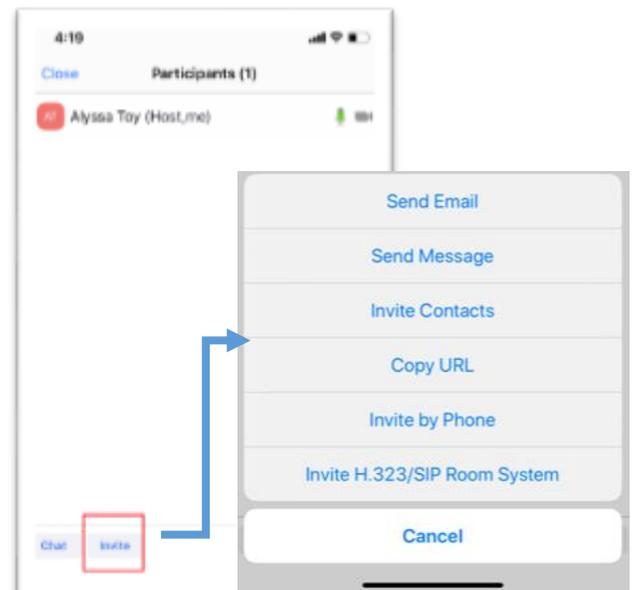


2. Choose your audio settings

1. Tap **Call using Internet Audio** so you can hear other meeting participants.

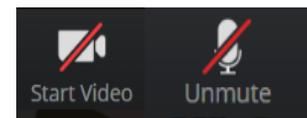
3. Invite participants to your meeting

1. In the bottom task bar, tap **Participants**.
2. Tap **Invite** to open a list of methods to invite others.
3. Methods of inviting people include:
 - **Email**: email the invitation
 - **Message**: send the invitation via SMS text
 - **Contacts**: invite other health authority ZOOM account holders
 - **Copy URL**: copies the meeting information for you to share
 - **Phone**: calls the invitee to join via audio-only



4. Start your camera feed and unmute your microphone

1. In the bottom task bar, click **Start Video** and **Unmute**.
2. If you need to stop your video or mute your microphone, click the same button.



5. Share your screen (optional)

1. In the bottom task bar, click **Share Screen**.
2. Select the resource you would like to share.
3. To stop sharing, tap **Stop Share** in the task bar located at the top of your screen.



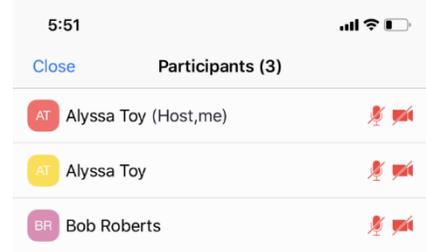
6. Send a chat message

1. In the bottom tool bar, tap **More**.
2. Tap **Chat** from the menu options.
3. Tap in the message field to type a message and then **Send**.
 - Note: By default the 'Send to' field is to everyone in the meeting. Tap the field if you wish to send a chat message to a specific participant



7. Mute or unmute the participants

1. In the bottom tool bar, tap **Participants**.
2. To mute/unmute:
 - a. A specific participant: Tap their name and **Mute Audio** or **Unmute Audio**
 - b. All participants: At the bottom of the Participants window, click **Mute All** or **Unmute All**



8. End the meeting

1. Tap **End** in top tool bar when the meeting is finished.
2. Ensure you tap **End the Meeting**.
 - If you **end the meeting**, the meeting will close out for all participants.
 - If you leave the meeting, the meeting will be put on hold, but will not end.



*Alternatively, you can use the desktop client (installed) version to start an instant meeting. Please do not use the web browser to start an instant meeting. The web browser version cannot manage data usage and video quality may vary.