How to use ZOOM for a virtual meeting? – using a mobile device (android)

Zoom is a software which allows virtual meetings. Zoom can be accessed via internet using your computer or mobile device. It is also possible to dial into a Zoom meeting using a telephone if the meeting host has a premium account, though you won't be able to experience all features when you are dialling in. Check with those organising this meeting whether this is a possibility for you. It is free to use Zoom as a meeting participant.

These guidance will help you to understand how to work with Zoom when making use of an android (i.e. Samsung, Motorola, Lenovo) tablet or smartphone. For convenience, the guide will constantly refer to a mobile device, but it should be the same for all of them. The guide makes use of screenshots, which has been anonymised. You will sometimes see orange circles or arrows in the figures that will point out specific elements relevant for the functionality explained in a specific chapter. Though it is aimed to keep this guide up to date, constant changes happen to the software, which could affect what is seen. Meeting organiser can also decide to allow/ block certain functionalities in Zoom.
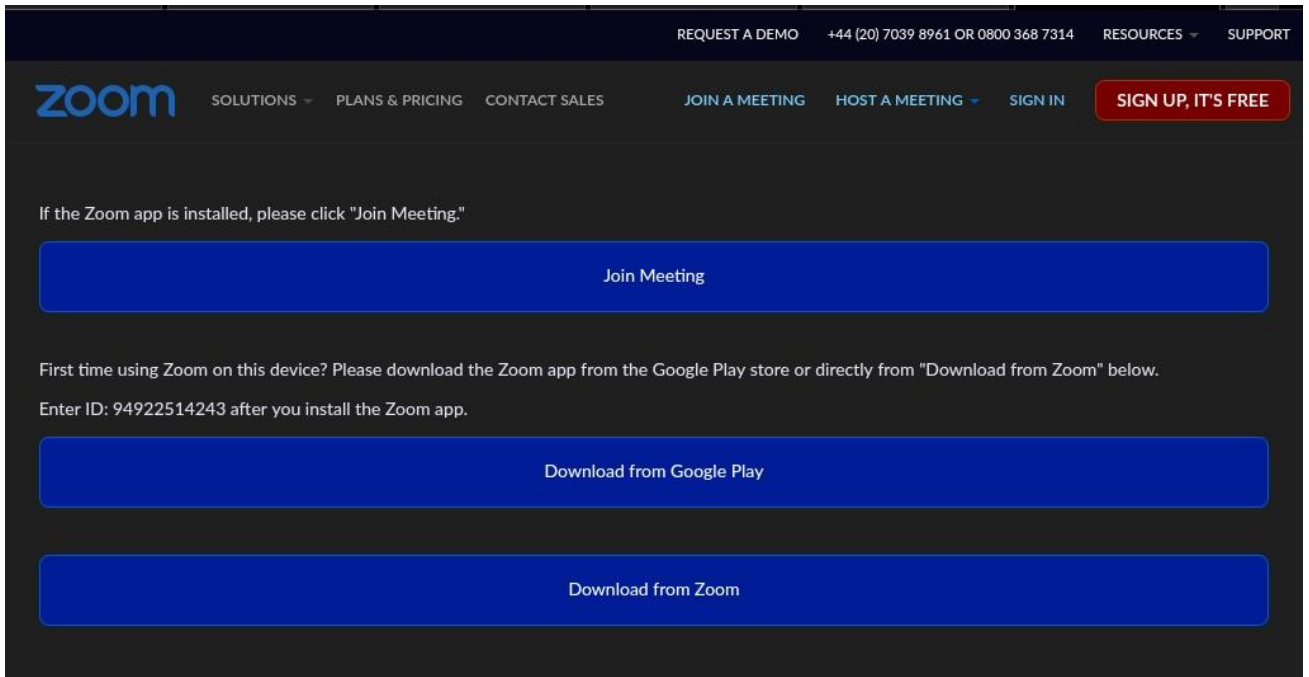
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Accessing a meeting

To join a Zoom meeting, the person hosting the meeting will send you an email with the joining details. The connection link will look something like https://zoom.us/j/123456789.
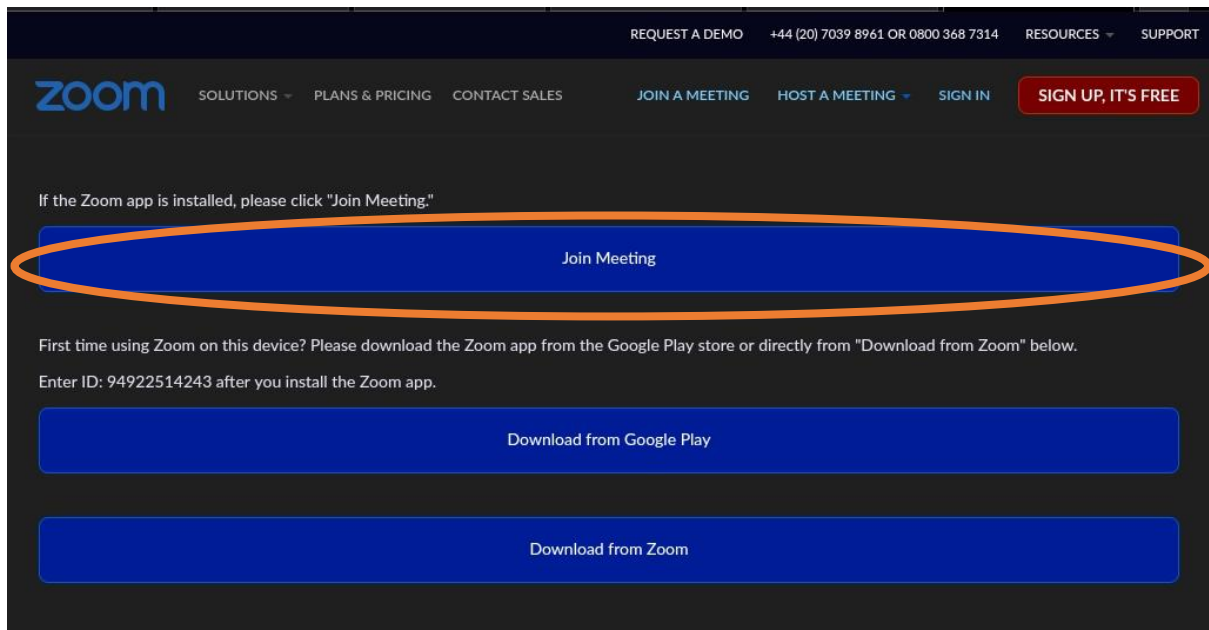
When clicking on the link, you are forwarded to a connection page.

If you haven't yet downloaded the app, you are required to do so. You can download it via the app store or Zoom's website.
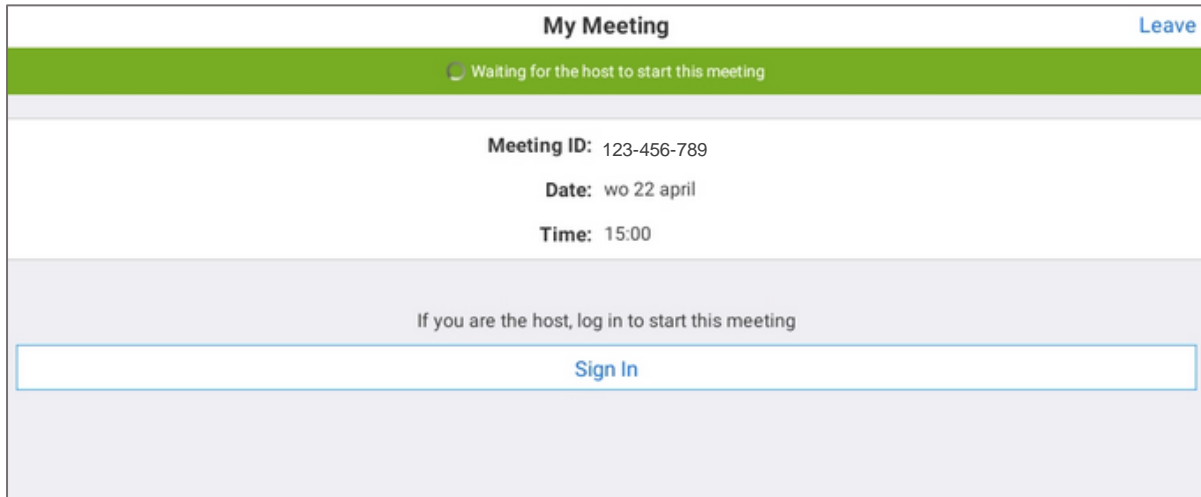
Published 16/06/2020
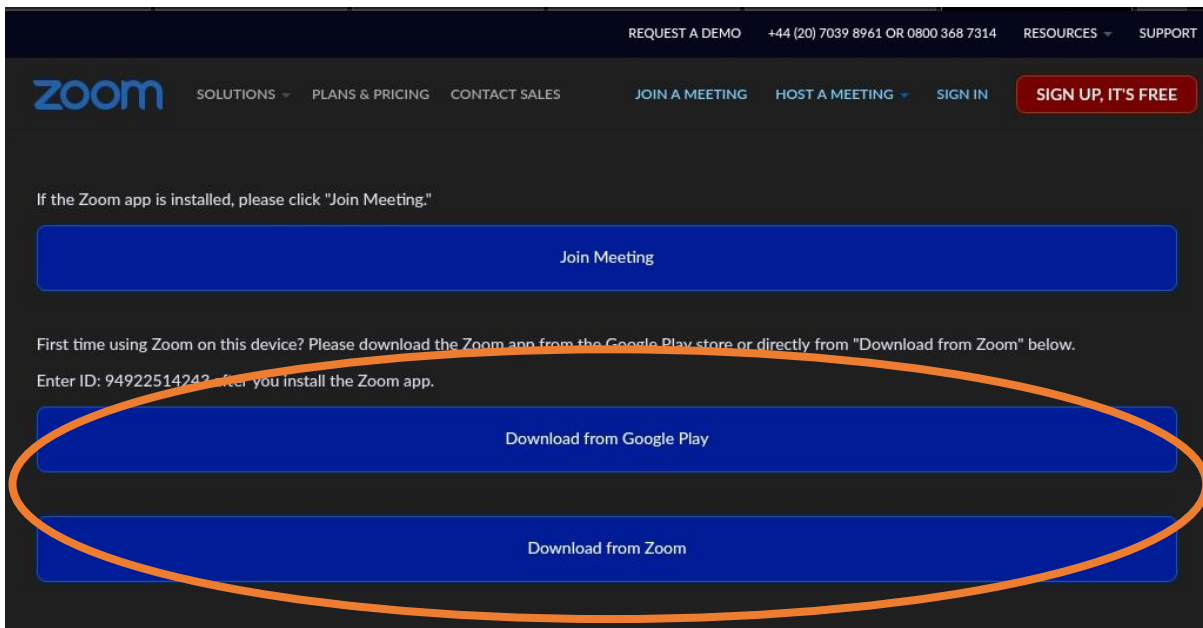
Once you downloaded the app to your device, you will be able to join the meeting by pressing the blue "Join Meeting" bar.

It could be that, once clicking on "Join Meeting", you are asked for a password in order to enter the meeting. You should have received a password with the meeting invitation.
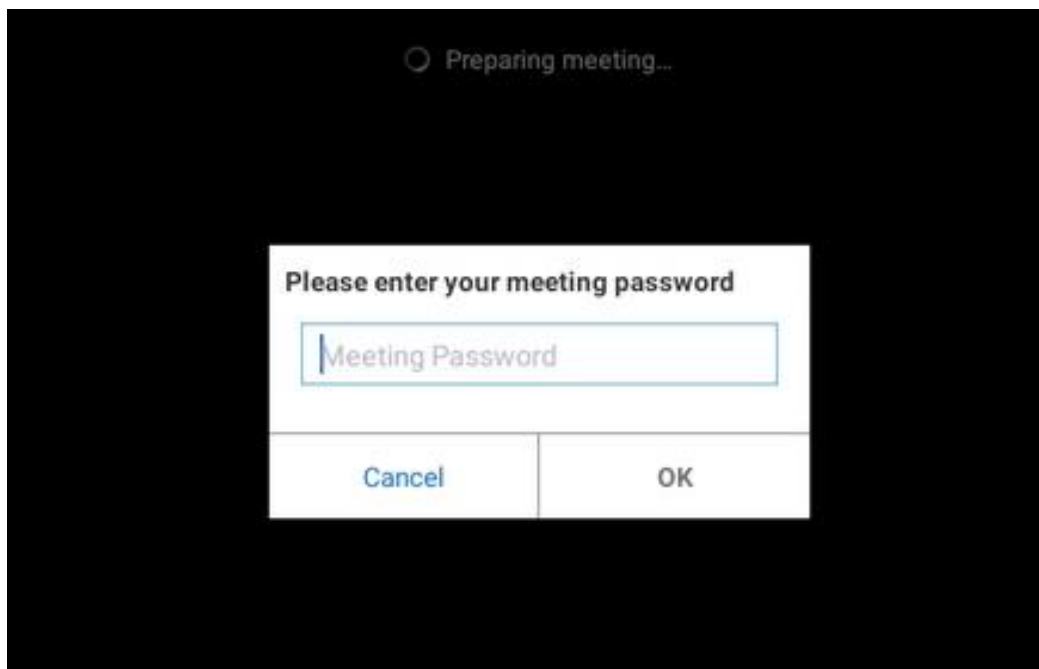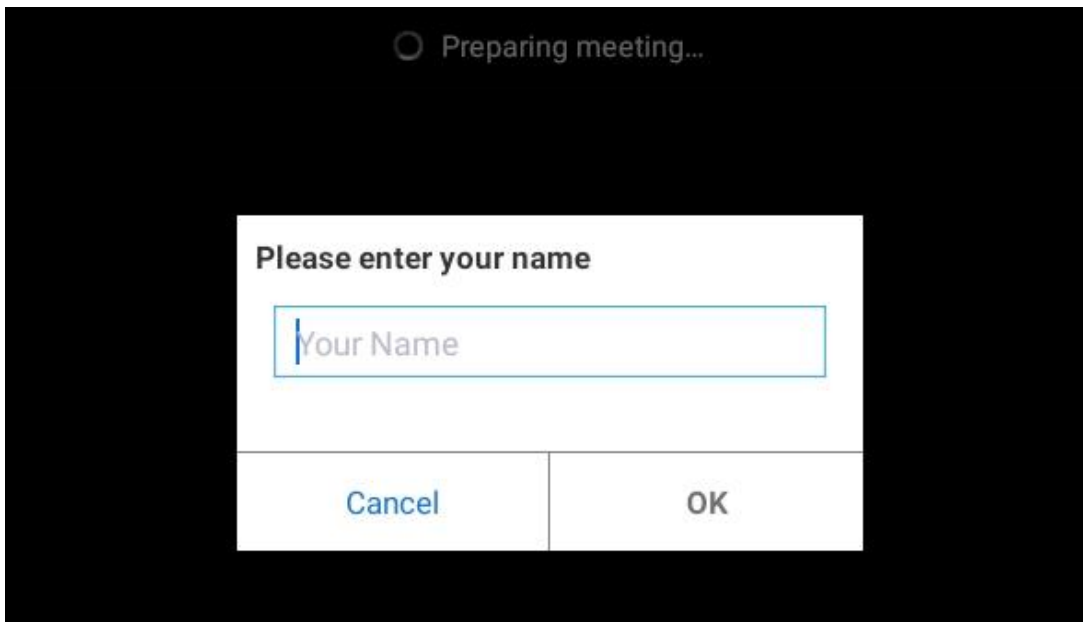
The meeting host will have to start the meeting. If you are joining the meeting early, if could occur they haven't done this yet, you will be shown the following page. You'll just need to wait for them to start the meeting.

My Meeting	Leave
◯ Waiting for the host to start this meeting	

Meeting ID: 123-456-789

Date: wo 22 april

Time: 15:00

If you are the host, log in to start this meeting

Sign In

You will then be asked for your name to join the meeting. Please, where possible, use your real name so the meeting host knows who is on the call.

◯ Preparing meeting…

Please enter your name

Your Name

Cancel	OK

If this is the first time you are using the Zoom app, you will need to agree to their Terms of Service and Privacy Policy. You won't be able to make usage of the app if you don't agree with their policies.
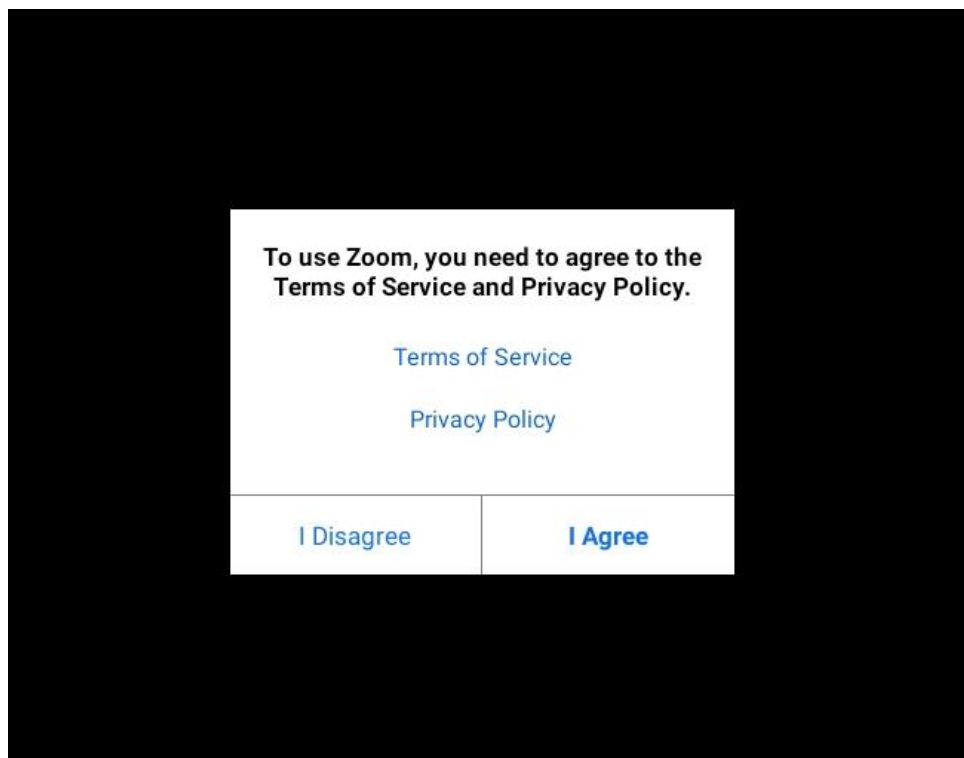

You will also need to allow Zoom access to your camera, microphone and storage (if you are planning to share documents or your screen with all participants).
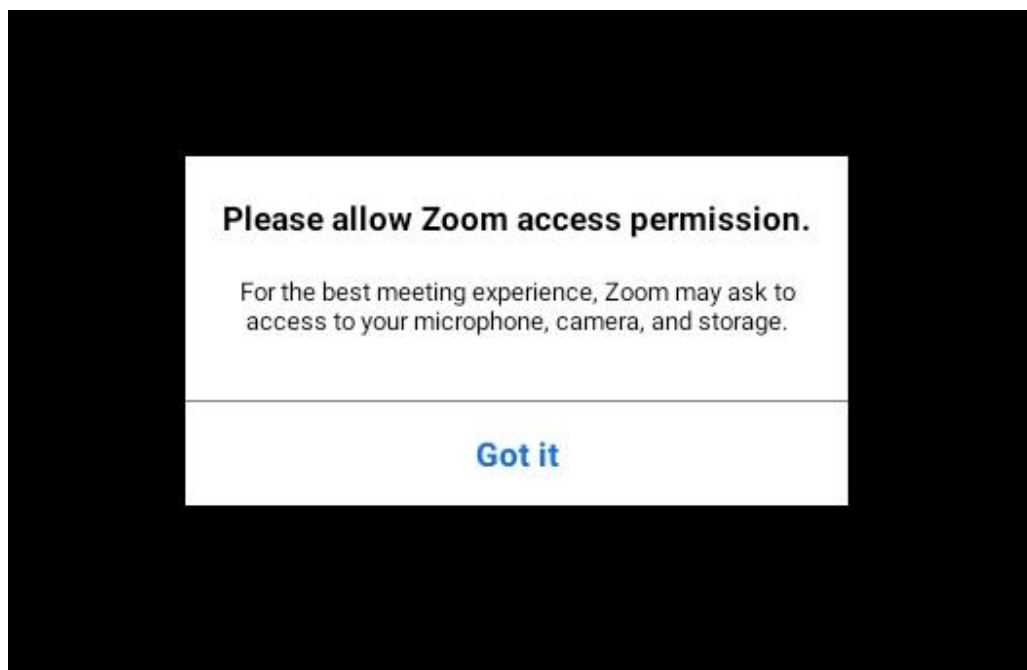
Once you entered Zoom, you will likely be asked whether you would like to join the meeting using your video or not, unless you have set up your preferences previously and saved these.

You will be shown a video preview. Underneath the preview you are given the option to join with or without video.
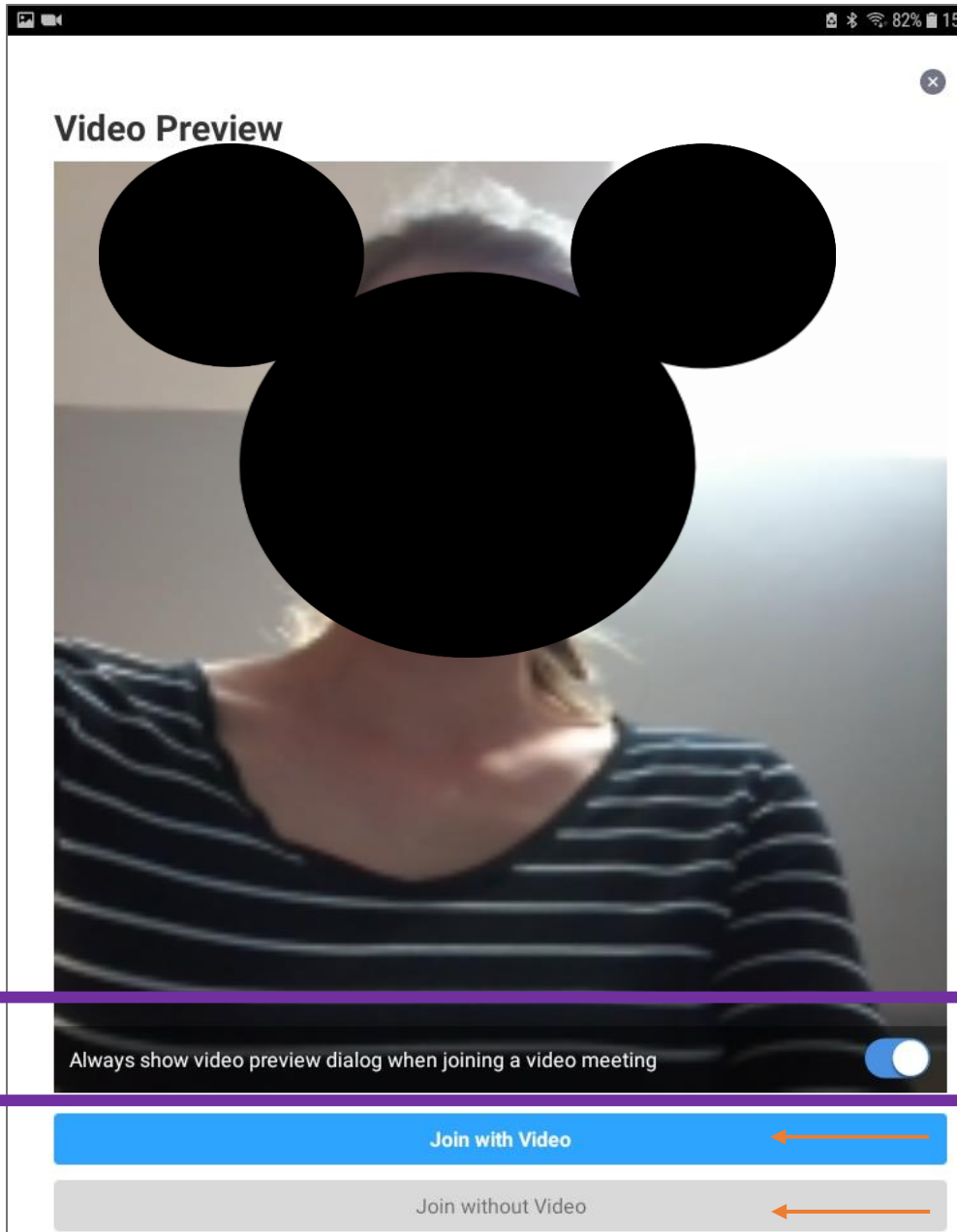

You have the option to set you preferences for future meetings. If you would like to always join meetings with video, then ensure that the switch is turned right by clicking on it (it will then show blue). If you want to set this up for each meeting separately, ensure that the switch is turned left by clicking on it (it will then show grey).
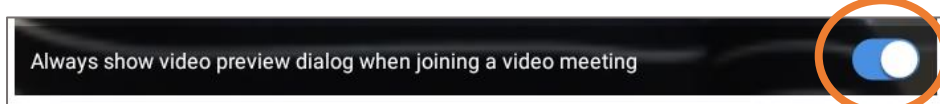
You might be placed in a waiting room. This feature is in place to ensure that uninvited guests won't join and disturb the meeting. The meeting host will accept you into the meeting once they have joined themselves, as such it could happen you will be in the virtual waiting room for a bit if you joined the meeting early.
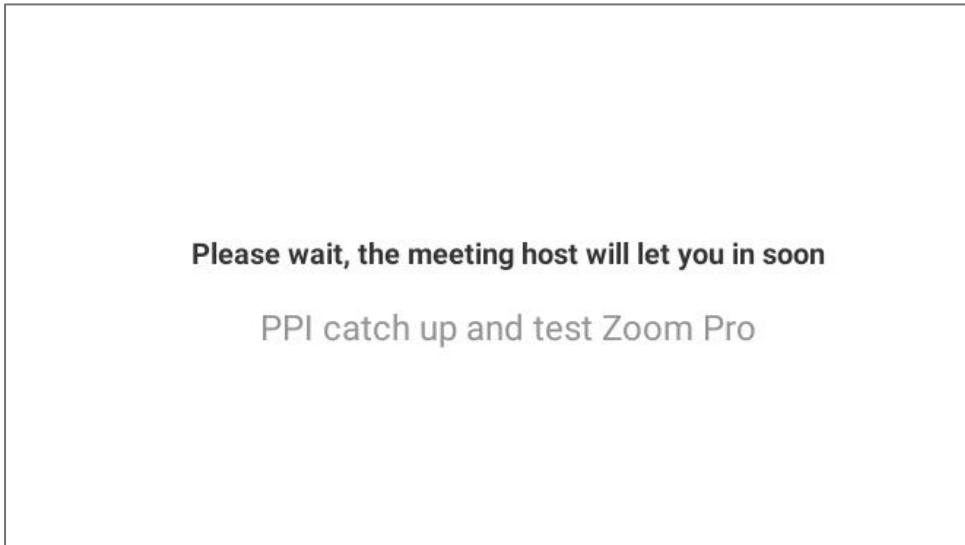
You can listen to the meeting making use of the speaker in your mobile device, in which case you use "Call via Device Audio" or you can dial into the meeting via phone call if you are unsure of the microphone quality of your device. Please note that this is only possible with a Zoom premium account, so you would need to check with the person who organised the meeting if they use a premium account.
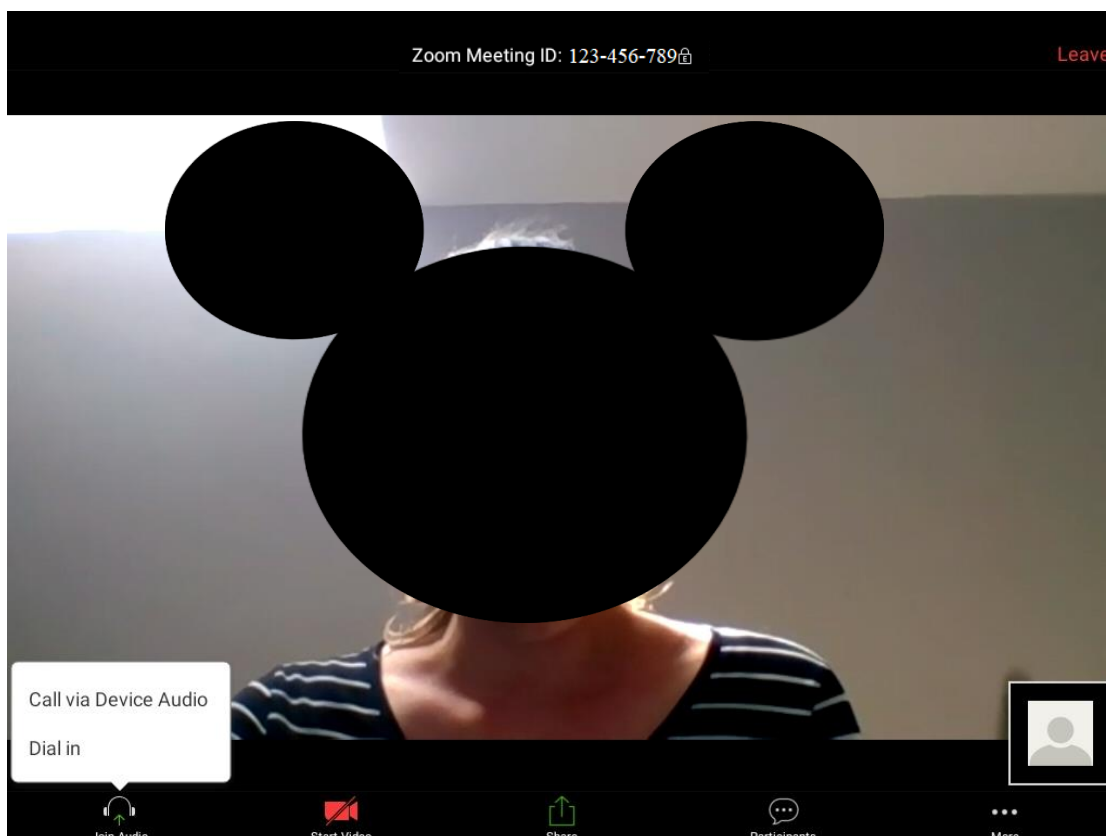
If you want to, and are able to, join the meeting that case, click on "Dial in" and it will open a new window showing you which number to call and all required information to access the audio of the meeting via phone.
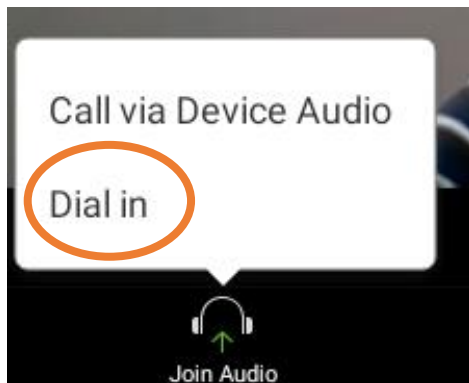
Note that it is important to select an audio option. Otherwise, you won't hear what is happening. If this is the case, the audio in the bottom bar of your screen will show the image below.

Mute and unmute your microphone

It is important to mute your microphone when you are not talking to avoid disturbances and background noises during the meeting. You should be automatically muted when you join the meeting. You will want to unmute yourself before you start talking. Make sure to mute yourself again once you finish talking.

To mute or unmute yourself, press the "Mute" or "Unmute" in the left corner of the bottom bar on your screen.

If you are unsure if you are muted or unmuted, there are several ways to check:

1) There is a microphone icon behind each participant's name. If this is red, the participant is muted, if it is grey, they are unmuted. In the image below, you would see that Minnie Mouse is muted and other participants are not.
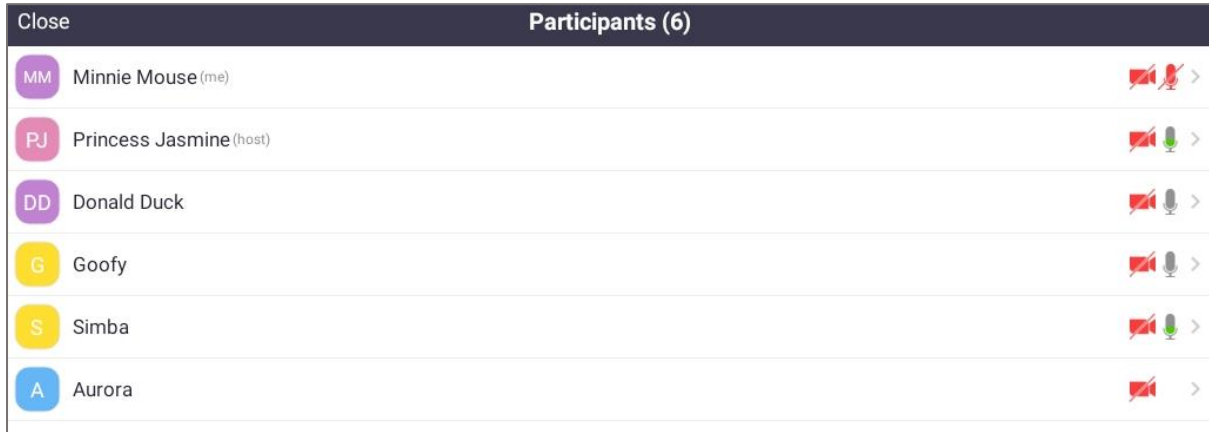
2) The microphone icon in the left corner of the bottom bar on your screen will show as "sound on" or "muted"
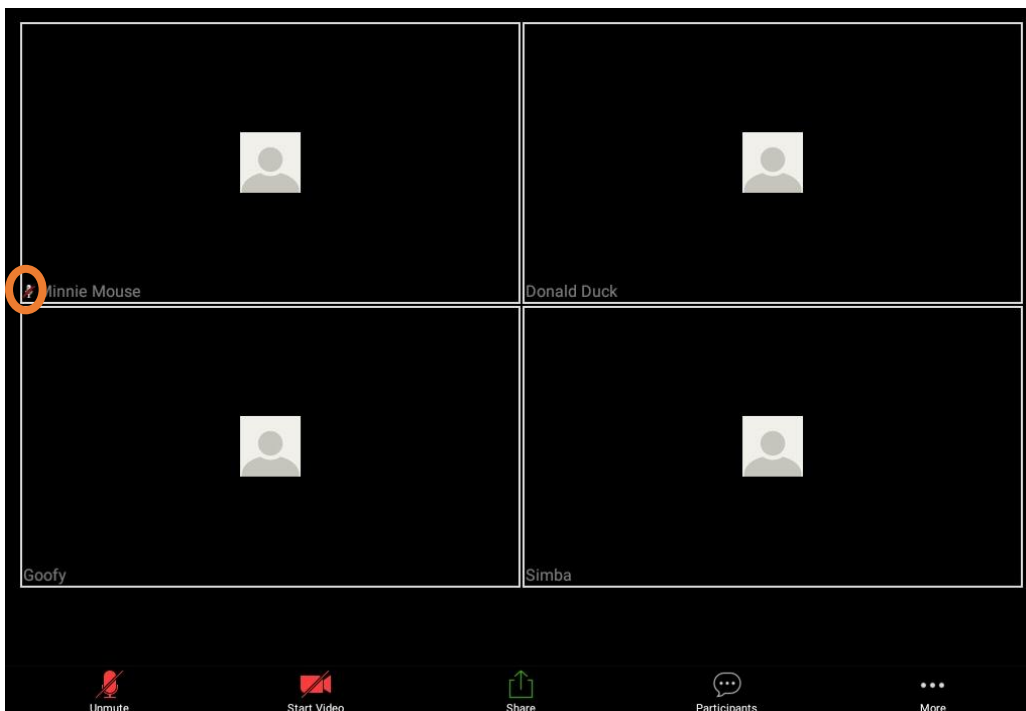
 = sound on   = muted

3) Your video icon will show whether you are muted. If you, or others, are muted, it will show a red microphone icon. If you are not muted, it won't show an icon.

Turning your video on/ of

You might want to be seen during the meeting by sharing your video, or turn your video off. When participants share their video during meetings, meetings can feel more personal and a chair can pick-up visual communication cues. To have a video function, you would need a webcam or build-in camera (which is more common in laptops).

If you are sharing your video, you will see yourself in the small box in the right-lower corner of your screen.
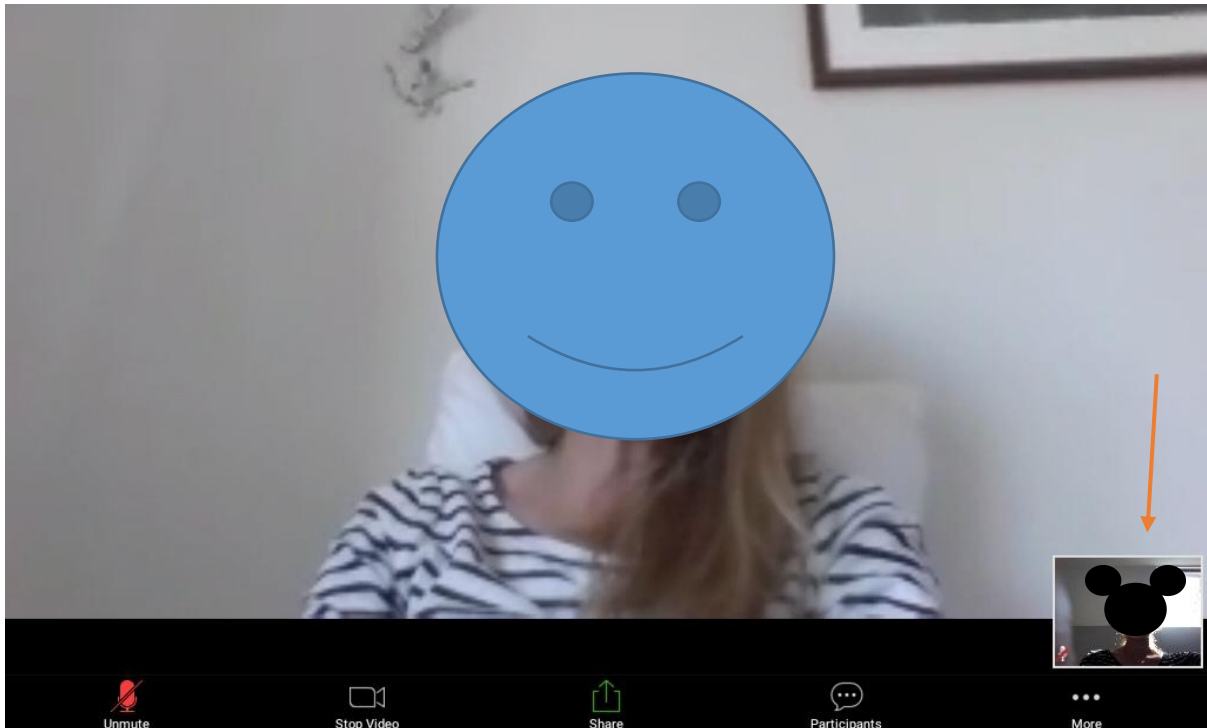
If you are not sharing your video, you will just see the image of a figure. If others aren't showing their video either, you will see a black screen, potential with a photo, and their name in the bottom-left corner of their window. If you make use of a Zoom profile to join meetings, which is not required, you are able to upload an image of yourself to be shown if you are not using your video.
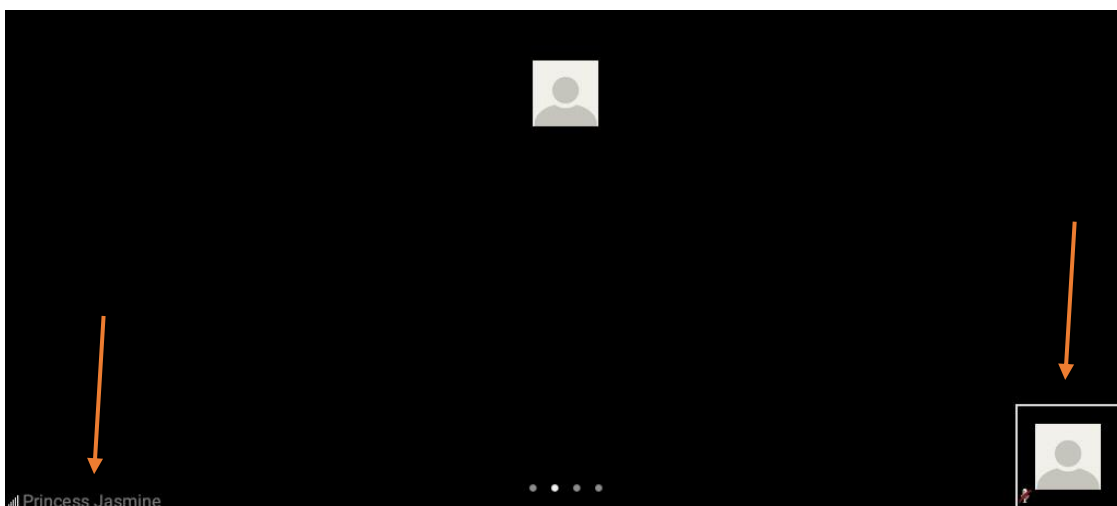
To start or stop your video, press "Start Video" or "Stop Video" in the bottom bar on your screen.


Different view types

There are 2 different types of views available to see the participants; Speaker View and Gallery View. In the speaker view you will see enlarged the person who is talking and in the gallery view you can see multiple participants at a time. To change views, you will have to swipe your screen respectively left/ right. The dots on the bottom of your screen will show you in which screen you are.

To be in Speaker View, you will have to swipe your screen to the second dot.
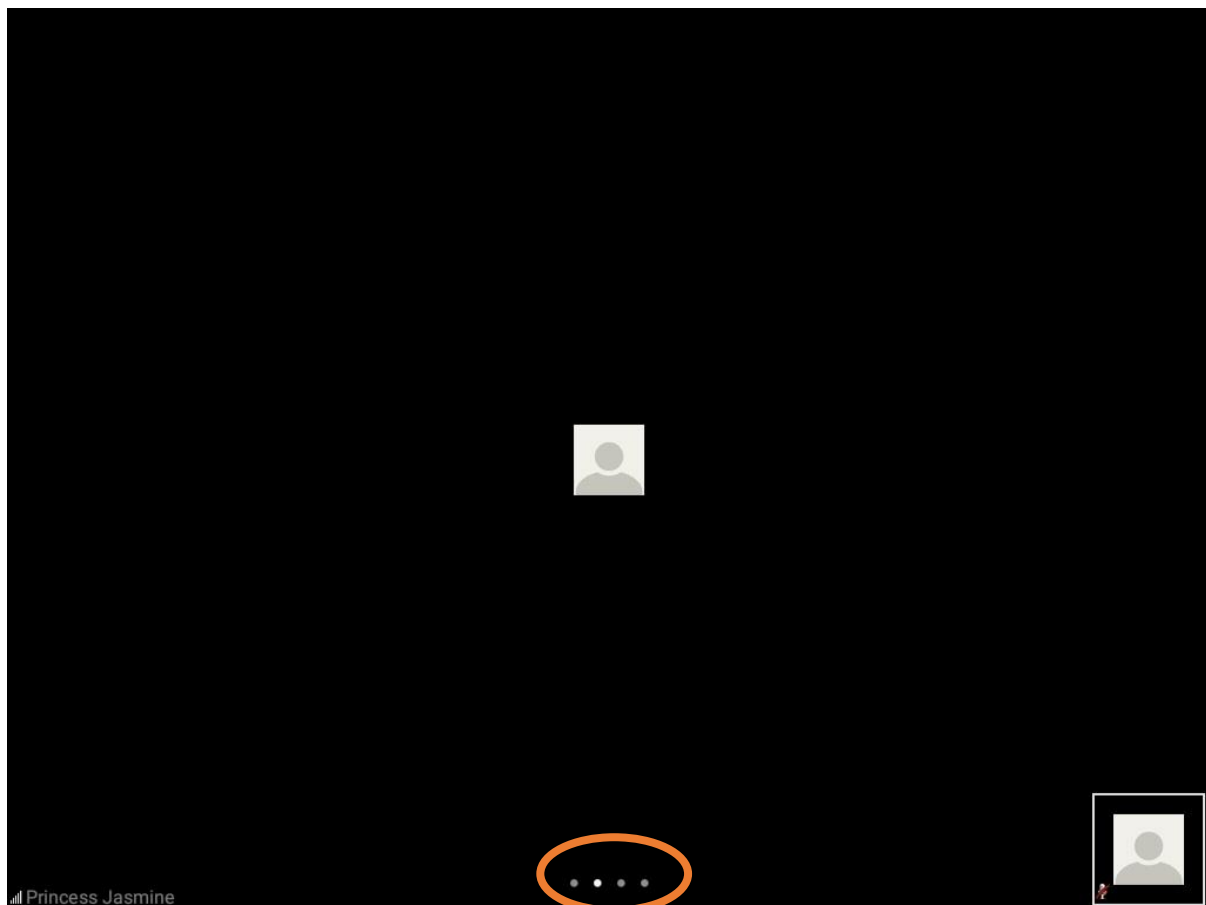
To access the gallery view, you will have to swipe the screen to the 3rd (and beyond, depending on number of participants) dot. In a gallery view you will see up to four of the participants on the on the call. If they do not use their video, the person speaking will be highlighted with a green border. To see different participants in the gallery view, you would have to swipe your screen further to the right.
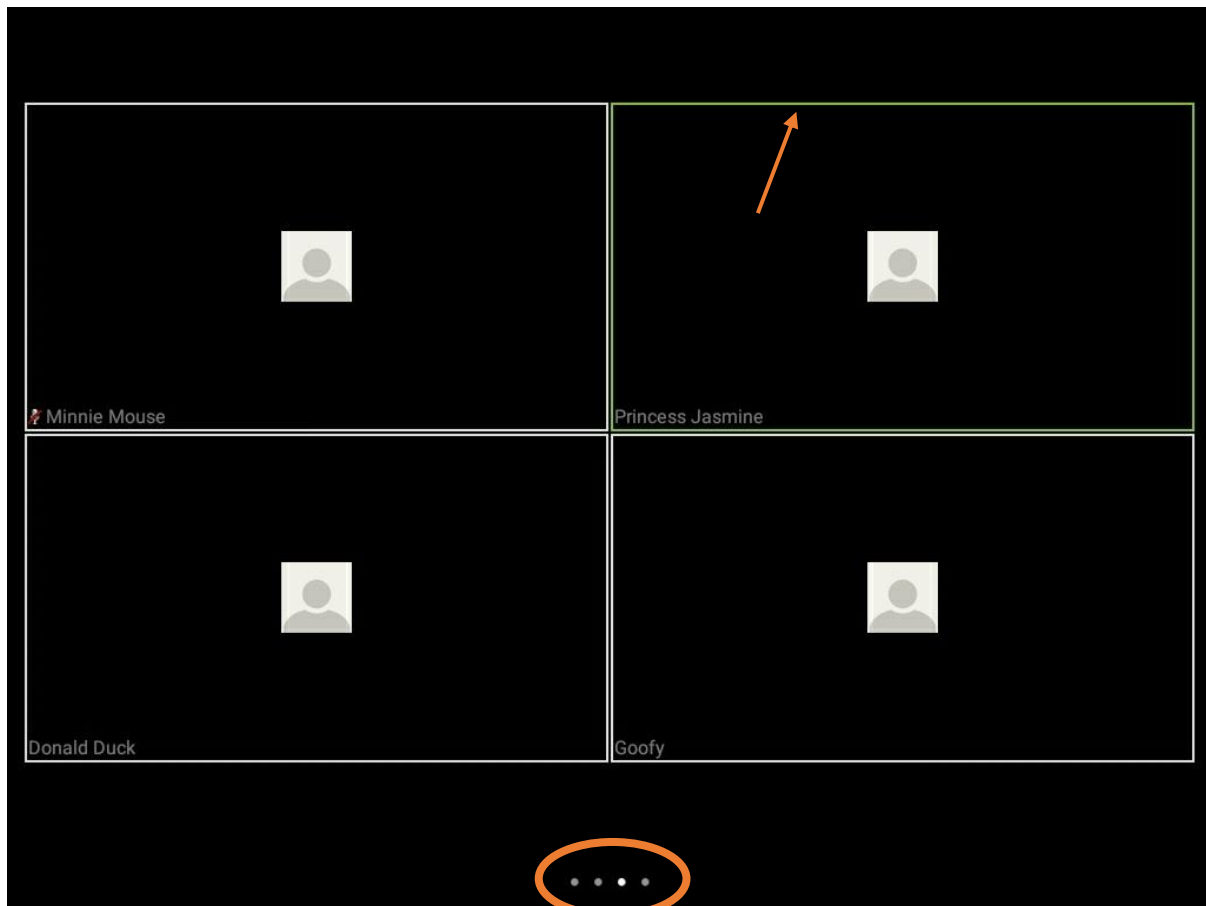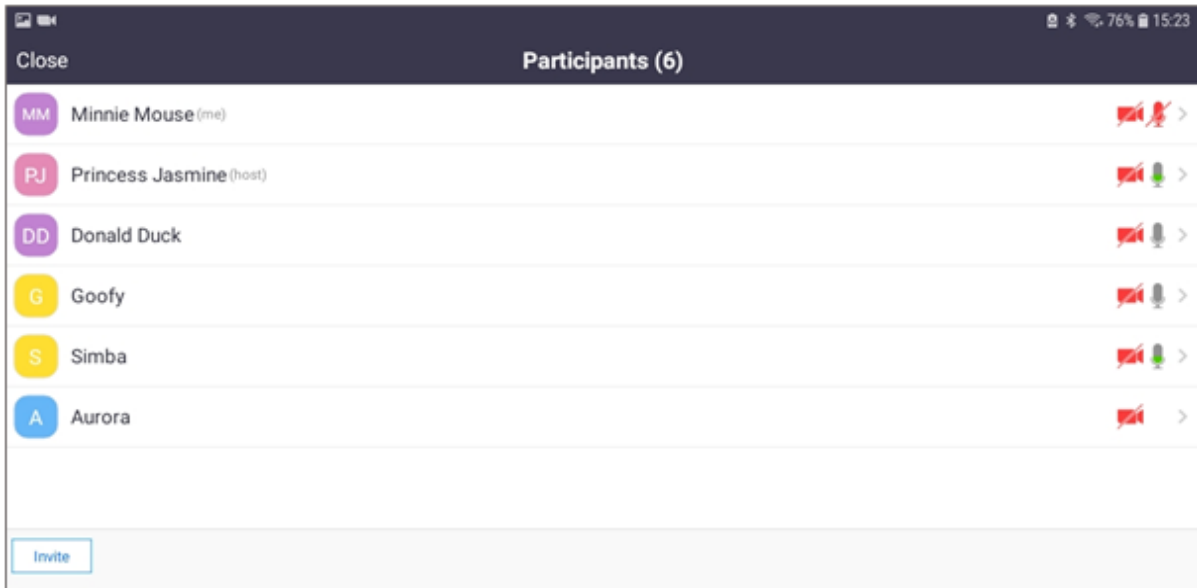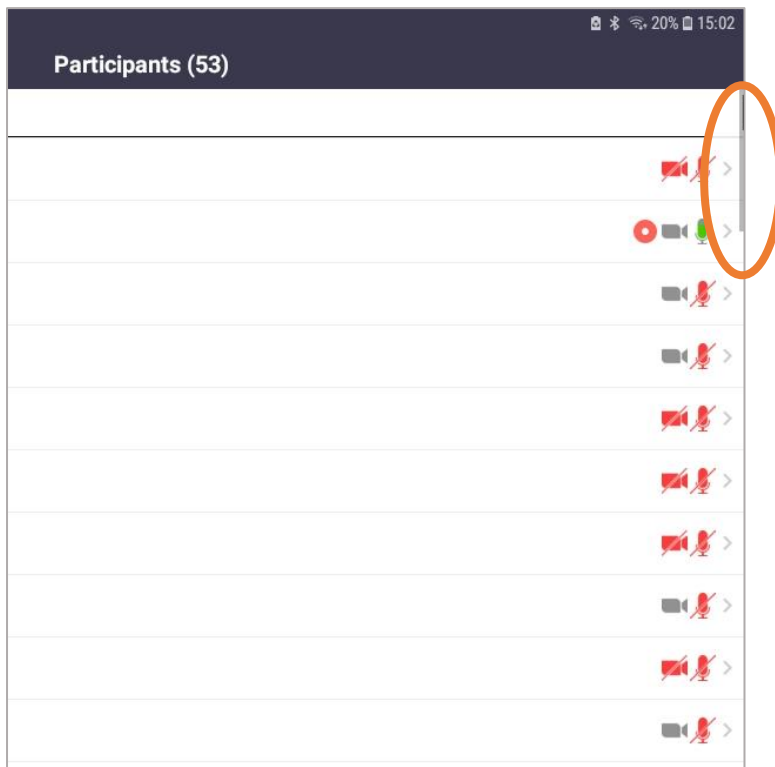

Who else is in the meeting?

To see everyone participating in the meeting, press "participants" in the bottom bar on your screen.
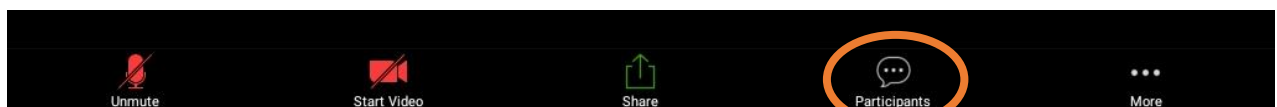
A new window will appear, showing you all the participants of the meeting. The meeting organiser(s) will have "(Host)" behind their name.


When there is a large number of participants. A scroll will appear on the right side of your screen giving you the option to scroll through all participants.

How to raise your hand

You might want to signal to the meeting's chair that you want to make a contribution. It is possible to raise your hand to make visible to all participants you want to say something.

To raise your hand, press the "More" button in the right corner of the bottom bar, indicated with 3 dots.
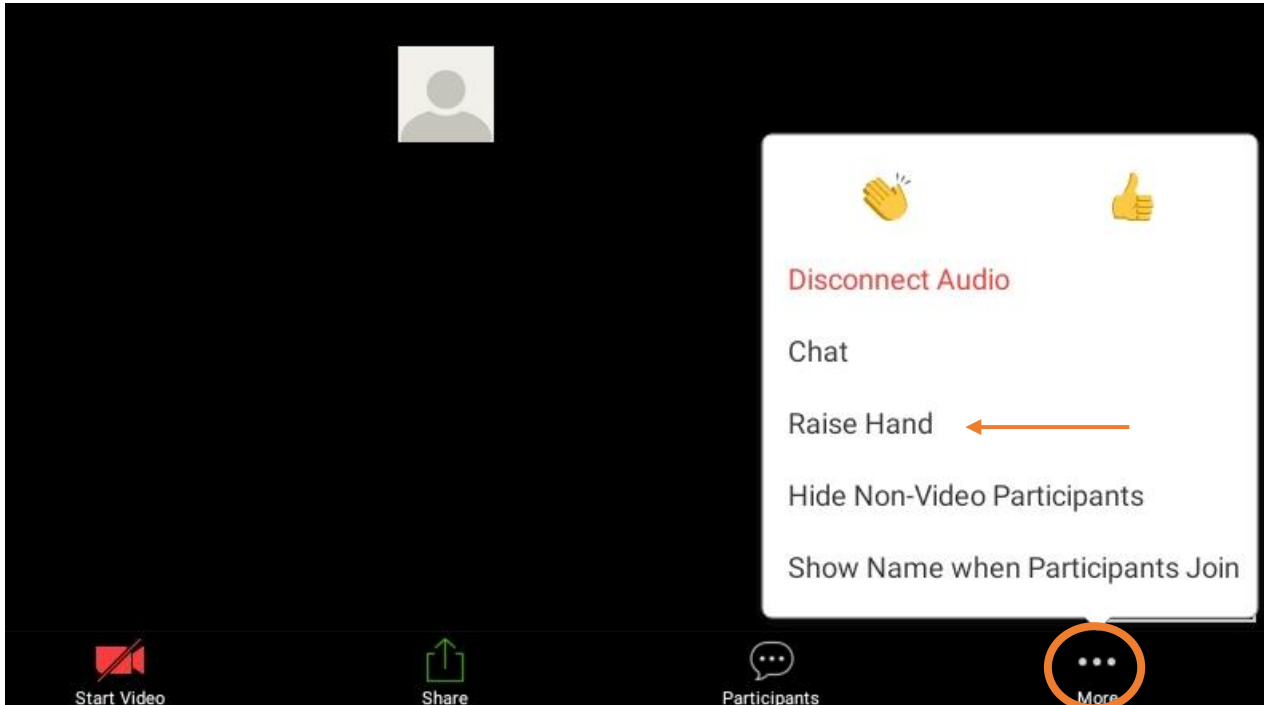

It will open a tab with several options, including raising your hand. If you have raised your hand, a blue hand will appear in your screen.
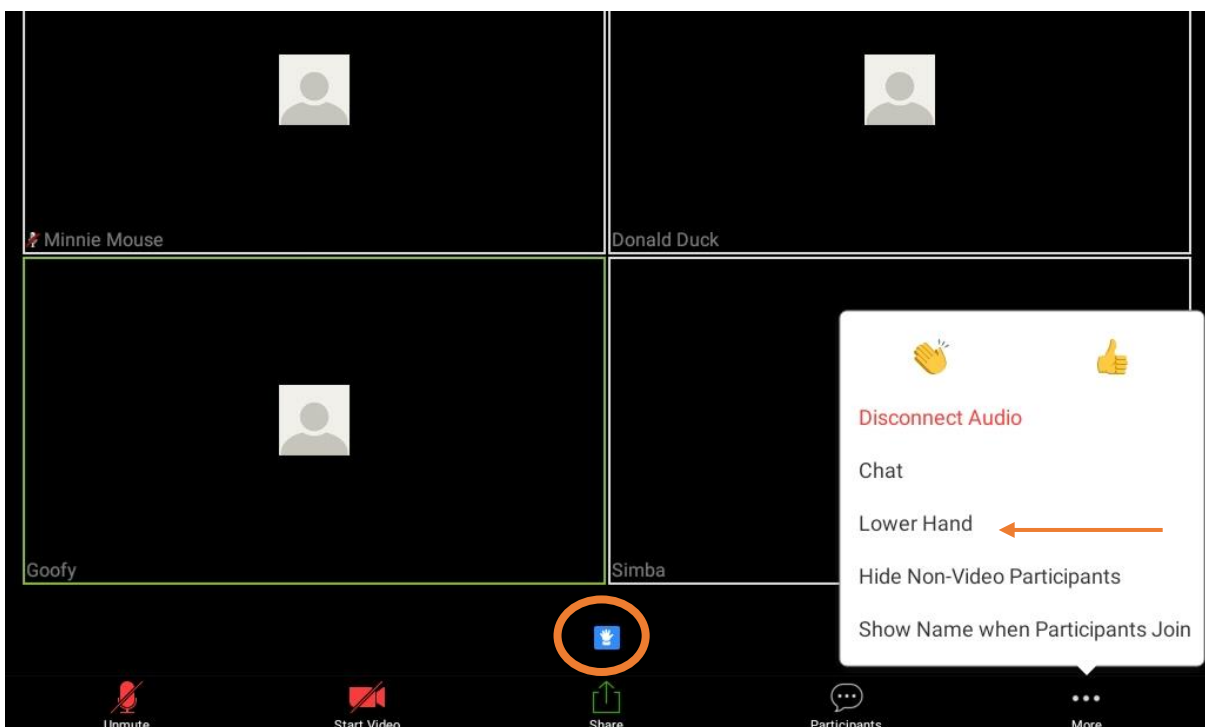
Alternatively, you can access the "Raise Hand" function under the participants screen. To access, press "participants" in the bottom bar on your screen.
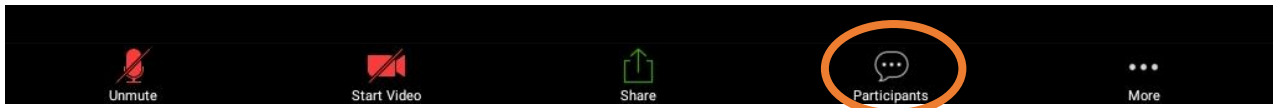
A new window will appear, showing you all the participants of the meeting. Then click on the right-pointing arrow in the row with your name.
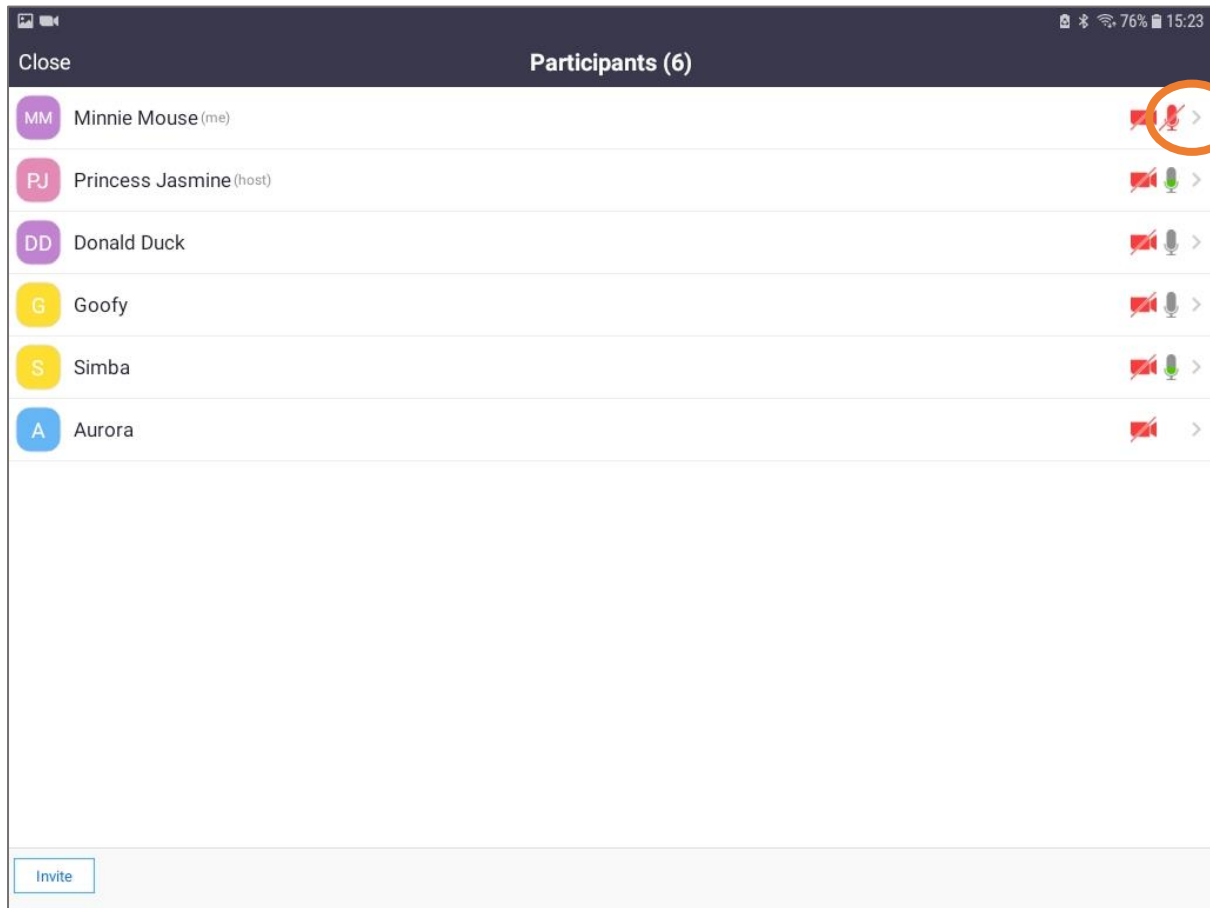
A small window will then appear with the option to "Raise Hand" or "Lower Hand" (depending on whether your hand is already raised.
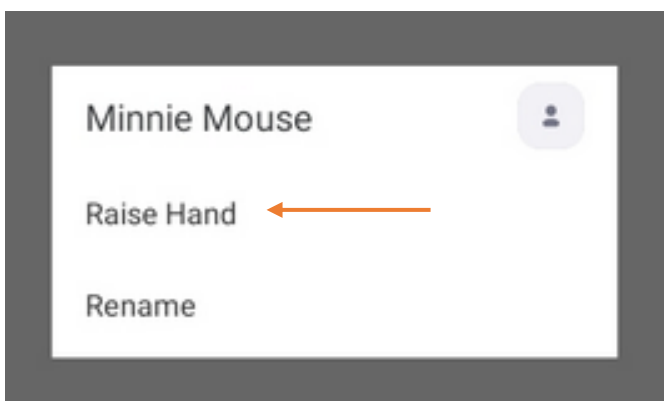
If your hand is raised, you will see a blue hand appearing in the right side of your participant row.


Don't forget to press "Lower Hand" again after you made your comment to lower your hand. You can find this in the same place as you find "Raise hand", you see that option has now been replaced to "Lower Hand". The meeting host will also be able to lower your hand.

How does the chat work?

Apart from seeing and talking to all participants, it is also possible to write to each other making use of the Chat function.

To access the chat, press the "More" button in the right corner of the bottom bar, indicated with 3 dots. It will open a tab with several options, including Chat. Press on Chat.
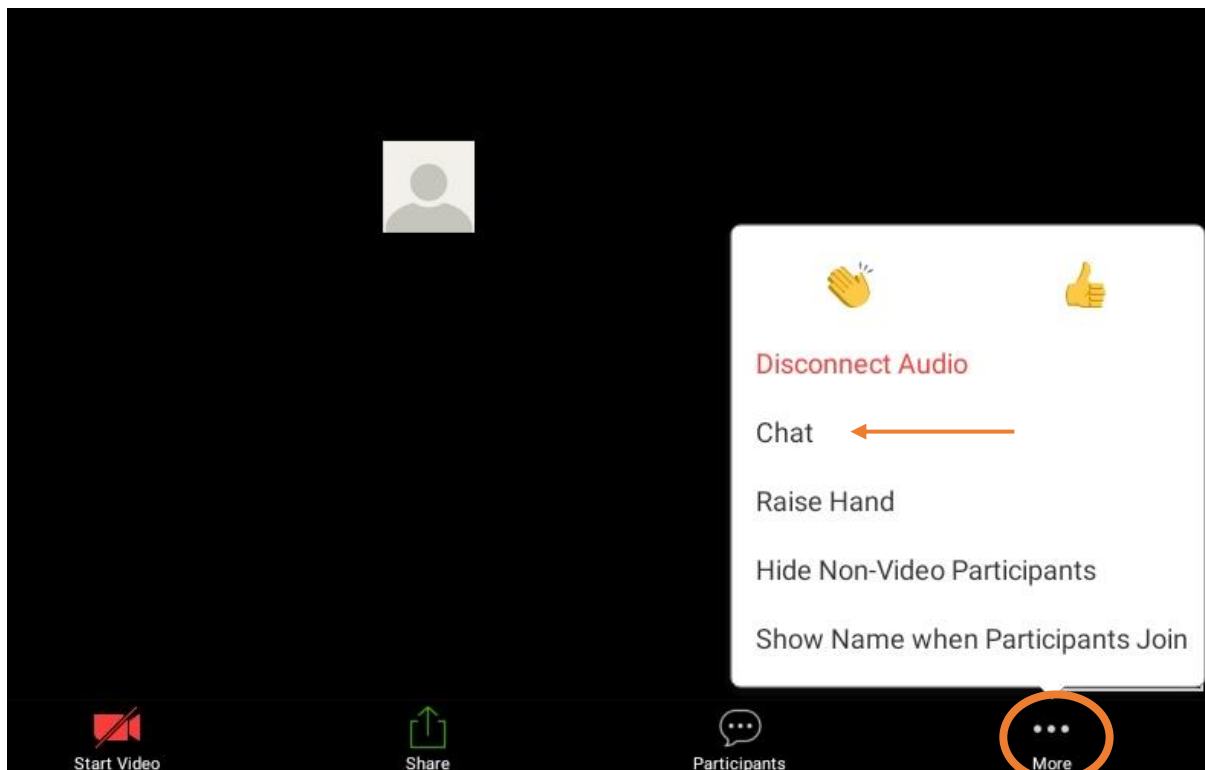
This will open a new window, in which you are able to see all chat messages shared with you or start a new conversation.
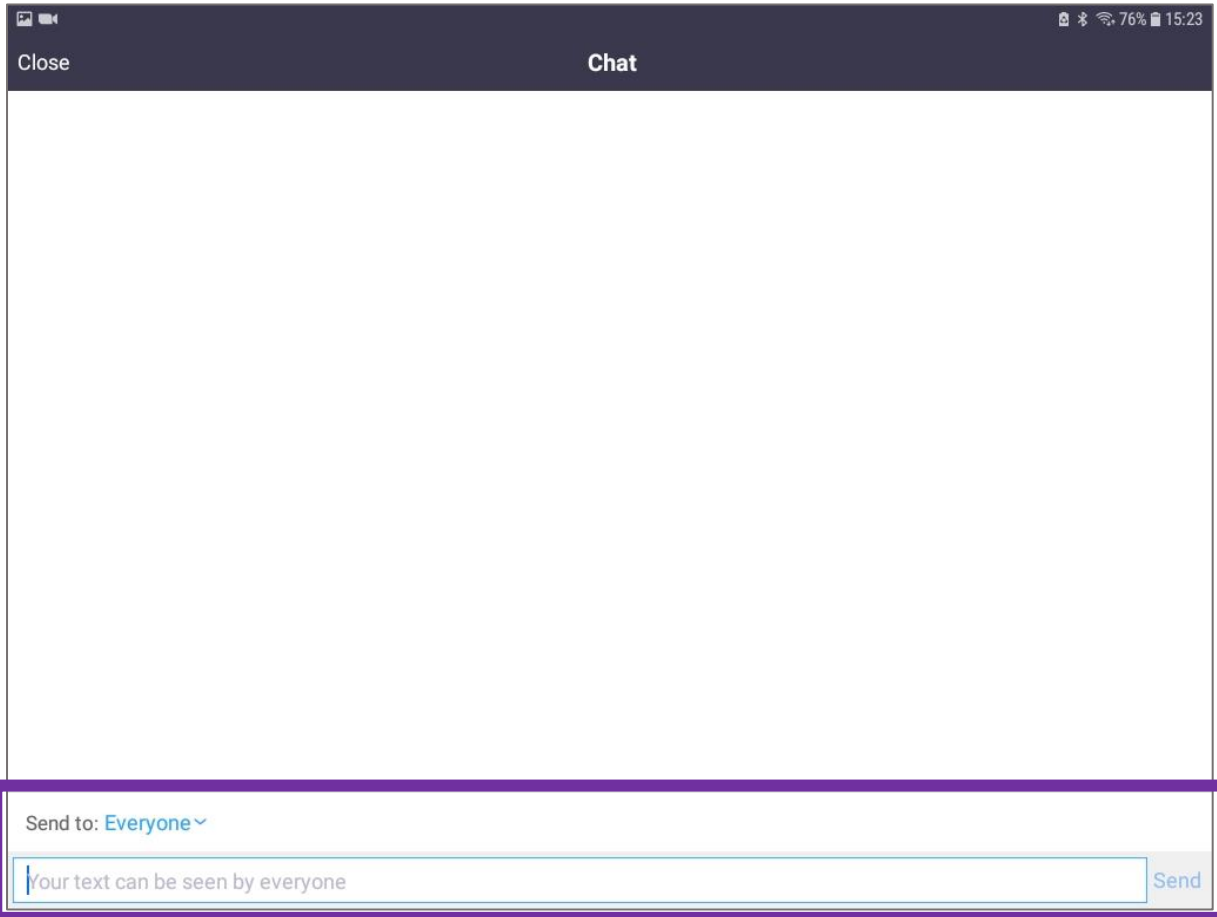

It is possible to write chat messages to all participants, and to send private messages to a specific person. Be mindful that Zoom is a commercial software and you might not want to share personal or confidential data, such as bank details, addresses or confidential data from a research study. Even messages sent privately will be shown to the meeting host when they receive their 'end-of-meeting' transcript of the chat box.

To select a specific person to talk to, you need to click on "Everyone" in the bottom of the column.

Once you clicked on it, you will see a list of all participants. You can then select the person you want to send a private message.
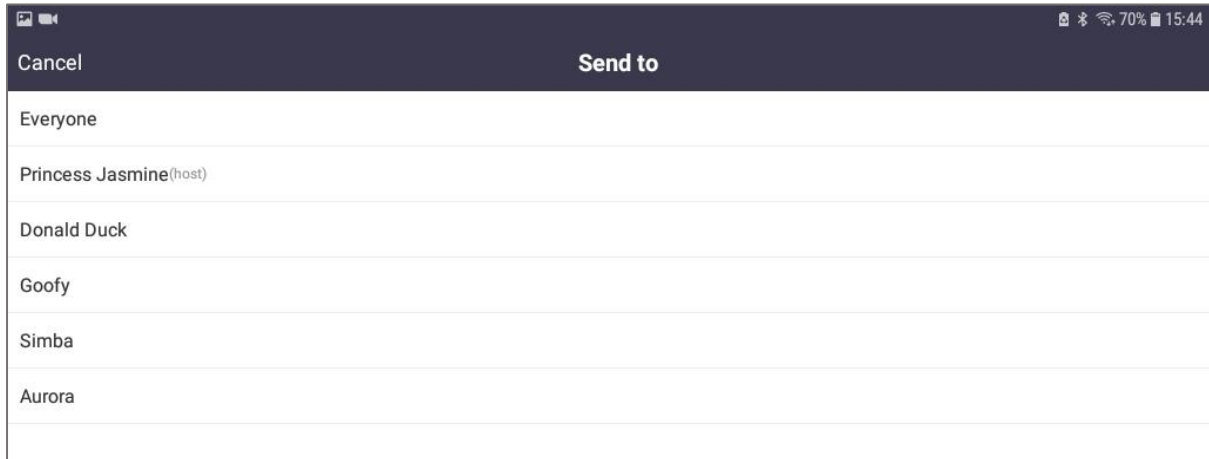
The personal chat messages will appear in the same chat box, but instead of being visible to everyone, it will only be visible to you and the person receiving your message. Make sure to switch to "Everyone" again when you want to share a message with all participants.
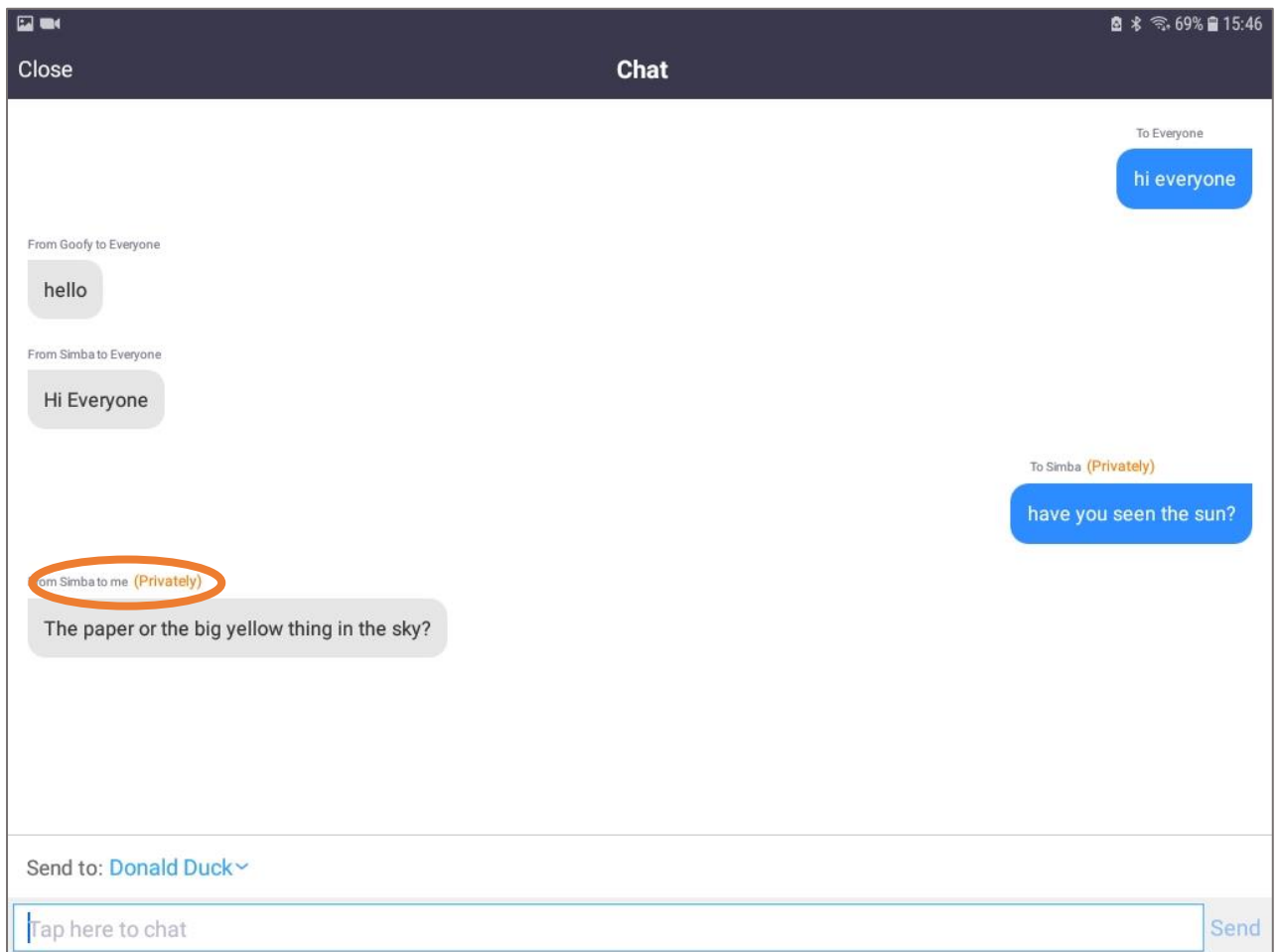
If you receive a chat message, a red alert will appear above the 3 dots button in the right corner of your bottom bar. To see the message, press on this button and access the chat window.


How to share a screen

Participants in a meeting can share their screen with you. In this case, you won't see someone's video anymore but their screen will be shared. This can be helpful to for example to show you a presentation, document, table or graph. It is also possible to show a whiteboard, where someone might have written some thoughts or notes down from the meeting.

It is also possible for you to share your screen. Be mindful that, if you do this, everyone in the meeting will be able to see what you share, so be sure to not show anything you wouldn't want to share with the whole group.

To share your screen, click on the "Share Screen" button in the bottom bar on your screen.

A new tab will then appear on your screen. If you want to share everything that is on your screen, press "screen", followed by pressing "Share" in the right corner. You can also decide to share only a specific document, picture, internet browser or show a specific service like Dropbox or Google Drive in which you will share your document. To access these options click on their name in the tab.

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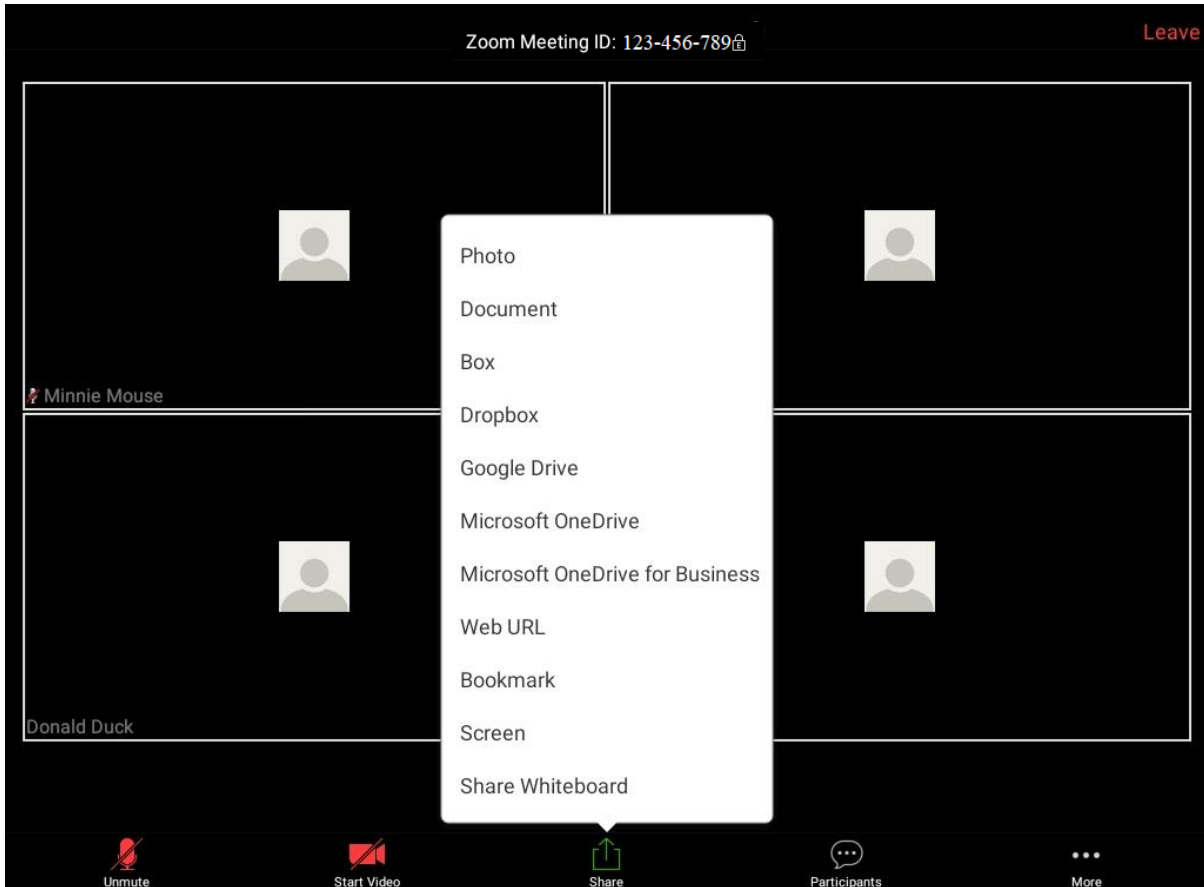
It is also possible to share a whiteboard if you want to draw some of your thoughts and share them in real time. In that case, press the "Share Whiteboard" option. A new white window will appear on which you can type/ draw. All other participants in the call will see what you are creating.
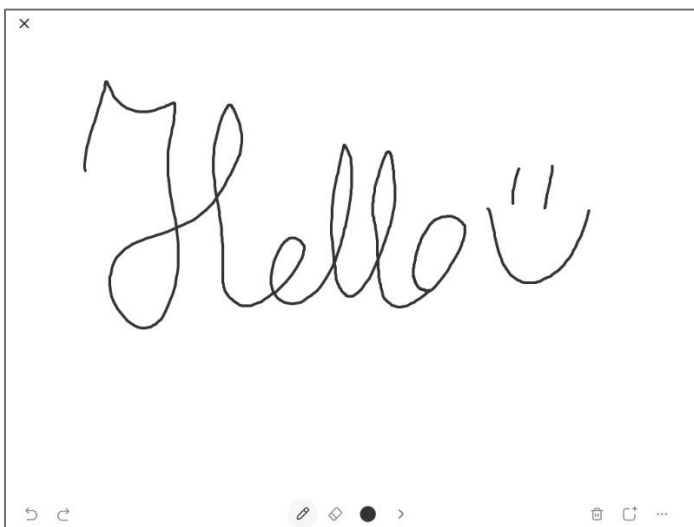
If you want to stop sharing, press the red "Stop Share" button in the bottom bar of your screen.

Recording the meeting

It is possible for meetings to be recorded. If a meeting is recorded, you will see this mentioned in the top right corner. If you would not like the meeting to be recorded, please contact the meeting host. It is not possible if you are joining via a mobile device to record the meeting yourself.


How do breakout rooms work?

The meeting host has the opportunity to split all participants up in smaller groups to enable group discussions. This function is called "Breakout Room". The chair will inform you when this happens and allocate you to a room. You will see a pop-up inviting you to move to a specific break-out room. You are not able to swap rooms, only the host can allocate participants to breakout rooms.
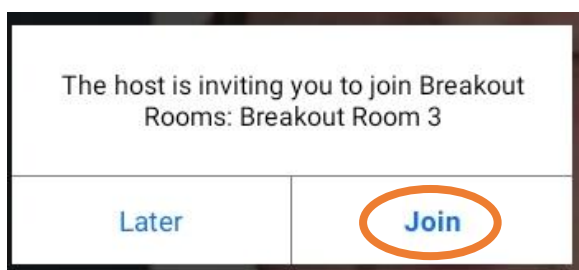
When you pressed "Join" a new screen will appear to show you are transitioning into a breakout room.
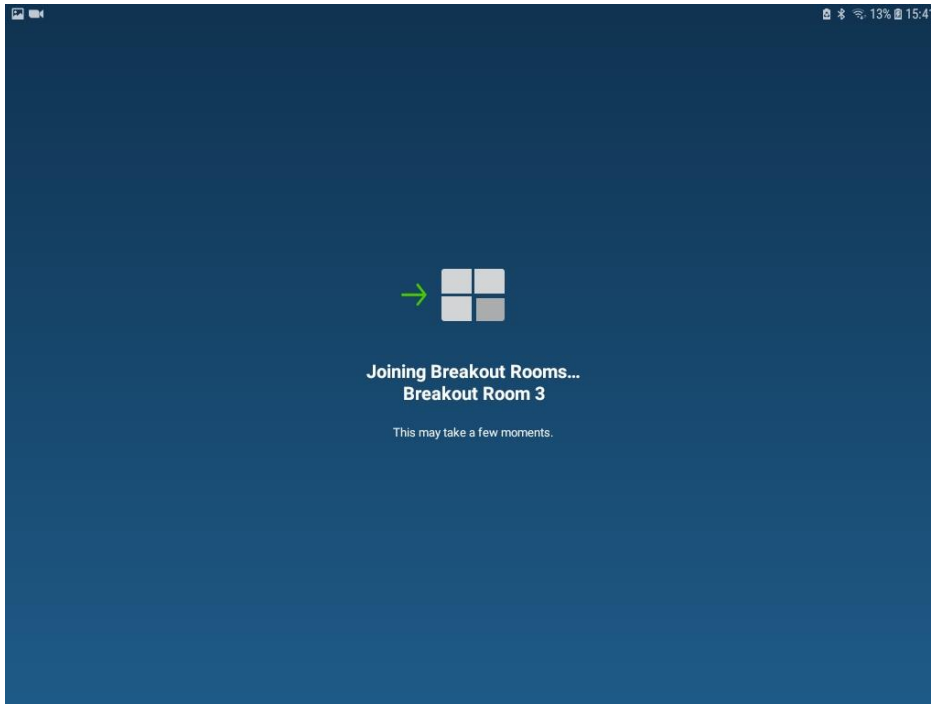

Once you joined the room, you will see the familiar outline of a Zoom call, only with less participants than previously.

There is the possibility to leave a breakout room, by pressing the "Leave Breakout Room" button in the top right corner and go back to the big discussion room.
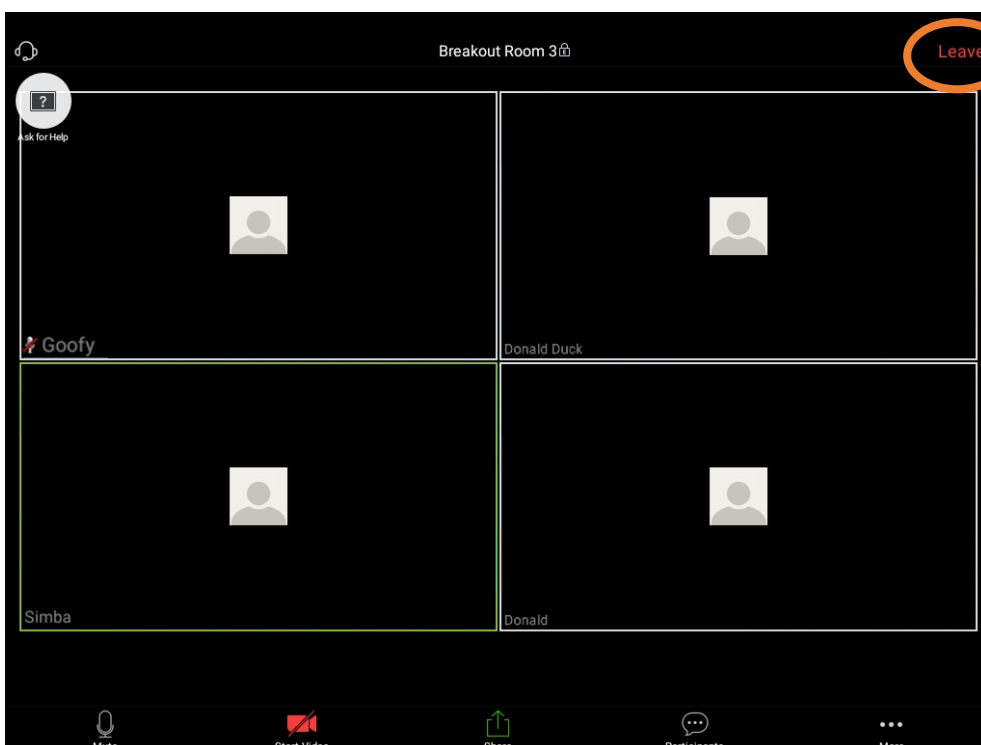
A pop-up will appear giving you the choice to "Return to Main Session", leaving your breakout room and bringing you back to where you were in before the breakouts started or to leave the Zoom meeting as a whole. It is not advisable to return to the main session before the host requests you to do so as all other participants are in a breakout sessions and you might be one of the only ones who will be waiting again for everyone else to join.
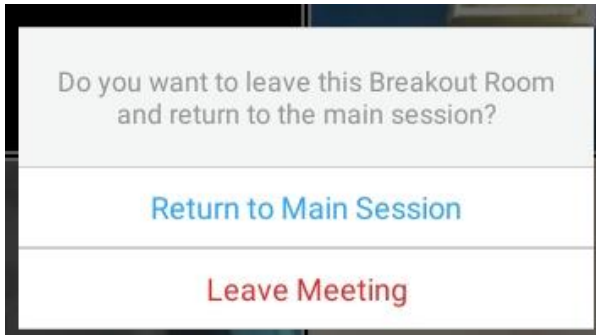
It might be important to remember in which breakout room you were in case you need to provide feedback on your group discussion. The number can be found at the top of your screen.
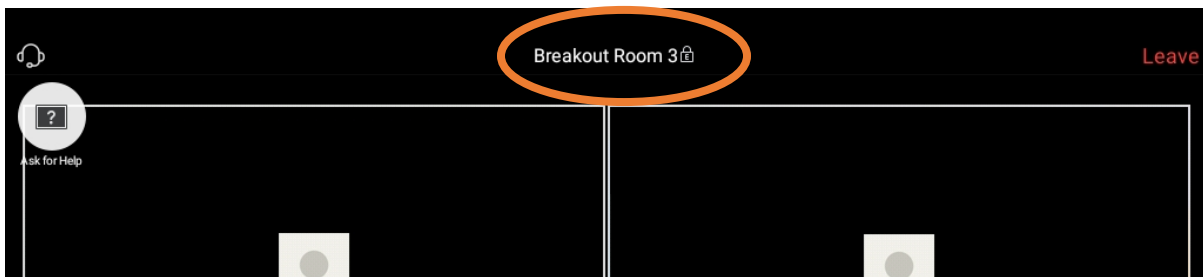

Once your time for group discussions is over, a pop-up will appear in your screen. By clicking on "Return to Main Session", you will be moved back to the central meeting with all other participants.
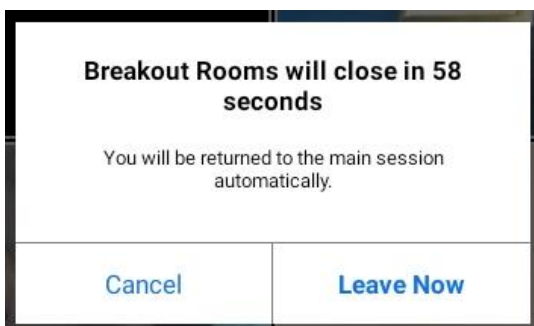
How do polls work?

The meeting host can organise polls to capture feedback from participants. If the meeting host launches a poll, a new window will appear on your screen with one, or multiple, questions.
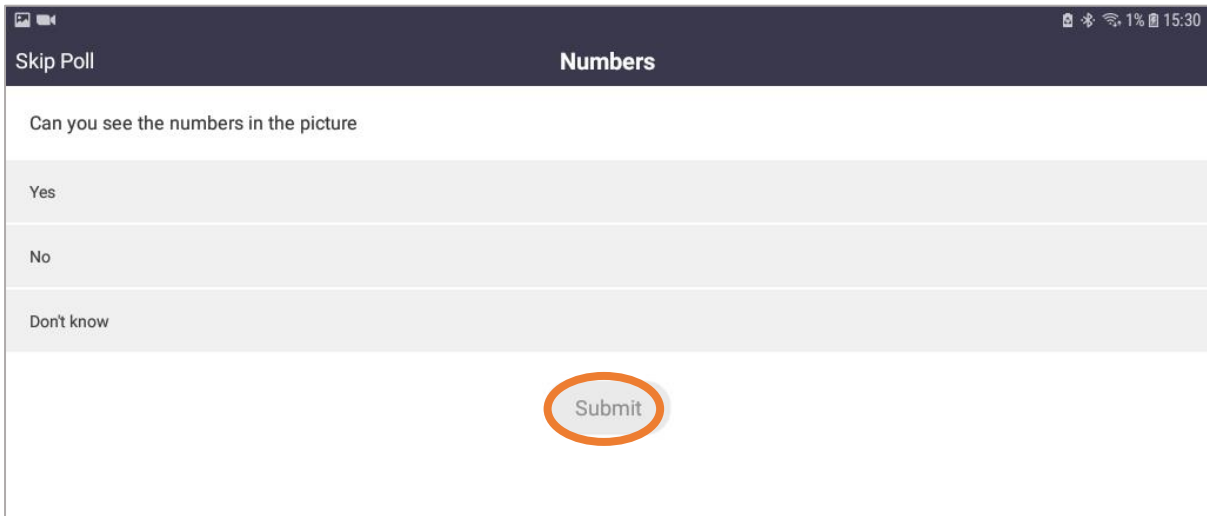
Once you selected your option, press "Submit" and the window will disappear and you will go back to the screen you were before the poll appeared.

The meeting host will close the poll once everyone who wanted to contribute submitted their answer(s) and the host can then share the results of the poll with you. This will again open-up a new screen. To remove the poll results from your screen, close the window by pressing "Close" at the top-left corner of the window.
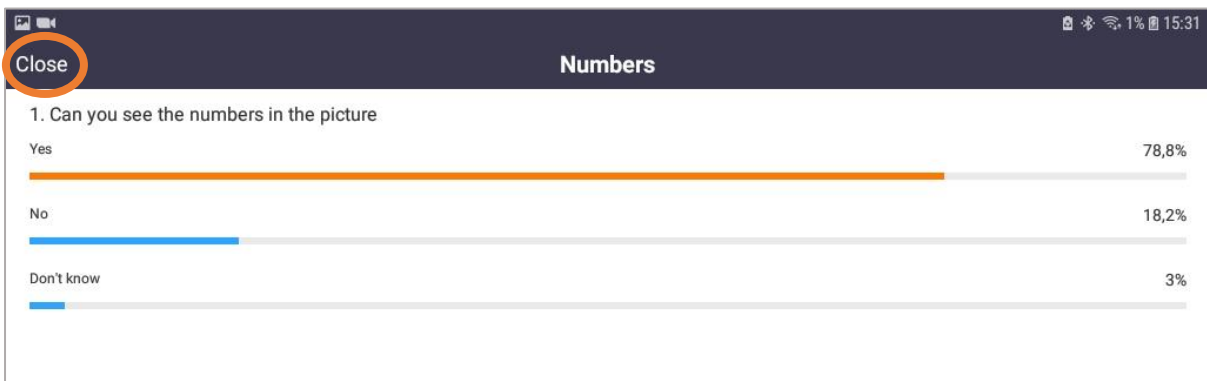
For a limited time, you will have the opportunity to retrieve the poll outcome once you closed the screen. In the bottom bar of your screen, underneath your own camera view/ icon on the right side, the button appears mentioning "View Poll Result". If you press on this, the screen with recent poll outcomes will reappear.