Synapptic
Joining and Participating in a Zoom Cloud Meeting

This tutorial outlines how to join and participate in a zoom meeting using the Synapptic app on an Android Smartphone. It also describes all of the available controls and what they are used for!

Assumptions Made in this Tutorial

Some assumptions have been made throughout the creation of this tutorial. They are as follows:

- You are using an Android Smartphone with the Synapptic app installed.
- The Synapptic app is set to start automatically when you turn your phone on.
- The version of Synapptic being used is version 7.0 or later.
- The version of Android installed on your Smartphone is 6.0 or later.
- on your Smartphone is 6.0 or later.
- The Synapptic Reader is set to run when you access apps outside of the Synapptic environment.

What is Zoom Cloud Meetings?

Zoom Cloud Meetings, known simply as 'Zoom', is a video conferencing platform that is often used to conduct meetings via the web. It works on Smartphones, Tablets, Desktop and Laptop computers. Zoom was originally used by businesses to conduct their meetings and conferences, however, more and more commonly, Zoom is used by individuals to stay in touch with family and friends! Best of all though, zoom is free and extremely easy to use!

Invitations to join Zoom meetings

Zoom meetings involve two types of users. A Host, who organises the meeting in Zoom, and Participants, who are invited to join the meeting. Invitations to join Zoom Meetings are sent via email. An invitation to a Zoom meeting may require registration in order to join it. If registration is required, the email will inform you that you need to 'Register in advance for this meeting' and a link will be provided to register. If registration is not required, the email will include the text "Join Zoom Meeting" and a link will be provided to join the meeting.

Joining a Zoom Meeting from an Email Invitation

In order to join a Zoom meeting, you must have the Zoom Cloud Meetings app installed on your Smartphone. If you don't have it installed, you can download Zoom Cloud Meetings for free from the Google Play Store!

Once Zoom is installed on your Smartphone, you can join a meeting by following these suggested steps:

1.   Locate and activate the email that contains the invitation to the Zoom meeting. Upon doing this, the Email Message Menu will be displayed.

2.   Locate the Next Page button at the bottom of the screen and activate it. Upon doing this, Page 2 of the Email Message menu will be displayed.

3.   Locate and activate the option labelled Links. Upon doing this, a web page will be displayed outside of the Synapptic environment and the Synapptic Reader will automatically start.

Note 1: The Synapptic Reader is a basic screen reader designed to give you access to non-Synapptic screens. It is a little like the TalkBack screen reader found on all Android devices, but with less functionality. You will still be able to explore the screen, in the same way you do in the Synapptic environment, however, you cannot simply lift your finger to activate an item! How to activate items will be explained shortly. Depending on how your device has been configured, the Synapptic Reader may or may not turn on automatically.

4.   If the Synapptic Reader is on, explore downwards from the top of the screen with one finger. As you do this, you will hear various pieces of information, such as who the invitation is from, the topic of the meeting and the date and time of the meeting. Beneath this information, you will find the link to the meeting. For reference, it will start with https://, and will include the word "zoom".

5.   When you have located the link, perform a One Finger Double Tap anywhere on the screen. This is the technique you use to activate items when the Synapptic Reader is turned on. Upon doing this, you will be re-directed to the Waiting Room!

Note 2: When performing a One Finger Double Tap, the taps must be done quickly, with less than half a second between the first and second taps.

Note 3: If the Synapptic Reader is off, you can simply perform a One Finger Tap on the link to activate it and go to the Waiting Room!

The Meeting Room is a virtual area where you have to wait until the Host admits you to the meeting. The screen will display the message "Please wait, the meeting host will let you in soon". All being well, you won't have to wait too long!

6.	Upon being admitted to the meeting, a large button will be displayed towards the bottom of the screen. It is labelled "call over internet". Locate this button and activate it. Upon doing this, you will join the meeting, with your audio enabled!

Congratulations, you have successfully joined the Zoom Meeting!

Description of the Zoom Meeting Screen

The Zoom Meeting screen consists of 2 rows of buttons, one at the top and the other at the bottom of the screen. In between these 2 rows of buttons, you will find the video area, which takes up approximately 80% of the screen. The row of buttons at the bottom of the screen are the most commonly used controls, so these will be described first!

The Bottom Row of Buttons

From left to right, the buttons at the bottom of the screen are: Audio, Video, Share, Participants and More. Each button is described below:

The Audio Button

The Audio button has an associated graphic of an old-fashioned speaker. When the audio is muted, the graphic has a red line running through it, to show that the microphone is inactive. If Synapptic Reader is on, you can touch the button to find out the current setting.

The Video Button

The Video button has an associated graphic of an old-fashioned video camera. When the video is stopped, the graphic has a red line running through it, to show that the video is inactive. If Synapptic Reader is on, you can touch the button to find out the current setting.

The Share button

The Share button has an associated graphic of a black upwards pointing arrow inside a green box. When this button is activated,   a popup window is displayed, which displays options for sharing parts of your screen. By default, only the Host can share screens. Therefore, this option will not be discussed further!

The Participants button

The Participants button has an associated graphic of the head and shoulders of 2 people. When this button is activated, a popup window is displayed consisting of all of the names of those who are attending the meeting. This information includes whether or not a particular participant's audio and video is turned on/off.

The More button

The More button has an associated graphic of 3 dots, arranged horizontally. When it is activated, a popup window is displayed consisting of options for disconnecting the audio, chatting with others in the meeting, raising your hands in order to ask a question and a small set of Emoji's. Additionally, there is an option for showing the Meeting Settings screen, which provides options for specifying how video and audio is used.

The Top Row of Buttons

From left to right, the buttons at the top of the screen are: Cancel and Go Back, Audio Source, Switch Camera, Meeting Information and Leave Meeting. Each button is described below:

The Cancel and Go Back Button

This button is displayed as a red cross. It is used to temporarily leave the Zoom meeting and go back to the Synapptic environment. Upon doing this, the audio from the meeting will still be heard.

The Audio Source Button

This button is only visible when the audio is on. It is used to switch between Speaker and Earphones. When Speaker is the selected option, the sound will come directly out of the speaker built-in to your device. When Earphone is the

selected option, you will need to plug in a pair of headphones in order to hear the audio. If Synapptic Reader is on, you can touch the button to find out the current setting.

The Switch Camera Button

This button is only visible when video is on. It is used to switch between the front and rear-facing camera on your device. The default setting is Front. If Synapptic Reader is on, you can touch the button to find out the current setting.

The Zoom Meeting Information Button

When this button is activated, a popup window is displayed which provides information about the meeting you are currently in. For example, the name of the meeting organiser, the title of the meeting, the meeting ID, the passcode and the invitation link.

The Leave Meeting Button

This button is displayed in red. It is used to completely exit a meeting.

A Note About Activating Buttons

When the Synapptic Reader is on, you need to first locate the required button and then perform a One Finger Double Tap anywhere on the screen to activate it. The last thing you touched prior to performing the One Finger Double Tap, will be considered to be the current item, and therefore the item that is activated! If the Synapptic Reader is off, then you can simply perform a One Finger Tap on the required button to activate it!

The Video Area

At the centre of the screen, you will find the Video area. By default, only the person who is currently speaking is displayed. This mode is known as Active Speaker mode.

Note 4: If the video area shows an image of a cartoon person, this means that the participant who is speaking has their video turned off. There is nothing you can do about this!

When you activate the video area, by performing a One Finger Double Tap with the Synapptic Reader on, or by Performing a One Finger Tap on the video witht the Synapptic Reader off, the available buttons at the top and bottom of the screen are hidden and 2 additional buttons, displayed as 2 dots side-by-side, are displayed at the bottom centre of the screen. These are the Driving Mode and Active Speaker buttons. Each of these buttons are described below.

The Driving Mode Button

The first of the 2 dots (the one on the left), is the Driving Mode button. When it is activated, your video is stopped and the microphone is unmuted. You can speak hands-free! If Synapptic Reader is on, you can perform a One Finger Double Tap anywhere on the screen to stop speaking. If Synapptic Reader is off, you can simply perform a One Finger Tap in the centre of the screen to stop speaking!

The Active Speaker Button

The second of the 2 dots (the one on the right), is the Active Speaker button. When it is activated, you are switched to Active Speaker view. This is where the participant who is speaking is displayed in the centre of the screen.

The ideal settings for attending a Zoom meeting are to have the Audio button and Video button activated. This will allow others to see and hear you. Also, it is recommended to use the Active Speaker setting.

Asking a Question During a Zoom Meeting

If you wish to ask a question during a Zoom Meeting, activate the **More** button, then the **Raise Hand option**. Upon doing this, the host will receive a message on their screen alerting them that you wish to speak. If you change your mind, activate the More button again, then the **Lower Hand** option. Upon doing this, the Host will be alerted that you no longer wish to ask a question!

Sending and Reading Chat Messages

It is possible to send short chat messages to other participants in the meeting. By default, when you send a message, it is sent to everyone. However, it is also possible to specify an individual who you wish to chat to.

Sending a Message to Everyone

To send a chat message to everyone, follow these suggested steps:

1.   Activate the More button, situated at the bottom right corner of the screen. Upon doing this, a popup window will be displayed consisting of a number of options.

2.   Locate and activate the Chat option. Upon doing this, the Chat window will be displayed.

3.   At the bottom of the screen, you will find an edit box. This will include the text "your text can be seen by everyone". Locate and activate this edit box. Upon doing this, a keyboard will be displayed beneath the edit box.

Note 5: The keyboard is the standard Android keyboard. Because you are outside of the Synapptic environment, the large keyboard cannot be used! If the Synapptic Reader is on, you can explore the keyboard in the same way you do in Synapptic. When you have located the character you wish to insert, simply lift your finger!

4.   Type your message. When you are done, activate the Send to everyone button, situated to the right of the edit box. Upon doing this, all participants will receive your message! The message you just sent will also be displayed towards the top of the screen!

Sending a Message to a Specific Person

To send a message to a specific person in the meeting, follow these suggested steps:

1.   In the Chat window, locate and activate the button labelled Everyone. For reference, this is situated approximately half-way down the screen, towards the right. Upon doing this, the Send To screen will be displayed. This contains the names of all participants in the meeting.

2.   Locate and activate the name of the person you wish to chat with. Upon doing this, you will be returned to the Chat window and the Everyone button will now contain the name of the person you selected.

3.   Locate and activate the edit box at the bottom of the screen which contains the text "your text can be seen by everyone". Upon doing this, a keyboard will be displayed beneath the edit box.

4.	Type your message. When you are done, activate the Send to everyone button, situated to the right of the edit box. Upon doing this, the participant you selected will receive your message!

Once you have sent a message, it will appear towards the top of the screen, along with any messages that have been sent to you. If the Synapptic Reader is on, you can explore the screen with one finger to find out what the chat messages are! When you have finished chatting, activate the Close button, situated at the upper left corner of the screen. Upon doing this, you will be returned to the Zoom Meeting screen!

Exiting a Zoom Meeting

There are 2 methods of exiting a Zoom Meeting. The first, and most common way, is for the Host to end the meeting. Upon doing this, all participants will be disconnected from the meeting. The second method is to locate and activate the red Leave button, situated towards the top right corner of the Zoom Meeting screen. Upon doing this, you will also be disconnected!

Once you have exited a Zoom meeting, you will need to locate and activate the red cross, situated at the upper left corner of the screen to return to the Synapptic environment.

This concludes the introduction to joining and participating in a Zoom Meeting, in conjunction with the Synapptic app. Happy Zooming!