#### **Overview**

This article gives a summary of the features available on Android. Using the Zoom Cloud Meetings app on Android, you can join meetings, chat with contacts, and view a directory of contacts.

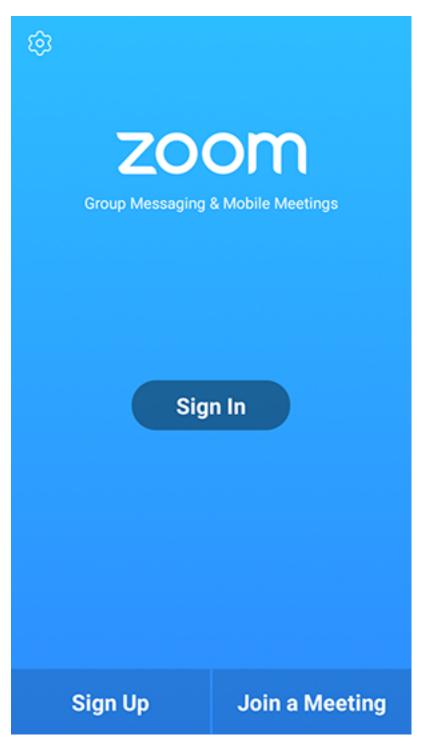
#### This article covers:

- Sign in and Join
- Meet & Chat
- Phone
- Contacts
- <u>Settings</u>

# **Prerequisites**

Zoom Cloud Meetings app (available on Google Play)

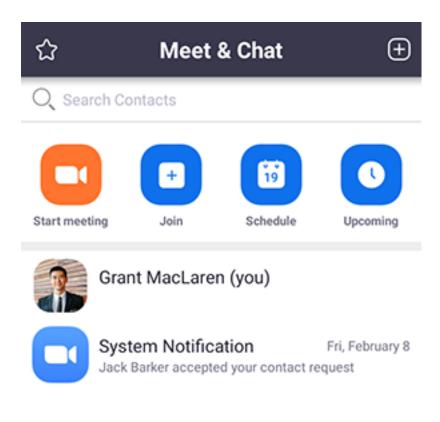
## Sign in and Join



Open the Zoom app and sign in to your account to access all features.

You can also join a meeting without signing in. Tap the gear icon to access basic meeting settings if you join without signing in.

### **Meet & Chat**





After signing in, tap **Meet & Chat** for these meeting features:

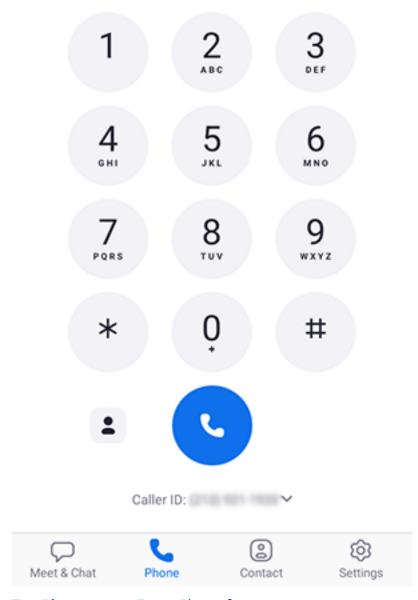
- **Start meeting**: <u>Start an instant meeting</u> using your <u>PMI</u> or a new meeting ID. Learn about <u>in-meeting controls for hosts</u>.
- **Join**: Join a meeting using the meeting ID. Learn about <u>in-meeting controls for</u> attendees.
- **Schedule**: Schedule a <u>one-time</u> or <u>recurring</u> meeting.
- Upcoming Meetings: View, edit, start, or delete your scheduled Zoom meetings.

• Tap your name to use your <u>personal chat space</u>.

You also have access to these chat features:

- Plus icon E: Start a one-on-one chat with a contact.
- Star icon tiew and start a chat with your starred contacts and channels.

### **Phone**

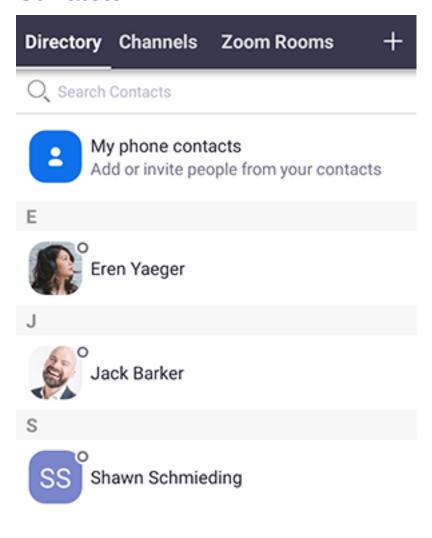


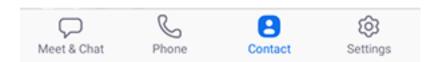
Tap **Phone** to use Zoom Phone features.

**Note**: Zoom Phone license required.

- **Keypad** tab: <u>Call a number or contact</u> using your direct phone number or company number.
- **History** tab: View your <u>call log</u> showing answered, missed, and recorded calls.
- Voicemail tab: Play and delete voicemail messages.

#### **Contacts**



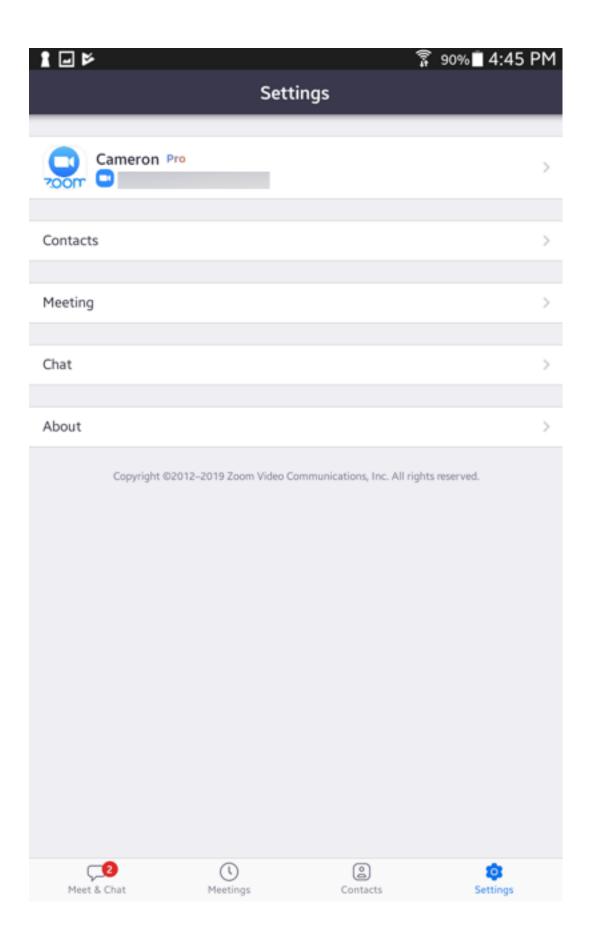


Tap Contacts to list all your contacts and add new ones.

- **Directory** tab: Tap the contact's to start a one-on-one chat with them.
- Channels tab: View a list of starred, public, and private channels.

- **Zoom Rooms** tab: View a list of Zoom Rooms. Tap a Zoom Room to start a meeting with it.
- Plus icon : Add a custom contact or create a new channel for group messaging.

# **Settings**



#### Tap **Settings** to view meeting and chat settings.

- Tap your name to change your profile picture, name, and password.
- Contacts: Find phone contacts that are using Zoom, and approve contact requests.
- **Meeting**: Change <u>settings</u> for enabling/disabling your microphone, speaker, or video when you join a meeting.
- Notifications: Change when Zoom notifies you of new messages.
- **Phone** (only visible if you have Zoom Phone): View your direct phone number and company number.
- **Chat**: Enable or disable link preview in chat messages.
- **About Zoom**: View the app version and send feedback.