


Join and schedule a meeting

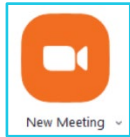


Zoom Rooms

Start, join, and schedule your meetings with Zoom Rooms.

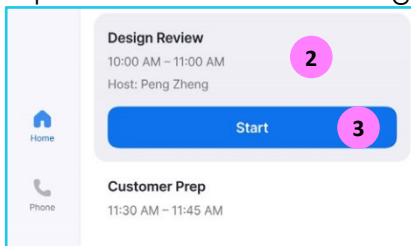
Start an instant meeting

1. Tap the **Home** icon  on the menu bar.
2. Tap **New Meeting** on the home screen.




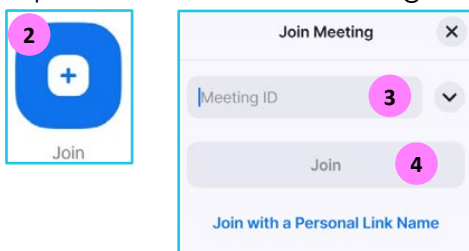
Start a scheduled meeting

1. Tap the **Home** icon  on the menu bar.
2. Select your **Meeting Topic**.
3. Tap **Start** to start the meeting.




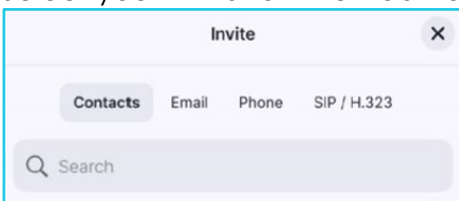
Join a meeting

1. Tap the **Home** icon  on the menu bar.
2. Select the **Join** icon.
3. Enter the **Meeting ID**.
4. Tap **Join** to enter the meeting.



Invite people while in a meeting

1. Tap **Invite** on the controller. 
2. Select your invitation method from the top of the new window.



Invite by contacts

Search by name or scroll to find rooms, contacts, or endpoints.

Invite by email

1. Tap **Invite by Email**.
2. Enter the invitee's email address.
3. Tap **Send invitation**.

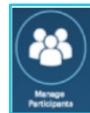
Invite by phone

1. Tap the **Flag** icon to select the country you are calling.
2. Enter the phone number and select the **Phone** icon.

Invite by room system (SIP / H323)

1. Enter the IP address or E.164 number of the device you're calling.
2. Select **H.323** or **SIP**.
3. Select **Call**.

Manage participants as a host



1. Tap the **Manage Participants** icon in the meeting.
2. Tap on a participant to manage.
3. Tap **More** at the bottom right to **Lock the meeting, Mute / Unmute All, Mute Participants on Entry, or Enable the Waiting Room**.

Learn more

- [Meeting controls >](#)
- [Schedule from the room >](#)
- [Share your screen >](#)

Discover more at the [BT Support Centre >](#)

