

## ZOOM DIRECTIONS

**Note:** Where things are located and how you interact with Zoom varies a little depending on your device: computer/laptop, tablet (such as iPad), mobile phone/small tablet and sometimes among the various types. Hovering your mouse (or tapping the bottom of the screen and swiping the screen for mobile phones) will allow functions to appear so move your mouse around and experiment!

Before the lecture starts, check that your speakers are turned on! If you don't have working speakers, you can also use headphones. If you do not hear sound from your device (and you know your device has sound), check the internal audio settings for your device. If your device does not have sound/speakers, you can also use a phone to hear the speaker (see below).

Due to bandwidth limitations on some devices, your video may freeze occasionally for a few seconds. Have patience; it will return!

**Registration:** You will register for the class through the normal means-online or mail. If you use mail, remember that it will take 3-5 days to get to the office and enter your registration (Richmond-TCC Mailroom-ILR Office-data entry).

**STARTING:** A day or more before the class, you will receive an email from Theresa at the ILR address which will contain the link to our meeting (lecture), a meeting ID and a Passcode.

**SAMPLE** of Email info:

(Zoom host name) is inviting you to a scheduled Zoom meeting.

Topic: Name of Class

Time: (Meeting Date and Time) Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82261316966?pwd=WlhIRXQ3QXpSRDlCM3JybDVxRVg3dz09>

Meeting ID: 822 6131 6966

Passcode: 425441

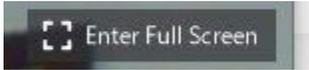
The email will also contain some phone numbers which you will need only if you are using your phone for audio.

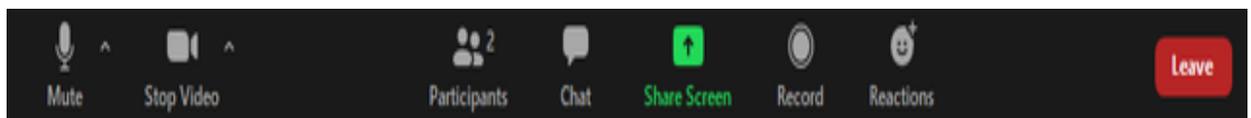
Click on the link (in blue in the example above but may be black in your email) and you will be taken to the Zoom site. If you are using a computer or tablet, you do not need to download the Zoom App (but it is free if you want to use it). Mobile phones will probably need to follow the instructions to download the app. Click on "Join Meeting". You may need to choose "view in browser" and give your device permission to open Zoom. A screen will appear instructing you to "Wait for the host to admit you". If there are a lot of participants, this could take a while- please be patient. You probably will not need the meeting ID and password but have it ready in

case. We will open the meeting at least 30 min. before the lecture is to begin in order to get people admitted and solve any problems. Once you are admitted, you may walk away and do other things; please return by 5 minutes before start time to get any procedural updates.

**Participants will not be admitted to classes once the speaker has begun so please LOG IN EARLY!**

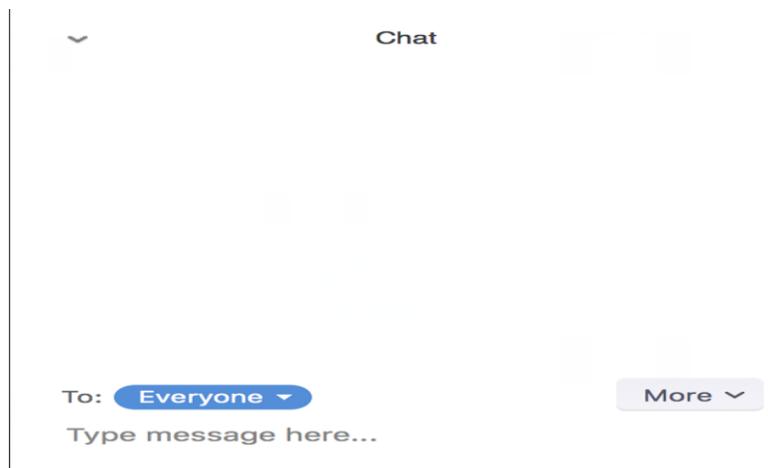
**BASICS:**

- 1. Everyone will be muted when you log-in and should remain muted throughout the lecture.** If you cannot hear the host when you log-in, check that your speakers/sound is on. If you still can't hear, call the Zoom Host phone number that will be listed on the invite email and will be shown, periodically, on the screen. You can also use the "Chat" feature (see next page) to send a message to the Zoom host for help. You may be asked to wave when you are admitted to indicate that you can hear but this may not be possible if numbers are large.
- 2. Views:** There are two basic views in Zoom. 'Gallery' view shows everyone who is logged- in in side-by-side rows (mobile phone shows in groups of 4 which you swipe to get more). 'Speaker' shows the person who is talking in a big screen and others in small pictures. To change to another view, hover (if needed) your cursor in the upper right corner for computer/laptops to where it says 'Speaker' or 'Gallery'; on an iPad or similar look for the + (Gallery) or -(Speaker) symbols in the bottom right; or swipe on a mobile phone. You will be instructed to go to 'Speaker' view when we are ready to begin the lecture. Note: iPad-type devices cannot change views while a speaker is sharing a Power Point/Slide Show.
- 3. Full Screen:** (Laptops and computers only; iPads/phones only use full screen) If you can see parts of your original screen behind, and at the edges of, the Zoom and want to make Zoom take up your entire screen, go to the upper right corner of the Zoom Screen and the four-cornered square icon  (hover if necessary). If Zoom seems to disappear from your screen, go to your (not Zoom) task bar (usually at the bottom of your screen) and click on the blue video camera (Zoom icon).
- 4. Menu Bar (aka Meeting Control Toolbar):** This toolbar contains several items that may (or may not) be used (depending on presenter). It is found by hovering in the bottom middle on computers/laptops, the top middle on iPads, and by tapping the screen on mobile phones. (It may have been turned on permanently by the meeting host).



- a. Participants**-shows a list of who has logged in. Close box by clicking on the down caret ▼

- b. **Chat**-we will use this to ask questions about the lecture and you can use it to do a text chat with anyone in the class (similar to a phone text). When you click on “Chat” a box will appear somewhere on your screen (usually bottom right). (Menu-More on iPads) There will be a small box with a down arrow which will initially say “everyone”. Click on the arrow and the names of all the logged-in participants will appear. Click on the person that you want to chat with (or the person who has been designated to receive questions), type your message in the designated box, PRESS ENTER (RETURN) TO SEND THE MESSAGE. Messages from others will appear in the box. A small number will appear on the toolbar next to chat if you have any messages in your chat box. PLEASE BE CAREFUL THAT YOU DO NOT SEND PRIVATE MESSAGES TO EVERYONE!!!!!! (it is not only disruptive but could be embarrassing). Close box by clicking on the down caret ✓

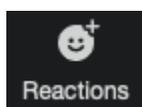


### **WE WILL HAVE A 10 MINUTE BREAK IN THE MIDDLE**

You can get up and move around or “Chat” with others but **DO NOT “LEAVE” THE MEETING** (You won’t be able to get back in!)

### **OTHER ITEMS THAT MIGHT BE USED**

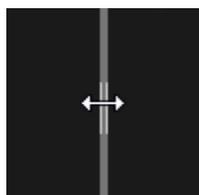
1. **Rename:** In the Participants Box, hover over your name, click MORE and click Rename to change the name on both your picture and the participants list. You can also hover over your picture, click ... (or more), choose RENAME. We may ask you to change to your full name to help the Curriculum Committee see who is in attendance (like our in-person sign-in sheets). If two of you are using the same computer, please show both names.
2. **Reactions** (on Toolbar) may be requested by the presenter to get feedback. Click on Clapping Hand or Thumbs Up as needed. The symbol will appear, for 5 seconds only, on your picture.



3. **Raise Hand** (if requested by presenter). Click on Participants from the Toolbar. At the bottom of the participants box, click the button labeled “Raise Hand”. The Raised hand is visible to the presenter/host on pictures and to everyone next to names in the participants box. You may need to move or exit the Chat box to find this button. You can also hover your mouse over your name in the participants list and the Raise Hand option will appear. (Shortcut: PC-Alt+Y, MAC-Opt+Y)
4. **View options: (Computers and Laptops only)** This appears (usually) at the top of the screen next to the Shared Screen notification. (See below) Click on it to get sizing options. The default is Fit to Window. If you cannot see the entire Power Point picture on your screen, try one of the other options.
5. **Side-by-side mode: Computers and Laptops only** During a presenter’s Power Point- From the View Options drop down list, choose Side-by-side mode.



The shared screen will appear on the left and the speaker will appear on the right. Hover your pointer over the boundary between the two screens until your pointer changes to a double arrow and you see a grey line separating both views.



You can click and drag the arrow to change the size of the views. Use Gallery/Speaker View to switch between the two. This can be useful if you are having trouble understanding the presenter and need to see more of his mouth.

To Exit Side-By-Side Mode, click View Options then uncheck the option.

6. **Leave:** (Lower right in menu bar on computers; top left in menu on iPads) This takes you completely out of the meeting. If you just need to go do something else, keep Zoom on and walk away.
7. **Mute/Unmute:** Everyone will be muted for most Zoom classes. If you are allowed to unmute yourself and allowed to talk, click on microphone with the red line thru it in the corner or in the Menu Bar.

## In Conclusion

This listing does not begin to cover all of the things that you may see on your screen or that are available in Zoom. We are all learning new things about this technology and will share them with you as they become relevant to our lectures. Many of our presenters are also new to this way of presenting their material, so please have patience. We will all learn together.

The following ILR Zoom helpers are available to help you if needed:

Ed & Linda Dye	<a href="mailto:el.dye@verizon.net">el.dye@verizon.net</a>	757-497-5897, 757-619-2401
Mike McGraw	<a href="mailto:lesmax@aol.com">lesmax@aol.com</a>	757-716-2520
Wendy Bransom	<a href="mailto:wbranfildes@gmail.com">wbranfildes@gmail.com</a>	757-430-9602
Jo Given	<a href="mailto:jagiven@verizon.net">jagiven@verizon.net</a>	757-474-0787

You can contact these people and they can do a test meeting with you and answer questions that you might have. Zoom also has help pages that you might enjoy.

This may seem a little intimidating at first, but it is quite easy and we are here to help!

## SPECIAL INSTRUCTIONS FOR THOSE WHO DO NOT HAVE SPEAKERS AND WANT TO USE THEIR PHONES TO HEAR THE SPEAKERS:

1. Log onto the meeting as described above
2. When you receive the option to choose Use Computer Audio or Use Phone, choose Use Phone
3. Dial one of the phone numbers listed on the original email (New York or Germantown are the closest)
4. When requested, enter the meeting ID# and the Passcode.
5. You will now be able to hear the audio through your phone which you can put on speaker phone if available. The video will appear on your computer screen and you will be able to use all of the controls described above from your computer screen. Instead of your picture, your name will appear as a participant.

## FOR THOSE OF YOU WHO LIKE TO USE HOT KEYS

HOT KEYS	PC	MAC	iPad Keyboard
Meeting Controls (Menu Bar)	Ctrl+Alt+Shift	Ctrl+Opt+Cmd+H	
Full Screen	Alt+F	Cmd+F	
Chat Panel	Alt+H	Cmd+Shift+H	Cmd+Shift+H
Participants Panel	Alt+U	Cmd+U	Cmd+Shift+U
Speaker View	Alt=F1	Cmd+Shift+W	
Gallery view	Alt+F2	Cmd+Shift+W	
Video On	Alt+V	Cmd+Shift+V	Cmd+Shift+V
Mute/Unmute Yourself	Alt+A	Space bar (push to talk)	
Raise/Lower Hand	Alt+Y	Opt+Y	