

ZOOM ESSENTIALS FOR LIFETIME LEARNERS PARTICIPANTS

Included below are the basics that you will want to be familiar with as a participant in our Zoom classes. Should you want to view some video tutorials, there are many available on the Zoom website and on YouTube. We have discovered, through our online training sessions, that there are some devices that have rules very specific to them. If you find that you are unable to sufficiently use the directions that are listed below, please email us at: info@lifetimelearners.org and someone from our training team will get back to you.

Getting Started with Zoom

On **Computer PC or Mac**- sign up so you can attend Zoom meetings at <https://zoom.us/>
Participants can open their own free (basic) Zoom account, to practice with all the options Zoom offers. Go to <https://zoom.us> and start learning more about Zoom's features.

On **Tablets and Smart Phones** - download the app found at your online app store.

Note: If you are signing in via your phone and don't use the Zoom link, you will be required to enter a meeting ID and passcode.

Gallery vs. Speaker View - Participant's Preference

Gallery view allows you to see more people.

Speaker view allows you to see only the person speaking.

Computer PC or Mac - You will automatically be in **gallery view** but can switch to **speaker view** by tapping on the link in the upper righthand corner. You will see approximately 25 people at once on a full-size computer screen- you will need to scroll to see the rest of the class participants. You will see fewer on smart phone or iPad on one screen but can either scroll left and right or up and down to see more participants. Be aware that everyone sees the gallery view of participants in different orders.

Smart phone - You will automatically be in **speaker view**. At bottom right corner swipe left to change to **Gallery view**. **Scroll** to see more people.

Tablet - You will automatically be in **speaker view**. Tap on the link in the upper left corner tap **switch to gallery view**. If you do not see the controls, tap the screen to get them to appear. Scroll to see more people.

Volume Function

To hear others comfortably - Press the volume control on your device to raise or lower speaker's voice. Ear buds or headphones are useful if you are having difficulty hearing.

Microphone and Mute Function

In most classes the host will mute the participants at the start of the session. When it is time for class participation you will be asked to unmute yourself to speak and then mute yourself when you are finished speaking. This will maximize everyone's ability to hear the speaker without excessive background noise.

Computer PC or Mac - (Toolbar on bottom) To unmute yourself and begin talking, click the **unmute** button (**microphone**) in the bottom-left corner of the meeting window. To mute yourself, click the mute button (**microphone**). A red slash will appear over the **microphone** icon indicating that your audio is now off.

Smart phone - (Toolbar on bottom) Tap the screen until you see the toolbar on the bottom menu. You'll see the microphone icon in the bottom left hand corner. Tap this to mute or unmute yourself. When muted, a red slash will appear over the **microphone** icon indicating that your audio is now off.

Tablet - (Toolbar on top) Tap the screen until you see toolbar on the top menu. You'll see the microphone. Tap this to unmute or mute yourself. When muted, slash will appear over the **microphone** icon indicating that your audio is now off.

Raising and Lowering Digital Hand

Raising real hands are much harder to track for the host/instructor. Using the **raise hand** feature under **Reactions** OR under **Participants**, depending on your version of Zoom, is preferable in a larger class.

Computer PC or Mac – On the Zoom tool bar at the bottom of your screen, click on **Reactions**, then click **raise hand** OR click on **Participants**. The white **Participants** box appears and has a **raise hand** command at the bottom – just click the button labeled "**raise hand**." Your digital **hand** is now **raised**. Tap on the **hand** to lower it.

Smart phone - Tap **More** in Toolbar (usually at the bottom of the screen) or scroll to the **raise hand** feature and then tap **raise hand**. Tap on the **hand** to lower it.

Tablet - Tap **More** (or tap the **3 dots**) at the top of the meeting control bar, tap **raise hand**. Tap **More**. Tap on the **hand** to lower it.

Chat Rooms

It has been suggested that we disable the "CHAT" feature with each other, as it is a distraction during instruction. However, in some of the classes the participants will have the ability to send private written "chats" to the host or co-host should there be something you wish to ask or share privately.

Computer:

1. **Click Chat** in the meeting controls bar at the bottom. The chat window will open on the right.
2. **Type a message into the chat box or click on the dropdown arrow next to "To" if you want to message a specific person, otherwise it defaults to "Everyone"**.
3. **Press enter**. For most classes at LLI you will only have the ability to chat with the host and co-host.
4. When new chat messages are received, the message will appear and the chat button might flash orange or a number will appear by the chat icon. Click the icon to view the chat window.

Smart phone:

Tap the screen to make the main control bar appear. Tap **more** (or tap the **3 dots**) tap **Chat**. Follow instruction #2 above. Type your message and tap **Send**. See instruction #4 above.

Tablet: On meeting control bar, tap on **more** (or tap on the **3 dots**). Tap on **Chat**. Follow instruction #2 above. Type your message and hit **Send**. See instruction #4 above.

Zoom Etiquette

If you are using a device with a camera and built in or attached microphone, it is always preferable to sign-in using both the "Video" and "Audio". This way, we can enjoy seeing as well as hearing from each other. If you prefer not to be seen there is an option to turn your video off by tapping "stop video". You can even do this during the class if you need privacy (eating, bathroom break, talking on phone, etc.). You may also want to check that your microphone is off (should see a red slash through microphone) in these circumstances.

When your video is on please try to have the light in front of you or to the side of you. When the light is behind you it might cause an uncomfortable glare for viewers and you will appear in the dark.

Please raise the digital blue hand to get the instructor's attention - you will be called on and asked to unmute yourself. On Zoom, when more than one person speaks, nothing can be heard as the multiple speakers cancel one another out. Please wait to be called on to speak. Once you get used to this new way of communicating it will become second nature.

Instructions to change your name on Zoom

We suggest that you use your first name and last initial. The name on your Profile Page is what we will see when we view you on Zoom.

- 1: Click '**Edit**' to the right of your profile picture.
- 2: Type your desired name in the text fields titled '**First Name**' and '**Last Name**'.
- 3: Click '**Save Changes**' at the bottom of your screen once you are done.

Additional option for Mac Users

1. Sign into account.

2. Upper right corner click the flower like circle under your initials and the word '**settings**' will appear.
3. Click '**profile**' on left.
4. Click '**edit**' my profile'.
5. Toright of your name click '**edit**'.
6. Type in your edited name.