

A PARTICIPANT'S GUIDE TO USING ZOOM!

A Zoom account is not required if you are joining Zoom Meetings as a participant.

If you register for a course, you will receive an email invitation to the meeting/course. **Zoom email invitations will be sent out before the course, not upon registration.** The meeting invitation email will contain the link to the meeting.

Getting Started! What You'll Need to Have and Need to Do!

- ✓ A tablet, iPad, laptop, computer, or smartphone with reliable internet connection
- ✓ The device you use should have speakers so that you can hear the course clearly; you may also choose to use headphones, whatever works for you!
 - If you are using a tablet or iPad, the device should be raised on a stand or solidly supported in the “landscape” (sideways) position.
 - Adjust your camera or chair so your head is centered on the screen, as if sitting across from someone at a table. Avoid high or low camera angles.
 - Lighting should be strongest from in front of you. Reduce light from the side or behind so the camera clearly shows your face.
- ✓ In most cases, participants in a course will have their microphones muted by the Zoom Host for the duration of the course. If you have a question, your microphone will be unmuted during the question and answer period. If microphones will be unmuted, you will be notified. If there are special circumstances for mute/unmute or question and answer periods, this will be discussed before the course begins.
- ✓ **If your device does not have a camera or microphone**, you can still join, see, and hear the course! Since you have no video or audio equipment, you will not be seen or heard in the meeting.

Running a Test Meeting

- Test your computer setup by joining a Zoom test meeting at: <https://zoom.us/test>
- The first time you run Zoom on your device (even for the test), you'll need to download and install the Zoom application onto your device.
- Once the Zoom application is installed and the test call begins, test the sound by clicking the ^ next to the Mute icon and pick: “Test Speaker & Microphone”. Adjust your speakers or headphones and mic levels (if you have a microphone) to ensure you can hear and be heard clearly

- Tutorials and videos on using Zoom are available on YouTube and at this link: <https://support.zoom.us/hc/en-us> (The “Joining a Meeting” and “Meeting Controls” videos are helpful to get started.)

Joining a Meeting / Course

On the scheduled date/time, open the meeting link you received to your email. The meeting invitation email contains two key pieces of information: the Zoom meeting link, and the meeting passcode.

- ✓ To open the link you can 1. double click on the link 2. right click on it and select *Open Hyperlink*, or 3. copy and paste the link into your internet browser. (sample of a link is highlighted below in yellow and starts with https://)
- ✓ If you have not downloaded the Zoom application already, it will prompt you to do so and guide you through the steps.
- ✓ If you are early to the course and it has not been opened yet, it will ask if you would like to test your computer audio/video while you wait in the virtual “waiting room”. The Zoom Host will open the course/meeting when it is time.

An invitation will resemble the one below (minus the highlighting):

Dear ElderCollege Participants,

Catherine Fettes is inviting you to a scheduled Zoom meeting on Month, ##, Year Time Eastern Time (US and Canada)

Topic: Title of the Course

Join Zoom Meeting using this link: <https://zoom.us/j/97975930876>

- ✓ Once you’re admitted to the meeting, click on “Join with Audio”. Make sure the Zoom window is in Full Screen view.
- ✓ You may need to click the camera icon at the bottom left of the Zoom window to start your video, if you would like it turned on for others to see
- ✓ During a discussion, choose “Gallery View” (usually found in the upper right-hand corner) to see all the participants at once. For a lecture, choose “Speaker View” so the lecturer’s face fills your screen.
- ✓ To see the Taskbar (Dock on a Mac) to switch applications during a meeting, pick “Exit Full Screen”.
- ✓ For more information on how to join a zoom meeting, please visit <https://support.zoom.us/hc/en-us/articles/201362193>

Things to Remember While Participating in a Course

✓ **WAITING ROOM:**

When you first open the meeting, the Zoom Host will be admitting participants one at a time; if it takes a minute or two in the “waiting room” for you to be allowed in, please be patient. This admitting process has replaced the sign-in sheet.

✓ **PLEASE LET US KNOW YOUR NAME:**

Whether you are using your video or not we ask that your first name (last name is optional) be indicated in order to be identified correctly. If you are unsure how to do this you can follow the instruction below:

To **change your name** after entering a **Zoom** meeting, click on the “Participants” button at the top of the **Zoom** window. Next, hover **your** mouse over **your name** in the “Participants” list on the right side of the **Zoom** window. Click on “Rename”. Enter the **name** you'd like to appear in the **Zoom** meeting and click on “OK”.

Or the Zoom Host can do it for you! Once you have connected to the class, and before the instructor has begun, please speak to the Zoom Host and let them know your name and that you would like them to change it on your video.

✓ **MICROPHONES MUST BE MUTED:**

All participant microphones will remain muted during presentations unless you are asking a question, or otherwise advised. If you are not muted the Zoom Host will mute your mic for you. Please be assured that muting your mic does not in any way effect your ability to hear the instructor. All of the voices are coming out of your speakers. If you find it hard to hear someone you can turn up the volume on your speakers which will help.