



Institute of Learning in Retirement Guide to Zoom

1. **Download Zoom** You should be able to access the ILR courses and Samplers on any PC, Mac, desktop, laptop, tablet or smartphone. If you have never joined a Zoom presentation on your device you will have to download and install the Zoom application. To do so you may go to zoom.us/download. Click on **Download Zoom Client for Meetings**. It will be installed on your device so you don't have to do this again. Do this well in advance of the first class.
2. **Screen name** It is important that your screen name is your actual first and last name and not a nickname. You must set your screen name within the Zoom application which is downloaded to your device. Log onto the Zoom program which you downloaded to your device and go to Settings or wherever your name appears and change it to your actual name. This is necessary in order for you to be admitted into ILR classes.
3. **Invitation** Before the starting date of your course or Sampler you will receive an invitation to join the program for which you have registered. This invitation will be specific to this one course or Sampler and will contain a link to the course or Sampler with an embedded password. Please be sure to keep this invitation available on your computer until the entire course has been completed. It must be used to join **all** class sessions of this course. *Do not share this invitation with anyone else since it is only to be used by registered participants.* *Note: Each Sampler will also have a unique link.*
4. **Login** You should join the classroom 5-10 minutes before the start of the event. To join the classroom, go to the invitation for that course or Sampler in your email. Below the line **Join Zoom Meeting** is the link to enter the classroom. Click on the link. You will be taken to a Zoom page and a text box will open. Click on **Open Zoom Meeting**. It may take a minute or two for the application to open on your device. You will then be taken to a “waiting room.” Once your registration has been verified you will be admitted to the “classroom” after which you will see your image on the screen. Your image will be seen by everyone in the classroom. If you prefer to not be seen, click on the **stop video** button which is usually found in the lower left portion of your screen. The location of control buttons will vary on different devices.
5. **Verify your screen name** Your screen name will appear along with your image. Your screen name should be your actual full name. If your screen name is anything other than your actual first & last name click on the **Participants** icon, hover over your name, click **more** and rename your screen name to your actual name. If you don't change your screen name to your actual name you will be removed from the classroom. This procedure is necessary for security purposes.
6. **Screen format** Once the class starts there are two possible screen formats available, **Gallery View** and **Speaker View**. For best results select **Speaker View**, usually found in the upper right corner of your screen although the various user controlled features may appear elsewhere depending on the device you are using. The feature task bar may not always be visible on your device. To activate the task bar simply touch your screen or move your cursor.
7. **Microphone** When you enter the Zoom classroom your microphone will be muted. We ask that you leave it muted. Do not interrupt the presenter to ask questions. At the appropriate time during the presentation the presenter will ask for questions and or comments. If you wish to speak please use the **raise hand** button which you will find next to your name when you click on **Participants** on the task bar at the bottom center of your screen. When the presenter calls on you please **unmute** your microphone and speak. At this time please move closer to your computer so that your microphone can clearly pick up your voice. When you are done speaking please **mute** your microphone and click on the **lower hand** button in the **Participants** panel. By keeping your microphone muted you will help to eliminate distracting sounds that will interfere with the presentation for everyone.
8. **Leaving the meeting** The presenter may call for a short break at some point or you may need to step away briefly. You don't need to make any changes to your device and the presentation will resume after

the break. Of course you may leave at any time during the presentation and return. Just make sure your microphone is still muted while you are away from your device. If you click on the red **leave** icon you will have to log on again if you wish to return.

9. **Additional help** There are many tutorials available on the internet for you to view. This is a good one to view: <https://youtu.be/9isp3qPeQ0E> You will have to copy and paste the URL into your browser to see the video. There are several ads that interrupt the video so just skip the ads. If you have any questions you may contact me at rcmyerson@gmail.com. Please do not contact me on the day of the class as I will not be able to reply.

***** Please print this document and keep it available for future reference *****