LLI Participants – Zoom Training

- Purpose of presentation is to provide guidance to LLI members in attending LLI Zoom courses
- Not meant to be highly detailed instructions on how to use Zoom
- Hopefully simplified (and maybe demystified) Zoom support which is a highly suggested source for help on Zoom
- Show only the features that LLI members are expected to use as well as the protocols that were defined by the LLI Zoom Task Force
- There is very little you need to do when attending a LLI class using Zoom
    - Making sure you have an internet connection and you're your camera, microphone and speakers are working
    - A one-time download of the Zoom software
    - Become familiar with the Controls you have in viewing what is on your screen and interacting with others during the class
- Start off with a couple of household items …. Then …. Content in Parts 1 and 2 are the important takeaways from the presentation
    - Part 1 – The Basics to Attend an LLI Class
    - Part 2 – Improve You Zoom Experience
    - Part 3 – Other Things You Can Do if You Have a Zoom Account (Cover this Part only if enough time)
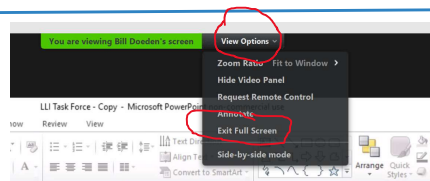
Maximize Your Screen Area During A Screen Share – Windows
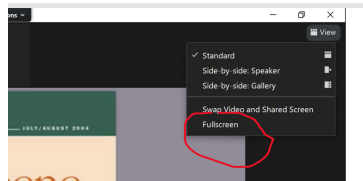
First – on the right side of the screen select 'View' and make sure you are in the 'Full Screen' – click on 'Full Screen'
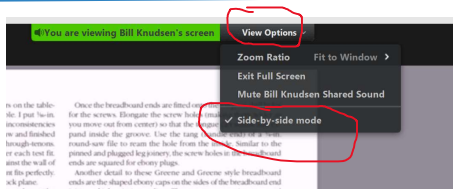
Second – at the top of the screen select 'View Options' and uncheck 'Side by Side Mode if it is checked

Third – Hide Video Panel

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- Since I'll be sharing my screen for most of the presentation …..
    - When someone – typically the facilitator is sharing their screen you want to maximize what you see on your screen
        - Remove the video of others in the class so you can concentrate on the material being presented
    - For iPhone, iPad, and Android devices not so much a problem as you will see the speaker view
    - In the first step you know if you are in the full screen mode if you see "Exit Full Screen" instead of "Full Screen" as shown in the picture above
    - We will discuss more options for Video Layouts, but to get started minimize the Video layout on your screen so you can see the entire slide
    - You can also drag the Video Panel to somewhere else on your screen

Translate Zoom Terminology to LLI Terminology

Zoom Terminology	LLI Terminology
• Video	• Camera
• Zoom Desktop Client	• Zoom Software
• Zoom App	

Introductory Video

https://www.youtube.com/watch?v=hIkCmbvAHQQ&t=4s

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- Ask if there was a problem logging into this meeting …. If not, skip this slide

- Ignore to the part of the video that describes joining a meeting from the Zoom Software – the way it is done here is not the way you can do it

Zoom Help

- Cannot emphasize enough the help that is available directly from Zoom

- https://support.zoom.us

- Go to Zoom support site and show how to search for a topic – especially startup videos
- As you can there is a lot of information - this presentation tries to summarize the most important aspects

Part 1 – The Basics to Attend an LLI Class

- This section explains the minimum you should understand to attend a LLI class (i.e. Zoom Meeting)
    - Methods to Join a Zoom Meeting
    - Manage what you see on your screen
    - Controls you have during a Zoom meeting
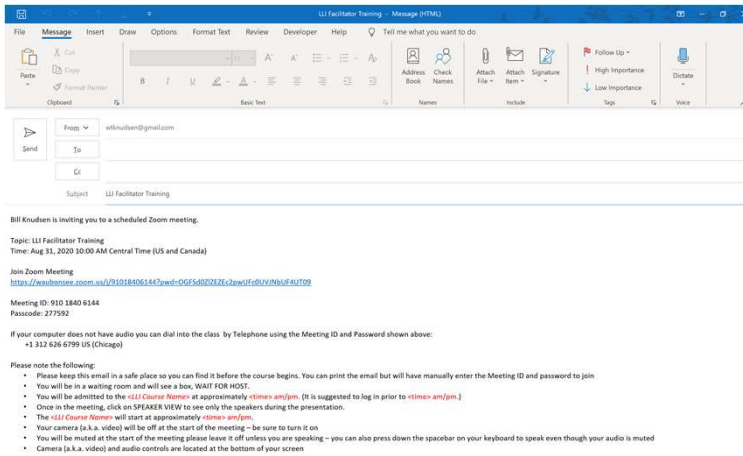   - Other things you can do

Recommended Method to Join a Zoom Meeting (LLI Class)

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- Ask if there was a problem logging into this meeting …. If not, rapidly go thru slides in this section and pick up at an Alternate Way of Joining a Meeting
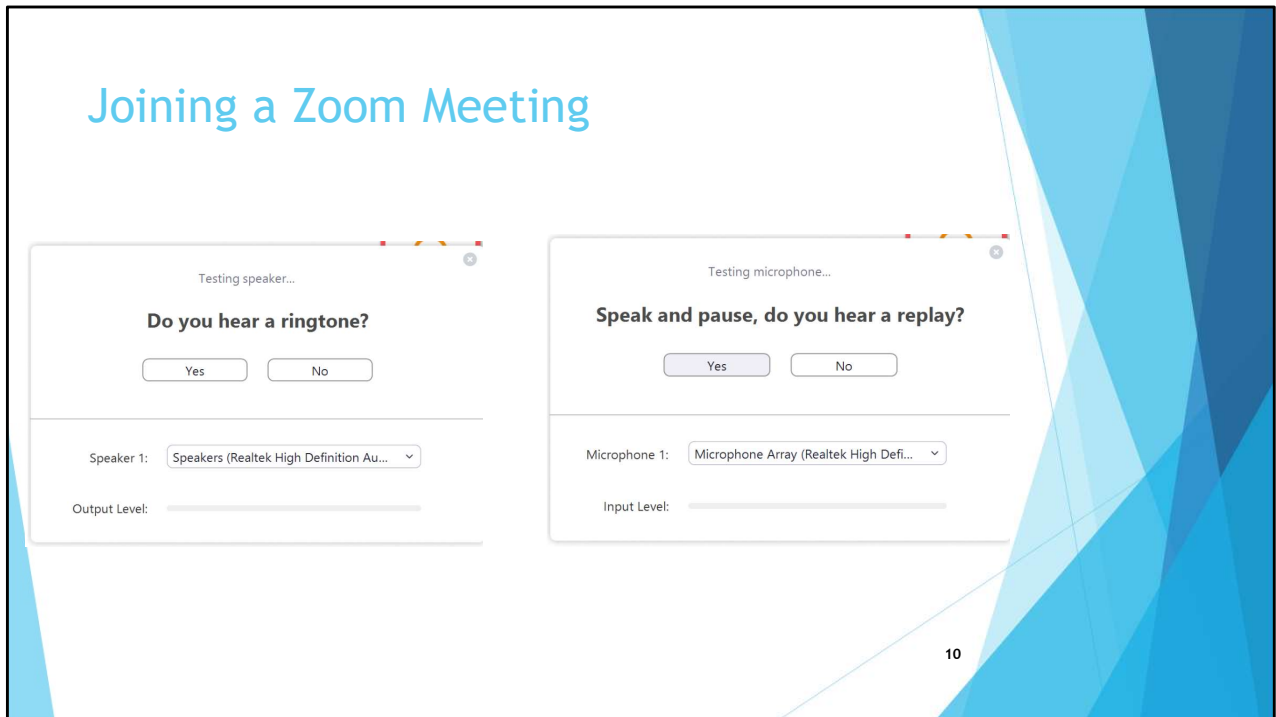
Zoom Email

- Example of a Zoom Meeting invitation from Outlook – yours will look different depending on how you view emails
- You do not need a Zoom Account to attend a meeting – Benefits of a Zoom Account are found in the Optional section of this Presentation
- Clicking on the URL (or copying and pasting into your browser) you bypass entering the Meeting ID and Password shown in the Email
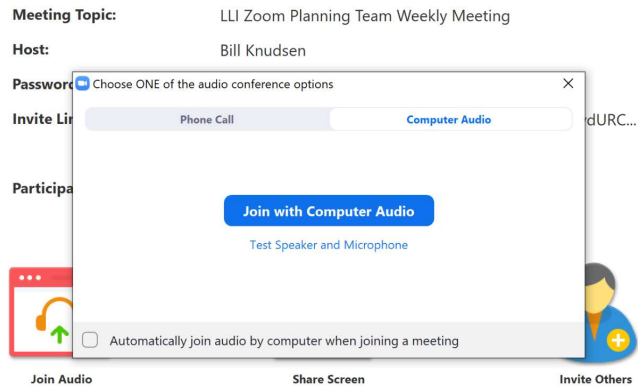- Explain why the Telephone number is on the invitation
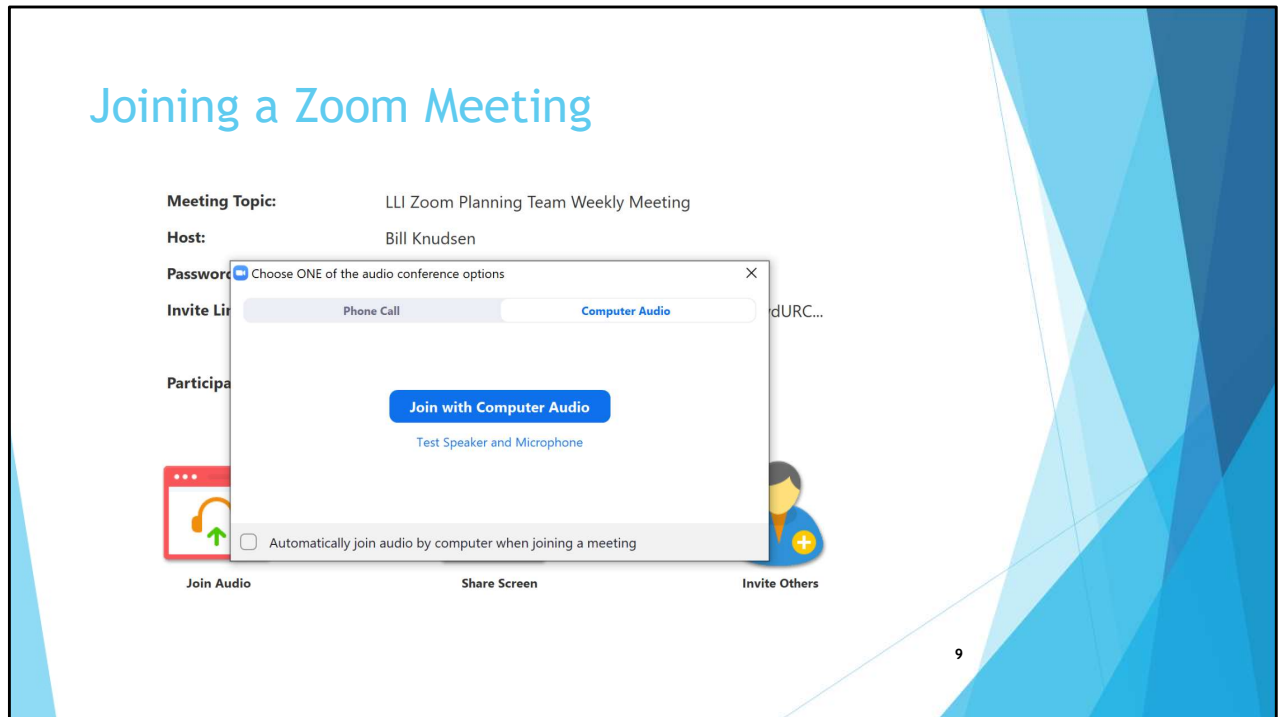
- This screen shows the start of a meeting but my camera (video) is off – in the foreground there are a couple of choices
- 'Test Speaker with Computer Audio' is always a good first choice to make as it ensures that audio is working fine right at the start of the meeting
- Don't use the "Phone Call" – if you do not have an audio function on your device use the telephone number shown on the email invitation
- If you exit the 'Pop-Up' window by selecting the "X" in the upper right-hand corner you will not have audio of any type
    - If you accidently exit w/o audio you can bring it up uses the Audio Controls in the Control Panel once you are in the meeting

- Self-explanatory, just follow the instructions – tests if your speaker is working followed if you microphone is working
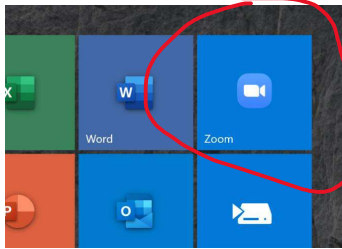
Joining a Zoom Meeting

Meeting Topic: LLI Zoom Planning Team Weekly Meeting

Host: Bill Knudsen

Choose ONE of the audio conference options

| Phone Call | Computer Audio |

Join with Computer Audio

Test Speaker and Microphone

☐ Automatically join audio by computer when joining a meeting

Join Audio   Share Screen   Invite Others

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- After testing audio click on 'Join with Computer Audio'

An Alternative Way to Join a Zoom Meeting – No Zoom Account Needed

- This method of joining a class can be important if clicking on the link in the email doesn't work, or you printed the invitation so clicking on the link isn't an option to join
- You will first need the Zoom Software loaded on your computer or mobile device – if you attended at least one Zoom meeting it is on your computer or mobile device
  - Zoom Desktop Client if you use a Windows computer or Apple Mac
  - Zoom App if you use a mobile device such as an iPhone, iPad or an Android device
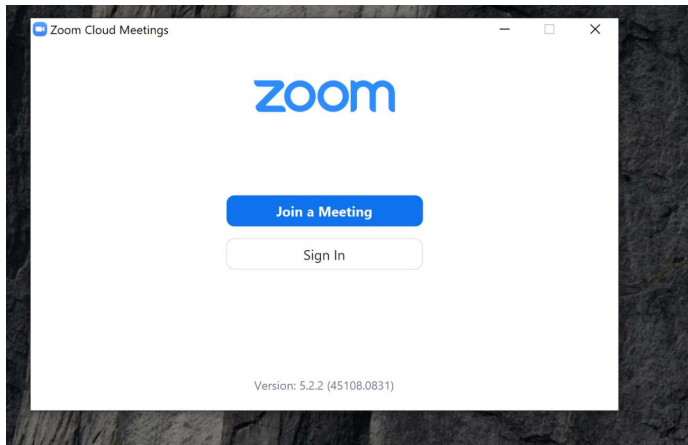
Finding Zoom Software on Your PC

If you use a Tile View

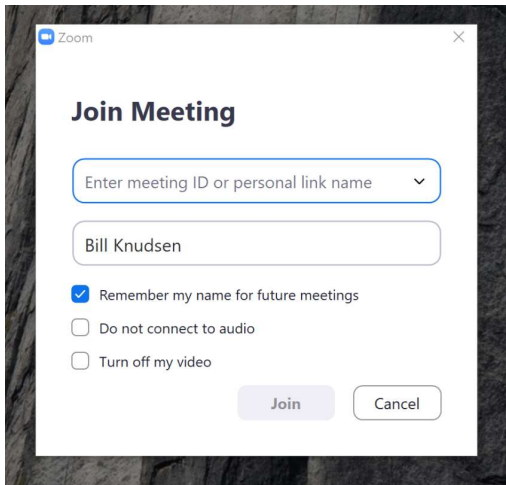(A similar icon will show on iPads, iPhones & Androids)

If you use a All App View

An Alternative Way to Join a Zoom Meeting

- You don't need an account to join a meeting – instead of clicking on the link in the Email you can join using Zoom Software (if it is loaded on your computer) using the Meeting ID and Password in the Email
- Bring up the Zoom Software by clicking or selecting the Zoom icon and click on 'Join a Meeting'
- DON'T click on 'Sign In'

An Alternative Way to Join a Zoom Meeting
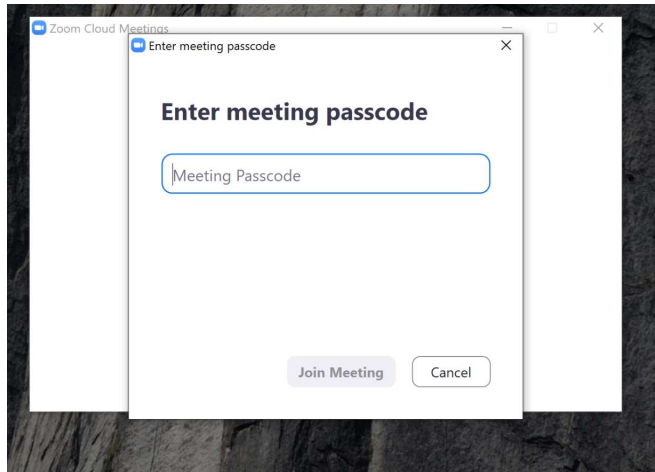
- Enter the Meeting ID shown in the Email invitation
- You have the option to change the Name that will be used in the Participants List in the meeting
    - Make sure you use your full name for LLI classes – if you join a class and didn't type in your full name you can enter it in another replace once the class starts – we will cover this a little late in the presentation
    - Notice that you have the opportunity for remember your name for future meeting by selecting the checkbox

An Alternative Way to Join a Zoom Meeting

- You will then be prompted to enter the Password found in the Email invitation
- Then the Join Meeting button will be highlighted – click on that

Manage What You See on Your Screen

Video (a.k.a. Camera)Layout

- There are multiple ways to organize the video you see on your screen
- There are video layouts for ….
  - When no one is sharing their screen
  - When someone is sharing their screen

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- Video is another word for camera
- We will cover only the basic video layouts – see Zoom support if you want to learn more, and there is a lot more you can do
- A specific video layout may be contextual – that is, your view can be dependent on various factors such as – if you are using a mobile or desktop Zoom Software, what version of the Zoom Software you have, how much memory your computer has, and more….
  - One person on a meeting may see something more or less than you do
  - The important takeaway here is that you have control over the view have – be curious if you want to change the view on your screen – look for places on your screen where you can change the view you see

Video Layout – No One Sharing Their Screen

Video Layout – No One is Screen Sharing

- Two of the layouts when no one is screen sharing – such as the start of the meeting
  - Active Speaker
    - Active speaker is the default video layout. It will switch the large video window between who is speaking.
  - Gallery
    - When using Gallery View, you will be able to see multiple participants, and will have an arrow to scroll through the participants that are not apparently visible.

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- There is a third layout called a Mini which we will not cover
- Also there is a Full Screen mode
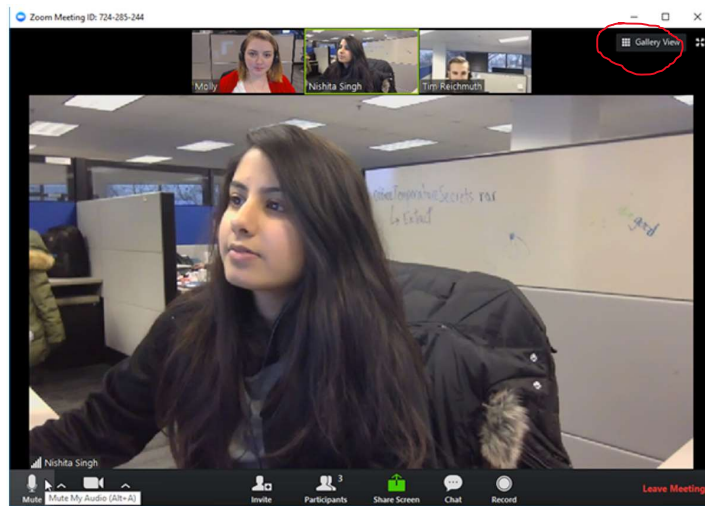
Active Speaker View

- This is the Speaker view
- Click on the Gallery View (above right) to change to the Gallery View
- Select Full Screen mode by clicking four arrows at top right – whenever you see this icon it means Full Screen – exit by selecting 'Exit Full Screen' or the 'Esc' key on your keyboard

Video Layout – No One is Screen Sharing

If you are in gallery view, you can click **Speaker View** at the top right.
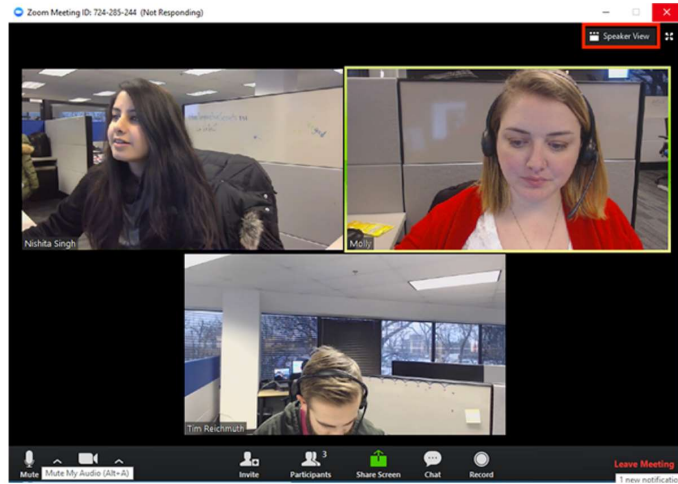
Gallery View

- This is the Gallery view
- Click on the Speaker View (above right) to change to the Speaker View
- The example in this picture there are only three people in the meeting. Hopefully you notice that if there a lot of participants in a meeting the screen can get very busy – to the point of being unmanageable
- Stop Sharing and ask everyone in the meeting to try these controls

## Video Layouts - While a Screen is being Shared

- Video layouts when you are viewing a shared screen can be more complex – the choices you make are contextual – a selection that you can make is dependent on your previous selection

Video Layout on iPhone, iPad, or Android Device

LLI Participants – Zoom Training

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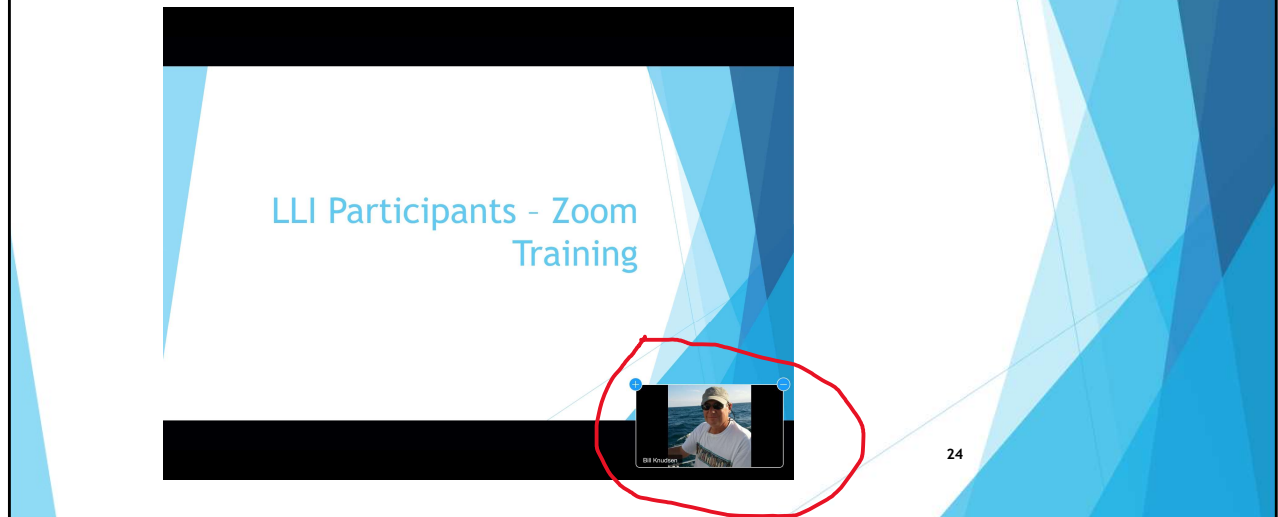
- Life is simpler you use an iPad or iPhone (really iOS)
- The screen shot is from an iPad (really iOS) – do not have access to an Android device so it might look a little different
- If you are using an iPad, iPhone or Android device for this meeting your screen now should see the slide with my video (camera)- you can select the 'minus' sign to minimize the video

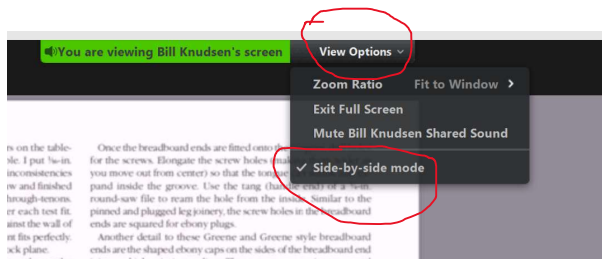## Maximize Viewing Area on Your Screen - Windows
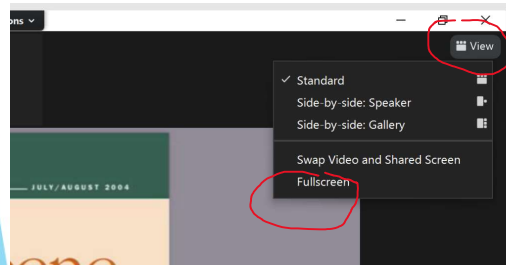
First – on the top right side of your screen select 'View' and make sure you are in the 'Full Screen' as shown in the drop down – if you see 'Exit Full Screen' you are already viewing Full Screen so you don't have to do anything – otherwise click on 'Full Screen' – in red circle on this picture

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- We already touched on this at the beginning of the presentation
- The Apple Mac may the same or very similar screens to maximize viewing area, but I have no means of testing

Maximize Viewing Area on Your Screen - Windows

Secondly - at the top of the screen select 'View Options' and uncheck 'Side by Side Mode if it is checked

- As mentioned earlier in the presentation

Maximize Viewing Area on Your Screen - Windows

| Relevant Choices Available via the "View" icon on Right Side of the Screen	Relevant Choices Available via the "View Options" icon on Top of Screen	Recommended Selection to maximize what you see on the screen

Full Screen	• Side by Side Mode	• Uncheck 'Side by Side Mode if checked; then,
		• Choose either:
		  • 'Hide Video Panel' from "View Options" drop down
		  • 'Minimize Video Panel' as shown on a subsequent slide

Not Full Screen	• Side by Side Mode	No ability to hide or minimize Video panel – except to hide participants whose video is not on

- You want to maximize the viewing area on your screen when someone (most likely the Facilitator) is sharing their screen – being in Full Screen and minimizing participants video is highly recommended
- A summary comparison of the choices you can make
- In the dropdown boxes – i.e. "View" and "View Options" there will be more choices available to select; however, the choices shown in the chart on this slide are what is relevant for you to maximize your screen viewing area
  - Feel free to play around with the other drop-down choices but they aren't required for a LLI class
- Side by Side pretty much just moves the video panel from the top of the screen to the side

Video Layout on Windows – When a Screen is Being Sharing and You Want to See Some or All Participants

- You have four choices
  - Minimize the Video Layout so no participants can be seen
  - See only the Active Speaker
  - See participants in a strip
  - See participants in a grid

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Video Layout on Windows – When a Screen is Being Sharing and You Want to See Some or All Participants
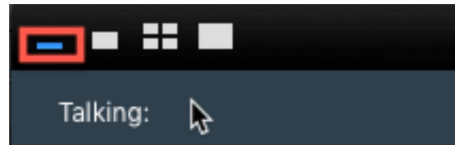
Minimize Video Panel
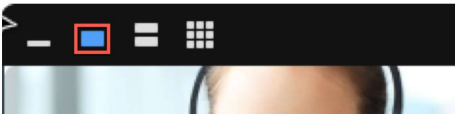
Active Speaker View

Gallery View Strip

Gallery View Grid

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- These are examples of the available four choices

Video Layout on Windows – When a Screen is Being Sharing and You Want to See Some or All Participants

- Minimize Video Panel
  - Only show the name of who is actively speaking – alternate choice to maximize the viewing area of your screen

- Active Speaker View
  - Show the video of who is actively speaking

- Gallery View Strip
  - View participants in a vertical film strip. You can drag the video panel to the top or bottom of your screen and they will be shown in a horizontal strip instead.

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- Highly suggested you select the Minimize Video Panel choice so you can see as much of the screen as possible

Video Layout on Windows – When a Screen is Being Sharing and You Want to See Some or All Participants

- Gallery View Grid
  - View participants in a grid pattern. There needs to be at least 6 participants in the meeting (1 person sharing and at least 5 viewers) for this view. In the grid version of Gallery View, you can view up to 25 or 49 participants depending on your Zoom client settings and the capabilities of your computer
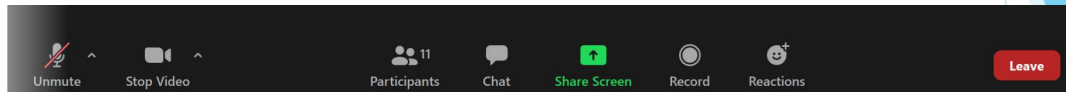
Controls You Have in a Zoom Meeting

Controls You Have

- There are two similar but slightly different controls ….
  - When no one is sharing their screen
 - When someone is sharing their screen

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Controls – No One Sharing Their Screen

Control Panel – No One is Sharing Their Screen

- Control Panel defaults to the bottom of the screen

- Automatically hides – to make visible left click on the screen with your mouse or move the mouse cursor toward the bottom of the screen

- Don't worry if you see fewer icons – your Facilitator or LLI protocols may have configured the course such that there are fewer icons

- Can be dragged anywhere on your screen you like

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## Control Panel – No One is Sharing Their Screen
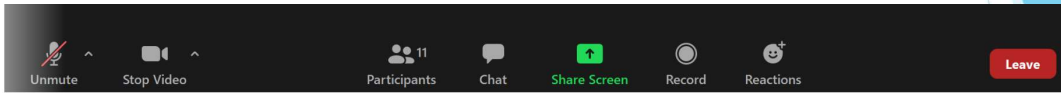
- Mute / Unmute – Selecting this option this allows you to mute or unmute your microphone

  - Audio Controls (click ^ next to Mic icon) allows you to change the microphone and speaker that Zoom uses. If your mic and speakers checked out OK before the start of the meeting you should have no reason to use this feature.

- Video – Selecting this option allows to disable or enable video – whether or not participants see your image

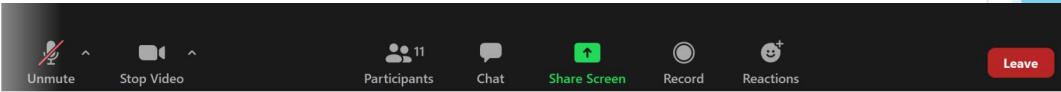 - Video Control (click ^ next to Camera icon) you can select a rear camera if your machine has one

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- From the Audio Controls you could start up audio if you inadvertently exited them in the meeting startup
- We have seen multiple situations when someone says their mic, speaker or video (a.k.a. camera) isn't working …..
  - Zoom will take advantage of all mics or speakers on your computer – if a mic or speaker isn't working first click on the '^' and a list of all components on your computer will be shown – select the one you want to use
  - Same for the video Zoom will take advantage of all cameras your computer – if a camera isn't working first click on the '^' and a list of all components on your computer will be shown – select the one you want to use
  - Everyone click on the '^' for the Audio and Video to see what it looks like – don't make any changes if everything is working for you – it is just a 'see what it looks like' exercise

Control Panel – No One is Sharing Their Screen
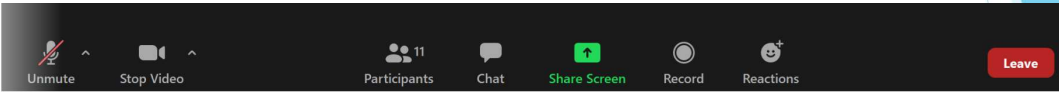
- Participants – Selecting this option brings up a Participants Window on the right side of your screen – we will focus on what you can do in the Participants Window a little later

- Chat – we will focus on Chat a little later

- Screen Share – generally you can ignore – likely only your Facilitators will share their screen

- Record – ignore if you see this – by LLI protocol we are not recording course for now

Control Panel – No One is Sharing Their Screen

| 🎤 ^ | 📹 ^ | | 👥 11 | 💬 | ⬆️ | ⚪ | 😃⁺ | | Leave |
| Unmute | Stop Video | | Participants | Chat | Share Screen | Record | Reactions | | |

- Reactions – You can react during a meeting by sending a thumbs up or clapping to communicate without interrupting the meeting. Reactions will disappear after 5 seconds. By default, the meeting reactions have a yellow skin tone. On the Zoom Desktop Client for Windows and Mac. You can also set your skin tone as shown in Part 3 of the Presentation in the Zoom Software section

- Leave – Leave the meeting

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- Your reaction appears on your video
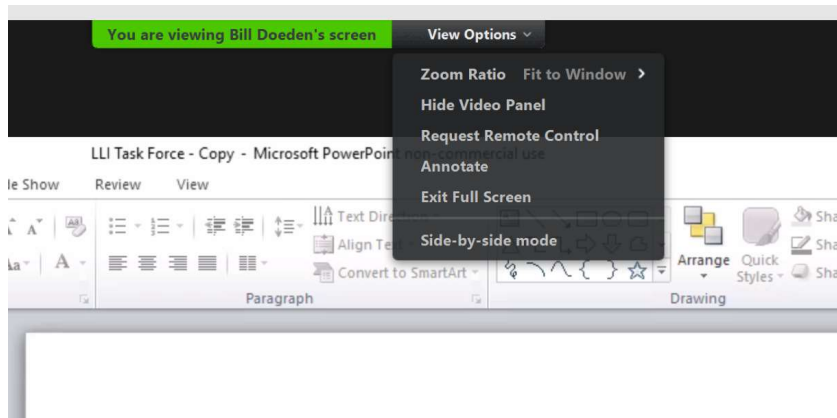
Reactions
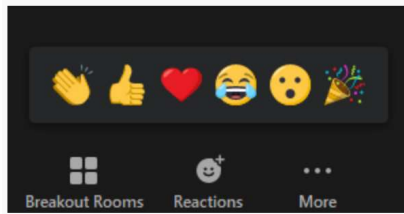
Zoom Software Version 5.2+

Zoom Software Version Not 5.2+

- Meeting participants can now react during a meeting by an emoji to communicate without interrupting the meeting. Reactions will disappear after 5 seconds.

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- Reactions are found at the bottom of the screen
- Note that the Hands found in Reactions are not the hand Raising feature
- In Part 3 in the Preparation section there is a slide that decribes how to download a newer version of the Zoom Softwar

Controls While a Screen is being Shared in a Zoom Meeting

If You Share Your Screen– Slightly Different Control Panel

You are viewing Bill Doeden's screen	View Options ∨

Zoom Ratio   Fit to Window   ›
Hide Video Panel
Request Remote Control
Annotate
Exit Full Screen
Side-by-side mode

LLI Task Force - Copy - Microsoft PowerPoint non-commercial use

le Show   Review   View

Text Dire
Align Te
Convert to SmartArt

Paragraph

Arrange   Quick Styles

Drawing

- An additional Control Panel is now available at the top of the screen, but you can drag it anywhere you want on the screen

- Additional controls include:

  - Zoom Ratio – you can experiment to see if you can improve the 'picture' but it is recommended to leave the setting at 'Fit to Window'

  - Hide Video Panel – previously discussed in Maximizing your viewing area section

  - Request Remote Control – Highly unlikely you would need to use this

  - Annotate – Display annotation tools for drawing, adding text, etc. – see next slide for more info

  - Exit Full Screen – recommended you stay in Full Screen

- Side-by-Side Mode – recommended you do not select so you can maximize your viewing area

- Note; This is a screen shot and description for a Windows PC – if you are using an iPad, iPhone or Android device things amy look a little different

If You Share Your Screen– Slightly Different Control Panel

LLI Task Force

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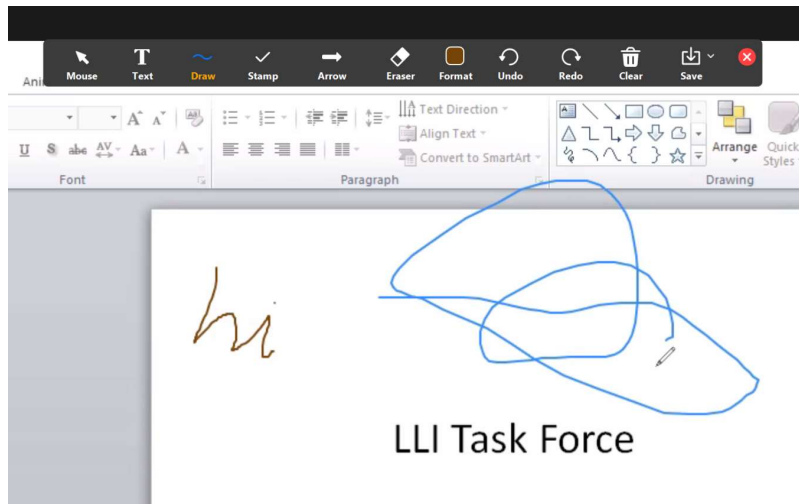
- You should confirm with your Facilitator if it is acceptable to annotate the shared screen
- When select Annotation you get another menu of choices of the tools available to annotate
    - We will not discuss this as they are relative self evident
- This picture shows where Bill Doeden and I scribbled on the screen
- You can save the annotations if you want – not sure where you can save them – haven't experimented myself
- To some degree a similar function can be performed if the Screen being shared is a Whiteboard

Other Things You Can Do

Other Things You Can Do

- See a list of participants in the class

- Actions you can take for yourself including Re-Naming yourself

- Non-Verbal feedback (Hand Raising in particular)

- Chat

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Participants Screen
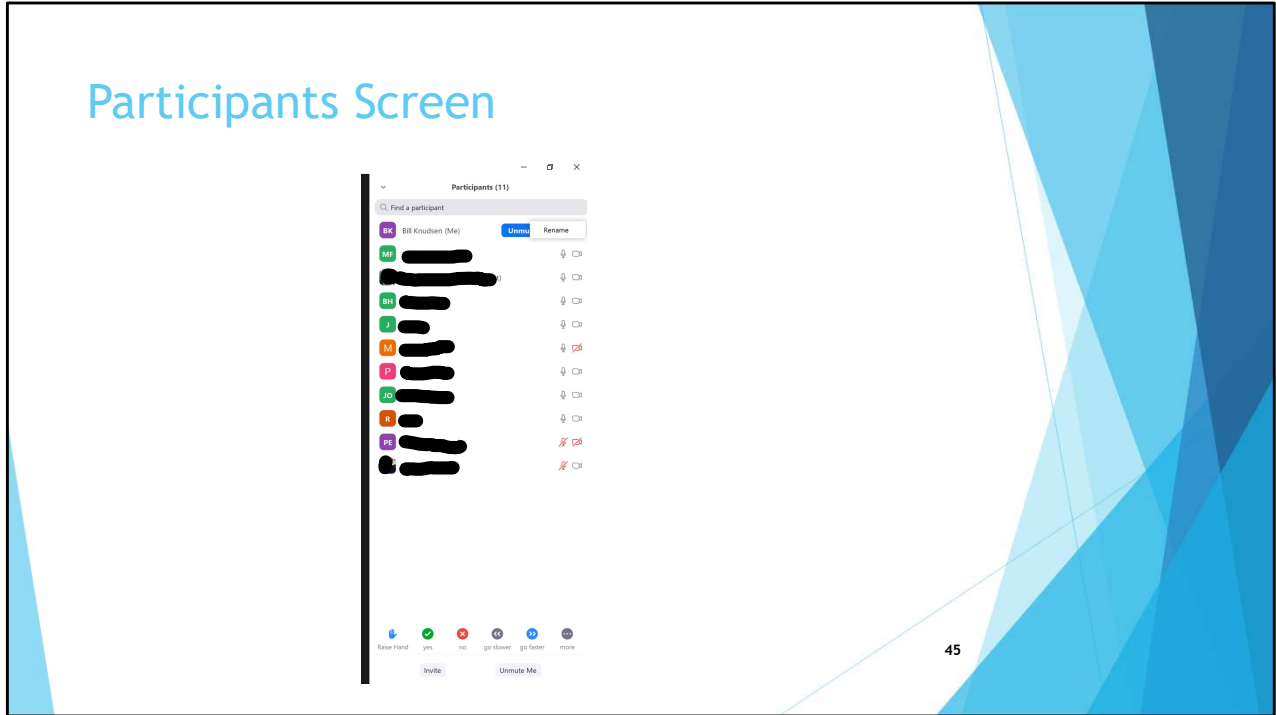
- Click on 'Participants' icon on Control Panel that appears at the bottom of the screen – this screen will appear on the right side of your screen
    - Move the mouse pointer on the screen if you don't see the Control Panel – it automatically disappears
- You'll see a list of participants in the meeting (a.k.a. LLI course). By clicking on your name you can:
    - Rename yourself
    - Mute / unmute yourself – a second way of doing so
    - Hide / unhide video – a second way of doing so
    - Select various icons for non-verbal feedback to the Facilitator at the bottom of the panel
- Close the Participants Screen by clicking on 'down-arrow to the left of 'Participants' title then select 'Close' – don't click on 'X' in upper right side
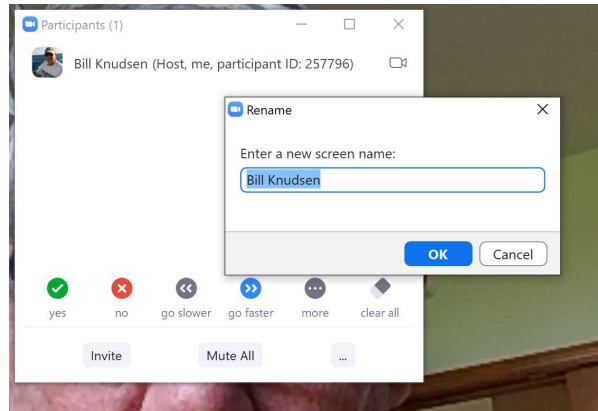
Participants Screen – Rename Yourself
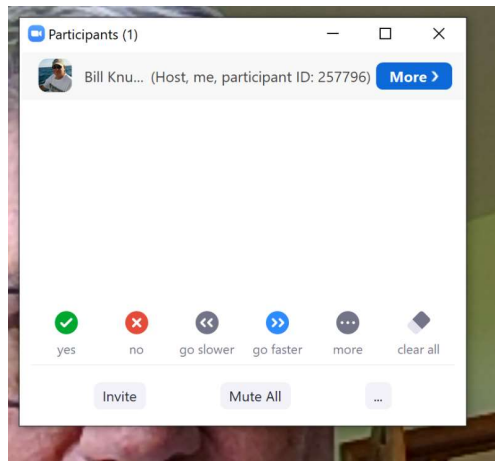
- LLI asks that everyone attending a course use their full name – especially important for attendance
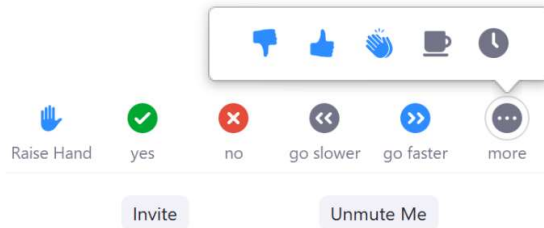- Click on 'Participants Screen and highlight your name …. A 'More' button will appear …. Click on that button

Participants Screen – Rename Yourself

- A dialogue box will appear so you can rename yourself – LLI asks that you use your full name, not a nickname
- Everyone try this now

- The picture shows the bottom of the 'Participants Panel' with all the Reactions that are possible (I think)
    - Raise Hand – to get the attention of the Host (Facilitator) – if the Facilitator asks you to raise your hand in response to a question this is where you do it
    - Can answer questions with a Yes or No
    - Ask the Host (Facilitator) to Go Slower or Go Faster
    - Clicking on the ellipsis (3 dots) brings up additional reactions
        - Like
        - Dislike
        - Clap
        - Need a break
        - Away
    - Everyone try this now

Chat
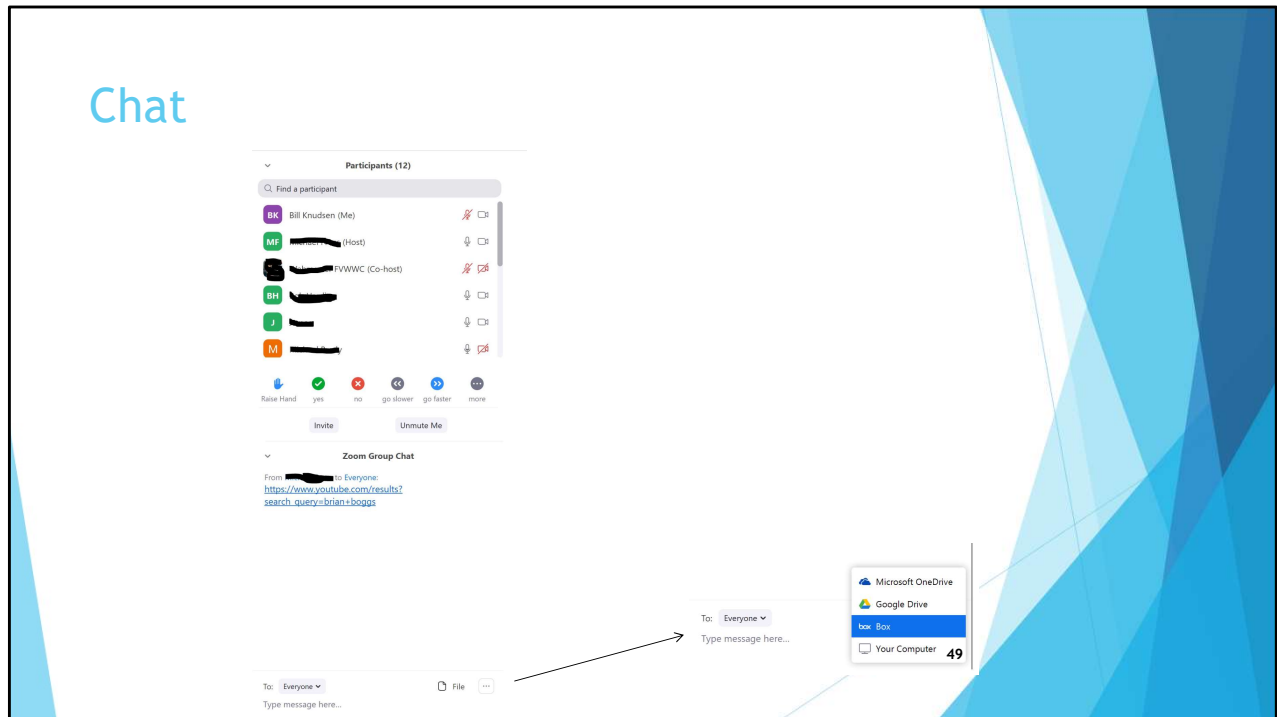
- When you click on 'Chat' on Control Panel on the bottom of the screen a Chat portion is created on the bottom of the Participants Panel
- Chats to you as an individual appear here as well as chat addressed to everyone
- You can create a Chat by selecting "Everyone' or a specific individual in the meeting
- Text goes in the 'Message Here' dialogue box
- If allowed, chats can be saved to a file – see picture of expanded file icon
- Everyone try this now

Part 2 – Improve Your Zoom Experience

Security

- Because passwords are embedded in the URL link for meetings you should not share the link to others outside LLI

- Recommended LLI Protocol:

  - You will be sent the link (2) days prior to the start of the course

  - Your Video will set to Off upon entry to the meeting – You can enable it once you are in the meeting

  - Your Audio will set to Off upon entry to the meeting – You can enable it once you are in the meeting

- You will be in a "Waiting Room" until the Facilitator admits you

- Because there has been much press on Zoom security we will touch on a couple aspects

Email Invitation Boilerplate Verbiage

- Please keep this email in a safe place so you can find it before the course begins. You can print the email but will have manually enter the Meeting ID and password to join

- You will be in a waiting room and will see a box, WAIT FOR HOST.

- You will be admitted to the *<LLI Course Name>* at approximately <time> am/pm. (It is suggested to log in prior to <time> am/pm.)

- Once in the meeting, click on SPEAKER VIEW to see only the speakers during the presentation.

- The *<LLI Course Name>* will start at approximately <time> am/pm.

- Your camera (a.k.a. video) will be off at the start of the meeting – be sure to turn it on

- You will be muted at the start of the meeting please leave it off unless you are speaking – you can also press down the spacebar on your keyboard to speak even though your audio is muted

- Camera (a.k.a. video) and audio controls are located at the bottom of your screen

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- You should see something like this in your email invitation to the course – this verbiage was provided to the LLI Facilitators but they have leeway into tailoring it to fit their situation

Etiquette

- Microphone – To help keep background noise to a minimum make sure you mute you microphone when you are not speaking. LLI classes are configured to with start with everyone's microphone muted.

- Background Noise – When your microphone is not muted avoid activities that could create additional noise such as barking dogs, shuffling papers, etc.

- Distractions – You can make it easier to focus on the class by turning off notifications, closing other programs e.g. calendar reminders, text messages, etc. on the computer you are using for the Zoom class or another device or phone in the room with you

- Multi-Tasking – You will retain the material better if you refrain from replying to emails, text messages, etc.

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Etiquette

- Camera – The best position for a camera is to be focused at eye level which creates a more direct sense of engagement with other participants. The background should be as neutral as possible so as to keep the focus on you. Optionally you can apply a virtual background.

- Lighting is important. Natural sunlight is better than artificial, lighting beyond you darkens your face so better to have lighting in front of you

  - There is a checkbox in the Video section of the Settings on the Zoom Software 'Touch up my appearance' that may help (shown in the next section of the presentation)

Preparation – Relative to Zoom

- You should find Zoom easy to use and if you have any questions …….

- https://support.zoom.com is a great resource for help

- Be Curious – sign up for the free account and play around in the Zoom Software

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Preparation – Relative to Windows

- Using Windows

  - https://edu.gcfglobal.org/en/windows basics/

- Dummies Book Series - Windows 10 for Seniors

- Using Windows 10 and MS Aapplications

  - https://www.homeandlearn.co.uk/win 10/windows10.html

- If you want to brush up on your Windows PC skills here are a couple of sources

Change Zoom Software Settings – Without an Account

- What is described here is purely optional – there is no need to do this for an LLI class
- Join a meeting early and while you are in the Waiting Room click on 'Test Computer Audio"
- You will get a shorter version of the Settings you can change for a meeting

Change Zoom Software Settings – Without an Account
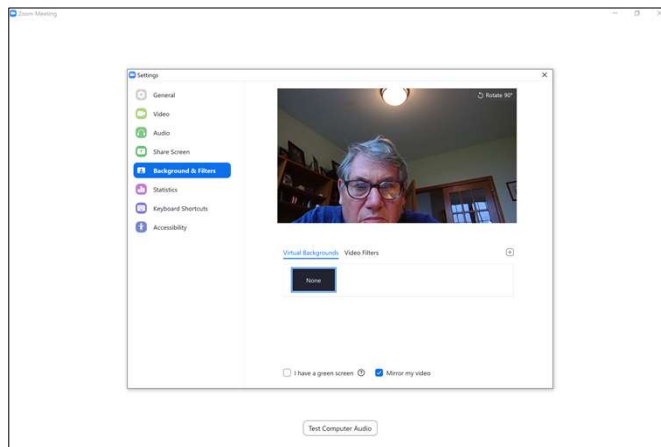
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- What is described here is purely optional – there is no need to do this for an LLI class
- Make the Setting changes you want – it is a subset of the Settings available to you if you have a Zoom Account
- We will not go into detail on each of these – see the Zoom Software Settings in Part 3 of this presentation
- The Zoom supplied virtual backgrounds isn't available without an Account but you can use your picture by clicking on the '+' and follow the instructions

Part 3 – Other Things You Can Do if You Have a Zoom Account

- Topics in this section are optionally – you can attend a LLI class without an understanding of them

Benefits of a Zoom Account

- Free Account – don't have to pay

- Create and Host your own meetings

- 40-minute time limit (free account) - many features available

- Tailor your profile

- Personalize your meeting settings

- Sign up at: https://zoom.us/signup

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- We will touch upon some of the things that could be beneficial from having Zoom Account
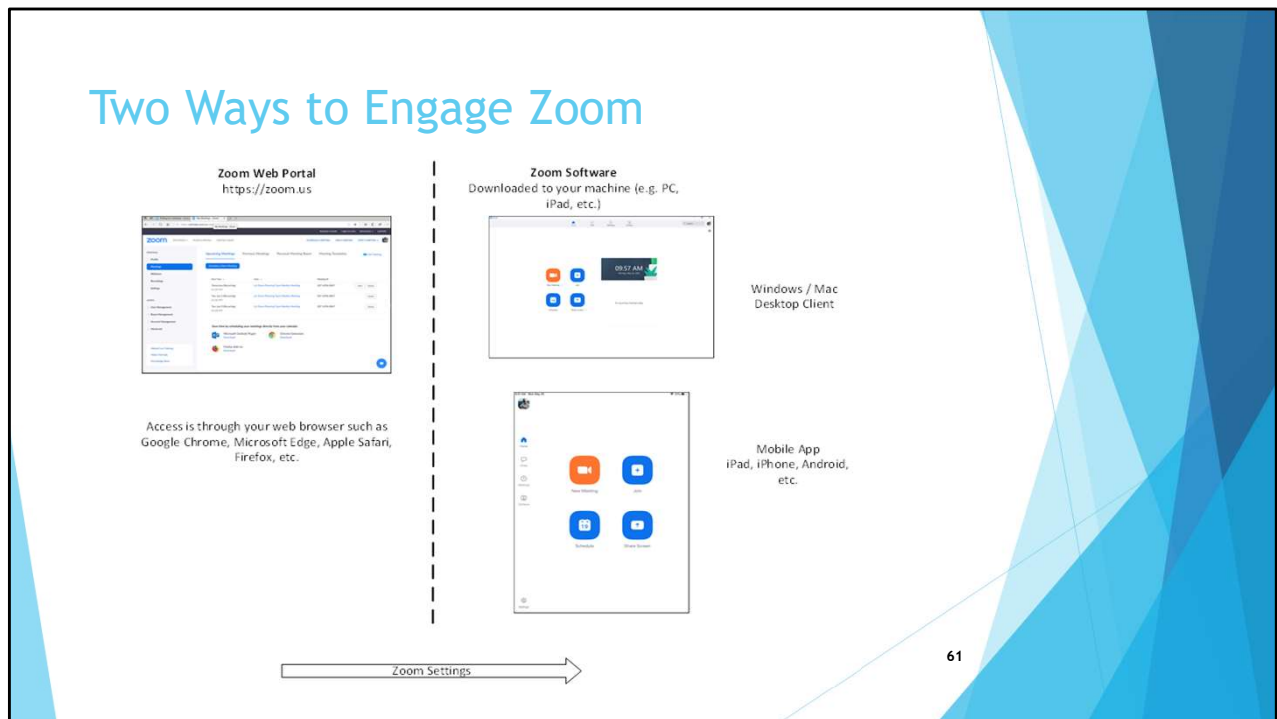
- First you should have an overview of the various ways in which to engage Zoom -
- Use same ID and Password to log in regardless of what you use
- Many of the Settings that a Host (in LLI a.k.a. a Facilitator) makes when creating a meeting control (tailoring a meeting to 'behave' in a certain way) – we are not going into the myriad of possibilities – just touch on a couple of them
- Settings made using the Zoom Web Portal flow to the Zoom Software whether that is the Desktop Client or Zoom App
- We will touch on what you do in the Zoom Portal first then we will show what you can do using the Zoom Software

Zoom Portal vs. Zoom Software

- The Zoom software has different features than the Zoom web portal.

- The Zoom software is used to schedule meetings and conduct meetings as the Host, or Participate in a meeting as well tailoring some meeting settings

- The Zoom web portal is primarily used for tailoring <u>all</u> meeting settings as well as viewing & maintaining your Profile.

- Meetings can be scheduled or maintained in the Zoom Web Portal, but but LLI recommends using the Zoom software

- Rarely, if ever, do you need to access the Zoom Web Portal – e.g. download other Zoom software, change Settings, Profile, etc.

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- The URL to the Zoom portal is zoom.us
- Sometimes Zoom will automatically download newer versions of the Desktop Client or Mobile App at the when you log into the Zoom software – e.g. after 30 May Zoom automatically loaded because of updated security features
- Other software that is available from Zoom could be the Outlook client – could be useful if you use Outlook

Your Zoom Account on the Zoom Portal
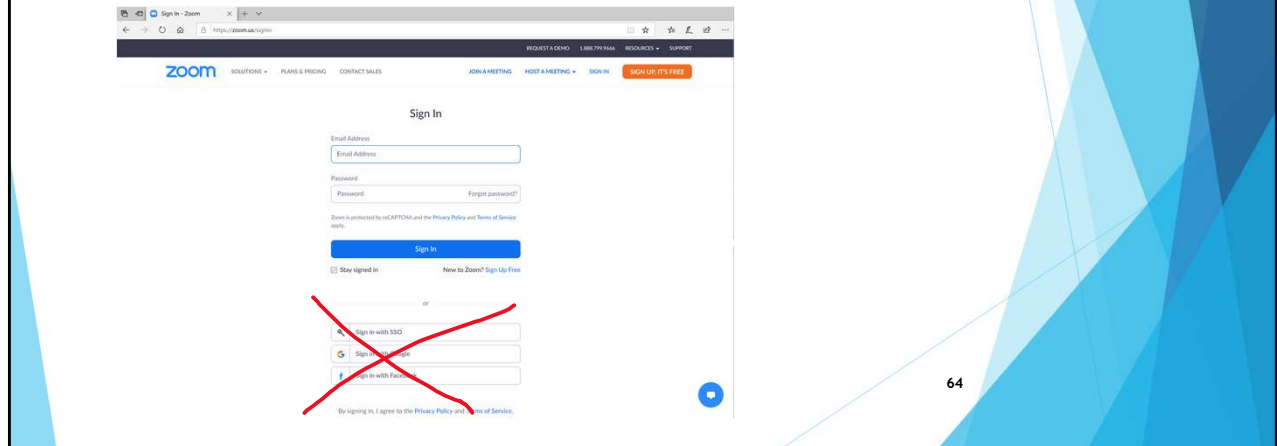
- Sign into Zoom Web Portal with your Browser
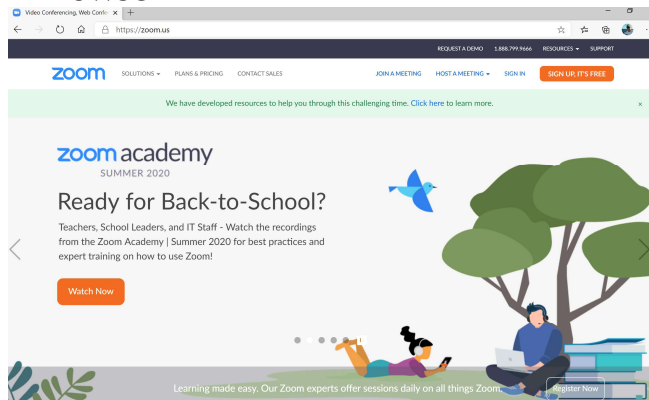
- Talk about the Zoom Portal first – the left side of the picture on the "Two Ways to Engage Zoom" slide

Your Zoom Account on the Zoom Portal

- Sign into Zoom with your browser

- Use your Gmail ID and Zoom Password to log into Zoom
- Ignore the options for signing in on the lower part of the page
    - Optionally you can click on the Sign In With Gmail – it will take you through a couple of steps that links your Gmail account with your Zoom account
    - You can see what accounts are linked to your Zoom account on the Zoom Portal > PERSONAL > Profile Under Sign-in email you will see an icon for Google as well as an icon for your Gmail address which was set by Waubonsee IT when they added you to the Waubonsee Zoom account – typically this will display as a 'work' address (just a protocol that WCC IT uses)
    - Similarly you can link you Facebook accompt
    - Unless you already have Single a Sign On (SSO) just ignore this option
- Note that I uncheck the box to keep me signed in – I do this for every web site thinking it lessens the risk of security breaches – no proof this is true but it makes me feel good
- The Zoom portal is the only place you can view / maintain your account profile

DEMO via Screen Share:
- Share screen for my profile - PERSONAL > Profile
- Can make changes in PERSONAL for Profile, Meetings, Webinars, Recordings and Settings - not necessary for you to make and changes except for a couple of optional situations we will discuss today
- You will not have a section for ADMIN
- You can add or change your profile picture – this is what is displayed when your video (a.k.a. camera) is OFF in a meeting

Finding Zoom Software on Your PC
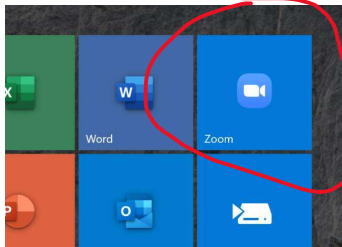
If you use a Tile View

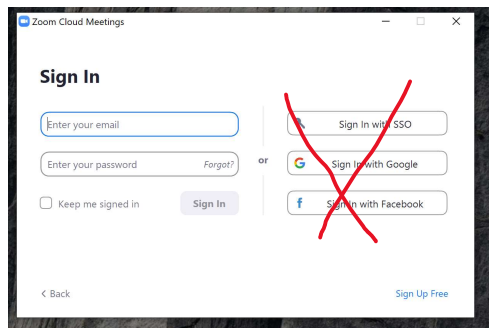(A similar icon will show
on iPads, iPhones &
Androids)

If you use a All App View

X   Xbox Console Companion   Xbox Game Bar

Y   Your Phone

Z   Zoom

Word   Zoom

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- We now turn our attention to the Zoom Software - the right side of the picture on the "Two Ways to Engage Zoom" slide

# Logging into the Zoom Software

- Sign-in to the Zoom software using the left side of the login screen
    - Optionally you can click on the Sign In With Gmail if you use your Gmail address as your Zoom ID; otherwise ignore this– it will take you through a couple of steps that links your Gmail account with your Zoom account
    - You can see what accounts are linked to your Zoom account on the Zoom Portal > PERSONAL > Profile Under Sign-in email you will see an icon for Google as well as an icon for your Gmail address
    - Similarly you can link you Facebook accompt
    - Unless you already have Single a Sign On (SSO) just ignore this option
- If you forgot your Zoom password, click on the 'Forgot?' hyperlink and instructions will be sent to your Gmail on how to reset it
    - If you do not normally use Gmail go to google.com and on the upper right side you will see Gmail – click there – you may have to enter the Gmail password you created when you created your Gmail account
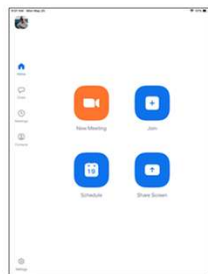
- A repeat of a previous slide
- Regardless if you have the Desktop Client or Mobile App LLI calls these Zoom Software
- Use same ID and Password to log in regardless of what Zoom App you use

Zoom Software - Preparation

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- In this section we will focus on what you can do with the Zoom Software – not the Zoom Portal

Optional Set Up

- Prep for meeting using Zoom software

    - Video

    - Audio

    - Virtual background

- Log into the Zoom Meeting Client

- Under your initials (or picture if you set one up) select 'Settings'

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- You saw some of these settings in the video
- These are the most common technical preparations you need to do
- This preparation can be done well in advance of a meeting – days or weeks.
- The following slides in the presentation depict screen shots from a Windows device – if you are using a different device your screen may look slightly different

Check for Version of Zoom Software
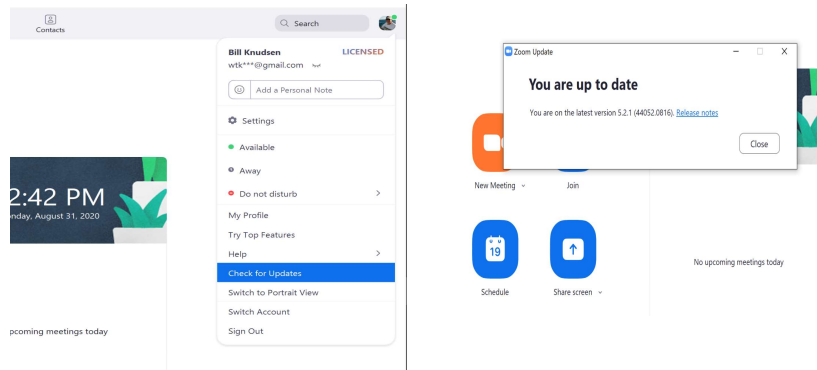
- Using the Zoom Software click on you Profile picture (if you have one), or your initials on upper right corner
- Select 'Check for Updates'
- This screen shot shows I'm up to date – if you are on an earlier version it will give instructions how to update.

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- Typically the Zoom App is upgraded by the Apple App Store or Google Play – but it is always a good idea to occasionally check for the latest version
- Sometimes Zoom will automatically download newer versions of the Desktop Client or Mobile App at the when you log into the software –e.g. after 30 May Zoom automatically loaded because of updated security features
- And, you can always just go to zoom.us/download and download the software which by default will be the latest version – it will just overlay whatever is on your machine; however, you may loose some settings and have to re-do them
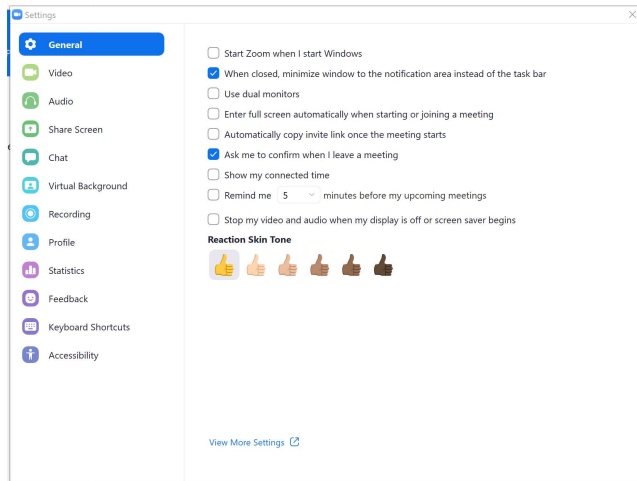
Zoom Software Settings

- This section describes some of the typically Settings you are likely to use

Zoom Software Settings
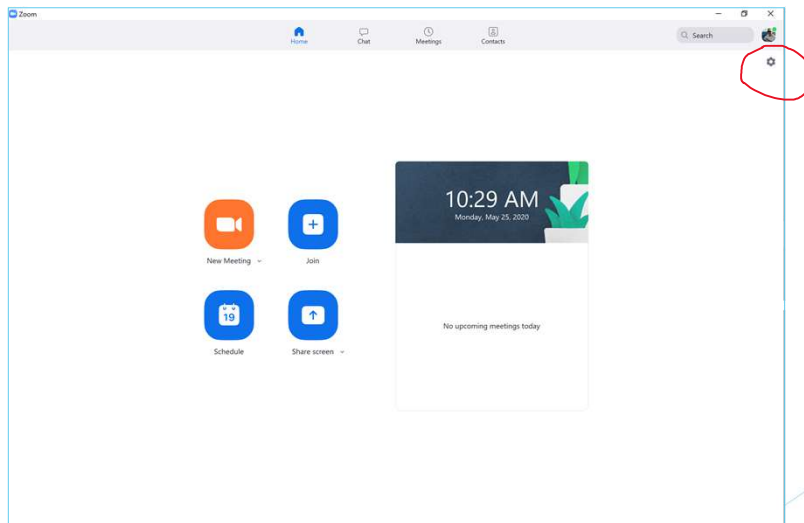
- Revisit the settings you saw in the video
- Sign-in to the Zoom software and from the 'Home' page select the gear icon under your name (or profile picture if you added one)
- You Should be able to perform the functions in the next couple of slides while you are waiting for a meeting to start, but having an account and being able to log is easier
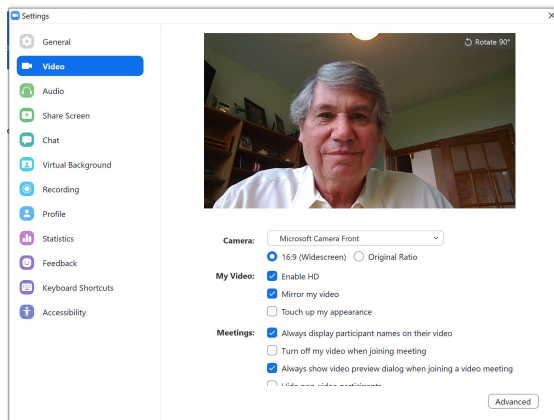
- This is the screen that will appear – no changes needed here unless you want to change the Reaction Skin Tone – Reactions will be discussed later

Zoom Software Settings

- Select the 'Video' Button

- You can see how others will see you – particularly look in the background to determine if you want to make changes
- Don't need to change any settings, except if you don't want people to see you. You can always select "Turn off my video when joining meeting' (actually this can be changed in other places as well) – just remember if you do not want others to see your video do not to enable video when in meeting ☺
- You also will have the option to testing these when you start the meeting so be sure to start the meeting a little so you can perform the tests and make corrections if necessary

Zoom Software Settings

- ## Select the 'Audio' Button
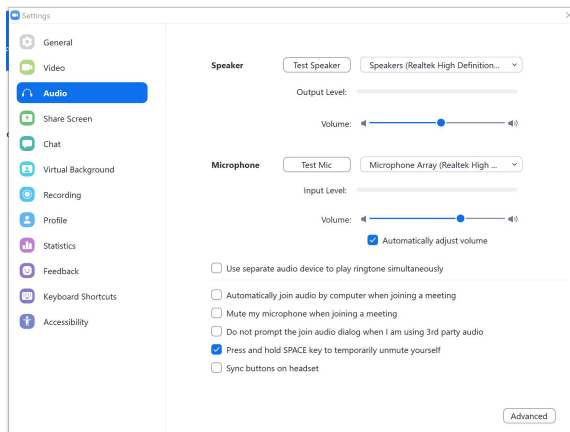
- Select 'Test Speaker' and perform the test then select 'Test Mic' and perform the test
- Everyone will have different values in the dropdown box
- You also will have the option to testing these when you start the meeting so be sure to start the meeting a little so you can perform the tests and make corrections if necessary
- Note the default setting for 'Press and hold space key to temporarily unmute yourself – isn't useful for a facilitator, but participants can leave their audio setting to 'Mute' but talk as if they were using a walkie-talkie

Zoom Software Settings

- Select the 'Virtual Background' Button
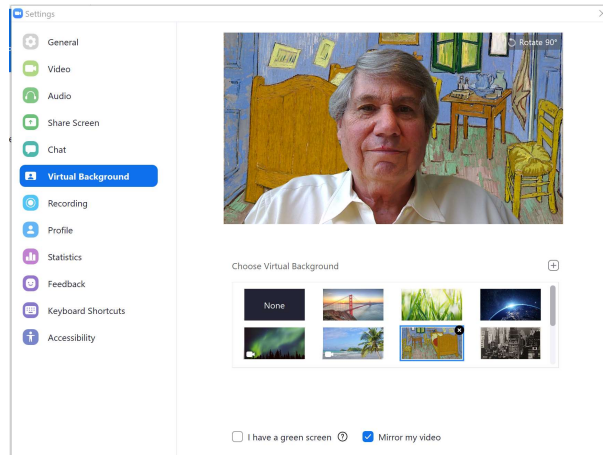
- If you didn't like the background you saw when you selected the 'Video' button you can select one of the pictures / videos Zoom provides as a virtual back, or select one of you own pictures / videos
- You can add a physical green screen which will "sharpen" the edges of your picture so it is "less jumpy"
- Select one of your pictures / videos by clicking on the circle with the '+' sign in it
  - Zoom may ask to download Smart Virtual Backgrounds
- Here I am in Vincent von Gogh's bedroom (a picture I originally downloaded to my PC from the Chicago Art Institute)
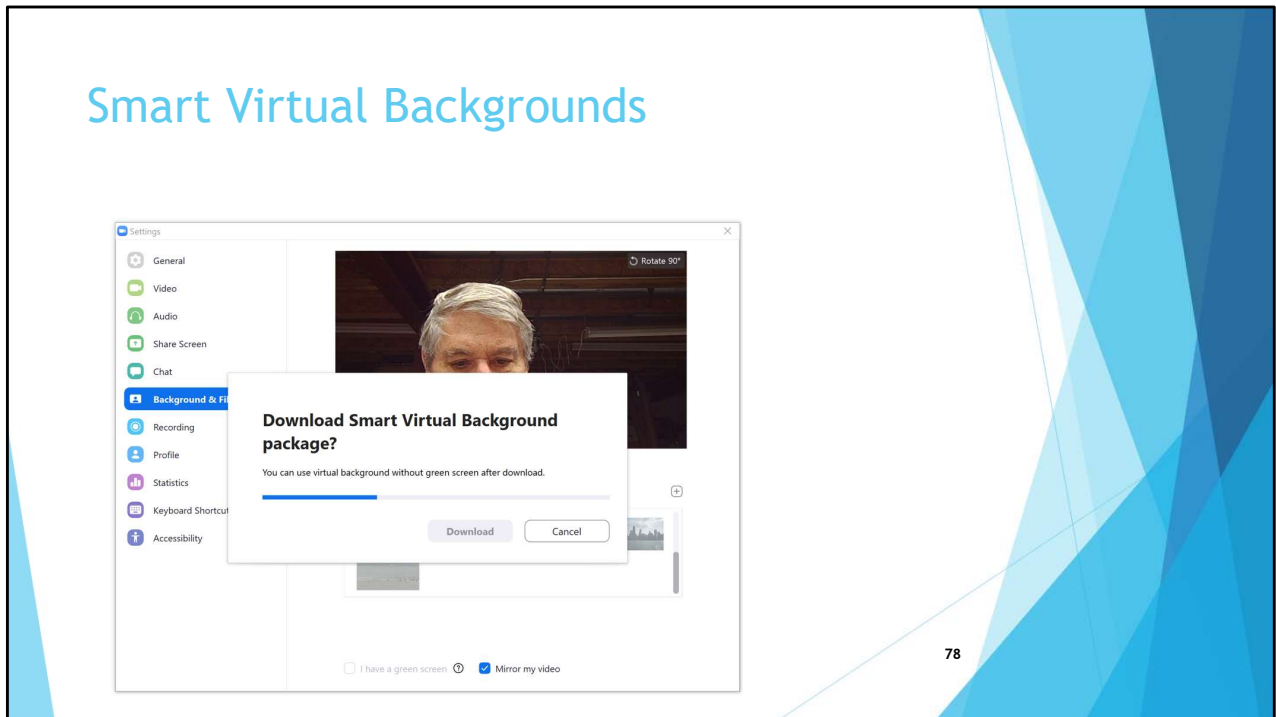
- Zoom may ask if you want to download the 'Smart Virtual Background package'

The End