

HOW TO USE ZOOM

You may wish to print these instructions for easy reference.

- You will **need internet access, a computer, tablet or smartphone with a speaker or headphones.**
- Please **log in 20 minutes early** on the first day of the workshop to make sure audio and video connections are working properly.
- **Use a quiet area**, away from others while participating in the workshop if possible.
- You will receive an **email invitation with Meeting ID and Password** for the education session. (Check your email junk box if you don't see it in your inbox.)

How to Join the Virtual Workshop:

FROM A COMPUTER or LAPTOP (Preferred):

1. Make sure your computer is connected to Internet/Wi-Fi
2. Open your web browser window (Safari/Firefox/Internet Explorer/Google Chrome)
3. To get to the Zoom website, type in this link or click here: <https://zoom.us/join>
4. Enter the Meeting ID & Password provided to you
5. Click "Join"
 - If you **already have Zoom on your computer**: Click on "Launch Meeting"
 - If you **do not have Zoom on your computer**: Click on "Download & Run Zoom"
 - You will be asked to Download & Run Zoom on your computer—it is free.
 - Please download it (click the .exe file if one pops up and click Run when/if asked)
6. Enter the Meeting Password we provided.
7. Select "Join with Computer Audio" (uses computer's microphone and speakers)
**see below for an Alternate Audio Option if your computer has no audio or quality is poor*
8. You will be put in a 'Waiting Room' until the Zoom host (healthcare professional) verifies your identity and starts the meeting at the scheduled time.
9. Click "Start Video" on the left in the toolbar and await further instructions.

*Alternate Audio Option

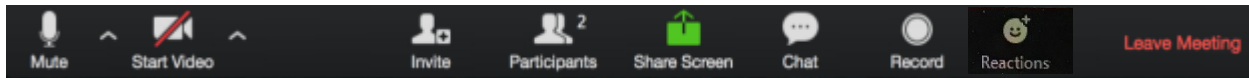
Using your phone for Audio – If your computer audio is unavailable or poor, there are phone numbers provided you can call to listen in while still using your computer video.

FROM A TABLET OR SMARTPHONE:

1. Through the Settings App on your tablet/phone make sure Wi-Fi is turned on
2. Open your App Store and search “Zoom Cloud Meetings”
3. Download the free App on your tablet/smartphone
4. Once downloaded, open the Zoom App and choose “Join a Meeting”
5. Enter the Meeting ID and password we provided
6. Click “Join”
7. Choose “Call using Internet Audio”
8. Select “Start Video” to turn on your camera
9. You will be put in a ‘Waiting Room’ until the Zoom host (healthcare professional) will start the meeting at the scheduled time.

How To Use the Zoom Toolbar During the Session:

Zoom
Toolbar



This Toolbar displays on the **BOTTOM** of your Zoom window

- If you don't see the toolbar at the bottom of the Zoom window, with your mouse, move your cursor anywhere over the Zoom window and it will appear at the bottom.
- **SPEAKER OR GALLERY VIEW:**
 - On the **TOP RIGHT CORNER OF THE BIG ZOOM WINDOW**, you can choose between 'Speaker' and 'Gallery' view.
 - Speaker view shows only the active speaker and gallery view shows all participants.
**Note: If using a smartphone, Speaker view is the only option.*
- **MUTING/UNMUTING:**
 - On the **LEFT SIDE OF THE TOOLBAR**, click on 'Mute/Unmute' to mute/unmute your microphone—it is best to keep yourself on mute while the host is speaking to prevent distracting background noise and echoing.
- **STARTING/STOPPING VIDEO:**
 - On the **LEFT SIDE OF THE TOOLBAR**, click on 'Start/Stop Video' to turn your camera on or off
- **PARTICIPANTS & RAISING YOUR HAND:**
 - In the **MIDDLE OF THE TOOLBAR**, click on 'Participants' to see a window listing all the names of people in the session.
 - This also opens a screen that includes a 'Raise Hand' icon if you want to ask a question. Click 'Raise Hand' icon to make it known to the Host that you would like to ask a question. If you wish to lower your hand, click the 'Lower hand' icon.
- **TYPING A MESSAGE OR QUESTION:**
 - In the **MIDDLE-RIGHT OF THE TOOLBAR**, click on 'Chat' to send a typed message. Select 'Everyone' to send a message to all participants in the workshop or select the name of the person you wish to send a private message to.

- **REACTIONS:**

- On the **RIGHT SIDE OF THE TOOLBAR**, click on 'Chat' to send a typed message. Select 'Everyone' to send a Click on 'Reactions' to send a thumbs up or clapping icon to react during a session without interrupting the speaker. Reactions will disappear after 5 seconds.

HELPFUL YOUTUBE VIDEOS:

- You can watch a short, 5 minute YouTube video tour of the Zoom Control Toolbar. Click here: <https://www.youtube.com/watch?v=6SM4D2m75z4>
- For help with setting up your audio and video, here is a quick, 1 minute YouTube video with instructions. Click here: <https://www.youtube.com/watch?v=HqncX7RE0wM&feature=youtu.be>

How to Leave the Zoom Session:

1. LEAVING:

- You can leave the session at any time or when it is over
- On the **RIGHT SIDE OF THE TOOLBAR**, click on 'Leave Meeting'
- Click 'Leave Meeting' again to confirm you want to exit the visit.

**Note: You will not be able to record the virtual workshop*

How to Test Out Zoom on Your Computer:

1. To get to the Zoom test, type in this link or click here: <https://zoom.us/test>
2. Click "Join"
 - If you **already have Zoom on your computer**: Click on "Launch Meeting"
 - If you **do not have Zoom on your computer**: Click on "Download & Run Zoom"
 - You will be asked to Download & Run Zoom on your computer—it is free.
 - Please download it (click the .exe file if one pops up and click Run when/if asked)
3. The test meeting will display a pop-up window to test your speakers.
 - If you don't hear the ringtone, use the drop-menu or click **No** to switch speakers until you hear the ringtone.
 - Click **Yes** to continue to the microphone test.
 - If you don't hear an audio reply, use the drop-down menu or click **No** to switch microphones until you hear the replay.
 - Click **Yes** when you hear the replay.
4. Click "Join with Computer Audio" to join the test meeting with the selected microphone and speakers.
5. You will join the test meeting as an attendee and can now play around with some of the controls on the Toolbar mentioned above.