

This document is written for Osher at RIT but is useful for other environments.

## 1. Your computer and internet connection

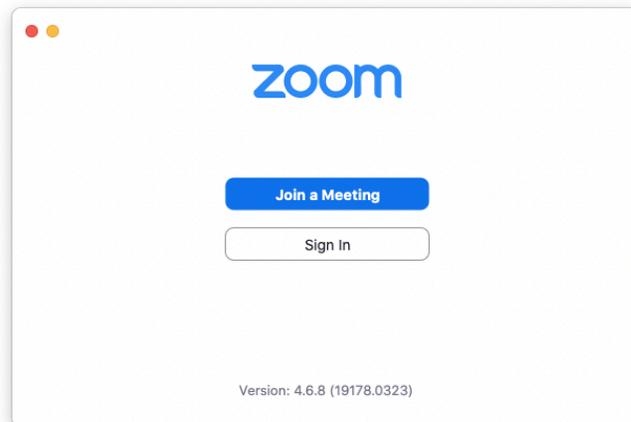
Ideally you have a computer [Mac or windows] or a tablet [iPad, Kindle Fire or other android] with a built in camera and microphone. Zoom will work on a Chromebook but the interface is somewhat different. and it's not being regularly updated.

See <https://support.zoom.us/hc/en-us/articles/201362023> for system requirements.

Please go to <http://speedtest.net> to check your internet speed. Ideally download speed should be at least 3 Megabits/sec download; Roadrunner is typically at least 20 download and 2 upload. DSL will usually work but screen updates may be slow.

## 2. Get and install the zoom client.

- Click on [zoom.us](https://zoom.us) [or enter it into the location bar of your browser]
- click or hover over **resources** [top right of screen]
- select **download client**
- Install the app and open it
- you should see a screen like this [version number of 5.4.6 or higher]:



- **You are almost ready to go!**
- Click on the gear [upper right of this screen on a computer] - select audio settings, and test your microphone and speaker.
- **NOTE** - you do not need to sign up for a zoom account unless you want to be able to initiate meetings or set a profile picture. [Click for more information.](#)

### 3. How to respond to a meeting notice:

- Click on the notice; zoom should start up. The meeting screen will open once the host approves you [this is a security feature].
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#### **If you do not have a camera and/or microphone:**

- If you can find and buy a webcam, install it; it should resolve this issue; if not, see below.
- If you don't have a microphone, you should be able to find a headset with a boom microphone or some earbuds [either wired or bluetooth]
- To use a photo of yourself to be seen by others: Settings - Profile- click on the picture above your name and select a new picture [requires a zoom free account].
- To participate in discussion without a microphone, use the Chat facility.

#### **If you have dialup or a very slow internet connection:**

- You can participate by phone by calling the number in the meeting invitation and entering the meeting ID on your keypad..
- Use the chat facility to participate in discussions. See below for additional information for phone connections.

#### **What about cellular data?**

- While the data rate is probably going to be adequate, **depending on your carrier and plan, this might be expensive!** unless you have a plan with unlimited data. On the basis of some measurements I've made recently, iZoom seems to use about 10 megabytes/hour; you can reduce this somewhat by turning off your video.

## Recommended Settings:

These are all in Zoom settings [click the gear on the startup screen] or at the top or bottom of the meeting screen [see below]

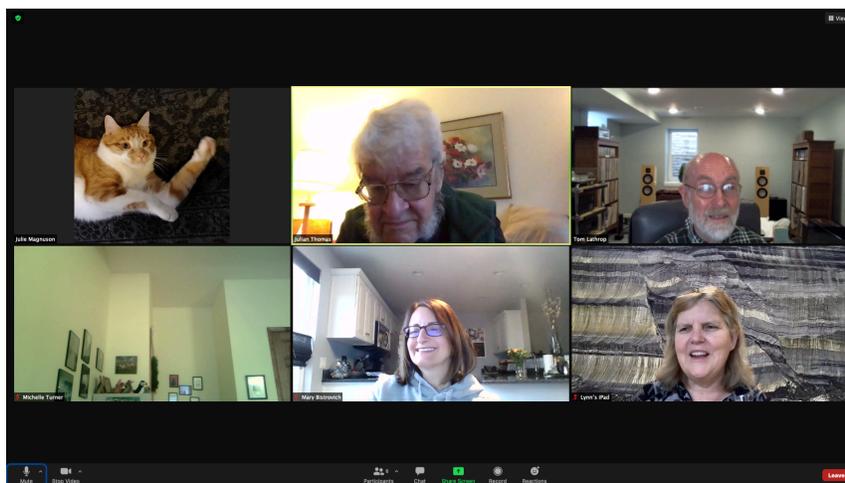
- Manage participants: Opens the white window to the right of the main screen [as shown below].

- Audio: Check the 3 boxes at bottom [Join audio...; Mute microphone...; Press and hold SPACE] - these set you muted when entering a class [so the other participants don't hear your barking dog] - the last allows you to temporarily unmute yourself. The course leader/wizard may mute all members when the class begins.

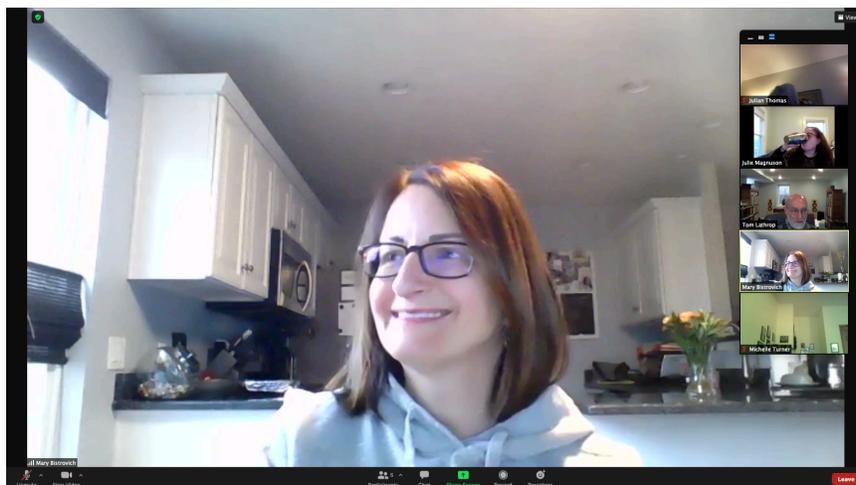
## Participating in a meeting with video:

When you click on a Zoom invitation, it will open a window in your browser that asks if you want 'to allow this page to open "zoom.us.app". **Click Allow.** It may ask you to enter the password. You will then see a screen that says "To hear others please join audio. Click 'Call using Internet Audio". Click on Participants to open the participants window [on the right]. You will see a meeting screen that looks like this

['Gallery View']:



or this  
['Speaker View']:



- You can toggle between these views clicking on the Speaker/GalleryView icon top right.
- In active speaker mode, you can click on a speaker and select **pin** [hover over the speaker you want to pin; in the upper right click on 'More' and select pin] to avoid switching between one speaker [e.g. course leader] and anyone else who is talking.

<http://jt-mj.net/zoomscreens.pdf> has more detail on these settings.

- At the right of the top row is the icon to go into fullscreen mode; to revert, press Esc
- On the bottom row is a Chat icon which allows you to send a text either to a specific participant or all participants. It will appear in the bottom of the participants list.
- To 'raise your hand' click the blue icon on the bottom row of the participants window.
- [The course leader and the wizard will establish the protocol for asking a question using either Chat to the wizard or raising a hand].
- On the bottom left there is a button that lets you block your video [it will be replaced by a black box with your name]. To use a photo of yourself to replace the black box: go to Settings - Profile- click on the picture above your name and select a new picture from your computer [this requires a free {basic}zoom account].

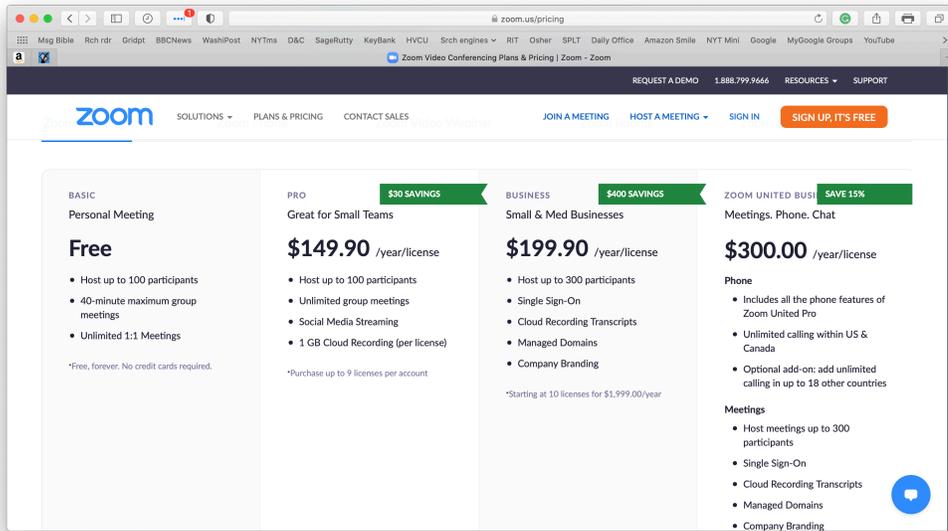
**IF YOUR ZOOM SESSION IS KNOCKED OUT** by a popup alert, don't panic. Just click the Zoom icon again to resume the session.

## Participation by phone

- Call the number in the meeting invitation and enter the meeting ID. You will be connected once the host has approved you. Once in, you can use \*6 to toggle muting, and \*9 to 'raise your hand' [this cannot be undone by you].
- To use a photo of yourself to be seen by others [if you have a zoom account]: Settings - Profile- click on the picture above your name and select a new picture.

# SIGNING UP FOR A FREE ZOOM ACCOUNT

Go to [zoom.us](https://zoom.us) and click on **Plans and Pricing**



Select **Free** and click on **'Sign Up, It's Free'**

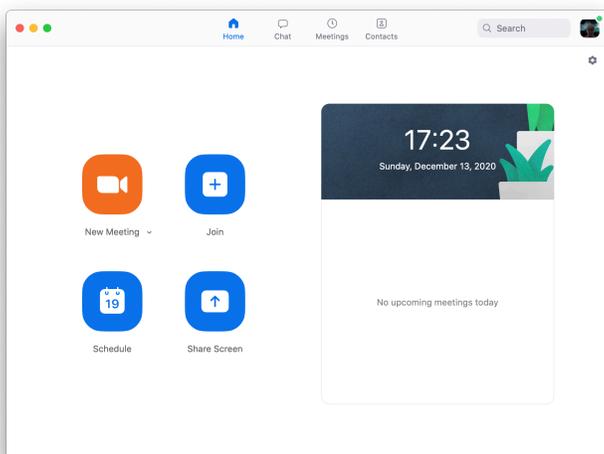
Enter data as requested; you will receive an email with further instructions.

**Remember the password that you select!**

Select 'Go to my account' and make adjustments if necessary.

## STARTING A MEETING

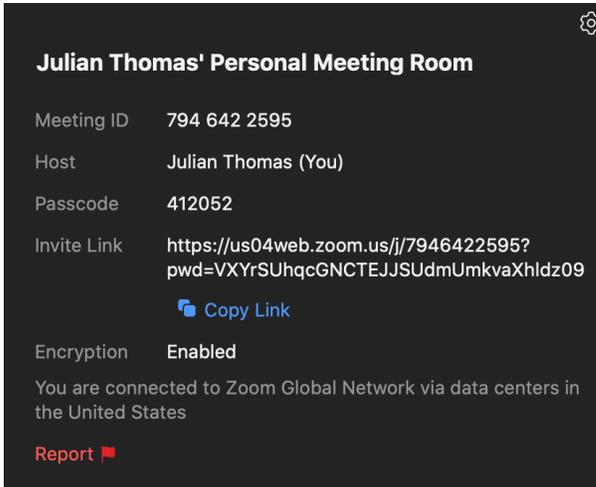
Open the zoom app on your computer



Click 'New Meeting'

You should see a screen with your face [or wherever your webcam is pointing]

Click the green icon in the upper left of the screen - you will see something like this:



Click 'Copy Link ' and the meeting information will be copied to your clipboard; you can then paste it into an email to send out an invitation.

For more information, see <http://jt-mj.net/zoomscreens.pdf>

## RESOURCES:

<https://bit.ly/OshZoom> - an Osher resource page with many useful links.

<http://jt-mj.net/zoomscreens.pdf>

<http://jt-mj.net/zoomscreensipad.pdf>

<http://jt-mj.net/gettingstartedwithzoom.pdf> [This document]

<http://zoomscreensharing.pdf>

## Revision history

03Apr2020: Total rework of earlier version.

05Apr2020: Added waiting room, phone control codes.

07Apr2020: Added screenshots and text to expand this to simple meeting participation

13Apr2020: Updates to reflect changes in zoom released 8Apr.

17Apr2020: Update includes 4.6.11 changes.

22Apr2020: changed instruction for getting to **zoom.us** [click link]

11May2020: zoom 5.0.1 [new security protocol]

02Dec2020: zoom 5.4.4; overhaul; new screenshots.

13Dec2020: zoom 5.4.6; added creating zoom account; starting a meeting