

ZOOM TRAINING SESSION

Learning in Retirement, Fall 2020

Have you done the "zoom test"?

https://zoom.us/test

Join Meeting Test

Test your internet connection by joining a test meeting.

Join

If you are unable to join the meeting, visit Zoom Support Center for useful information.

- Have you downloaded and installed the Zoom Client (or 'desktop') software?
- Visit zoom.us/support/download
- If you're on a computer, Zoom will begin to download automatically

We're now downloading Zoom ...

Your download should automatically start within seconds.

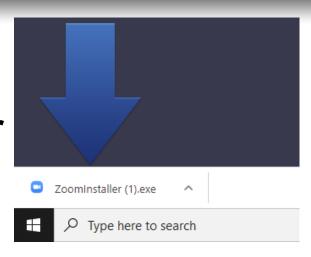
If it doesn't, restart the download

Zoom is available on Mobile and Tablet.

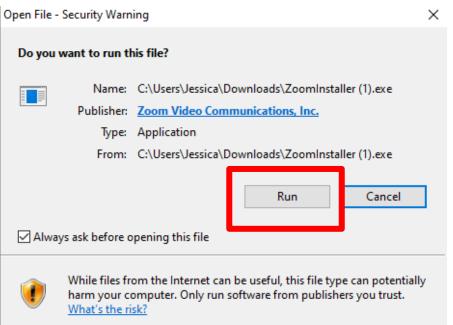




Double click the Zoom Installer



Choose to "Run" the program





How to Join a LinR Zoom Meeting

Canada's Capital University

Check your email

Click on the Zoom meeting link

Dear Learning in Retirement Participants,



Thank you for your registration in Learning in Retirement's Fall 2020 Session.

Join Zoom Meeting

https://us02web.zoom.us/j/123456789pdfdfdfdfdfdfdwd=SUdMdfdfdfdfZz09

Meeting ID: 123 4567 7890

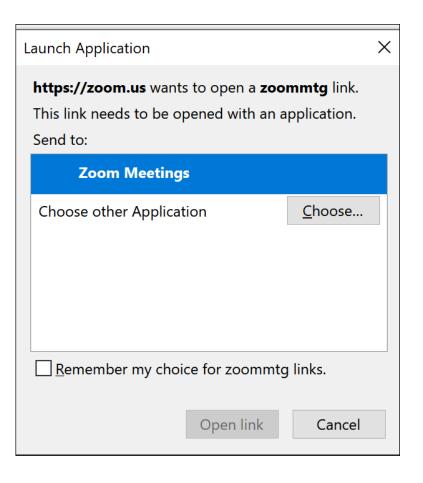
Passcode: 123456



How to Join a LinR Zoom Meeting

Canada's Capital University

Join the meeting

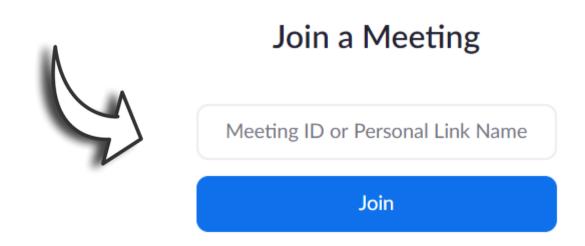




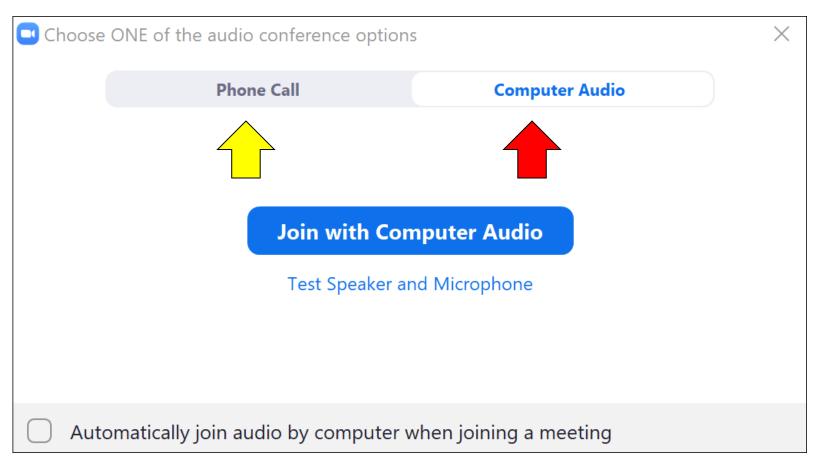
How to Join a LinR Zoom Meeting

Canada's Capital University

Or, start your Zoom client software, and enter the Meeting ID (and passcode, if required).

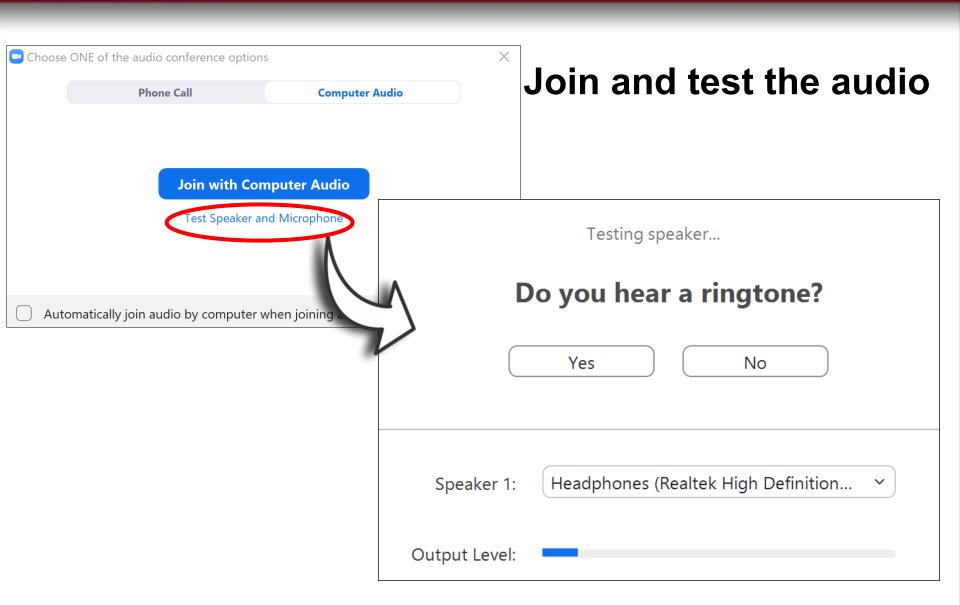


Join and test the audio











How to re-join a meeting

Canada's Capital University

If you get disconnected, use the Zoom link from LinR email invitation.

- If Zoom is down or we are having technical trouble on our end, please try again in 5 minutes.
- If we need to cancel or postpone class, we'll send an email with further instructions.

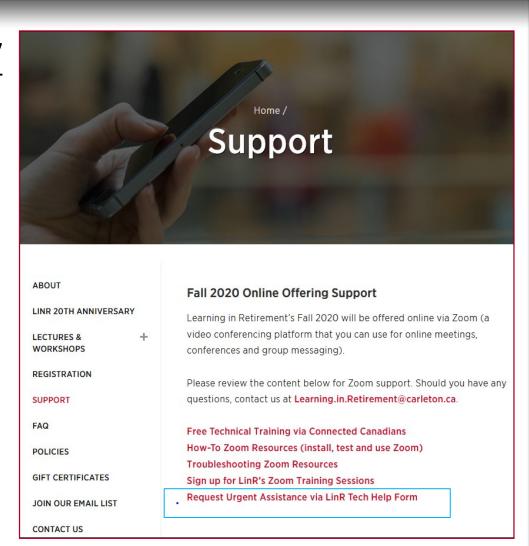


Contact us for technical help

Canada's Capital University

carleton.ca/linr/support/

Fill out the form at the bottom of this page, for urgent assistance during a class.





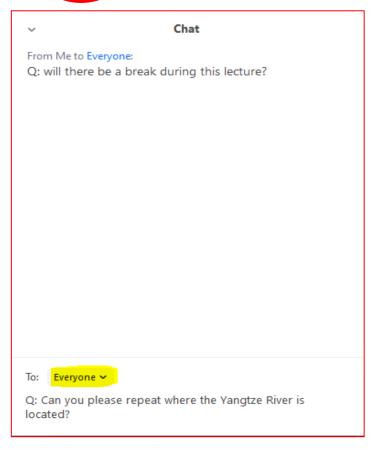
Interact with others

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Open the Chat box

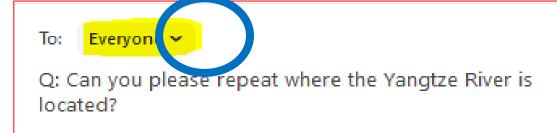


- Hit return/enter on your keyboard to send your chat entry
- Your chat can be viewed by everyone by default

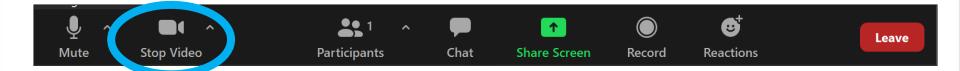


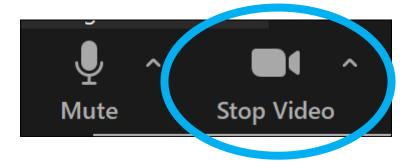
In the Chat box

 Select the DOWN icon next to "Everyone" in the "To:" line to select another user.



Turn your video ON or OFF using the "Video" icon in your Zoom control panel.

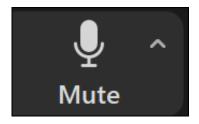




Mute/Unmute

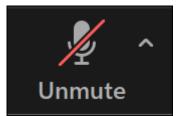


THIS means your mic / audio is audible.



VS

THIS means your audio IS muted.



Mute/Unmute

• Moderators can prompt you to unmute if you need assistance, or if you would like to ask a question. You will receive this message:

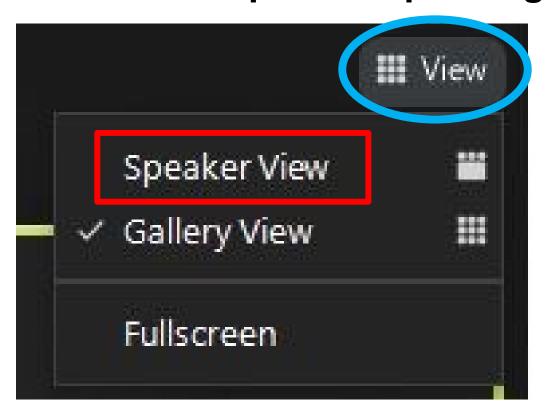




Set up your Zoom environment

Canada's Capital University

"Active speaker" or "Speaker View" (see top right of your Zoom window) will allow you to see the video of the person speaking.

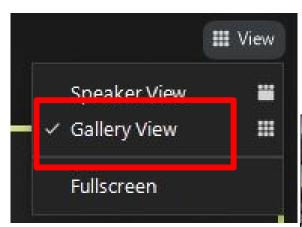


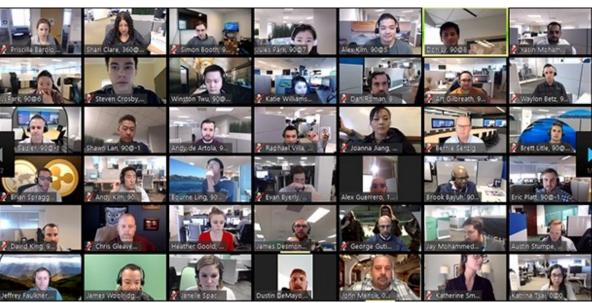


Set up your Zoom environment

Canada's Capital University

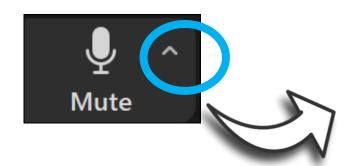
"Gallery View" shows you a grid of all participants' videos.

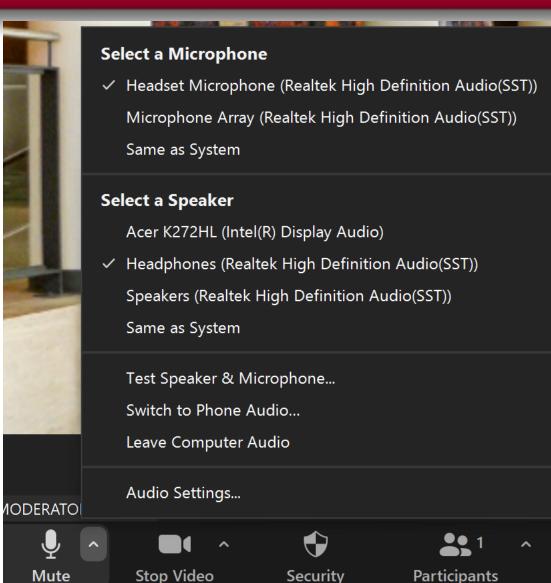






Advanced sound settings



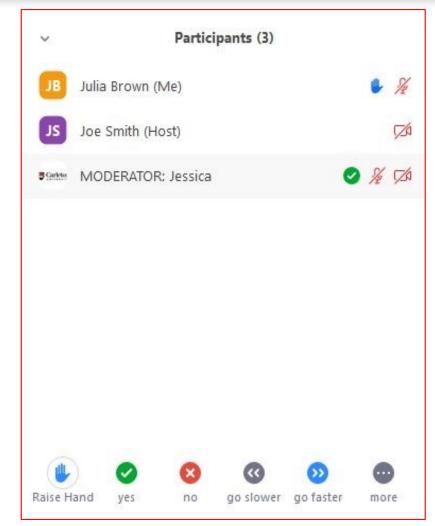


 The "Participants" box can enable more participation within some classes. Click the icon to open.



The "Participants" box shows everyone's:

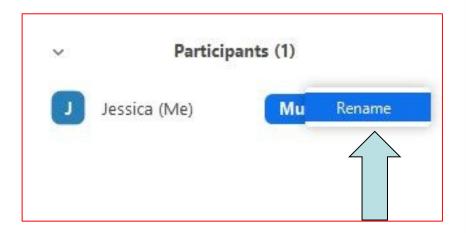
- display names
- microphone and camera status





To change your display name, click on "More" next to your name in the Participants box.



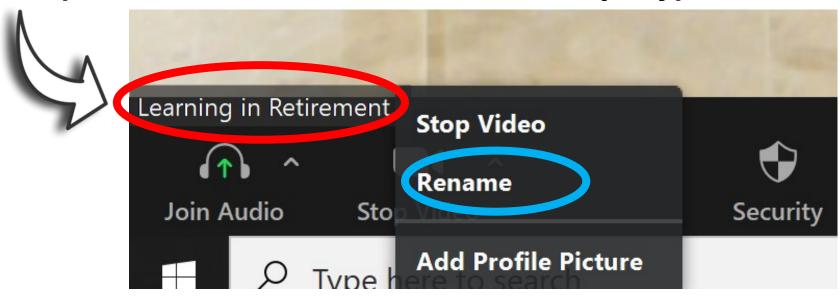




Video, display names, and privacy

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Or, change your display name, by RIGHT-clicking on it (bottom left of YOUR video display)

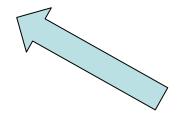


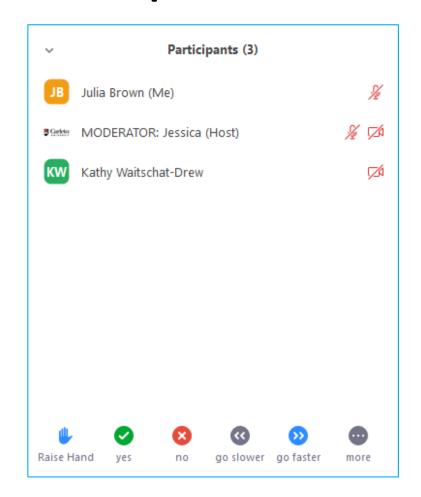


Respond via icons in the Participants Box

- "Raise your hand"
- Answer "yes" or "no"







Use text CHAT ask questions of the lecturer

Put a "Q:" in front of questions you would like to ask the speaker:

Q: How did colonialism affect the Impressionists?

Use text CHAT to ANSWER questions

Show whose comment you are answering with the @ symbol before their name:

@Ann, there was a good article answering that question in the Globe and Mail today

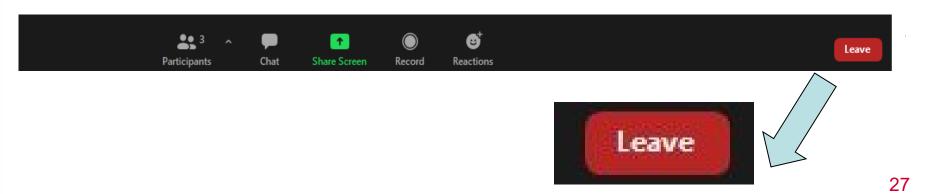


How to leave a meeting

Canada's Capital University

Leaving the meeting

To leave the meeting, click the red "Leave" button at the bottom right of your screen You will be prompted to click "Leave" once more before the meeting will end.

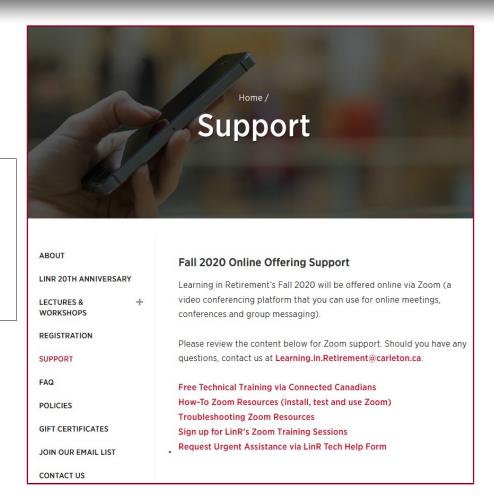


More resources

www.carleton.ca/linr/support

Free Technical Training via Connected Canadians
How-To Zoom Resources (install, test and use Zoom)
Troubleshooting Zoom Resources
Sign up for LinR's Zoom Training Sessions
Request Urgent Assistance via LinR Tech Help Form

- Connected Canadians
- Zoom site support
- Zoom test



Stay in this training a little longer to ask questions