

ZOOM TRAINING SESSION

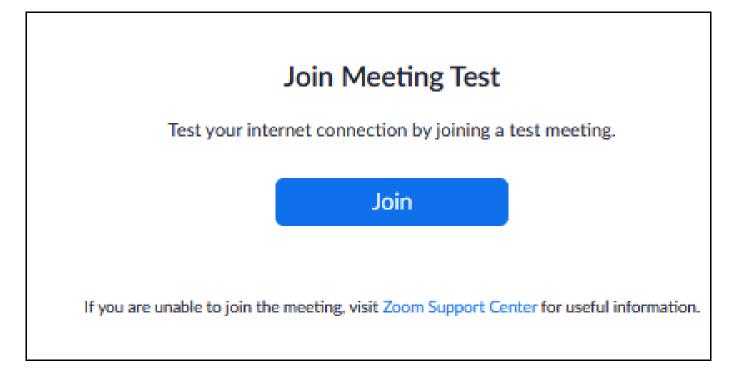
Learning in Retirement, Fall 2020



Install Zoom

Have you done the "zoom test"?

https://zoom.us/test



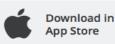


- Have you downloaded and installed the Zoom Client (or 'desktop') software?
- Visit <u>zoom.us/support/download</u>
- If you're on a computer, Zoom will begin to download automatically

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.

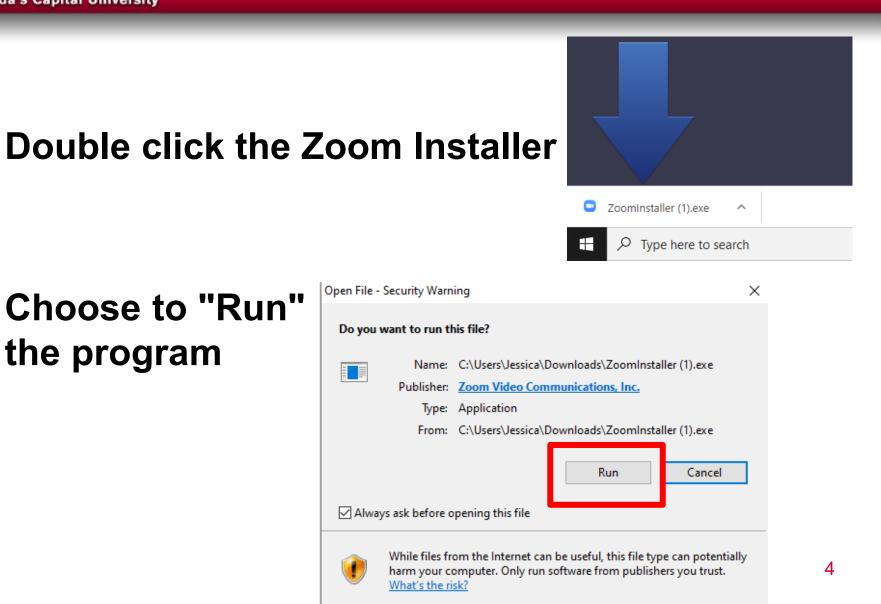




Download in Google Play







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/123456789pdfdfdfdfdfdfddwd=SUdMdfdfdfdfZz09

Meeting ID: 123 4567 7890 Passcode: 123456



How to Join a LinR Zoom Meeting

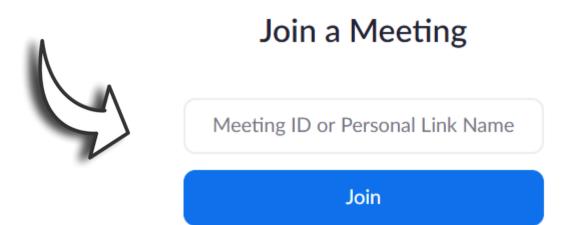
Canada's Capital University

Join the meeting

Launch Application			
https://zoom.us wants to open a zoommtg link. This link needs to be opened with an application. Send to:			
Zoom Meetings			
Choose other Application	<u>C</u> hoose		
<u>Remember my choice for zoommtg links.</u>			
Open link	Cancel		



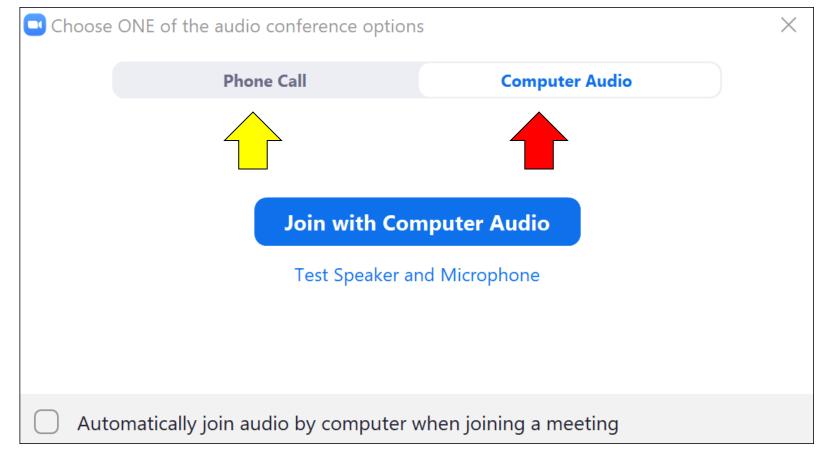
Or, start your Zoom client software, and enter the Meeting ID (and passcode, if required).





Audio

Join and test the audio





Choose ONE of the audio conference	options	×	
Phone Call	Computer Audio		Join and test the audio
Join wit	h Computer Audio		
Test Spe	aker and Microphone	Testing speaker	
 Automatically join audio by comp 	outer when joining	D	o you hear a ringtone?
			Yes No
		Speaker 1:	Headphones (Realtek High Definition 💙
	0	utput Level:	

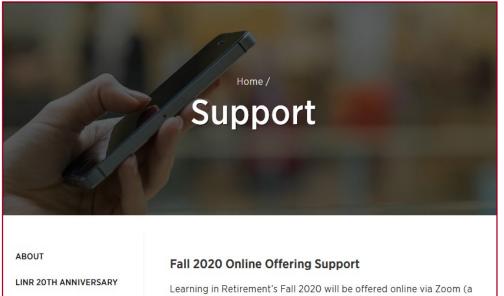


- If you get disconnected, use the Zoom link from LinR email invitation.
- If Zoom is down or we are having technical trouble on our end, please try again in 5 minutes.
- If we need to cancel or postpone class, we'll send an email with further instructions.



carleton.ca/linr/support/

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

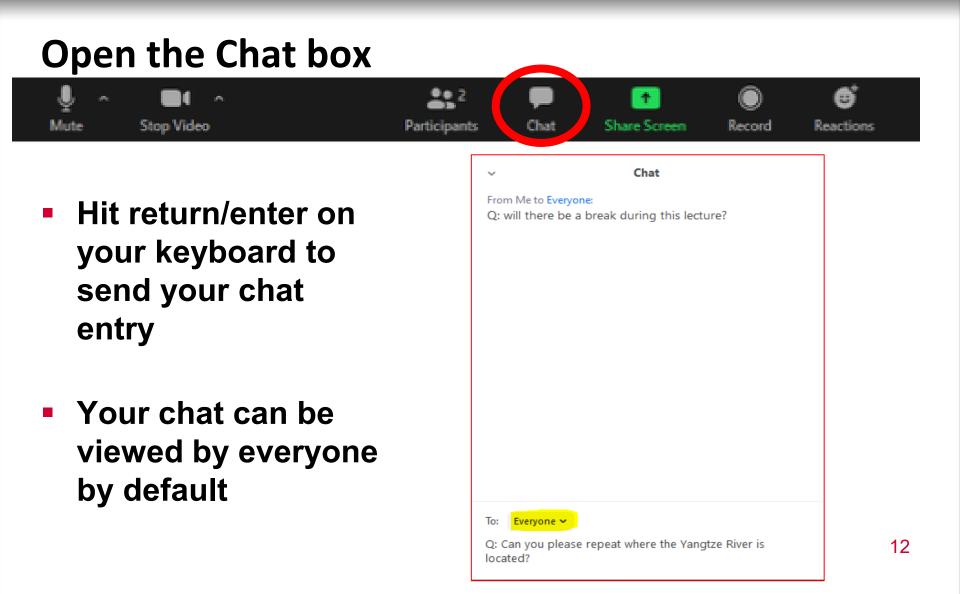


ABOUT	Fall 2020 Online Offering Support
LINR 20TH ANNIVERSARY	Learning in Retirement's Fall 2020 will be offered online via Zoom (a
LECTURES & + WORKSHOPS	video conferencing platform that you can use for online meetings, conferences and group messaging).
REGISTRATION	Please review the content below for Zoom support. Should you have any
SUPPORT	questions, contact us at Learning.in.Retirement@carleton.ca.
FAQ	Free Technical Training via Connected Canadians
POLICIES	How-To Zoom Resources (install, test and use Zoom)
GIFT CERTIFICATES	Troubleshooting Zoom Resources Sign up for LinR's Zoom Training Sessions
JOIN OUR EMAIL LIST	Request Urgent Assistance via LinR Tech Help Form
CONTACT US	



Interact with others

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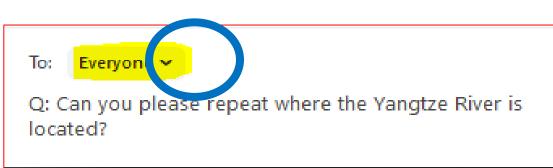




Interact with others

In the Chat box

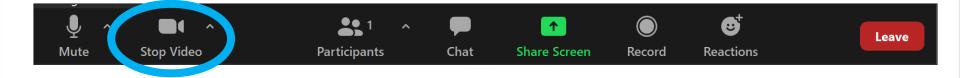
 Select the DOWN icon next to "Everyone" in the "To:" line to select another user.

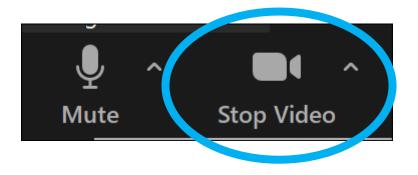




Video and privacy

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

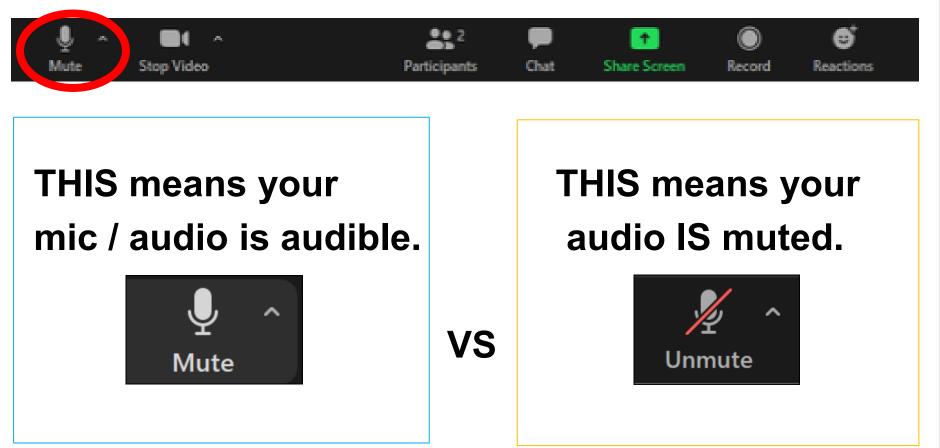






Interact with others

Mute/Unmute





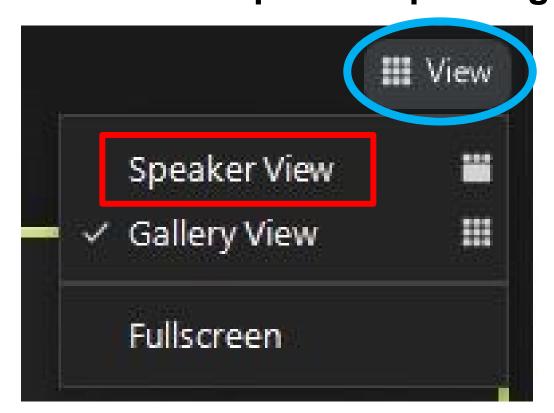
Mute/Unmute

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



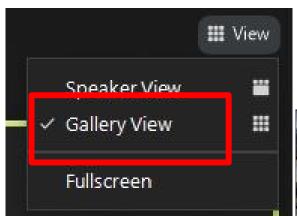


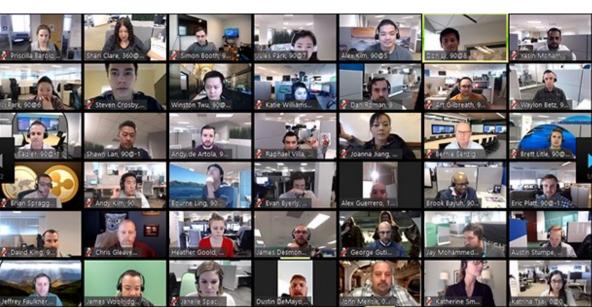
"Active speaker" or "Speaker View" (see top right of your Zoom window) will allow you to see the video of the person speaking.





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



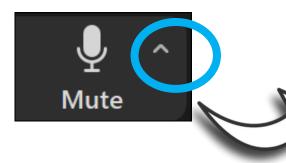




Sound

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Advanced sound settings



Select a Microphone

Headset Microphone (Realtek High Definition Audio(SST))
 Microphone Array (Realtek High Definition Audio(SST))
 Same as System

Select a Speaker

- Acer K272HL (Intel(R) Display Audio)
- Headphones (Realtek High Definition Audio(SST))
 Speakers (Realtek High Definition Audio(SST))
 Same as System

Test Speaker & Microphone...

Switch to Phone Audio...

Leave Computer Audio

Audio Settings...



10DERATO

Mute







Security

Participants



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

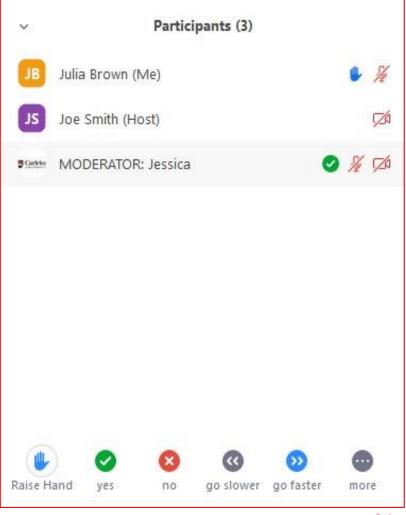




Interact with others

The "Participants" box shows everyone's:

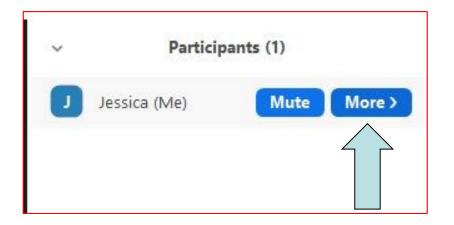
- display names
- microphone and camera status





Interact with others

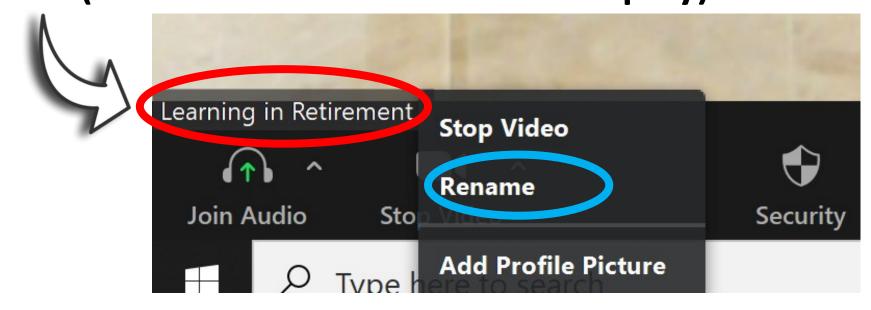
To change your display name, click on "More" next to your name in the Participants box.







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



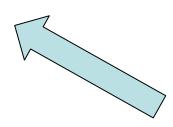


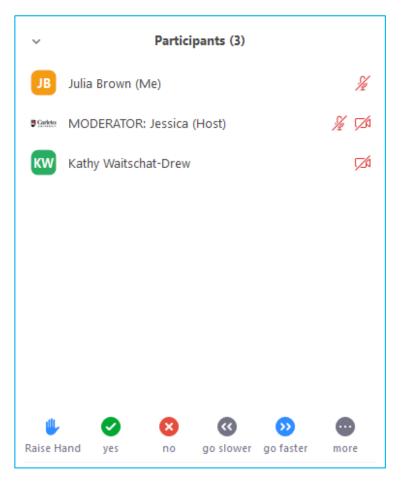
Interact with others

Respond via icons in the Participants Box

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









Interact with others

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

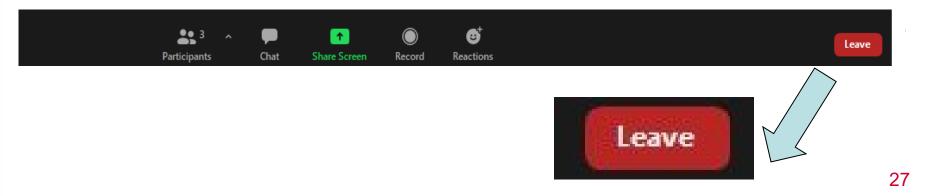
Show whose comment you are answering with the @ symbol before their name:

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



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.





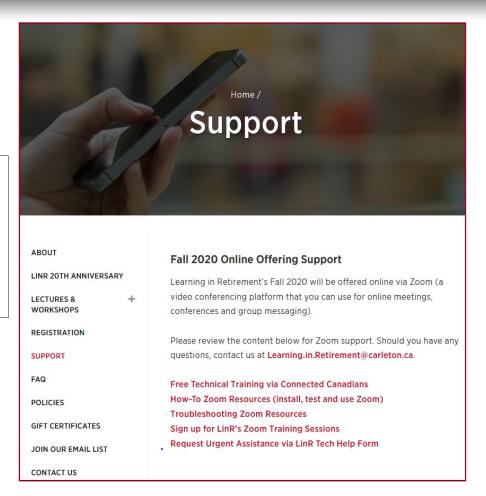
More resources

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