



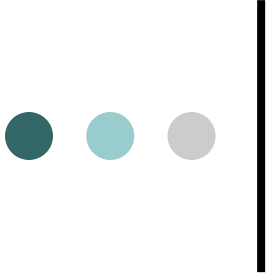
Bonnie Hammer's How to Zoom



Instructor: **Bonnie Hammer**

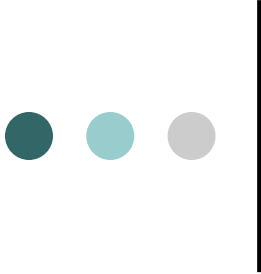
hammerized34232@gmail.com

941-350-6396



Get Zoom on your Computer

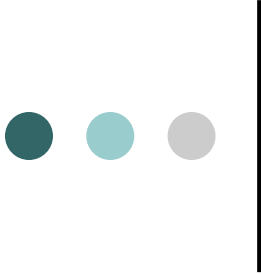
- 1. Open your web browser**
- 2. Click or Tap into the Address bar**
- 3. Type in <https://zoom.us/>**
- 4. Tap Sign up it's Free or Sign in, if you already have an account**
- 5. Follow the prompts**
- 6. Make a note of your username and password**



Get Zoom App On your Mobile Device



- 1. On your iPhone/iPad go to App Store**
- 2. On your Android go to Google Play Store**
- 3. Tap on Search icon**
- 4. Type in Zoom in Search bar**
- 5. Tap Get**
- 6. Tap Install**
- 7. Tap Open**
- 8. Sign in**



Be a Zoom Participant

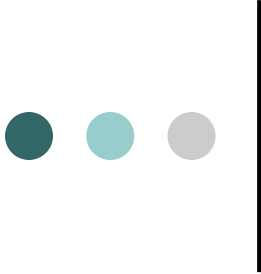


Becoming a Zoom participant is Easy

- 1. Log into your Email**
- 2. Find the Email that say “Please join Zoom meeting in progress”**
- 3. Click on the http:// blue link**
- 4. Click > Open Zoom**
- 5. Click > Join Meeting**
- 6. Adjust your Audio and Video**

**** I recommend using only the computer's audio / video combination ****

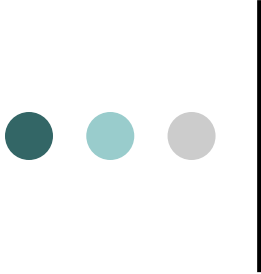
**** And also using only 1 device per zoom meeting****



Host an Instant Zoom Mtg



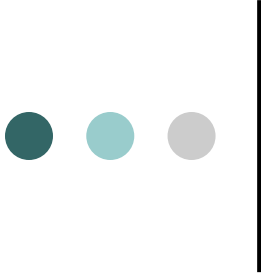
1. **Double left click on Zoom app icon**
2. **Click Sign in or Sign in with your Google or Facebook account**
3. **In Pop-up Window > Click Open Zoom**
4. **Click the orange New Meeting button**
5. **Hover your cursor over the bottom portion of the screen so that the icon controls appear**
6. **Click Manage Participants**
7. **Click Invite on the bottom**
8. **If you gave access to your contacts you will see your entire address book here, if not click copy URL or Copy Invitation or Email > choose from Window Mail or Mac Mail (Default Email), Gmail or Yahoo**
9. **An Email window opens > enter in your email addresses to whom you want to invite to your meeting**
10. **Click Send**



Schedule a Zoom Mtg



1. **Double left click on Zoom app icon**
2. **Click Sign in or Sign in with your Google or Facebook login**
3. **In Pop-up Window that appears > Click Open Zoom**
4. **Click the blue Schedule button**
5. **Name your Meeting “ACE Zoom Class”**
6. **Pick the Date of your Meeting**
7. **Pick the Duration**
8. **Select Time Zone**
9. **Generate Meeting ID Automatically**
10. **Require a meeting password**
11. **Video > ON for both Host and Participant**
12. **Audio > Computer Audio ONLY**
13. **Advanced Options: uncheck enable waiting room (otherwise you will have to click to admit them), check enable join before host, check mute participants on entry, Click the blue Schedule button when ready to schedule**



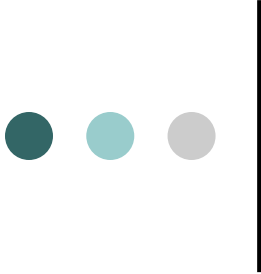
Schedule a Zoom



Continued >

- 14. In the Window that Opens**
- 15. Click on Meetings**
- 16. You will see your Meeting on the left side in blue**
- 17. Click Copy Invitation**
- 18. Go to your Email**
- 19. Compose a new Email**
- 20. Enter in the email address of the people you want to attend your meeting (your students)**
- 21. Add a subject**
- 22. Right click into body of message**
- 23. Left click on Paste to paste the info into your Email**
- 24. Proof read it**
- 25. Send your invitation**

**** Note if you are using a Gmail Email > you can add
7 your zoom meeting to your Google Calendar ****



What is the Waiting Room?

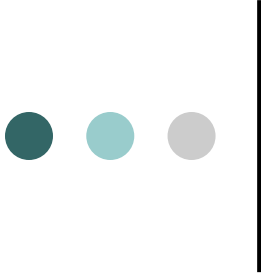
- The **Waiting Room** feature in **Zoom** allows the meeting host to control when a participant joins the meeting.
- You can meet with one person while another waits in the **waiting room** and then allow the person **waiting** to join the meeting.
- When attendees join a meeting, place them in a waiting room and require the host to admit them individually.
- **Enabling the waiting room automatically disables the setting for allowing attendees to join before host.**



What Can You Do?

You can do a lot with Zoom:

- You can enhance your appearance.
- You can change your background – virtual or upload your own favorite photo.
- I recommend using only your Computer's Audio/Video – I tried using with the phone on speaker and it was like the participants were lip syncing.
- You can mute people.
- You can make folks raise their hand to ask a question and turn on chat so folks can chat along with your zoom meeting.
- You can make people wait in the waiting room.
- You can mute then upon entry.
- You can make the meeting controls always stat at the bottom



How to Raise Your Hand



During a Meeting >

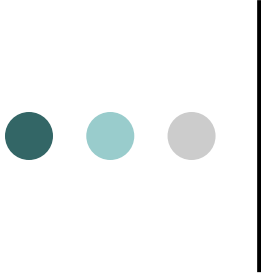
1. Click on the icon labeled "Participants" at the bottom center of your PC or Mac screen. >
2. At the bottom of the window on the right side of the screen, click the button labeled **"Raise Hand."**
3. Your digital **hand** is now **raised**.
4. **When Chat is Enabled... you can type your question into the box and the Host will be able to read it.**



Accessibility

Hover Your Cursor Down at the Bottom

- **Click on ^ next to Video > Video Settings**
- **Click Accessibility all the way at the bottom**
- **Click to check “Always Show Meeting Controls”**



Settings



After the App opens > Click on the little ‘flower’ icon to open Settings

Click through All the Settings:

general

video

audio

share screen

chat

virtual background

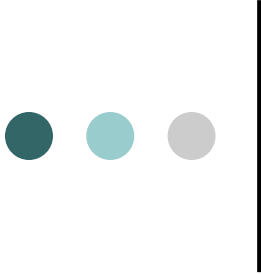
recording

profile

statistics

keyboard shortcuts

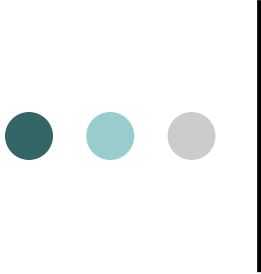
accessibility



Audio / Video Settings



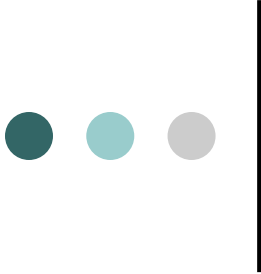
- Click on ^ next to Mute to adjust your Audio
- Click on ^ next to Video > Video Settings > check the following
 - ☐ Enable HD
 - ☐ Mirror my video
 - ☐ Touch up my appearance3
 - ☐ always display participant names
 - ☐ Always show video preview dialog
 - ☐ Spotlight on my video when I speak
 - ☐ Display up to 49 participants per screen in Gallery view
 - ☐ Click Advanced >
 - ☐ Enable de-noise
 - ☐ Enable hardware acceleration



Chat



- **Click on ^ next to Video > Video Settings**
- **Click Chat**
 - ☐ **Include link preview**
 - ☐ **Change my status to “away”**
 - ☐ **Dark or light sidebar**
 - ☐ **Keep unread messages on top**
 - ☐ **Show unread message badge**
 - ☐ **Push all messages**
 - ☐ **Play sound when new message arrives**
 - ☐ **Mute notifications**



Sharing Files



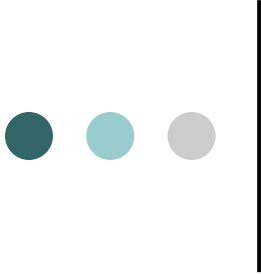
You can drag and drop Files from your Computer, Google Drive, One Drive, iCloud, or Mobile Device...

- 1. Open Chat window**
- 2. Click the name or Everyone of whom you want to share your file with**
- 3. Open the window with your File**
- 4. Left click and hold on your desired file directly into your chat message >**
- 5. When you see the + sign >**
- 6. Release and Drop your File into that space**
- 7. Click Send**



Virtual Background

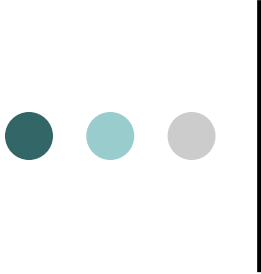
- Click on ^ next to Video > Video Settings
- Virtual Background
- Choose Virtual Background
 - ☐ None
 - ☐ Golden Gate Bridge
 - ☐ Grass
 - ☐ Space
 - ☐ Northern Lights
 - ☐ Beach
 - ☐ Or click + to add your own image or video



Recording



- **Click on ^ next to Video > Video Settings**
- **Record your Zoom meeting**
- **Click Recording**
 - ☐ **Pick a location in your computer to save your video**
 - ☐ **Optimize for 3rd party video editor**
 - ☐ **Add a timestamp**
 - ☐ **Record during screen sharing**
 - ☐ **Place video next to shared screen**



Profile



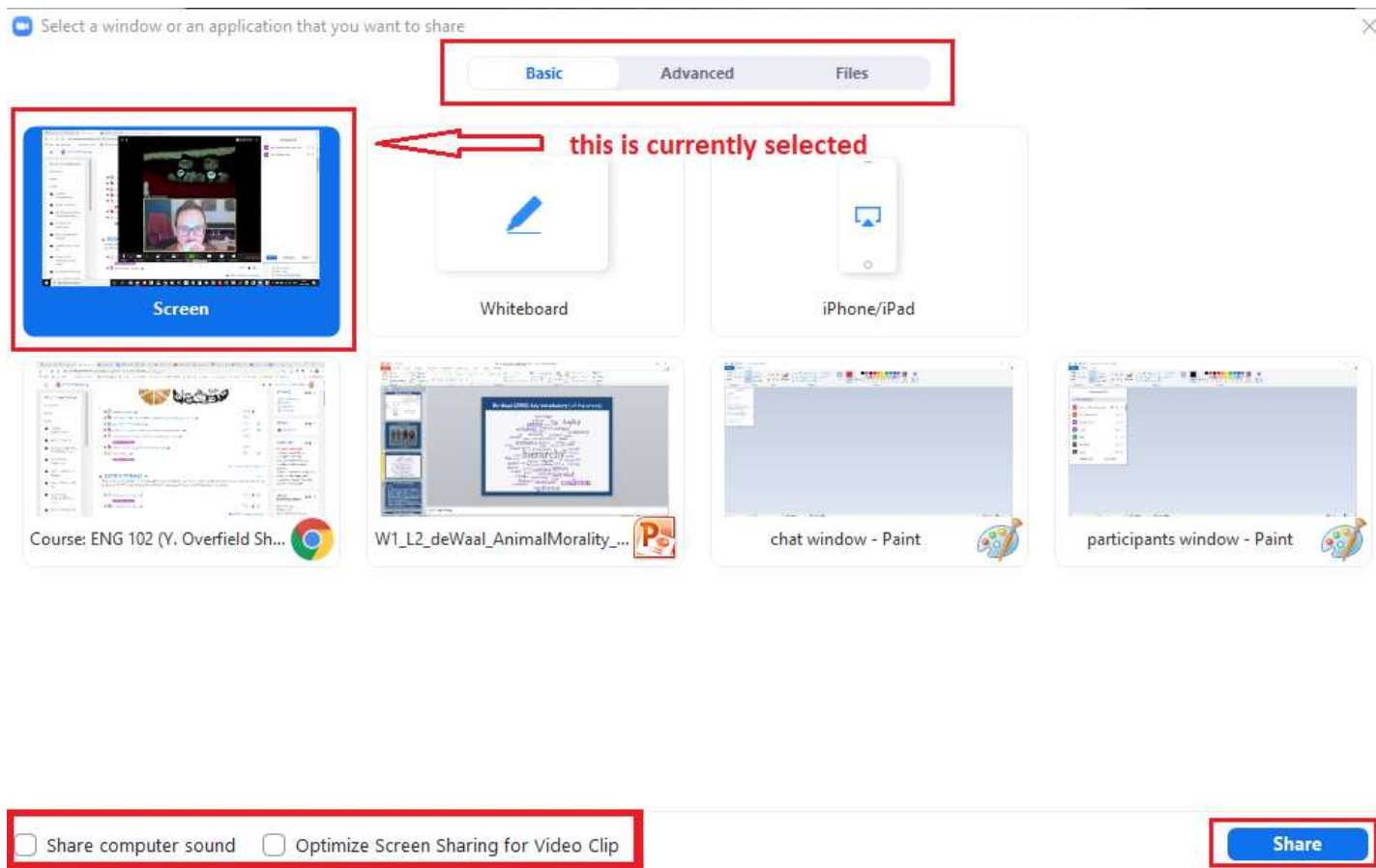
- Click on ^ next to Video > Video Settings
- Profile
 - Change your Photo
 - Edit your Profile
 - **** Note **** This will jump to a webpage
<https://zoom.us/profile?from=client> to make
your changes

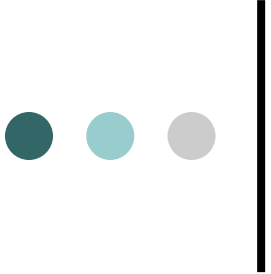


Screen Sharing

- Click on ^ next to Video > Video Settings
- Click Share Screen
 - ☐ Enter full screen mode
 - ☐ Maximize Zoom window
 - ☐ Scale to fit shared content
 - ☐ Enable remote control
 - ☐ Silence system notifications when sharing desktop

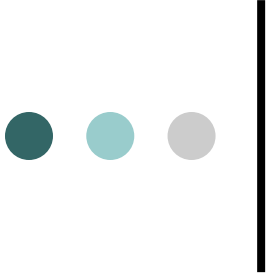
Share Screen Options





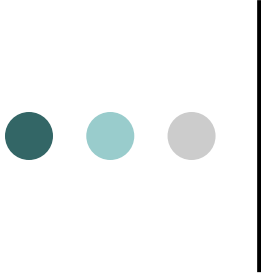
How to Show YouTube Videos

1. Open your **Zoom** meeting.
2. Ensure that you are logged in as the **Host**.
3. Click on the green "Share Screen" icon.
4. You will **see** a pop-up window where you select your desktop or application.
5. Click the check box in the lower left that says "Share computer sound".
6. Now when you are in screenshare mode it will play all computer sounds to the audience.



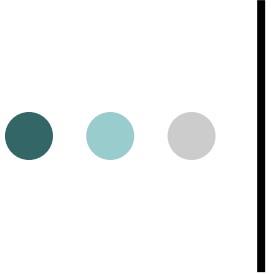
How to Show a Movie?

1. Open your **Zoom** meeting.
2. Ensure that you are logged in as the **Host**.
3. Click on the green "Share Screen" icon.
4. You will **see** a pop-up window where you select your desktop or application.
5. Click the check box in the lower left that says "Share computer sound".
6. Select the screen you want to share and select Optimize for full-screen video clip. Click Share Screen. Start playing your video in full-screen while sharing your screen.
7. **You are in control so you can start and stop your video whenever needed.**



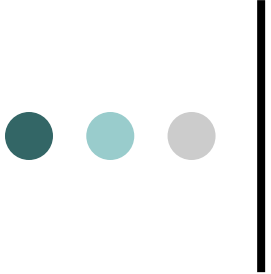
How to Recite a Poem or Perform Interactive Reading

1. Open your **Zoom** meeting.
2. Ensure that you are logged in as the **Host**.
3. Click on the green "Share Screen" icon.
4. You will **see** a pop-up window where you select your desktop or application.
5. Click the check box in the lower left that says "Share computer sound".
6. Select the screen you want to share and remember that **You are in control so that whatever screen you are sharing or whatever you are saying your participants will be able to hear you.**



Breakout Rooms

- Breakout rooms allow you to split your Zoom meeting up to 50 separate sessions.
- The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, and can switch between sessions at any time.



Enable Breakout Rooms

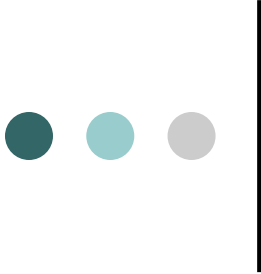
1. Sign into Zoom.us
2. Click Settings
3. Click Meeting
4. Scroll down to Advanced
5. Make sure Breakout room is enabled

Using Breakout Rooms During your Meeting

You can pre-assign participants to breakout rooms when you schedule the meeting instead of managing them during the meeting.

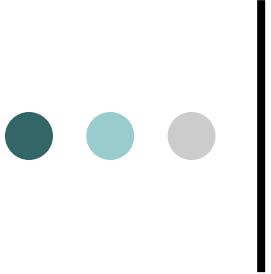


- 1. Start your meeting**
- 2. Click breakout rooms**
- 3. Select the number of rooms**
- 4. Click Create**



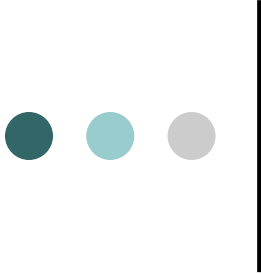
Navigating Zoom Window versus Your Computer Window

- **When Zoom first opens > it opens into full screen mode**
- **Hit your ESC key to get out of full screen mode**
- **Click and hold on the top white portion of the window to move the window over so you can see your icons on your task bar or dock or desktop**



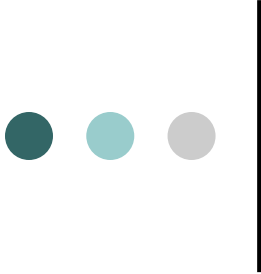
When Your Meeting is Over

- When your meeting is over with or you are finished
- Click **End Meeting** if you are the Host
- Or **Leave Meeting** if you are a Participant
- Remember to Sign Out



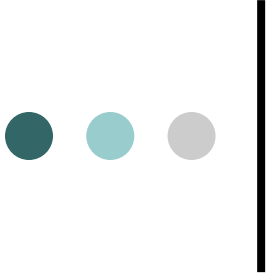
If You Have More Than 1 Account

1. I have been using Zoom since our Spring Break.
2. I currently have 3 different Zoom accounts with 3 different email addresses and different passwords 😊.
3. **Just remember when you are teaching your ACE class to use the email address that you had the school designate as the ‘teaching’ account. This account has more minutes on it.**
4. Use the personal email addresses for your family zoom, high school reunion, penuckle or dance parties.



Adding App Icon to Task Bar & Dock

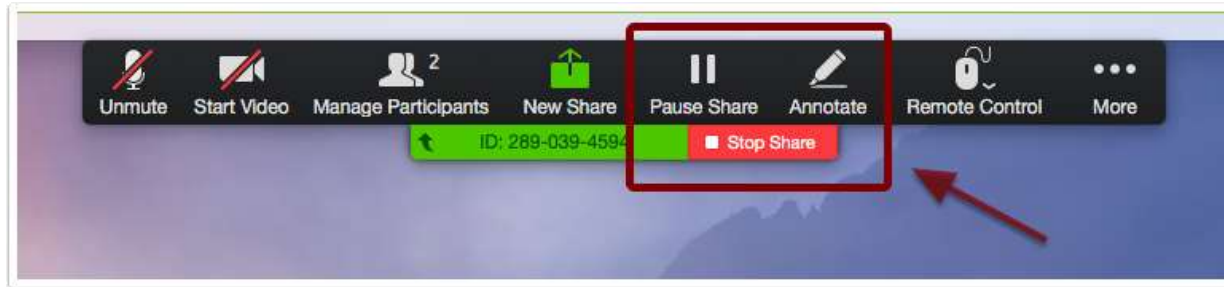
1. Find App that is Highlighted on your Task Bar – the Task Bar is the long horizontal black bar on the very bottom of your Desktop
2. Right click on the App Icon
3. Left click on Pin to Task Bar
4. If you are on a Mac > Click on Launchpad > Click and hold and Drag Zoom app icon to
30 your Dock



Helpful Keyboard Shortcuts

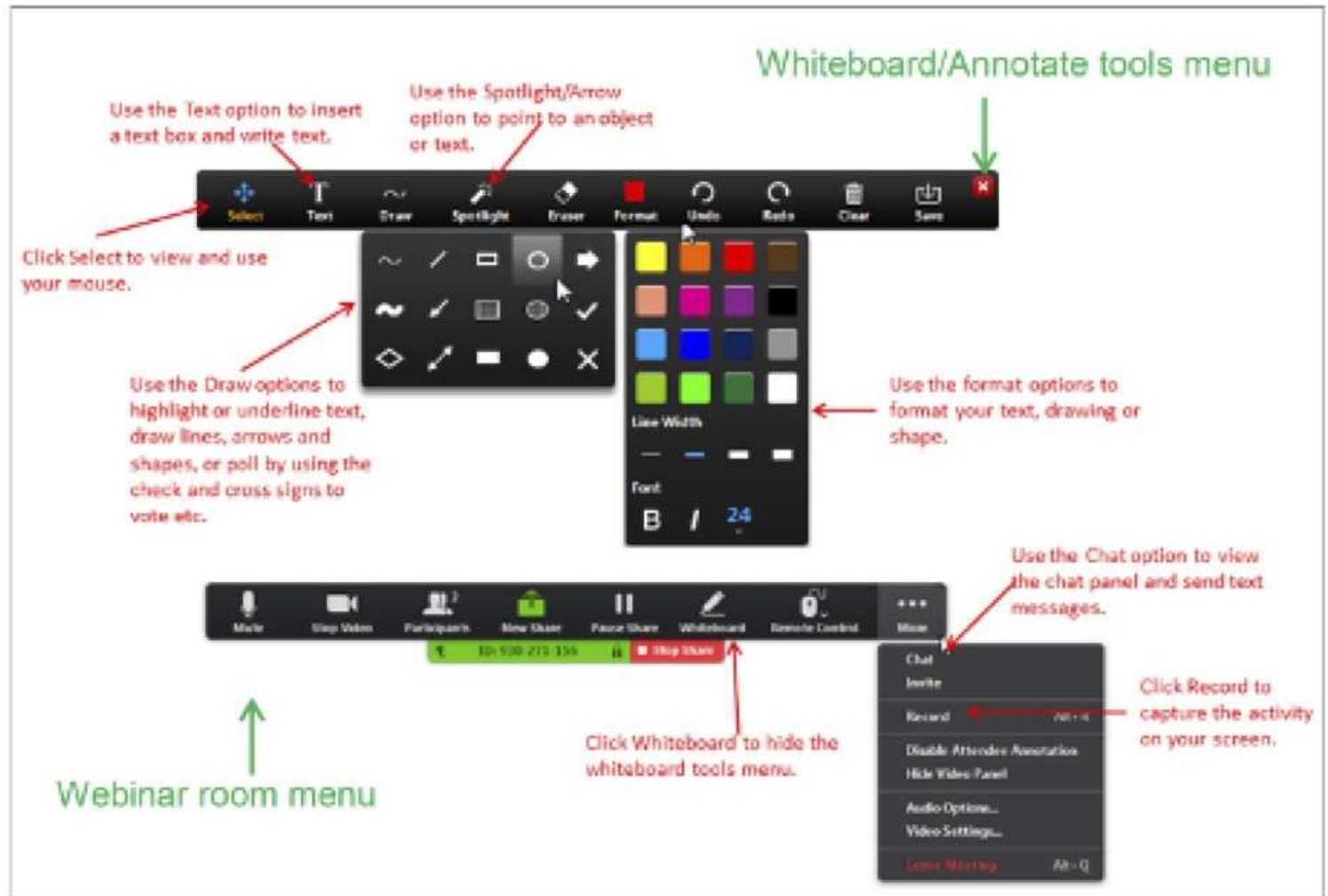
- Alt + F2 = Gallery View
- Alt + Y = Raise Your Hand
- Alt + V: Start/Stop video.
- Alt + A: Mute/unmute audio.
- Alt + M: Mute/unmute audio for everyone except host.
- Alt + S: Launch share screen window and stop screen share.
- Alt + Shift + S: Start/stop new screen share.
- Alt + T: Pause or resume screen share.

Annotations



- On the top of the screen where the control icons are there is a Annotate pencil icon.
- When that is clicked you have the ability to type, write, draw, stamps on your screen. It even has an eraser to delete everything.

Whiteboard / Annotate Tools

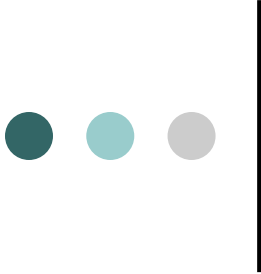


New Students Always Ask...



How I got into this...

- Well, I was always interested in Math, Art and Computers. When it came time to pick a college, I chose RIT (Rochester Institute of Technology) because they had a computer graphics program.
- And after working corporate for years, I enjoy teaching because I learn something new each day, and I am never bored. Plus, I love my students.
- I have been teaching continuing studies for almost 20 years and adult enrichment for 12 years. I have taught computer skills to individuals of all ages, pre-K to seniors.
- My motto is “iTeach, uLearn, It’s Fun!”.
- When I’m not teaching, I enjoy taking digital photographs of my cycling and kayaking adventures, playing doubles tennis, walking around my neighborhood and line dancing at the White Buffalo Saloon. Though lately, it’s Saturday night zoom dance parties.



Consulting



During COVID-19 I have participated, conducted and hosted over 50 Zoom Meetings and Classes.

- ❖ I can help you learn to use Zoom more efficiently.
- ❖ Simplify and organize your files, folders, photos and passwords.
- ❖ I can take the sting out of syncing, and updating and adding or removing Email accounts.
- ❖ I work on both Macintosh and Windows computers, including printer and wi-fi setup.
- ❖ I can help Get your WordPress websites and Social Media accounts linked to and from each other and Create logos and edit your Videos.

TECHNOLOGY SUPPORTED: Apple Macintosh and Windows platforms. iPad, iPhone, Samsung Galaxy, Google, Adobe, Microsoft, Facebook, WordPress, and many Social Media apps and applications.

I am certified in Adobe Creative Suite, WordPress, Microsoft Office Suite and Google Apps.

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