

Advanced Using Zoom

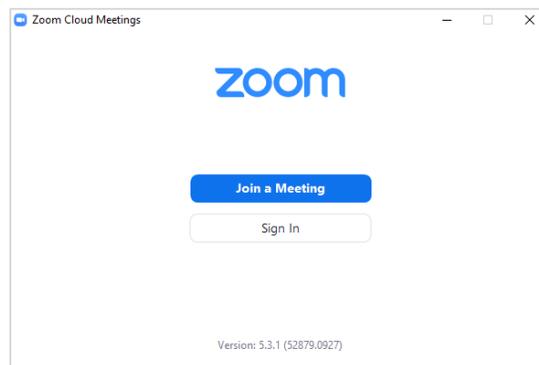
A Brief 'How To' Explanation

Downloading Zoom

- You must download Zoom to your device
- You want Zoom Client for Meetings
- You will need the most up-to-date version
- <https://zoom.us/download> or AppStore on tablet

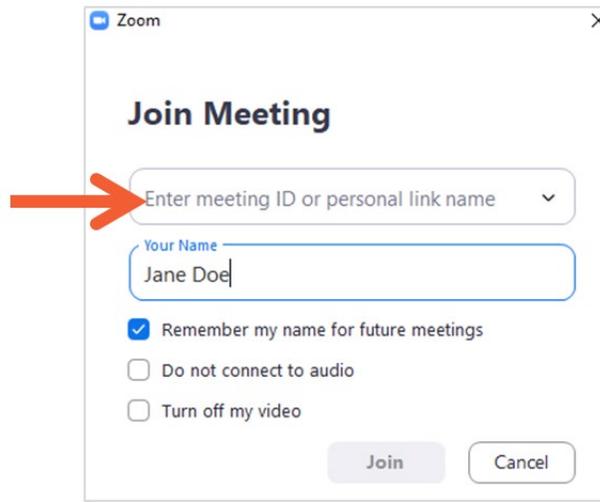
Signing In

- Click **Join a Meeting** if you want to join without signing in



Signing In, continued

- Enter the **meeting ID number** (previously sent in an e-mail)

A screenshot of the Zoom 'Join Meeting' dialog box. The window title is 'Zoom'. The main heading is 'Join Meeting'. Below the heading is a text input field with the placeholder text 'Enter meeting ID or personal link name' and a dropdown arrow. An orange arrow points to this field. Below that is a 'Your Name' field containing the text 'Jane Doe'. There are three checkboxes: 'Remember my name for future meetings' (checked), 'Do not connect to audio' (unchecked), and 'Turn off my video' (unchecked). At the bottom are 'Join' and 'Cancel' buttons.

Zoom

Join Meeting

Enter meeting ID or personal link name

Your Name
Jane Doe

Remember my name for future meetings

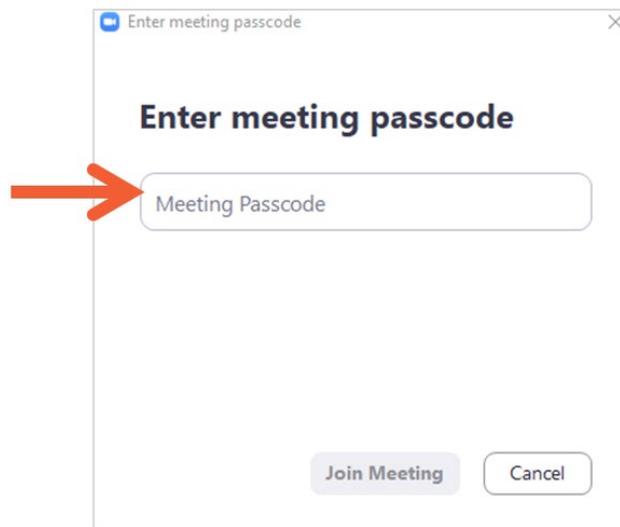
Do not connect to audio

Turn off my video

Join Cancel

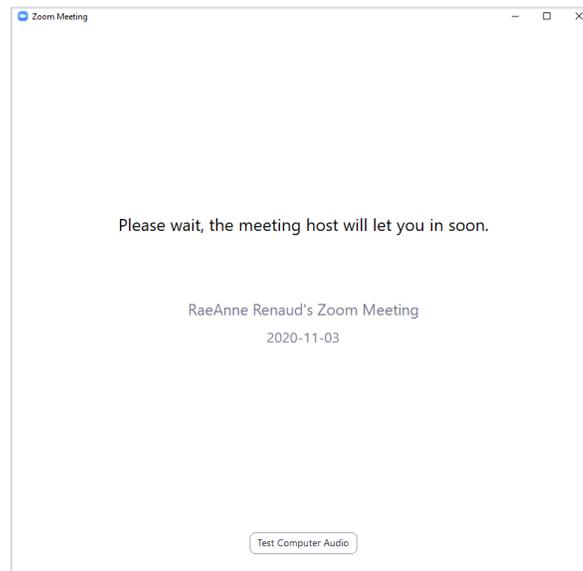
Meeting Password

- Enter the password that was sent to you in a previous email



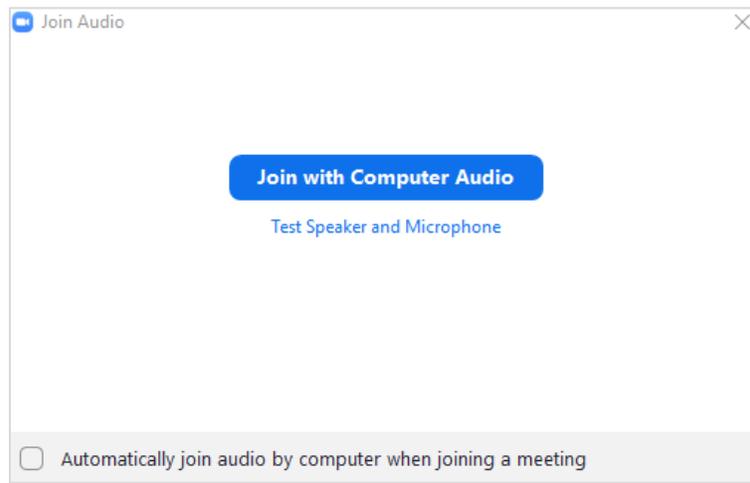
Waiting Room

- After you sign in, you will go directly into the meeting or to a waiting room
- If you are logged in at the correct time and are not connected, contact the staff that is hosting the meeting



Computer Audio

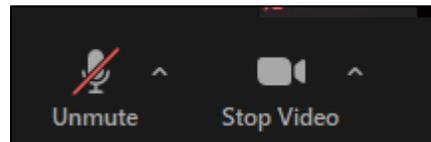
- Click the Join with Computer Audio (on computer)
- Click the **Call Over Internet** (on tablet)



The Mute and Unmute Button

- Make sure you have audio through your computer or headset
- The host can mute or unmute you at anytime
- To mute yourself, click mute button on the task bar (bottom left for computer; top right on tablet)
- To talk, click the Unmute button (microphone)
- When you see a red slash through the microphone, you are muted

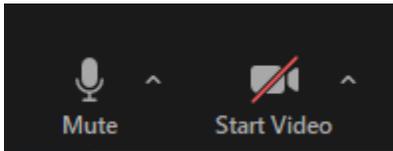
If you cannot be heard by others, check your microphone to ensure you are not muted



Video On/Off

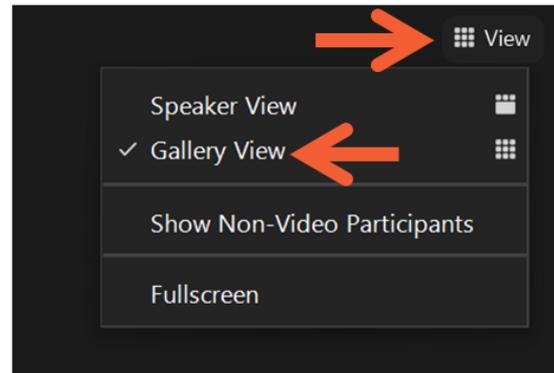
- To have your video on (participants can see you), make sure there is no slash through the camera (bottom left for computer; top right on an tablet)
- To close your video screen (no one can see you) click the camera icon
- When there is a slash through the camera icon, no one can see you. Your screen will be black.

If others cannot see your picture, check the camera icon to make sure it is turned on



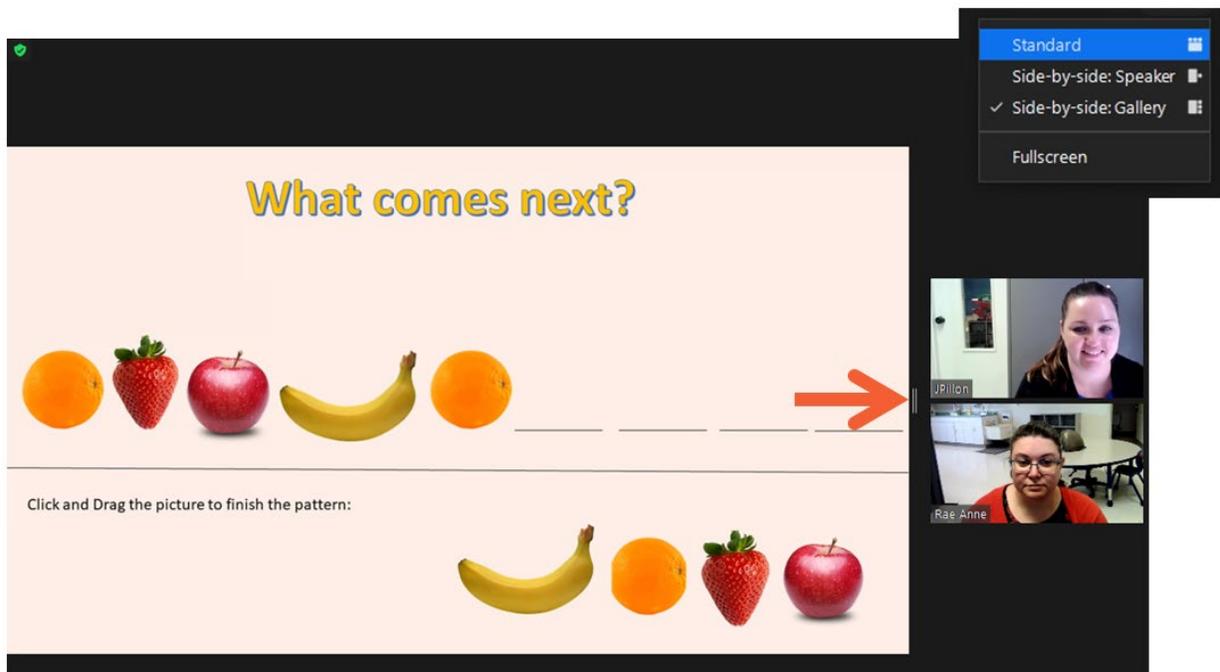
Side-by-Side Video

- To access side-by-side view, press the **Gallery View** button (see next slide)
- To see only the person you are talking to, press the **Speaker View** button



Side-by-Side Mode Computer

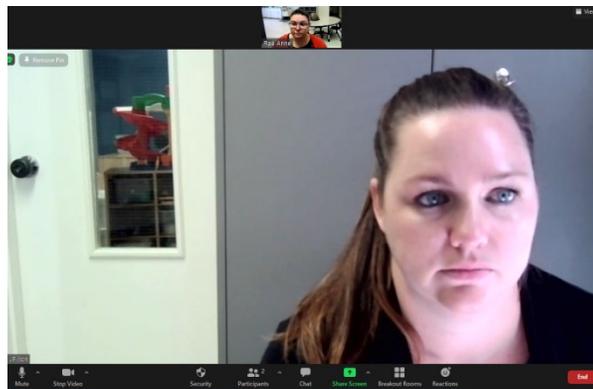
- While under screen share, each individual can select side-by-side mode
- Along the top screen share panel, select view options
- Click on side-by-side mode
- The size of screen can be adjusted using arrow, dividing the two screens



The screenshot displays a Zoom meeting interface. On the left, a screen share shows a puzzle titled "What comes next?". The puzzle consists of a sequence of fruits: an orange, a strawberry, a red apple, a banana, and another orange, followed by a dashed line and a red arrow pointing to the right. Below the sequence, the text "Click and Drag the picture to finish the pattern:" is followed by a row of four fruit options: a banana, an orange, a strawberry, and a red apple. On the right side of the screen, a view options menu is open, showing "Standard" (selected), "Side-by-side: Speaker", "Side-by-side: Gallery" (checked), and "Fullscreen". Below the menu, two video thumbnails are visible, labeled "JPillon" and "Rae Anne".

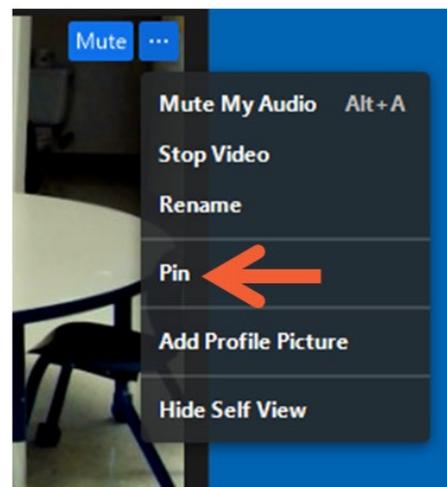
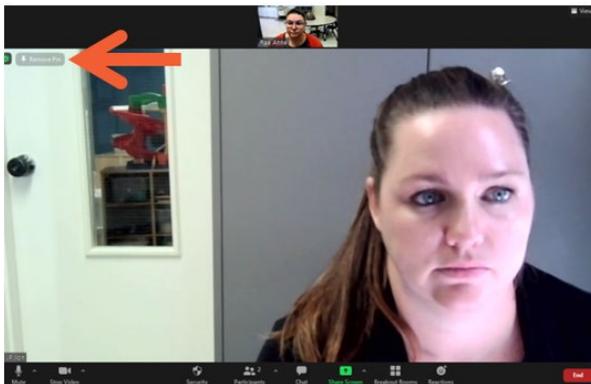
Pin Screen

- The therapist may ask you to pin a staff member on the screen
- This ensures only 1 staff is displayed throughout the appointment, making it easier for your child to attend
- Pin Screen can only be used when there are 3 or more people in the meeting



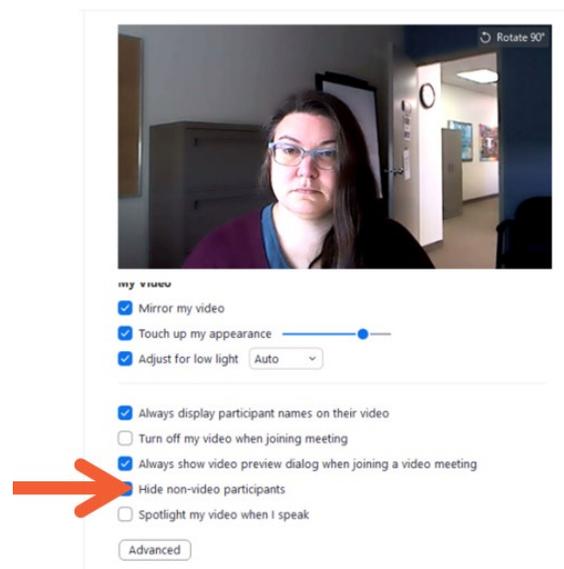
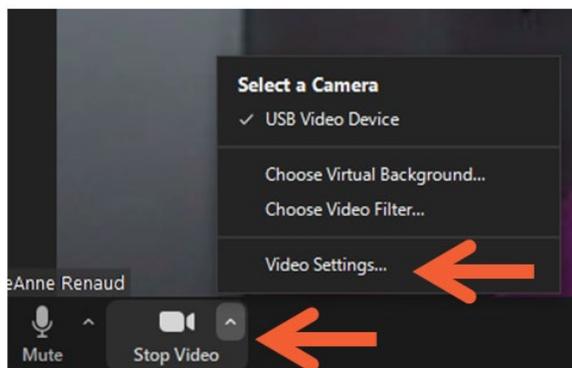
Pin Screen on a Computer

- Put your mouse over the person you wish to pin
- In the top right corner the “More” icon () will appear
- Click, and select “Pin Video” when you wish to **Unpin** the individual, click on the “Remove Pin” on the top left corner of the screen



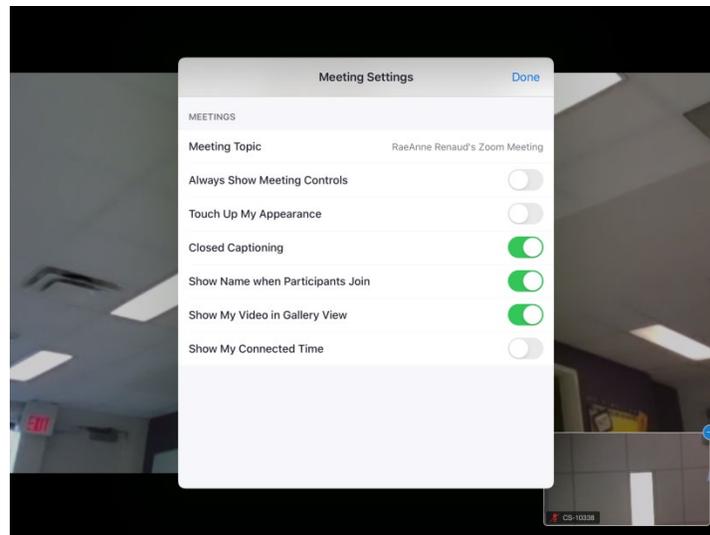
Hide Non-Video Participants on Computer

- Press the arrow beside the video button in the bottom left corner
- Click on Video Settings
- Go to the Meeting Tab
- Click off “Hide Non-Video Participants”



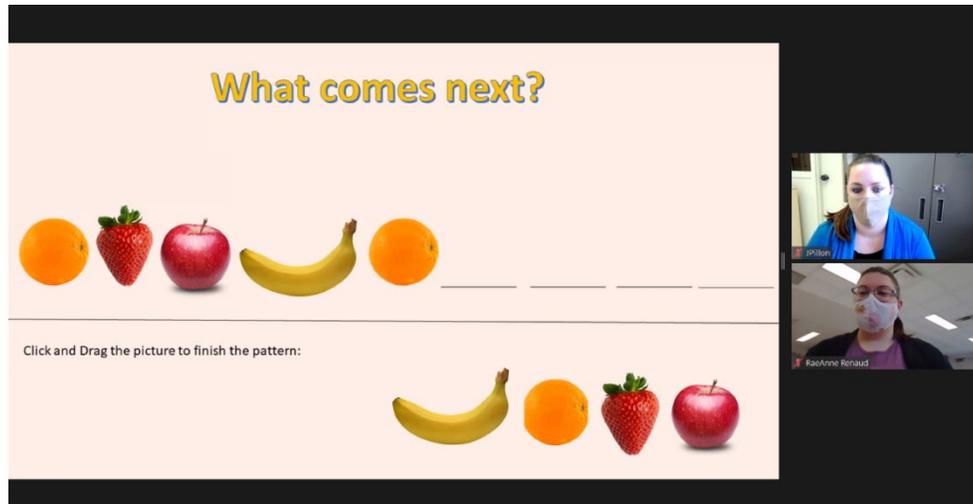
Hide Non-Video Participants on Tablet

- Go to the Zoom bar at the top of your tablet
- Click the “more” button () in the top right hand corner
- Select Meeting Settings
- Locate “**Show Non-Video participants**” and turn this off



Instructor Shares Her/His Screen

- The majority of your screen will be the instructor's document
- Your screen icons will be to the side of the screen



The screenshot shows a Zoom meeting interface. The main area is a screen share of a document titled "What comes next?". The document contains a sequence of five fruit images: an orange, a strawberry, a red apple, a banana, and another orange. To the right of the last orange are three horizontal lines for an answer. Below the sequence, the text "Click and Drag the picture to finish the pattern:" is followed by four fruit images: a banana, an orange, a strawberry, and a red apple. On the right side of the Zoom window, there are two video thumbnails. The top one shows a woman with a blue shirt and a white face mask, with the name "Jillian" below it. The bottom one shows a woman with glasses and a white face mask, with the name "Raehne Renaud" below it.

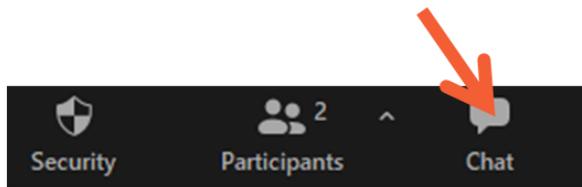
Writing on Shared Screen

- On the top tool bar, click on “**view options**”
- Select “**annotate**”
- A toolbar will appear, allowing you to draw on the screen



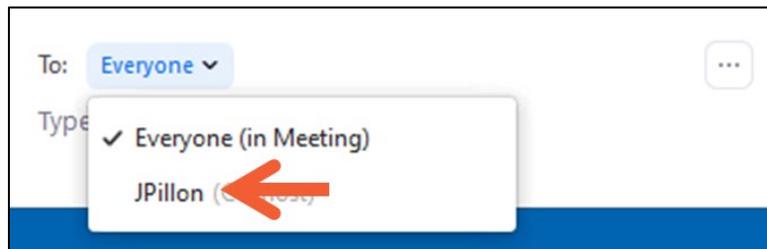
Send Messages with Chat to Everyone

- Click the **Chat** button in the menu bar to open the Chat panel
- Type message in text box at bottom of panel
- Press **Enter** to send message



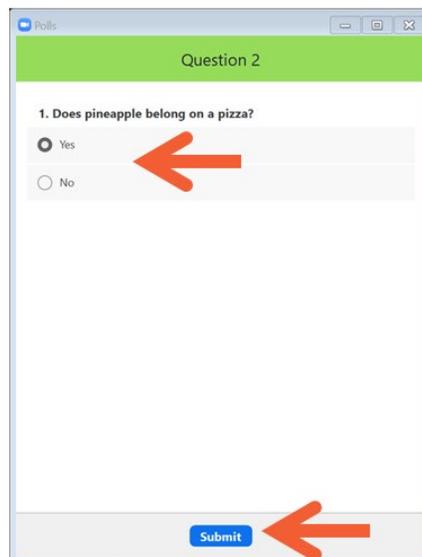
Send Private Messages with Chat

- To send a message to a single person, click the down arrow in the **To:** field
- Select the person's name from the list
- Send your message
- The person's name will stay selected until you click the down arrow again and select **everyone**



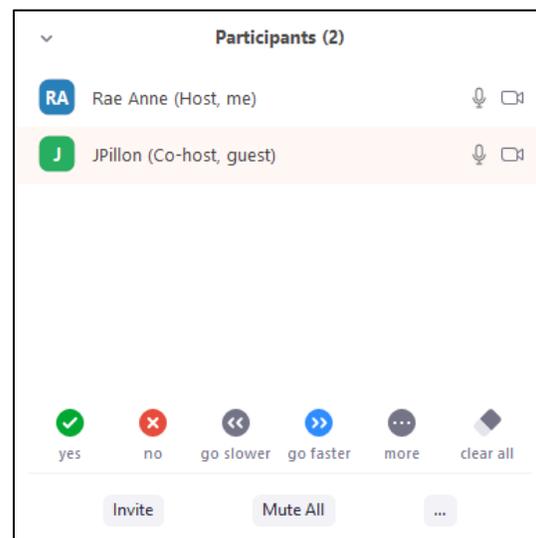
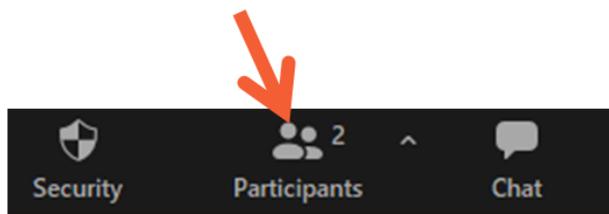
Participate in Polls

- The host will launch a poll
- The poll dialogue box appears on the screen
- Select the desired response
- Click **submit**
- The poll will disappear from the meeting screen



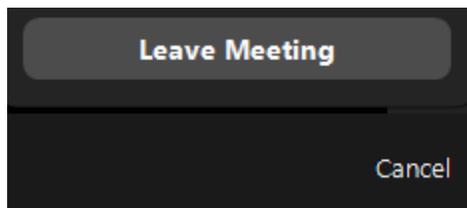
Reactions

- **Reactions** indicate what you want to communicate without interrupting the meeting
- This must be enabled in both the host and participant's meeting settings prior to the meeting
- Click **Participants** button (on computer) or **More** (on tablet)
- Click any **Reaction icon** to display the response to the right of your name
- Click the icon again to clear it



Leaving the Meeting

- Click the **Leave Meeting** option in the menu bar (bottom right corner) to exit the meeting



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