

## ILR WINDOWS PC/MAC COMPUTERS & LAPTOPS ZOOM DIRECTIONS

Note: You can enjoy ILR Zoom classes directly from your Internet browser without downloading the **FREE** Zoom App (which gives you a few more features). If you want to download the app, look for **ZOOM APP download instructions** on the ILR website under the blue tab for “Current Forms and Flyers.”

### *Joining a Class*

You'll get an email from the ILR with the link (long, blue string of numbers and letters), Meeting ID and Password. **WRITE DOWN MEETING ID AND PASSWORD.**

Click on the link within the email and tap **Join Meeting with Video.**

If requested, enter the **Meeting ID** and then **Password.**

Tap **Join.**

Tap **Call using Internet Audio** if that is available.

(If the link is NOT blue, go to [ZOOM.US](https://zoom.us). Click on JOIN (MEETING) and enter the Meeting ID and Passcode numbers.

### *In Meeting Controls*

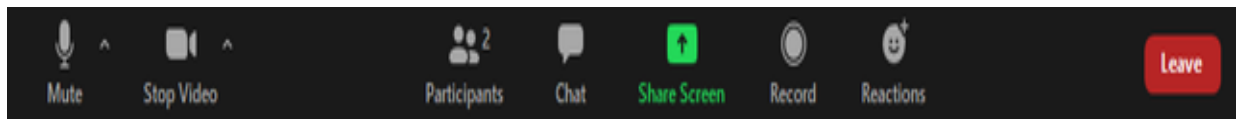


**#1. Gallery/Speaker Views:** There are two basic views in Zoom. ‘Gallery’ view shows a grid of everyone who is logged in. ‘Speaker’ shows the person who is talking in a big screen and others in small pictures. To change to another view, hover (if needed) your cursor in the upper right corner to where it says ‘Speaker’ or ‘Gallery’. You will be instructed to go to ‘Speaker’ view when we are ready to begin the lecture.

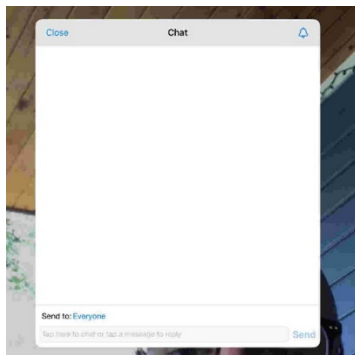
**#2. Rename:** Hover over your picture, right click ... (or MORE), choose RENAME. You can also go to the Participants Box, hover over your name, click MORE and click Rename to change the name on both your picture and the participants list. Please enter your full name to help the Curriculum Committee see who is in

attendance (like our in-person sign-in sheets). If two of you are using the same computer, please show both names.

**# 3. Control Bar:** This toolbar contains several items that may (or may not) be used (depending on presenter). It is found by moving your mouse over the bottom middle of the screen. (It may have been turned on permanently by the meeting host).



**Participants:** This feature shows a list of who has logged in. Close box by clicking on the down caret ▼.



**Chat:** We will use this to ask questions about the lecture. Also you can use it to do a text chat with anyone in the class (similar to a phone text). When you click on “Chat” a box will appear somewhere on your screen (usually bottom right). There will be a small box with a down arrow which will initially say “everyone”. Click on the arrow and the names of all the logged-in participants will appear. Click on the person that you want to chat with (or the person who has been designated to receive questions), type your message in the designated box, PRESS

ENTER/RETURN ON THE KEYBOARD TO SEND THE MESSAGE. Messages from others will appear in the box. PLEASE BE CAREFUL THAT YOU DO NOT SEND PRIVATE MESSAGES TO EVERYONE!!!!!! This slip is not only disruptive but could be embarrassing. Close box by clicking on the down caret ▼.

**#4 Mute/Unmute:** For most classes, you will be muted when you enter the class. A red line through the microphone on the Control Bar indicates that you are muted. To unmute yourself (if allowed), click on the microphone. When the red line disappears, you can talk and be heard by everyone. When you finish talking, click on the microphone again to mute yourself so sounds from your environment will not interfere with the class. For short comments, you can just hold down the space bar on your keyboard while you are talking. You will be muted again when you release the space bar.

**#5 Leave:** (Lower right button in menu bar) This button takes you completely out of the meeting. If you just need to do something briefly, keep Zoom on but move away from the screen.