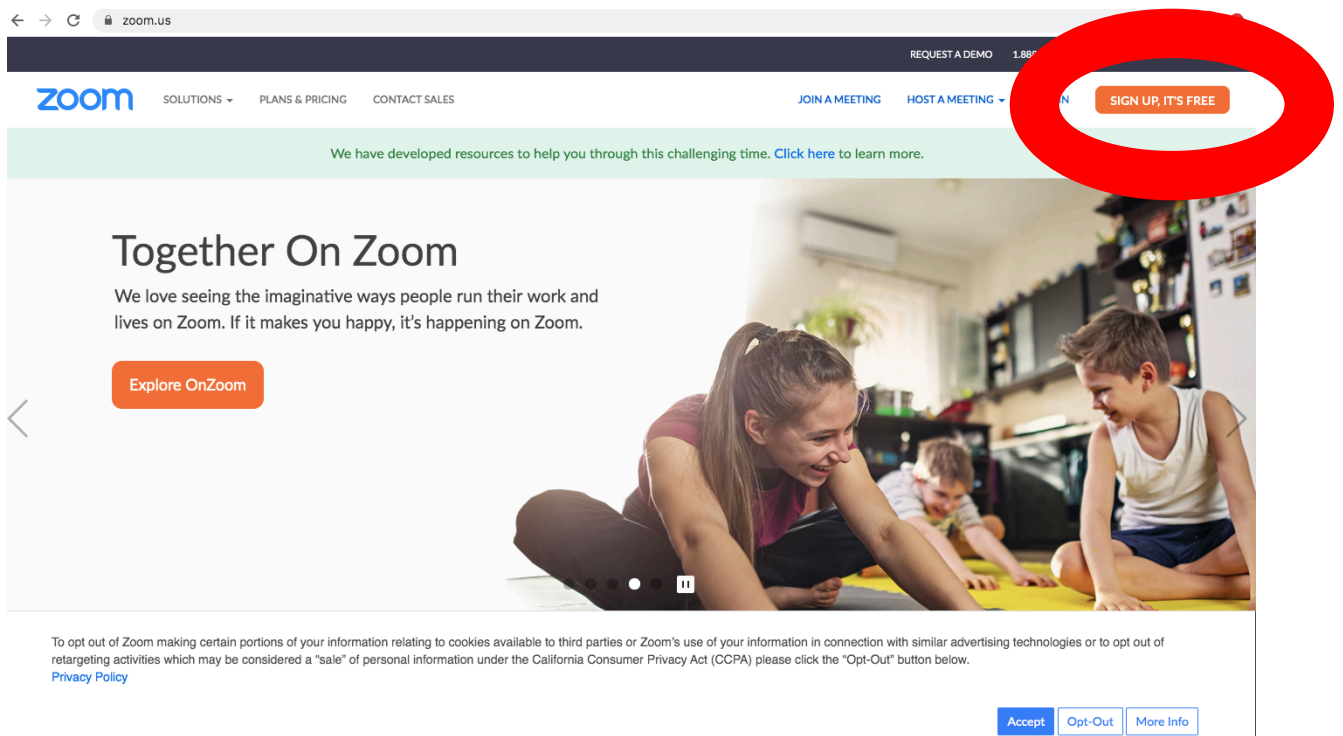


HOW TO ZOOM WITH SHLC

INSTRUCTIONS FOR COMPUTER (DESKTOP OR LAPTOP)

Getting started...

- Go to the internet and type in [www.zoom.com](https://www.zoom.us)
- On the top right corner you will click on the orange button that says, "Sign up, it's free!"



- Follow the instructions to download the Zoom application onto your computer.

***Note:** This process will look different depending on if you have a Windows or a Mac (Apple) computer.

If you are having technical issues with the actual downloading process, use Zoom support for help at this link: <https://support.zoom.us/hc/en-us/articles/360042982391>

*There are some really helpful video tutorials on Zoom website as well!

-Once the download process is finished, to open the program from your computer, click on the icon that looks like this:

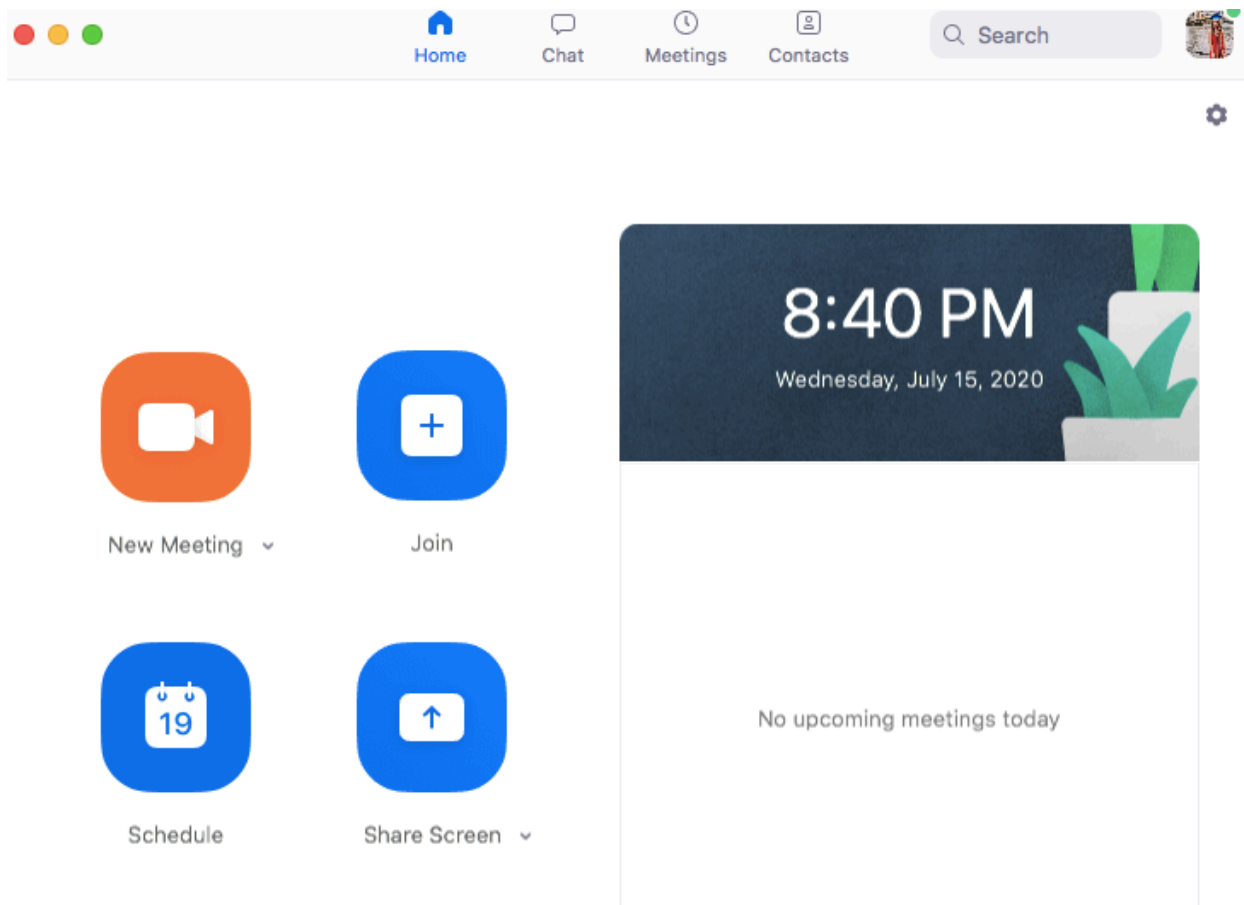


-You will be prompted to either create an account (select Sign Up) or log in if you already have an account (select Sign In).

***Note:** creating the basic account is free!

Using Zoom...

-Here is what your home page will look like when you open the Zoom program:



-There are lots of features to explore, but for now let's focus on what is important first: joining the touchbase meetings!

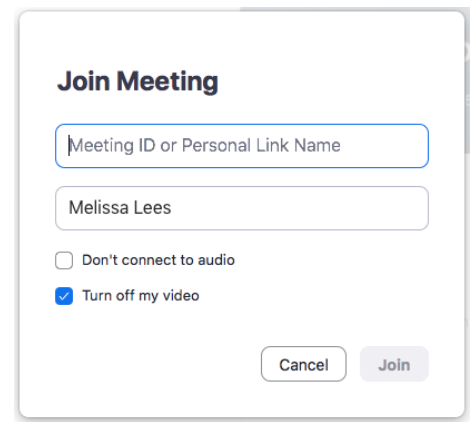
-Click on the blue icon that says “Join” ... you should see this: ➡

-Now is when you will enter the ID number that was provided to you by the clubhouse.

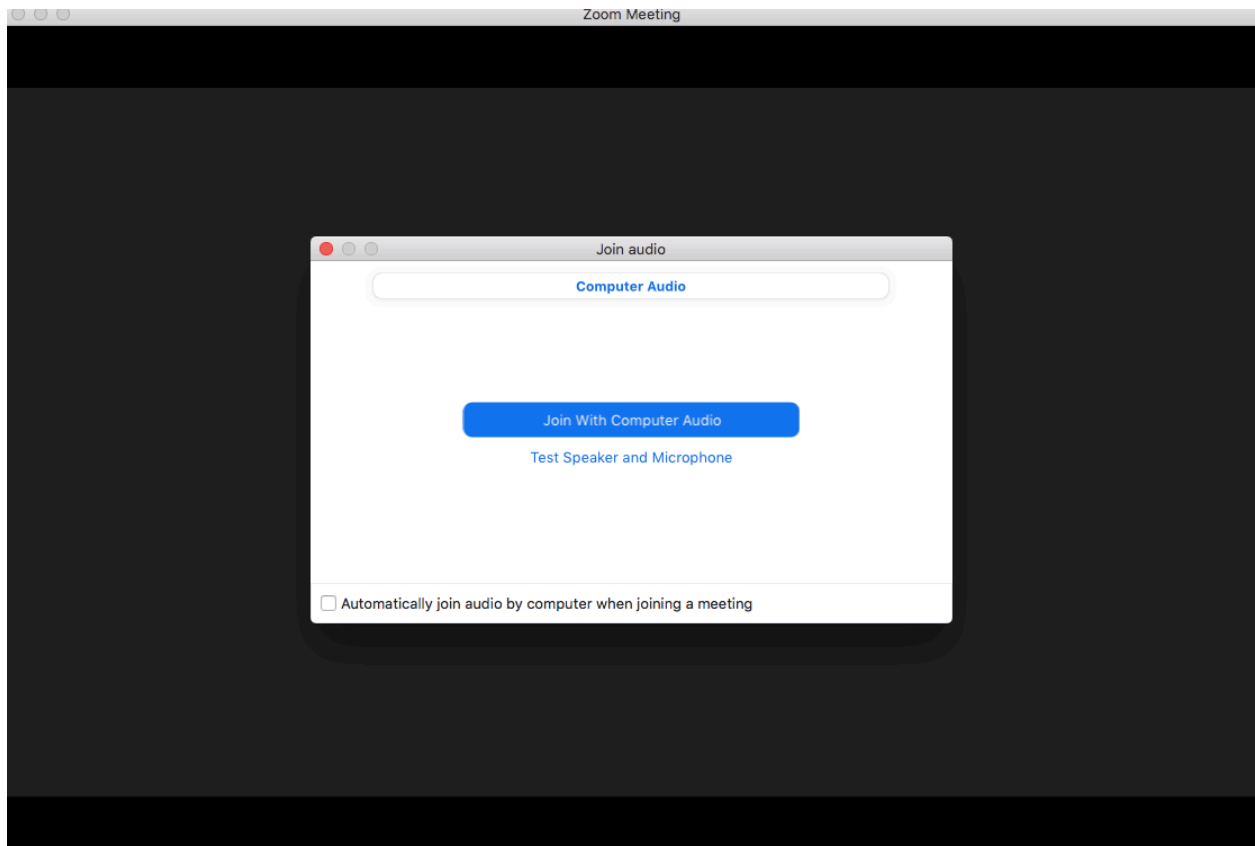
For reference, the meeting ID # is: 956983055

***Note: This ID does NOT change** and is the same every time you would like to join the touchbase meetings at 10 am and 2 pm!

*This number unfortunately cannot be saved on your Zoom account, so I would recommend copying the meeting link and saving it somewhere where you can easily access it.

A screenshot of the Zoom 'Join Meeting' dialog box. It has a title bar 'Join Meeting'. Below the title bar is a text input field labeled 'Meeting ID or Personal Link Name'. Below that is another text input field containing the name 'Melissa Lees'. There are two checkboxes: 'Don't connect to audio' (unchecked) and 'Turn off my video' (checked). At the bottom right are two buttons: 'Cancel' and 'Join'.

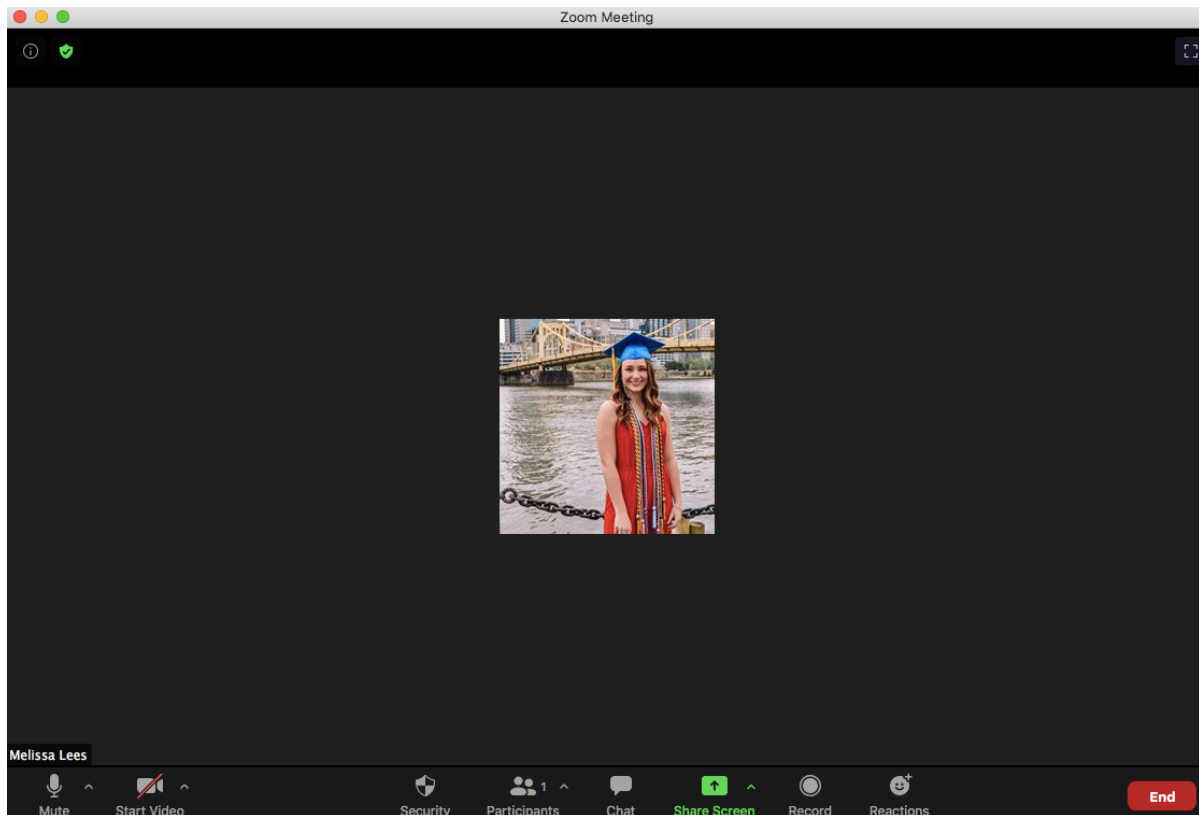
-Once you join the meeting, the next screen you will see should look like this:



-You will want to click “Join with computer audio” so that you can hear others and they can hear you.

Important Meeting Controls...

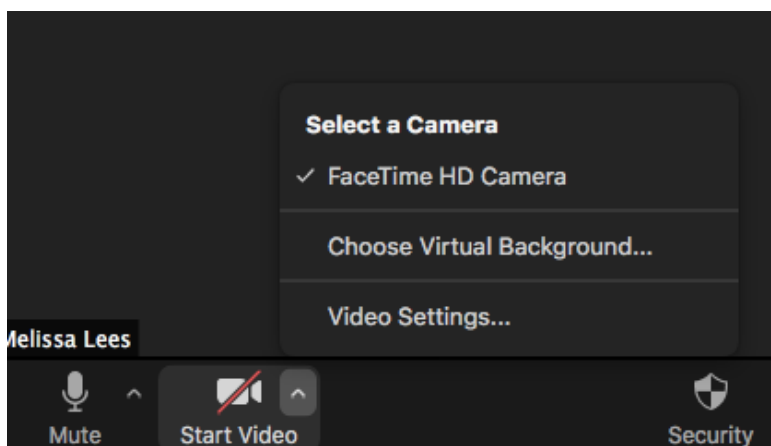
-Once you click that, your next screen will be your Home screen. It will look something like this:



-I currently have my video turned OFF and I have a profile picture set in place. However, you can click on the bottom left button that says "Start Video" and this will allow you to use the video feature.

*You can choose to keep your video turned off, however remember that communication really involves eye contact and body language, so consider using your video to really connect with other colleagues in the meeting!!

-If you are finding that you are having trouble with the video, click on the small arrow to the right of the video button, and this will appear:



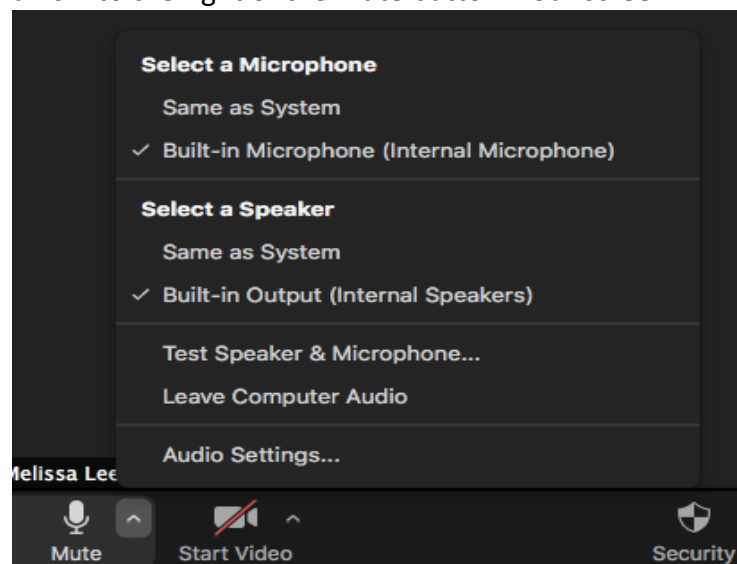
-Here, you can select different video inputs OR adjust video settings if needed.

-The audio function is located in the very bottom left corner, where you can mute and unmute yourself during the meeting.

-You can also hover your mouse over your square (picture/video where you see yourself with your name) during the meeting and this will allow you to mute/unmute yourself as well.

***Note:** when someone is speaking, their square will be outlined in YELLOW. If you see that your square is outlined in yellow but you are NOT speaking, this means there is background noise coming from your environment that may be disrupting the meeting. Make sure you try to stay on MUTE until it is your turn to speak!!

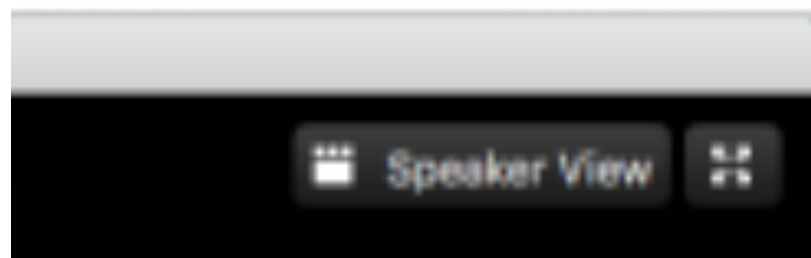
If you are finding that you are having trouble with the audio (mute/unmute), click on the small arrow to the right of the mute button. Your screen will look like this:



-Here you will be able to select a microphone and adjust audio settings.

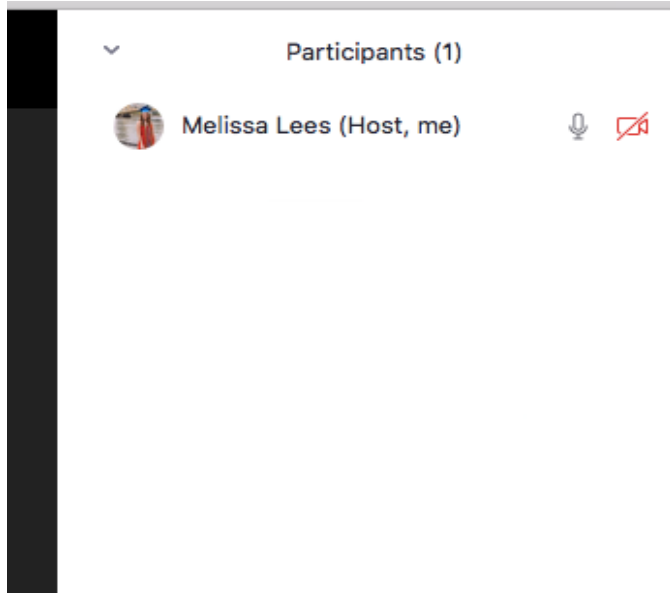
*if you join meeting and are not hearing anything (or others say they cannot hear you), click on this!! You may need to select a different speaker or microphone!

-Once you have successfully connected video and audio, you will want to select the button that says "Speaker View" in the top right corner of your screen (shown below):



-Once you click this button, you will be able to click on different options for how the layout of the meeting looks. I always click “Gallery View” because this allows you to see everyone who is in the meeting at the same time, including yourself.

-If you select the “Participants” button at the bottom of the screen, this allows you to see who has joined the meeting. Your right side of the screen will look like this:



*Meeting host will always be at the top of the list of participants

*To exit, click the small arrow to the top left of where it says “Participants” and then click “Close”

-If you click on the “Chat” button on the bottom of the screen, you will enter the chat.

The right side of your screen will look like this:



-Here is where you can view messages that other people send, or at the bottom of the screen you can type a message.

***Note:** Where it says “To: Everyone” this means that the entire meeting will receive the message. If you click on everyone, you can select individual participants to send a message to rather than everyone.

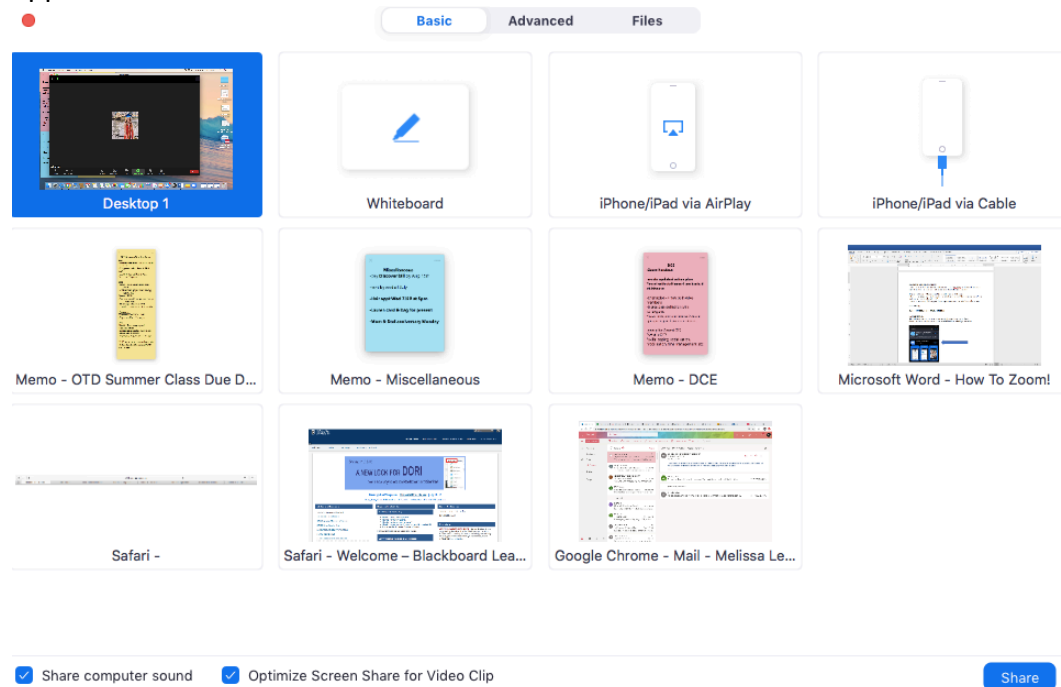
*If you click on the File button, you can share a file or link from your computer through the chat.

-To close the chat, just click the arrow to the left of where it says “Chat” and click “Close”

More Interactive Features...

*Note: these are NOT necessary for participation in SHLC touchbase meetings but they can be useful tools if you are interested in learning more about what Zoom can do!

-If you click the green “Share Screen” button at the bottom of the screen, this is what will appear:



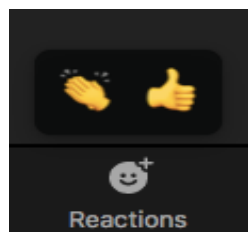
-This allows for all participants to be able to see your screen.

*You can choose which screen on your computer that you would like to share with everyone.

*If you are sharing a video, make sure to check the boxes that say “share computer sound” and “optimize screen share for video clip” in the bottom left corner of the screen

*To end screen share, click the green button again to return to the main Zoom video screen

Finally, if you click the “Reactions” button on the bottom of the home page, you will be able to select an applause or thumbs up that will appear on your square for others to see. See below:



-To end or exit the meeting, click the red “End” button in the bottom right corner of the screen.

INSTRUCTIONS FOR SMARTPHONE

Getting started...

- Go to the app store on your smartphone and in the search bar type in: Zoom
- Select the first option that appears. It is called ZOOM Cloud Meetings (see below):

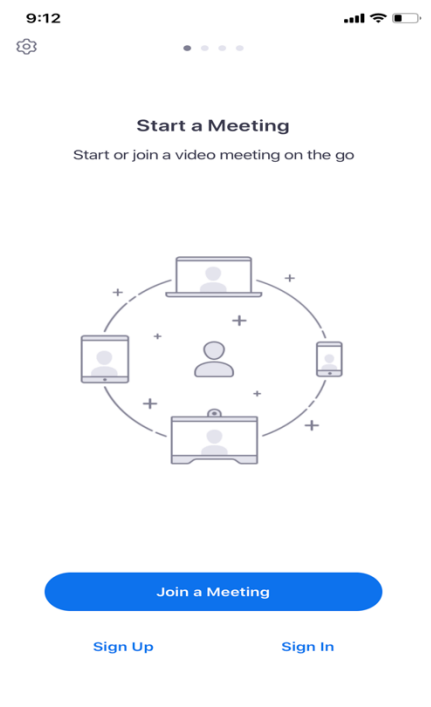


- Click "Get" and the app will download onto your phone.
- Once it has downloaded, click on the icon on your phone that looks like this:



- The program will open and you will be prompted to create an account OR log in to an existing account.

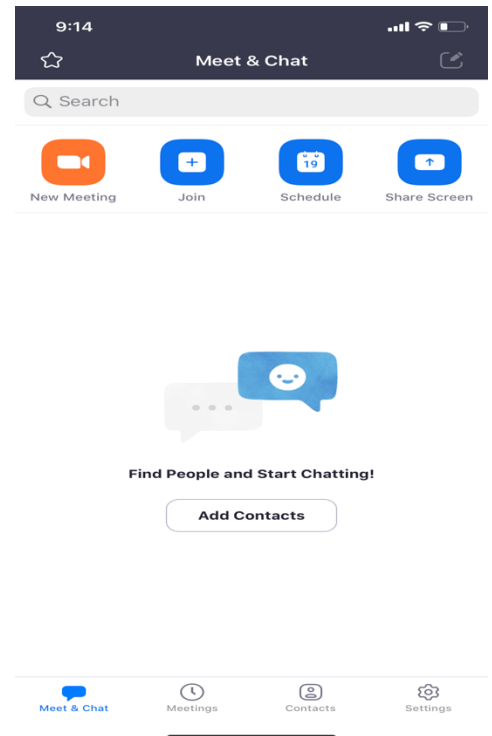
Here is what the screen will look like:



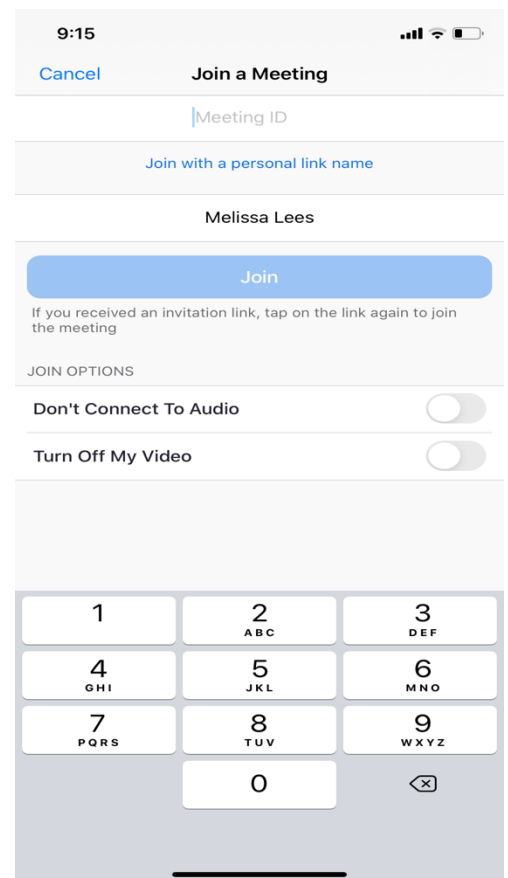
- If you have an account, select sign in. If you need to create an account (it is free for a BASIC account!) then select sign up.

Using Zoom...

-Once you log in or sign up, you will be brought to this screen



-You will want to click on the blue icon at the top that says "Join" to participate in the SHLC touchbase meeting. This is what will show up next



-Here is where you will type in the meeting ID #: 956983055 in order to enter the meeting.

*make sure you allow Zoom to access your camera and microphone to use the video and audio features on your phone during the meeting!

Important Meeting Controls... (very similar to the computer version!)

-Once you enter the meeting, this is what your screen will look like



-Like the computer version of Zoom, you will click the Join Audio button in the bottom left corner to allow Zoom to connect to headphones or your phone audio.

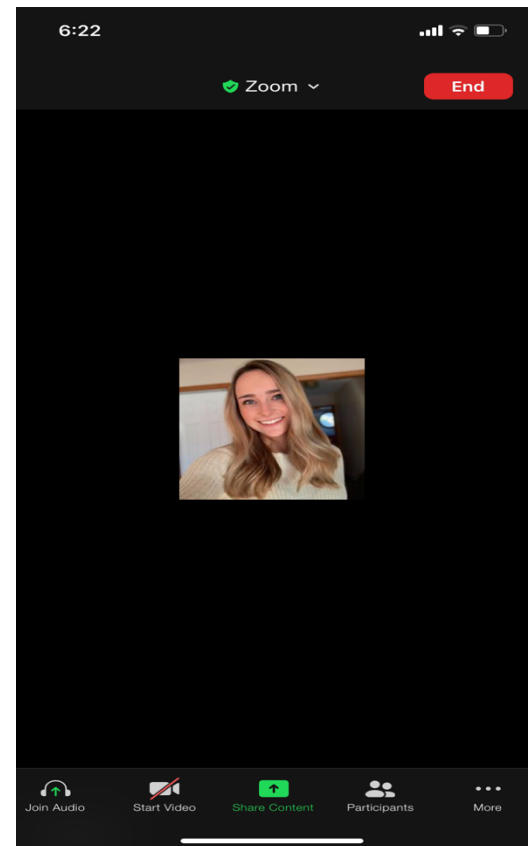
-Once you join with audio, you will be able to use this same button to mute/unmute yourself.

*if you cannot hear anything or if participants are saying they can't hear you, click on this button to fix it!!

-You can also turn video on and off by clicking "Start Video"

*If you choose not to use video then you can set a profile picture like the screen on the right!

***Note:** To view other participants in the meeting, you have to SWIPE LEFT.

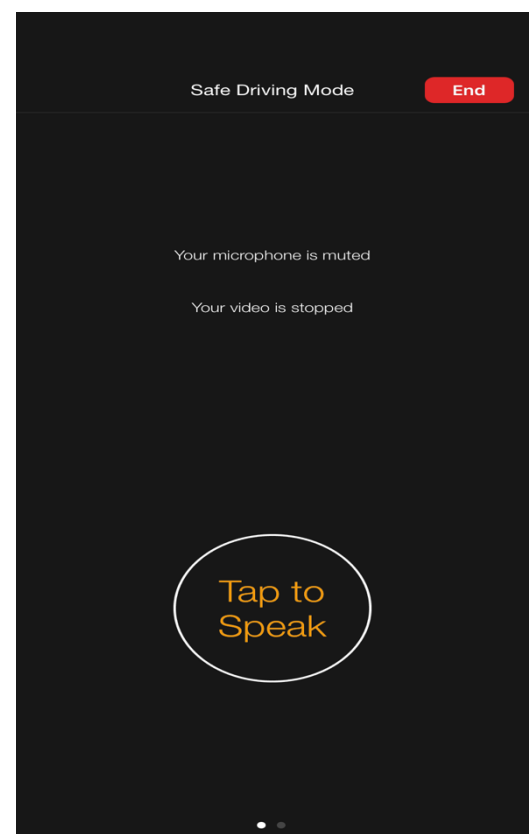


-To enter "Safe Driving Mode" you have to SWIPE RIGHT. The screen will now look like this



***Note:** this automatically mutes you AND turns off your video. You can use this feature if you want to stay on the meeting but need privacy.

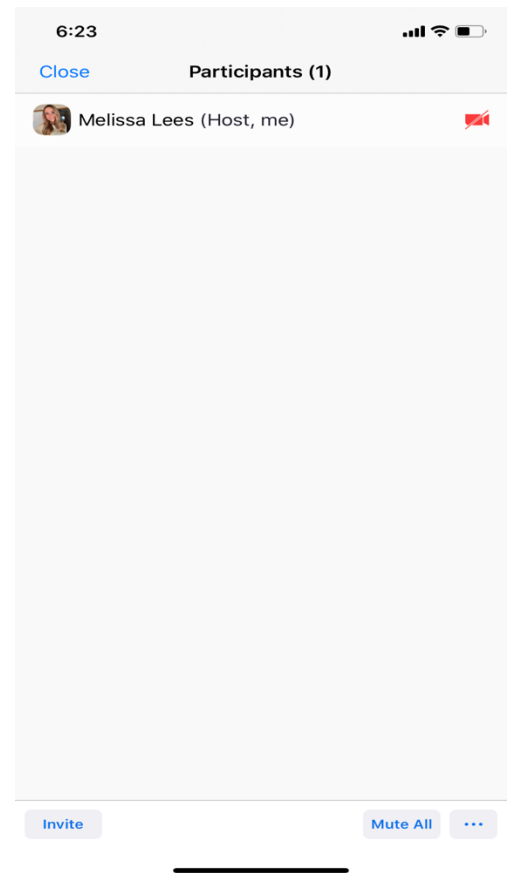
*You are able to click "Tap to Speak" in order to keep participating in the meeting.



-If you click the “Participants” button at the bottom of the screen, the screen will look like this →

There will be a complete list of who is on the meeting!

*The host will always be the first name listed at the top

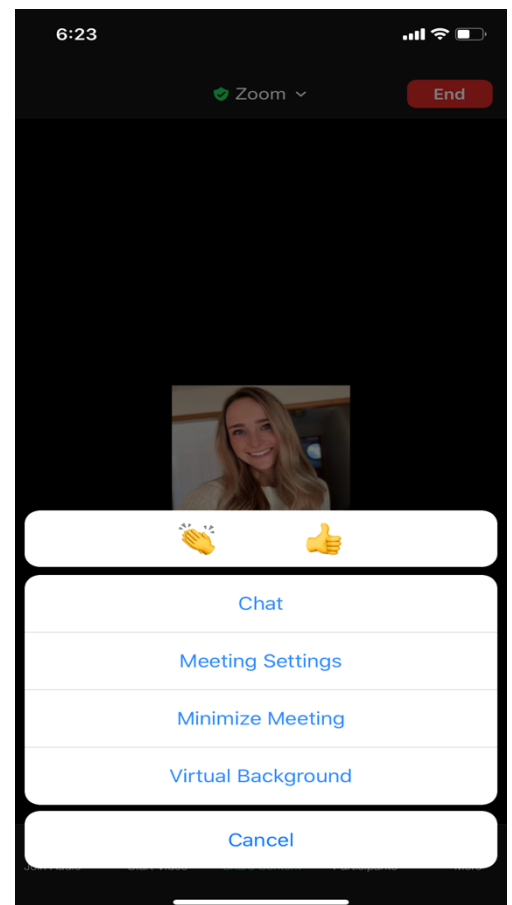



-If you click on the “More” button on the bottom right, your Screen will look like this →

-Here you will be able to use icons (such as the clapping hands and the thumbs up) which will show on your screen during the meeting

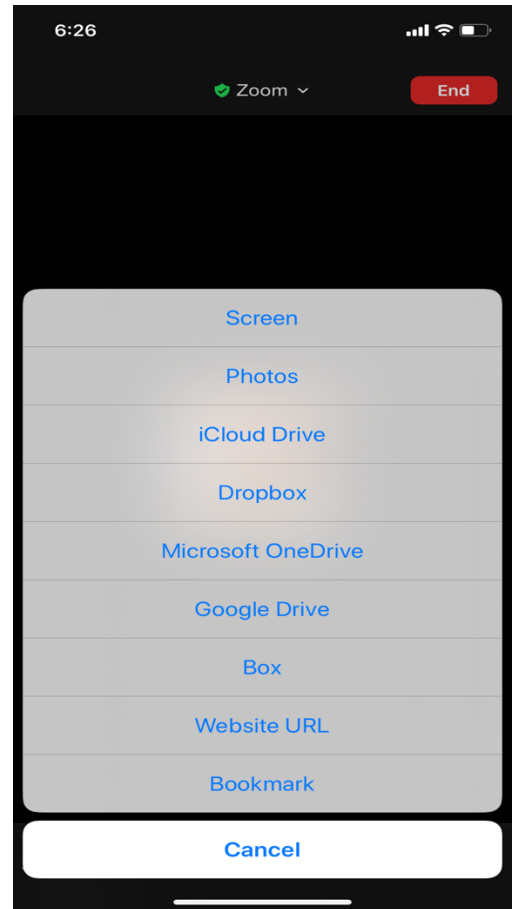
-If you click on “chat” you will be taken to the chat feature

***Note:** You will generally not need to use these other features, however if you are having any technical difficulties I would suggest clicking on “Meeting Settings” to see what could be wrong.



-If you click on the green button on the bottom middle of the screen that says "Share Content", this opens the screen share feature and your screen will look like this 

-Here, you can choose from where you would like to share from (ex: screen would be your home screen of your phone, photos would be your camera roll, etc)
-To end screen share, click the green button again to return to the main Zoom video screen.



-To end or exit the meeting, click the red button on the top right corner that says "End."

Calling in from a cell phone that is NOT a smartphone...

-If you do not have a smartphone or you can't download the app, call in from your cell phone.
-Be sure to save **this number** 1-301-715- 8592 into your contacts as "SHLC Touchbase Meeting" to make the number easier to access!
-Call the number like a normal phone call and then you will be able to type in or say the meeting ID.
*The meeting ID # is: [956983055](#)
-You will use the mute/unmute from your phone screen during the call if you need to mute yourself.
-Hang up the phone to leave the meeting.