



**Queen Anne's at Home**

*Where Seniors Help  
Each Other Thrive!*

**MARGAN  
GLOVER**

**QAC Senior Centers**



**AMY  
GOLDSBOROUGH**

***Zoom Tutorial***



**Tuesday 4/13 - Part 1**

**Tuesday 4/20 - Part 2**

**Tuesday 4/27 - Part 3**

# *Part 1: Today's Agenda*

- ❖ Welcome and Introductions
- ❖ What You Need to Know About Zoom
- ❖ In-Meeting Controls
  - Where They Are
  - What They Do
- ❖ Troubleshooting

**TIP #1: Toggling Between Gallery View and Speaker View**



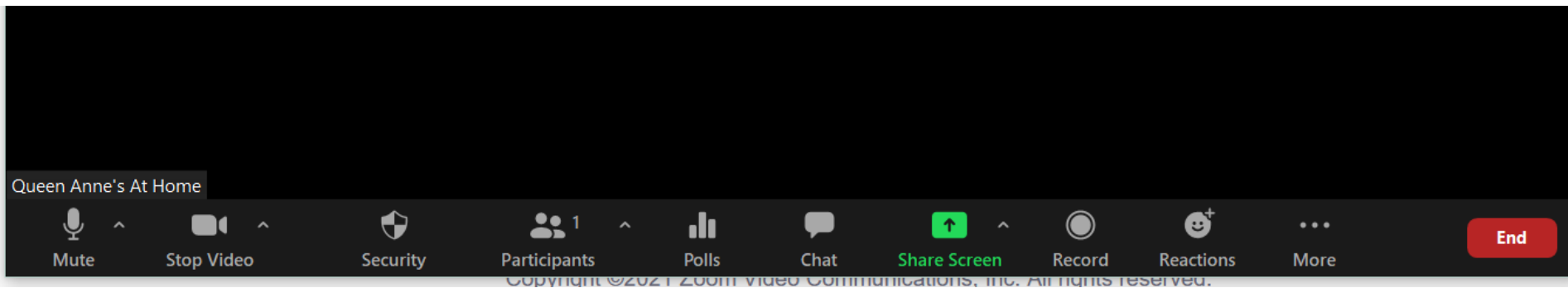
## *Things to Know*

- Zoom looks different on different devices
- Free accounts differ in some ways from paid accounts
- Host can do different things than participants can

***Tip #2: Set yourself up!***

# *Finding the Controls on Zoom Screen*

*At the top for Apple products*



*At the bottom for PC / Android products*

**TIP #3:** If you suddenly lose the Zoom screen, look for Zoom icon in task bar



# *In-Meeting Controls*

- Mute (*microphone*)
- Stop Video (*camera*)
- Participants – list of who's in the meeting by their sign-in name
  - You can rename yourself
- Chat – pay attention!
  - To everyone
  - To someone
- Reactions

## ***TIP #4: Etiquette tips***

- **Mute your sound** if your environment is noisy
- **Turn off your video** if you're going to be distracting

# *Troubleshooting*

- Sound is bad
- Video freezes
- “Unstable connection”
- Where did Zoom go?!?
- Writing is backwards

***Questions?***

## *Next Time – Part 2*

- Host controls vs. participant permissions
- Your account
- Setting up a meeting / security features
- The “40-minute” limit on free accounts

<https://us02web.zoom.us/signup>

## Sign Up for **\*\*FREE\*\*** Zoom Account

1. Get online and go to the Zoom download page by clicking here: <https://us02web.zoom.us/signup>
2. Follow screen prompts to enter either your email, or choose to sign on with a Google or Facebook account.  
*Just make a note somewhere of what you decide to do.*
3. Zoom will send a confirmation email to whatever account you selected in Step 2. You must click on the "**Activate Account**" button in that email, which will send you back online to Zoom to finish setting up your account.
4. Enter a password (*and remember what it is!*) Click "Continue".
5. You do not have to enter a friend's name at this step. Just click on the "I am not a robot" box and then click "skip this step".

**That's it - you're in!!**





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**TERRI BAXTER**

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**Tuesday 4/13 - Part 1**

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# *Part 2: Today's Agenda*

- ❖ Welcome, Introductions and Review
- ✓ Signing Up for Free Zoom Account
- ❖ Managing Key Default Settings
- ❖ Scheduling a Meeting
- ❖ Inviting Participants

# *Review of Part 1*



**WHAT DO WE REMEMBER?**



**WHAT DID WE FORGET?**

## **TIP #1: Toggling Between Gallery View and Speaker View**



## ***Tip #2: Set yourself up!***

**TIP #3:** If you suddenly lose the Zoom screen, look for **Zoom icon in task bar**



## ***TIP #4: Etiquette tips***

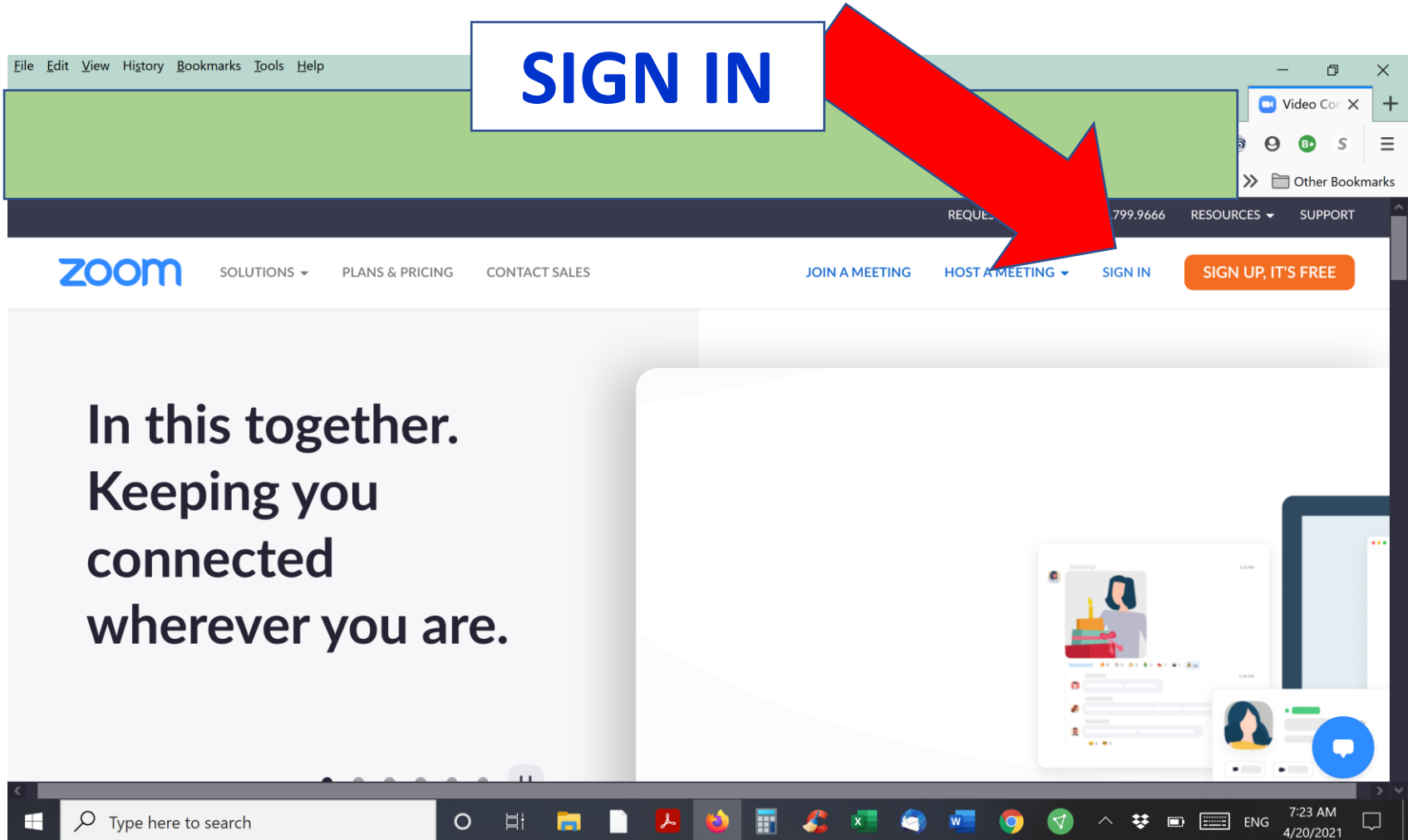
- **Mute your sound** in noisy environment
- **Turn off your video** if you're distracting or if internet connection is "unstable"

## **REMEMBER:**

- People's screens look different
- Change your screen name
- Watch who you're "chatting" with!

# Log into the account you set up as “homework”

**SIGN IN**



# Setting Up Your Zoom Account

- ❖ There is a TON of stuff you can do!
  - You do NOT have to do it all
  - We'll start with just a few key options today
  - Suggest you go through on your own ← **HOMEWORK**
- ❖ Left panel : **PERSONAL** → **PROFILE** *Apple products?*
  - Your profile picture is what shows up when you stop your video (default is your name)
  - You can **change your profile picture** ← **HOMEWORK**  
*(must be square format)*

# Setting Your Meeting Defaults

❖ Left panel : **PERSONAL** → **Settings**

○ **MEETING tab:**

■ “SECURITY”

■ Waiting Room

■ Embed passcode in invite link for one-click join

■ “SCHEDULE MEETING”

■ Allow participants to join before host

■ “In Meeting Basic”

■ Chat

■ Screen Sharing

■ White Board

Defaults for all your meetings,  
NOT where you set up a new meeting

# ***SCHEDULING a Meeting***

❖ Left panel : **PERSONAL** → **MEETINGS** – **Schedule a Meeting**

- **TOPIC**
- **WHEN** (*pay attention to a.m. vs. p.m.*)
- **DURATION** (*doesn't really matter*)
- **Security**
  - **Waiting Room**
- **Video** → “on”
- **Audio** → “both”
- **SAVE .**



## ***CHANGING a Meeting***

- ❖ Left panel : **PERSONAL** → **MEETINGS - UPCOMING**
  - **Hover over your meeting - Click “edit”**
- OR**
- **Click on your meeting title,  
scroll down to bottom, then click “edit”**

***THIS WILL CHANGE THE DETAILS OF YOUR MEETING  
WITHOUT CHANGING THE PASSCODE***

# Inviting Participants

## ❖ **BEFORE MEETING**

- ***Personal / Meetings / Upcoming*** → click on mtg name
- Scroll down to “INVITE LINK”
- *Option 1*: highlight and copy link → paste into email
- *Option 2*: click on “Copy Invitation”
  - Click on “Copy Meeting Invitation”
  - Paste into email

**Tip:** Write down  
**MEETING ID** and **PASS**  
**CODE** to send to people  
who’ve “lost” link

## ❖ **DURING MEETING**

- Remember when we used the “Participants” control last week (*we can review later*)

# ***Working Around Zoom's 40-Minute Limit***

- ***Zoom free accounts limit meetings of 3+ devices to max. 40 minutes***
- ***“Clock” starts as soon as 3<sup>rd</sup> device joins the meeting, even if just in waiting room***

## **#1: Set up 2 mtgs (*easier*)**

- **Set start time of meeting #2 ~1 hour after 1<sup>st</sup> meeting**
- **Send both links to all participants with explanation**

## **#2: Re-use the same link (*cooler, but riskier*)**

- **Everyone leaves, Host “leaves without ending”, then everyone returns using original link**

## *Homework Before Session 3*

### 1. Investigate all your account settings

- Send questions to Margan before next week
- Some, we just don't care that much about especially if unavailable on free account

### 2. Change your Profile picture

- Remember image must be square

**Questions**





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# *Part 3: Hosting Zoom Meetings*

- ❖ Welcome, Introductions and Review
- ❖ Recording
- ❖ Screen Sharing
- ❖ White Board
- ❖ Having Fun with Zoom

## *Review of Part 2*



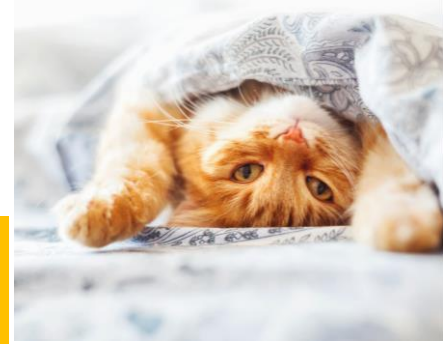
**WHAT DO WE REMEMBER?**



**WHAT DID WE FORGET?**

**Your account profile: *new picture***

**Settings (defaults): *enable waiting room, chat, screen share (if you want)***



**Scheduling a meeting: *topic and time, video (“on”), audio (“both”)***

**Inviting participants before meeting starts**



***Tip: Write down **MEETING ID** and **PASS CODE** to send to people who’ve “lost” link***

**Working around 40-minute limit (*free accounts*)**



# Hosts Have Special Controls

*Set up a test  
meeting where you  
can just experiment  
with the controls*

HOST	PARTICIPANTS
• Security controls	• N/A
• Invite participants after meeting starts	• Can do if host has set permissions
• Polls	• N/A
• Share screen (can set up who can share, interrupt)	• Can do if host has set permissions
• Record	• N/A
• Assign / withdraw co-host	• N/A
• Host can also <b>turn off</b> : <ul style="list-style-type: none"><li>○ Share screen</li><li>○ Chat</li><li>○ Rename self</li><li>○ Start video</li><li>○ Remove participant</li><li>○ Enable waiting room</li></ul>	• N/A

# Log In to Start Your Meeting

File Edit View History Bookmarks Tools Help

Queen Anne At Home. A comm... My Meetings - Zoom

https://us02web.zoom.us/meeting#/upcoming

miss scarlet and the duke

Getting Started Most Visited Google Calendar Google Contacts previ... https://www.wundergr... qaathome.helpfulvilla... MinuteCast™ 21638 A... todoist Photos https://drive.google.c... Google Maps Other Bookmarks

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PERSONAL

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Meetings

Webinars

Recordings

Settings

ADMIN

> User Management

> Room Management

> Account Management

> Advanced

## Meetings

Get Training

Upcoming Previous Personal Room Meeting Templates

Start Time to End Time

Schedule a Meeting

Tomorrow

10:00 AM - 11:00 AM Zoom Tutorial - Senior Centers

Occurrence 4 of 4 Meeting ID: 816 4153 7581

Start Edit Delete

Save time by scheduling your meetings directly from your calendar.

Microsoft Outlook Plugin Download

Firefox Add-on Download

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# HOST'S Controls



## ❖ PARTICIPANTS

- Admit from Waiting Room
- Mute participants' audio  
*(must "invite to unmute")*
- Invite new participants via email
  - Copy invite link, or  
send **MEETING ID** and **PASS CODE**



## ❖ SECURITY *(host-only control)*

- Allow participants to...  
*(also set default in your settings)*



## ❖ RECORD *(host-only control)*

# Share Screen: Basic

Zoom Meeting

Select a window or an application that you want to share

Basic Advanced Files

Screen 1 Screen 2

Whiteboard iPhone/iPad

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Share sound Optimize for video clip

Share

1 2 3 0

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Mute Stop Video Security Participants Polls Chat Share Screen Record Breakout Rooms Reactions End

10:45 AM 4/26/2021

The image shows the Zoom 'Share Screen' dialog box. A red arrow labeled '1' points to the 'Share Screen' button in the bottom toolbar. A red arrow labeled '2' points to the 'Zoom Tutorial.pptx - PowerPoint' window in the list of shareable windows. A red arrow labeled '3' points to the 'Share' button at the bottom right of the dialog box. A yellow star labeled '0' is positioned over the 'Share Screen' button in the bottom toolbar. The dialog box also shows other options like 'Whiteboard', 'iPhone/iPad', and 'Screen 1' and 'Screen 2'. The bottom toolbar includes buttons for Mute, Stop Video, Security, Participants, Polls, Chat, Share Screen, Record, Breakout Rooms, Reactions, and End. The system clock shows 10:45 AM on 4/26/2021.

# Share Screen: Basic: Whiteboard

Zoom Meeting

Select a window or an application that you want to share

Basic Advanced Files

Screen 1

Screen 2

Whiteboard

iPhone/iPad

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Zoom Tutorial.pptx - PowerPoint

Share

Share sound ☐ Optimize for video clip ☐

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Mute Stop Video Security Participants Polls Chat Share Screen Record Closed Caption Breakout Rooms Reactions

End

10:45 AM  
4/26/2021

**All at once or one at a time**

1

2

# *And Finally...*

## ***Virtual Backgrounds and Filters \****

- Video control / up caret  
*(Apple products: top of screen, “more”)*
- It may look wonky
  - Takes lots of bandwidth
  - Green screen?
- You can import your own pictures/videos to use as backgrounds  
*click small + sign above virtual background options*



*\* Depends on your processor, version of Zoom*

# Questions?

- ❖ Help with Polling tool experiment?  
*(Course evaluation)*
- ❖ Other tech topics you'd like to see?



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