

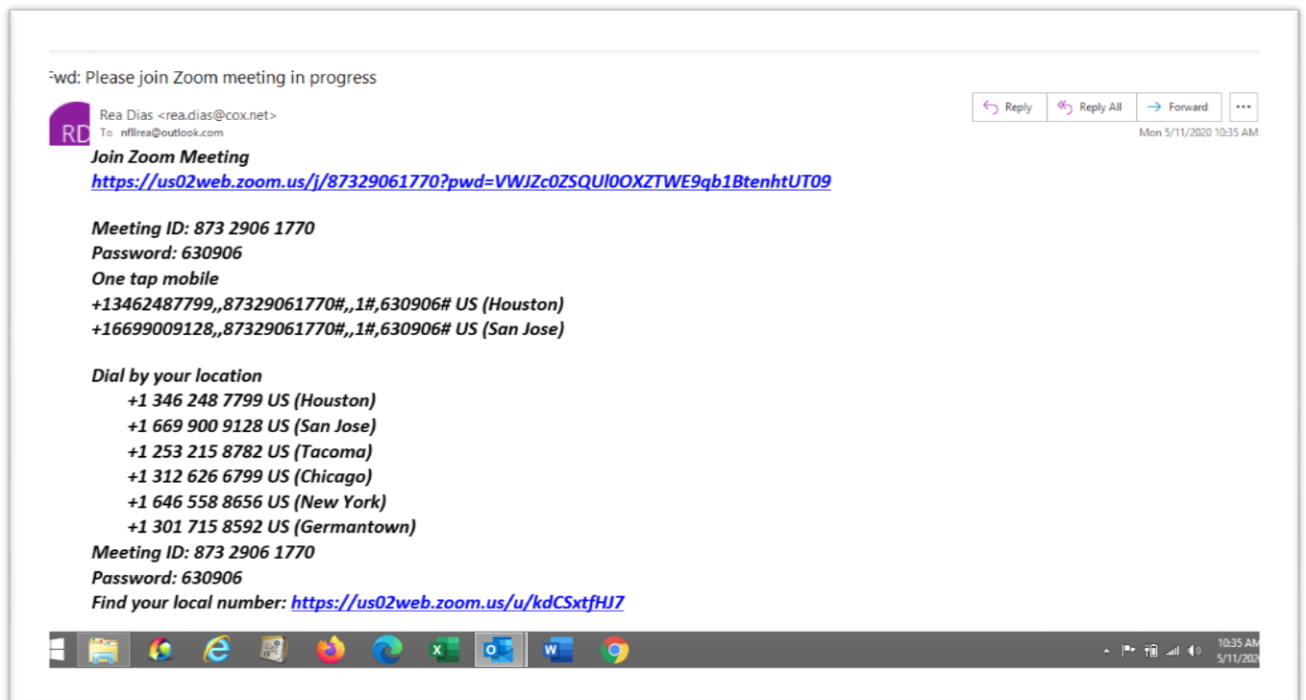
Revised 8.15.2020

Attending a NFLL online Zoom class

This document will attempt to help you attend an online Zoom class. It does not cover the WebEx online classes.

(If you still are not sure what to do after reading this, please contact Rea Dias via email nflrea@outlook.com and I will set up a quick practice session with you before the class starts. Please do not wait until the day of the class.)

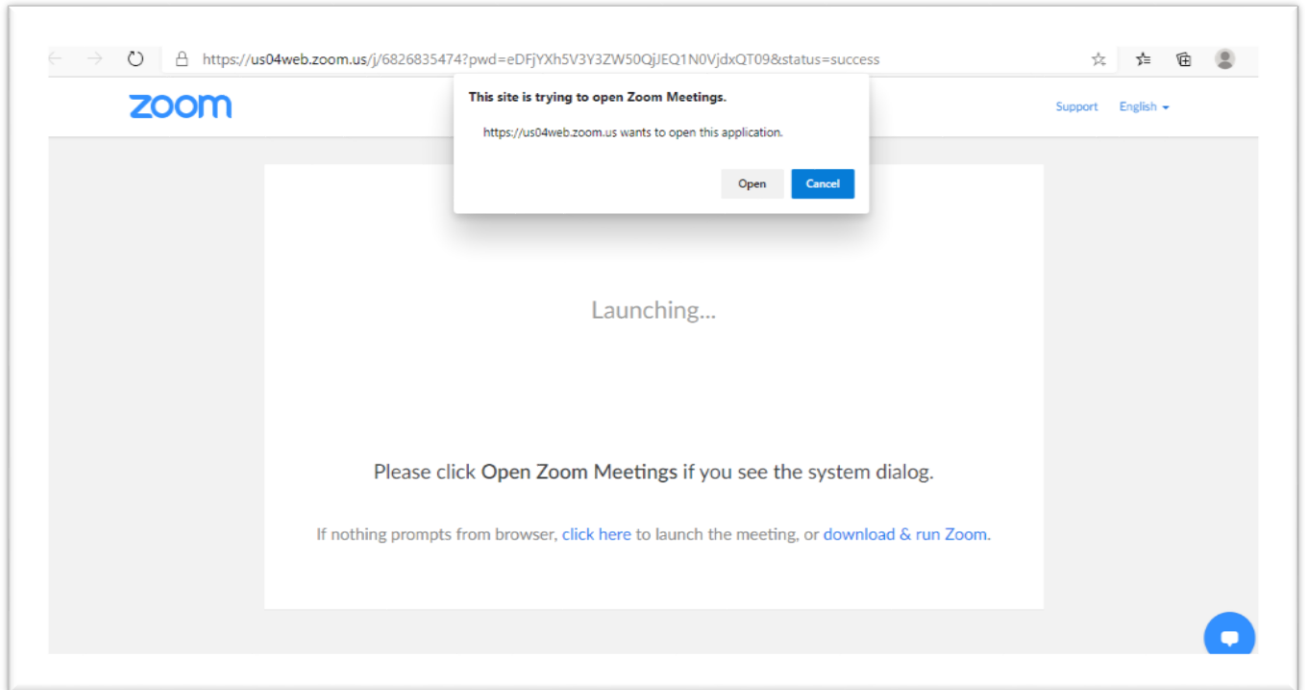
- 1) After registering (via ProClass) for the NFLL Zoom online class, you will receive via email an invitation to the Zoom online class. It will contain the URL and meeting ID and password for the particular class and the date and time of the class. See sample below. This is a sample only, do not use the information in it for your class.



- 2) There are two ways you can attend the Zoom class – Go the URL route which is the blue line below the Join Zoom Meeting line (Use the one in your invitation not in the picture) or Use the Zoom app and join using the Meeting ID and Password (if one is supplied). You do not need to join Zoom or download a Zoom app. However, it is free and easy to do.

Revised 8.15.2020

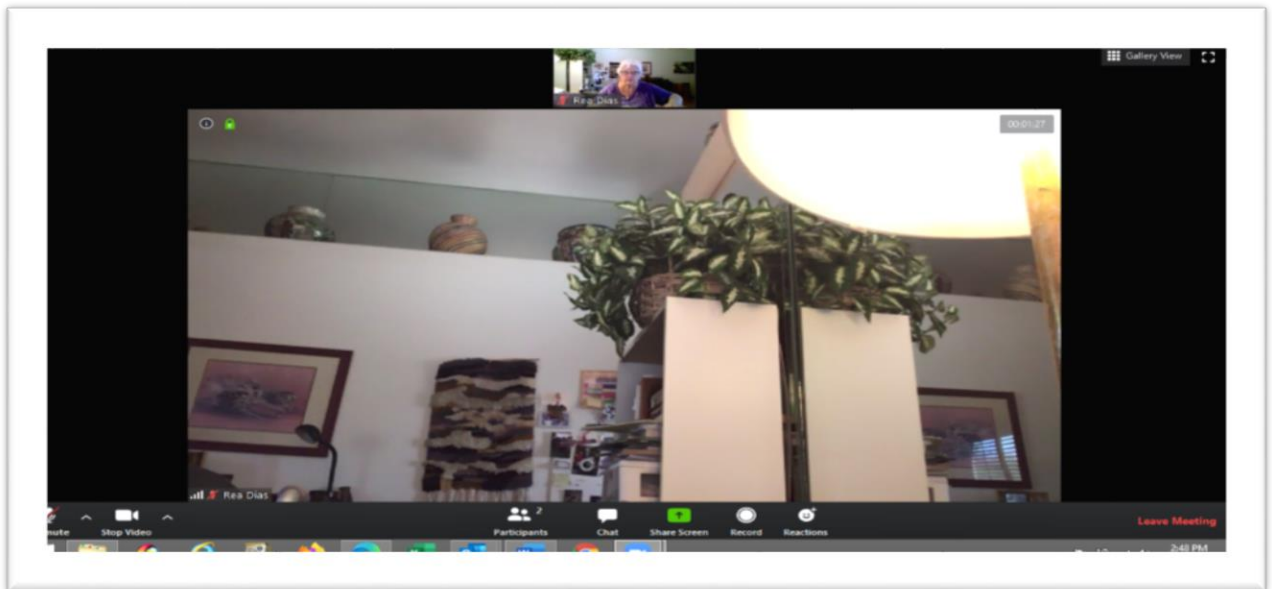
- a) Using the link provided (Recommended for beginning users.)
 - i) Click on the URL and wait. One of the following will occur.
 - ii) A screen will pop up with Zoom in the upper left corner. Hover cursor over the screen. There will be a small box stating, “This site is trying to open Zoom Meetings”. Click on the Open button. (See below).
 - iii) Wait.



- iv) A message might appear – waiting on the host. The host will then allow you to enter the meeting.
 - v) Or you might just go straight into the Zoom meeting. This depends on whether you already have the Zoom app on your device.
 - b) If you use the Zoom app, open the Zoom app and click on Join Meeting (Not recommended for beginner).
 - i) Then put in the meeting ID and then Password. (Password might not be required).
 - ii) A message might appear – waiting on the host. The host will then allow you to enter the meeting.
 - iii) Or you might just join the meeting.

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- 3) This section talks about the icons and options you see on your Zoom screen while the meeting is in session. The screens are pretty much the same regardless of how you entered the Zoom meeting. You may need to hover your cursor over the screen to see these options.
- On the upper edge of the (either left or right) the screen, it shows time, then speaker view or gallery view. Screen below is speaker view but you can see the grid icon at the top right for gallery view. The gallery view gives you a small video of each person in meeting. Select the view of your choice.
 - Menu bar gives you other options. If you are the host, it will be on the top of the screen. For other participants, options are at the bottom of the screen. See below. Look from left to right



- Unmute or mute:** This is for yourself. The host can also unmute or mute you. Please let the host do this unless they ask you to do so. During presentations, it is best to leave it muted background noise from participants.
- Stop Video or Start Video:** This is for yourself. If you do not want your pic showing, click on stop video and a person icon or your name will simply be displayed.

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- e) **Participants:** Little number shows how many participants including host on the meeting. Click it and it will show names of the participants on the right side of screen. You can mute or unmute the sound (mike symbol) or the video (camera symbol) of yourself. The host can mute/stop video of everyone.
- f) **Chat:** This allows you to type notes to individual participants or to everyone. It is best to send to everyone. Here you can type a question you might have for the speaker. Just type your message or question and press enter. This may show up on right side of screen
- g) Please note just on top of the label Zoom Group Chat is a Raise Hand. Click on it and a hand with your name on it will appear on the hosts screen. To get rid of it, click on Lower Hand.
- h) **Share Screen:** This allows a participant to share his screen with the others or for the host to share their material. Click on it and it will allow you to show the files you wish to share or show a PowerPoint or whatever. When done, at top of screen is a red button saying stop share. Generally, in classes the host will be sharing their presentations.
- i) **Record:** The ability to record the session. This may or may not be set up.
- j) **Reactions:** You can post a hand clap or thumbs up. Goes away on own.
- k) **Leave Meeting (In Red):** If you need to leave the meeting, click on it. It asks are you sure. Yes, or cancel.