

## **USING ZOOM**

The best device to use is a Laptop/computer, next a tablet/ipad, then a smart phone. Landlines or other cell phones can be used but will not have video capabilities or ability to use all zoom functions.

**Consider your setting**--where you will sit to take part in the sessions. Light from windows or lamps *should be shining on your face- not from behind you* as that makes it difficult for your classmates and Dr. Bryant to see you.

During the sessions, **eliminate distractions**- mute your cell phone from ringing and refrain from walking around your space with your device video turned on. Pick a quiet spot where you can focus on the meeting at hand.

**Keep your device muted** when you are not called on to speak as the Zoom platform will pick-up background noise resulting in it being amplified taking the audio away from the person the class is supposed to hear.

## **PARTICIPANTS: Functions**

- First time users should try to log into meeting 15-20 minutes early as ZOOM will prompt them to download. **They should choose to download and to join using both AUDIO and VIDEO.**
- To make the **MENU BAR** to appear on the bottom of your screen TAP the screen.
- Participants have the following controls on their **MENU BAR**:
  - **Unmute/Mute** – this turns on the participant's own microphone
  - **Start/Stop Video**- this turns on the Participants own video
  - **Share** (This may be disabled by the HOST of the meeting)
  - **Participants** (To see participants TAP or CLICK it)
    - To close this TAP CLOSE again or SWIPE (smart phone)
  - **... MORE**> TAP this to access the following functions:
    - **REACTION HANDS** both “clapping” and “thumbs up”
    - **DISCONNECT AUDIO**
    - **CHAT**- This takes you to a screen where you can “text” EVERYONE or an individual Participant- if enabled by HOST. TAP CLOSE to return to VIEW
    - **RAISE HAND** (TAP to RAISE HAND or TAP again to **LOWER HAND**)
    - **HIDE NON-VIDEO PARTICIPANTS** (you can also hide your own video or turn off video if you do not want to look at yourself)
- To change **VIEW** (How many other people you see on your device- one (SPEAKER) or many (GALLERY))
  - Laptop or computer> move your mouse or tap screen to see the **SPEAKER VIEW** or **GALLERY VIEW** appear in the upper right corner of your screen.

- Smart Phone> SWIPE your screen to see SPEAKER VIEW or to see GALLERY VIEW. Depending on the number of Participants in the meeting, you may have to SWIPE several times to see everyone.
- TAP screen to show the red **LEAVE** function if you want to leave the meeting before HOST ends it.
- **LANDLINES/cell phones:** Dial in with dial-in invite from Host. \*9 on keypad will “Raise Hand” to alert Host you would like to be called on to speak. \*6 will mute/unmute your phone.