

# LRTA ZOOM GUIDE - MEETING



LRTA is expanding its resources to reach more members virtually, especially during the COVID-19 pandemic. One way LRTA is expanding its resources is by using Zoom to conduct virtual meetings. Zoom has allowed LRTA to continue the operations of the Association remotely.

Here's a guide with more information about Zoom, how to use it and what to expect during a Zoom meeting.

## *What is Zoom?*

Zoom is a video communication app, similar to Skype or FaceTime. Zoom allows you to see/hear from multiple people at the same time from your phone or computer.

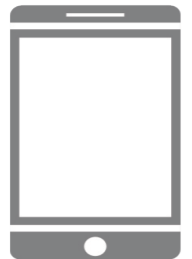
## *You can use Zoom with...*



Laptop or Computer



Telephone or Cellphone



Zoom App

## *What is the difference between Zoom Meeting and Zoom Webinar?*

A Zoom Meeting is more interactive for participants. You can see, speak to and hear from each other. In a Zoom Webinar, all participants are in view-only and listen-only mode. This means participants cannot hear or see each other. Participants can only see the hosts and/or speakers (though the hosts and/or speakers cannot see you).

## *How do you use it?*

There's a few ways to join a Zoom meeting or webinar. First, let's discuss how to join Zoom through the computer:



### *Joining a meeting by computer*

Tip! You have to download the Zoom software on your computer in order to join the meeting by computer. We recommend you download the software prior to the start of the meeting. Go to [zoom.us/download](https://zoom.us/download) to download the software. If you do not download the software prior to the meeting, you will be redirected to download the software when you click on the meeting link. This shouldn't take too long, but it is recommended you download the software before hand.

Step 1: Click on the link from the reminder email you will receive 1 hour before the meeting starts. Try to do this about 5 minutes prior to the start of the meeting.

Step 2: Once you click on the link, you will be redirected to the meeting.

Step 3: You may be asked to join by video. If you wish to be seen in the meeting, click on the "Join by Video" button.

Step 4: Click on the blue "Join by Computer Audio" button.



### *Joining a meeting by phone*

Step 1: Open the reminder email you will receive 1 hour before the meeting starts. Dial 301-715-8592.

Step 2: You will hear the message, “Welcome to Zoom. Please enter your Meeting ID number followed by the pound sign (#)”

Step 3: Dial the Participant ID number and hit the pound sign (#). If the recording asks for a participant ID number, just hit pound again.

Step 4: You will be placed in the meeting.



### *Joining a meeting with the Zoom app*

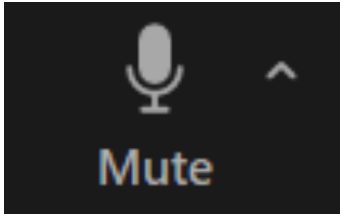
Did you know: Zoom; there’s an app for that! You can download the Zoom app on your smartphone, iPhone and/or iPad. Join Zoom meetings from the app right from your smart device. Make sure to download the app from the App Store prior to the meeting.

Step 1: Click on the link from the reminder email you will receive 1 hour before the meeting starts. Try to do this about 5 minutes prior to the start of the meeting.

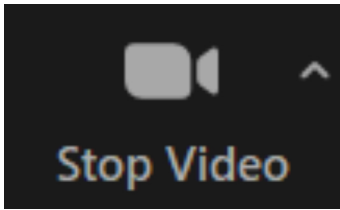
Step 2: Once you click on the link, you will be redirected to the meeting.

Step 3: This is what the screen will look like while you are waiting for the meeting to begin.

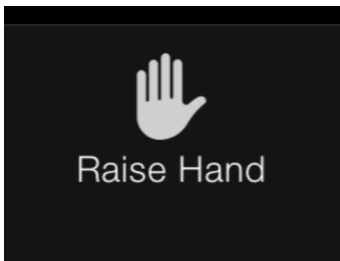
# Zoom Meeting Features



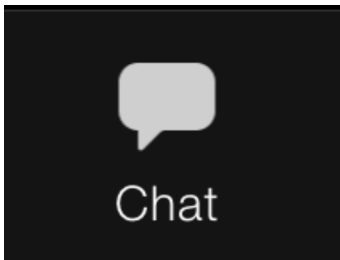
The Mute button, located at the bottom left corner of the screen, allows you to speak in the meeting.



The Video button, located at the bottom left corner of the screen, allows you to be seen in the meeting.



The Raise Hand feature allows you to raise your hand to indicate to the host or speakers that you need something. Because everyone will be on mute during the webinar, LRTA recommends using the Chat or Q&A feature to ask questions.



The Chat feature allows you to send messages to other attendees, the host and/or speakers.

If you are experiencing technical difficulties, this is where you should submit those concerns.

If you want to make a general comment (i.e. saying hello or making a comment about the webinar), this is where you should submit those comments. LRTA will have a record of chats sent during the webinars.

Note: These features are only available to those who join the meeting with a computer or through the Zoom app. If you are dialing in by phone (see page 3), you will not be able to access these features.

## Mute Button

1

When you join the meeting on your computer, click on the blue “Join with Computer Audio” button. If you are joining the meeting with the Zoom app on your smartphone or iPhone, tap on “Call over Internet” when you enter the meeting.

2

Depending on the settings for the meeting, you may be on mute when you join the meeting. To tell if you are on mute, the microphone at the bottom left corner of the screen will have a red line through it and the word “Unmute” at the bottom (see Figure 1). Click on this button once to unmute yourself.

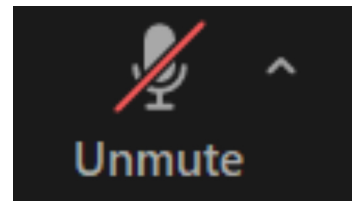


Figure 1

3

If the microphone at the bottom left corner of the screen does not have a line through it and says “Mute” (see Figure 2), everyone in the meeting can hear you. If at any point you need to mute yourself, just click on this button once until you see the red line going through the microphone.

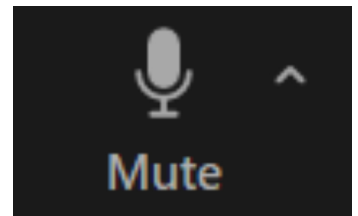


Figure 2

Sometimes the host of the meeting will not allow the audience to unmute themselves. If this is the case and you need to speak, use the chat or raise hand feature. See pages 7 and 8 for more information on using the Chat feature.

## Video Button

1

Depending on the settings of the meeting, your video may start once you enter the meeting. Otherwise, you will see a picture of a camera at the bottom left of the screen with a red line going through it and the words “Start Video” underneath (see Figure 3). Click on this button once to start your video.

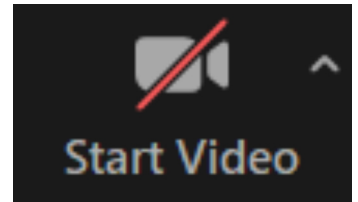


Figure 3

2

When you “start video,” you are turning on the web camera on your computer or camera on your phone. This means you can be seen in the meeting. Your video is on if the camera at the bottom left of the screen does not have a red line going through it and the words “Stop Video” are underneath (see Figure 4). You should also see yourself on your computer screen if your video is on. If at any time you need to “stop video” (stop being seen), click on the camera button at the bottom left of the screen once.

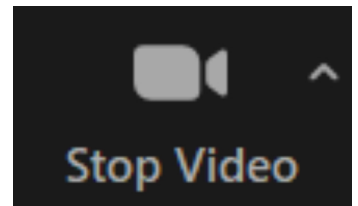


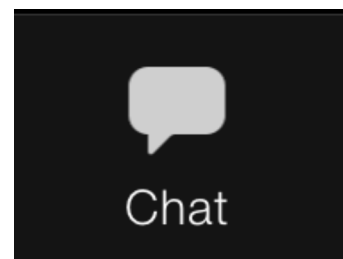
Figure 4

If you do not have a web camera on your computer, you will not be seen in the meeting. You may still use Zoom without a web camera. However, you may need to join the meeting on your computer and dial in to the meeting on your phone to hear the meeting. See page 3 for instructions on how to dial into the meeting.

## Chat on Computer:

1

Click on the Chat button at the bottom of the screen.



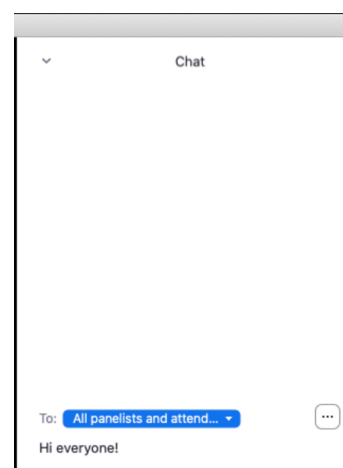
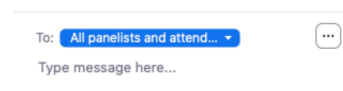
2

You should see the Chat Box open. Tap on “Type message here” to start typing your comment.



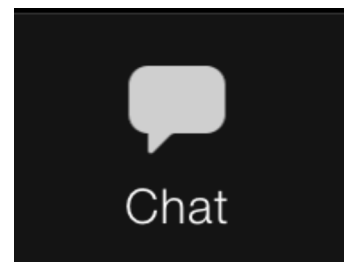
3

Before you hit send, make sure the “Send to:” is set appropriately. If you only want the Panelists (Hosts and/or Speakers) to see your comment, make sure the “Send to:” says “All Panelists.” If you want everyone else on the webinar and the Panelists to see your comment, make sure the “Send to:” says “All Panelists and Attendees.” When you are ready to submit your comment, hit the “Enter” key. There is no submit button.

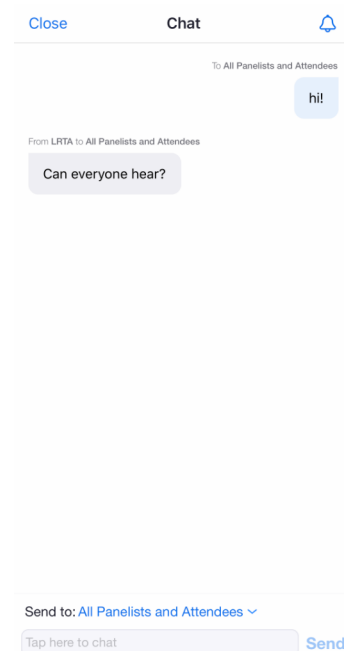


## Chat on Zoom App:

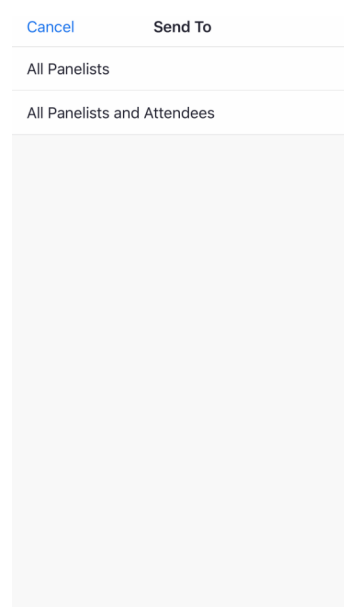
1 Tap on the Chat button at the bottom of the screen.



2 You should see the Chat Box open. Tap on “Tap here to chat” to start typing your comment.



3 Before you hit send, make sure the “Send to:” is set appropriately. If you only want the Panelists (Hosts and/or Speakers) to see your comment, make sure the “Send to:” says “All Panelists.” If you want everyone else on the webinar and the Panelists to see your comment, make sure the “Send to:” says “All Panelists and Attendees.” When you are ready to submit your comment, tap on the “Send” button.





# ***Frequently Asked Questions***

## ***Where can I download Zoom?***

You can download Zoom on your computer with this link: <https://zoom.us/download>.

The Zoom app is available for download on your iPhone, iPad or Apple Device in the App Store. The Zoom app is also available for Android devices.

## ***Do I need to make a Zoom account in order to participate?***

You do not need to make an account with Zoom to participate in meetings or webinars. However, if you plan to schedule and conduct meetings with Zoom in the future you will need to create an account.

## ***How much is a Zoom account?***

A basic Zoom account is free! With the basic account, you can schedule meetings with up to 100 participants. Meetings are limited to 40 minutes with the basic account. Learn more about the basic account and other Zoom accounts here: <https://zoom.us/pricing>

NOTE: The basic Zoom account will suit most individual's needs. If you feel that you need more services than what the basic account provides, please contact the LRTA office at [info@lrta.net](mailto:info@lrta.net).

### ***Can people hear me during the meeting?***

If you or the meeting host has put you on mute, you cannot be heard. The only time you can be heard in the meeting is if you are not on mute. You can tell if you are on mute if the microphone at the bottom left corner of the screen has a line through it. You would just click or tap to unmute yourself (some meetings only allow the meeting host to unmute attendees).

If you are calling in to the meeting (dialing a phone number to join the meeting), you will not be on mute when you join the meeting. However, you or the meeting host may put you on mute. To mute yourself, press \*6 on your phone. To unmute yourself, press \*6 again.

### ***Can people see me during the meeting?***

If you have a web camera on your computer or laptop and it is turned on, you can be seen during the meeting. However, if you do not wish to be seen, you can press the “Stop Video” button at the bottom left corner of the screen. You will still see other members of the audience, but you will not be seen.

If you are joining through the Zoom app, you may be asked to join with or without video. To join without video means you will not be seen. Should you join with video and choose to turn your camera on at any point during the meeting, tap on the camera button at the bottom of the screen.

If you are calling in to the meeting (dialing a phone number to join the meeting), you will not be seen during the meeting. The audience can see if you’ve joined the meeting by your telephone number, but no one will be able to see you.

### ***Do I need a web camera on my computer in order to participate?***

No. You do not have to have a web camera in order to participate in a Zoom meeting. However, you will not be seen during the meeting. If you experience audio issues during the meeting (being heard or hearing others), you may need to dial in to the meeting additionally.