

How to Participate in Zoom Classes & Meetings

Especially NDEC Webinars & Online Tutoring

PRESENTED BY:

MAINE DIGITAL INCLUSION INITIATIVE



NDEC's Online Classes Using Zoom

What you need to participate:

- A computer, tablet, or smartphone connected to the internet
- An email address
- Interest in learning new skills!



Three ways you may get the link to the “Zoom Room” by email:





- 1) Calendar Invite – works well if you are used to using an online calendar
- 2) Email instructions from the organization before the class or meeting
- 3) Invite sent by email at the time of the class

Calendar invite:

Click on link to the right of where:

← ⬇ ⚠ 🗑 | 📧 ⌚ | ⬇ 🗑 | 29 of many < > ⚙

Invitation: Webinar: Using Cloud Library @ Thu Mar 19, 2020 2pm - 3pm (EDT) (marita@digitalequitycenter.org) Inbox x  

 **Bethany Leigh** via google.com 🔗 Thu, Mar 19, 11:46 AM (3 days ago)   

to me, ~~and deleted person address~~

Mar
19
Thu

Webinar: Using Cloud Library
[View on Google Calendar](#)

When Thu Mar 19, 2020 2pm – 3pm (EDT)
Where <https://zoom.us/j/5825808002>
Who The guest list is not available

Agenda
Thu Mar 19, 2020

No earlier events

2pm Webinar: Using Cloud Library

No later events

Email invitation: Click on link below “Join Zoom Meeting”



Bethany Leigh

to bcc: me ▼

Thu, Mar 19, 12:38 PM (3 days ago)

Thank you for signing up for Using **Cloud Library**. Please click on the link below (highlighted in blue) to join this webinar. If have a microphone please also call one the **phone numbers highlighted in yellow**, and when prompted enter the **meeting I green below**.

NDEC Classroom1 is inviting you to a scheduled Zoom meeting.

Topic: Webinar: Using **Cloud Library**

Time: Mar 19, 2020 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

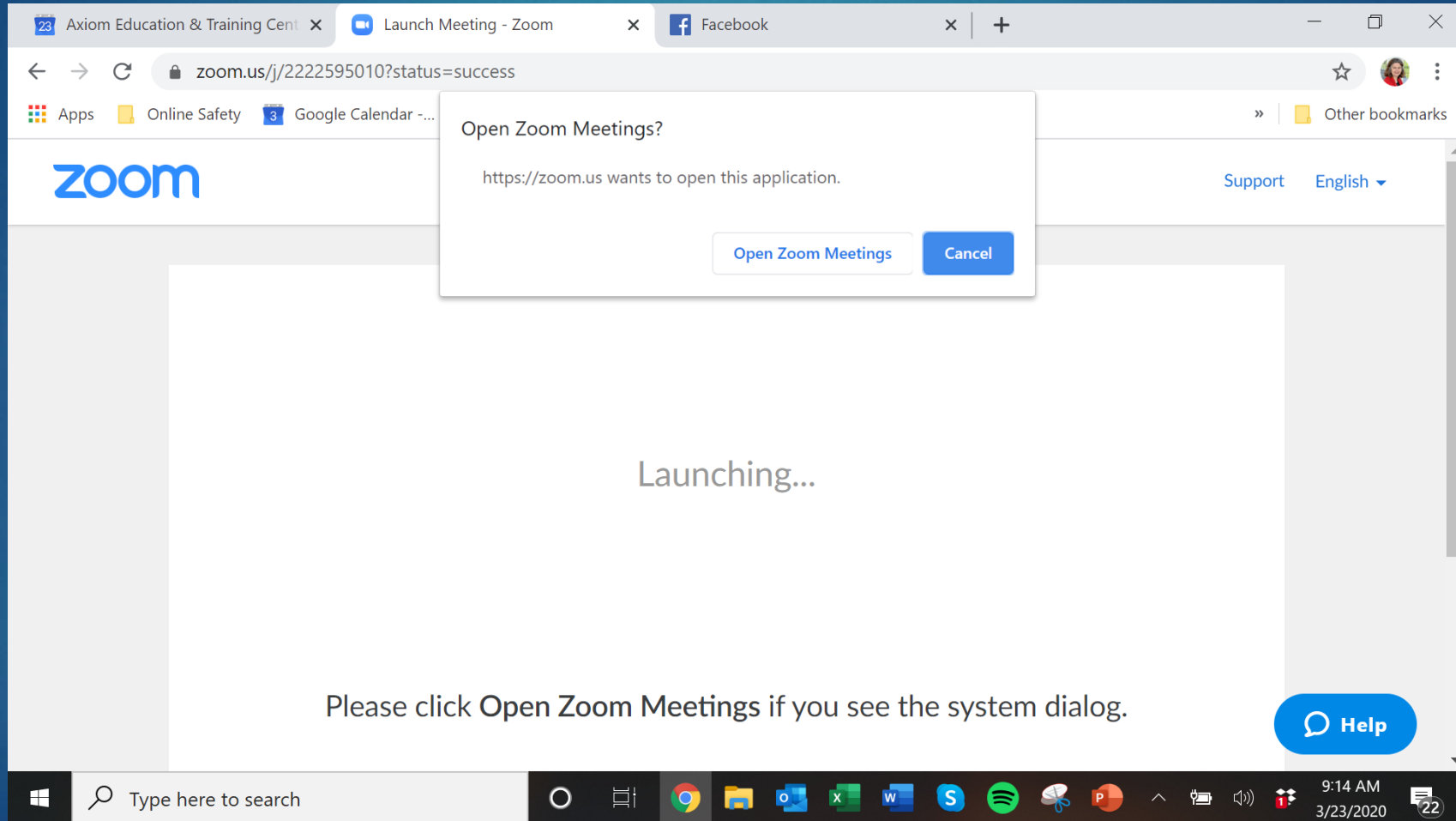
<https://zoom.us/j/5825808002>

Meeting ID: 582 580 8002

Before clicking on the link to go into the Zoom room:

- ▶ Figure out if you are going to be able to hear and speak over the computer or if you will use a phone.
- ▶ Computer needs a microphone & speakers (unmuted).
- ▶ If not sure, use phone the first time. You will need the meeting ID in the invitation for this.

Click on “Open Zoom Meetings”



Before Zoom lets you into the meeting:

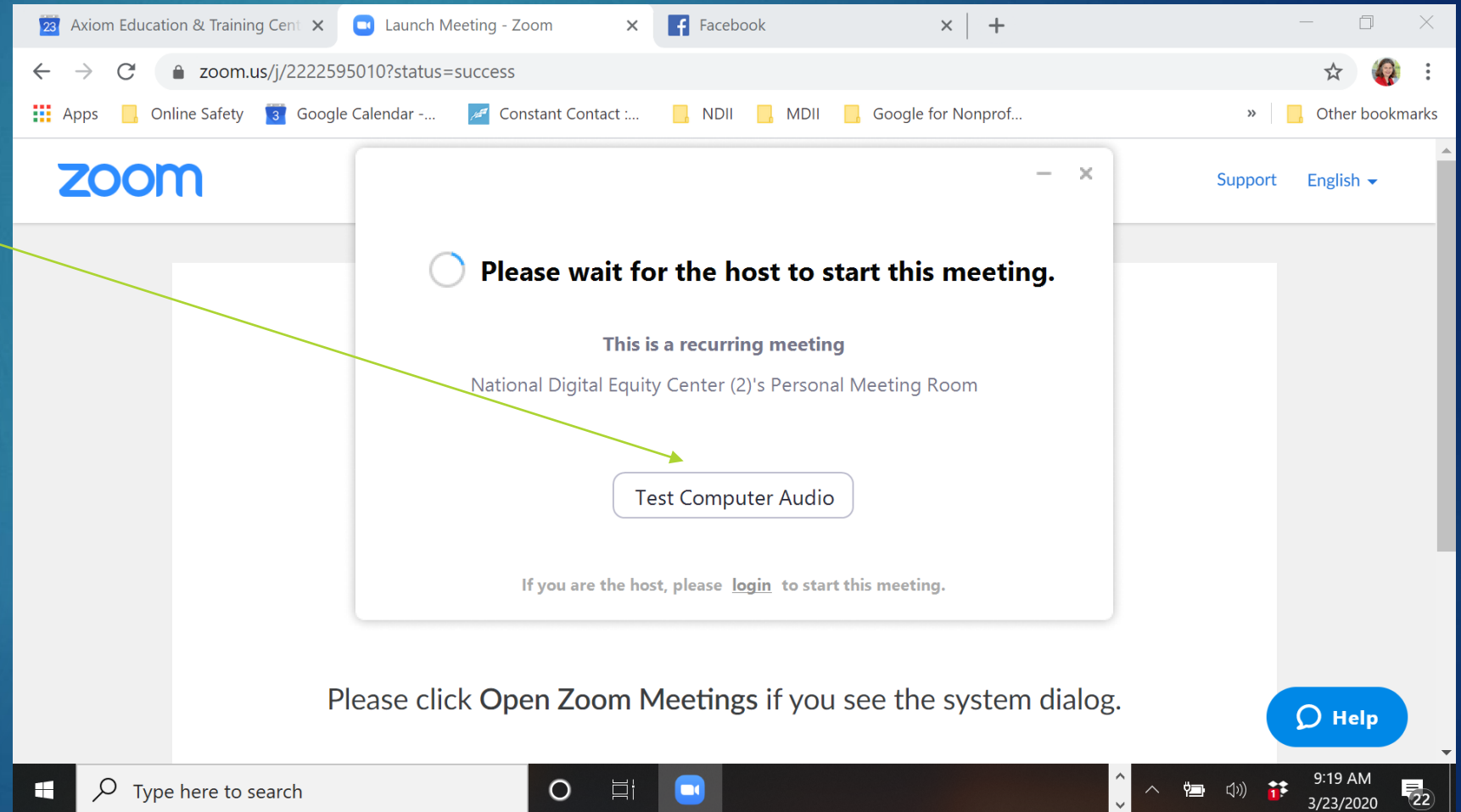
- ▶ If you are on a computer, it will require a small software download. That is okay. Please do it.
- ▶ If you are on a smartphone or tablet, you will need to download the free Zoom app.
- ▶ It will also ask for your name. Please enter at least your first name.

Test your computer mic/speakers

For your first session, go into Zoom before class starts

If you go in early,
you will see the test
audio button.

If your computer
audio doesn't work,
please use the
phone number in
the invitation.

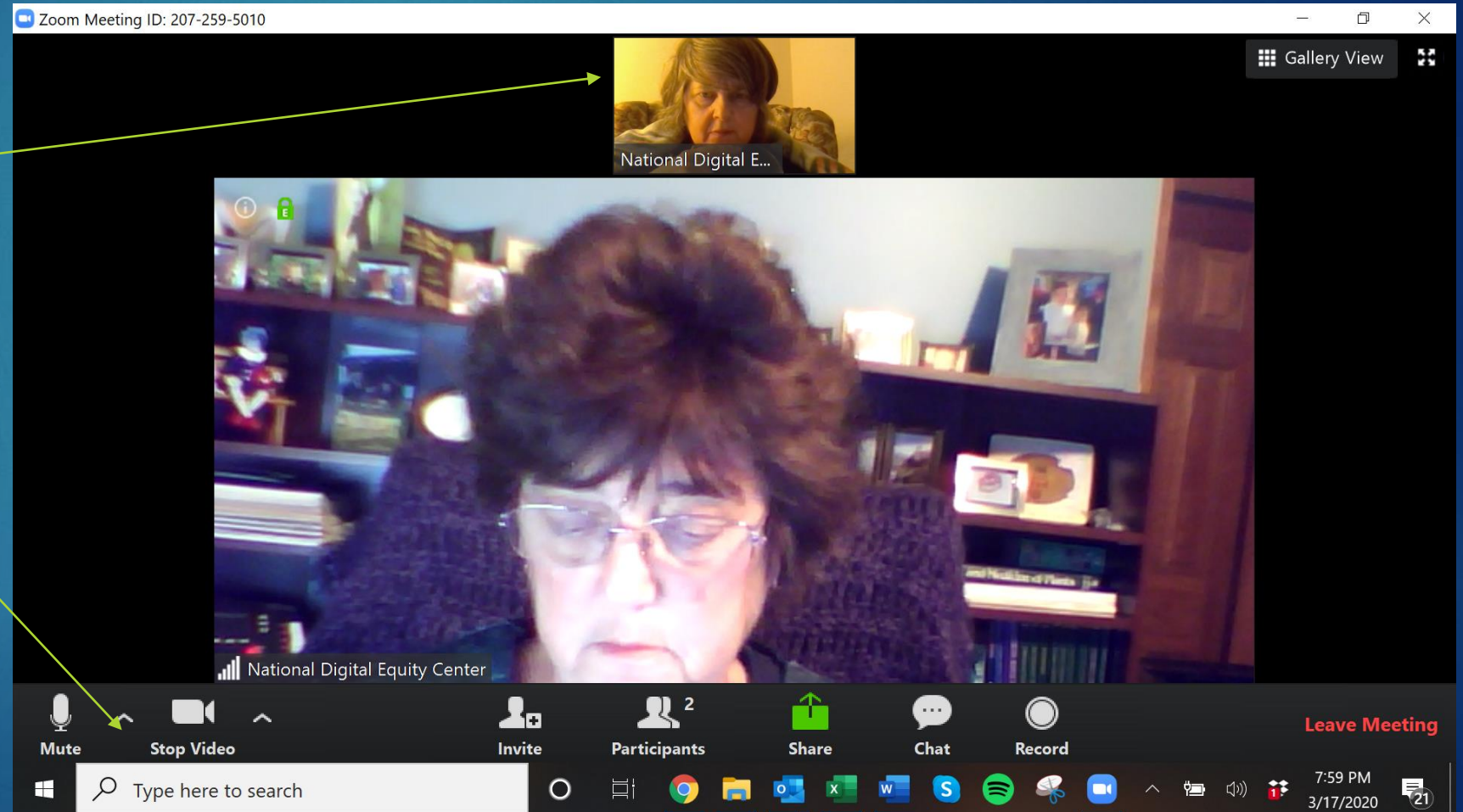


In the Zoom room

You will see whoever is speaking currently

If YOUR camera is on you will see yourself here

To get this bottom menu to come up, please point your mouse at the bottom of the picture of the person speaking

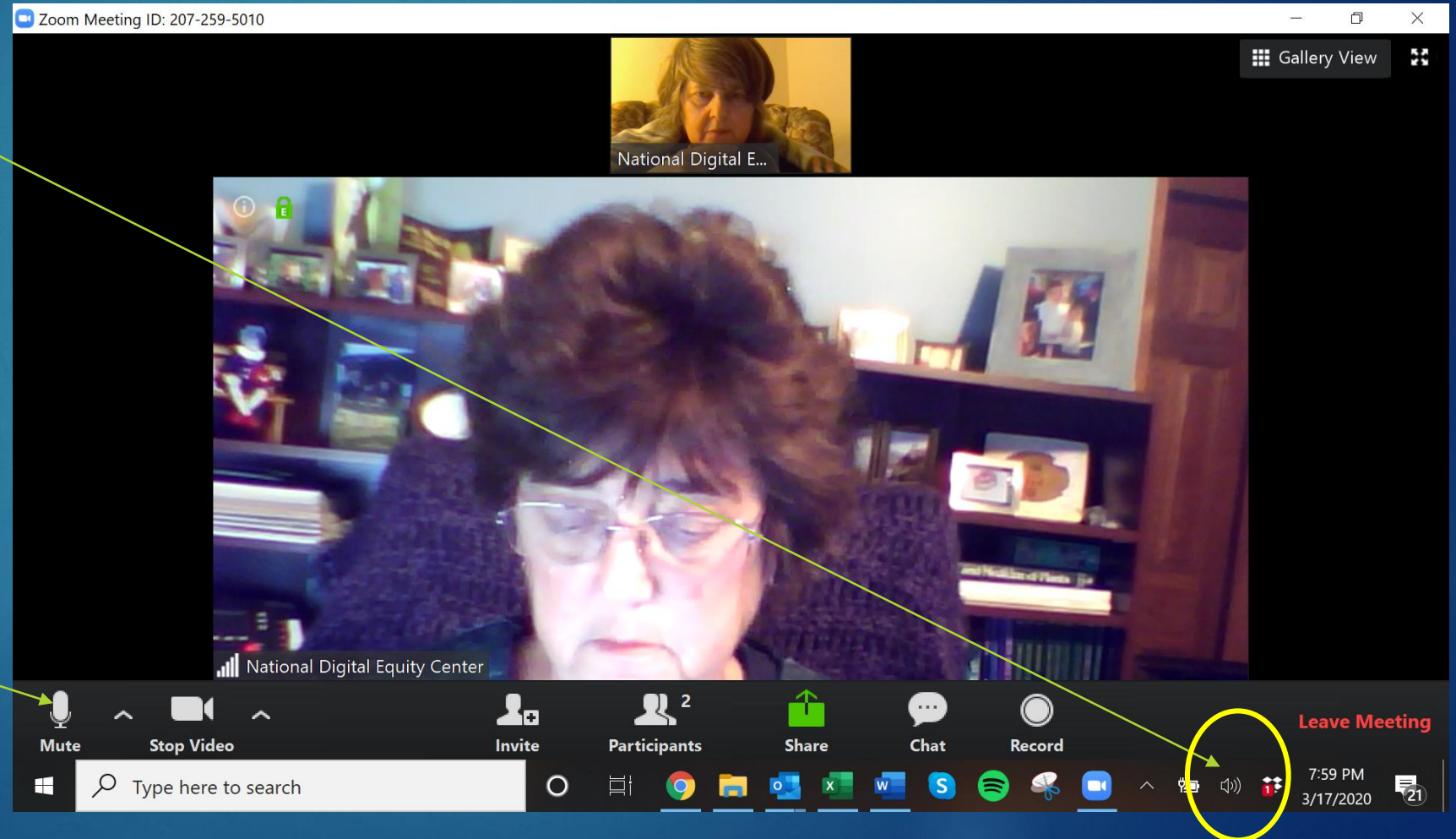


Using computer audio

If you can't hear and/or they can't hear you

Check to make sure your speaker on your computer is not muted. It will have an x to the right if it is muted.

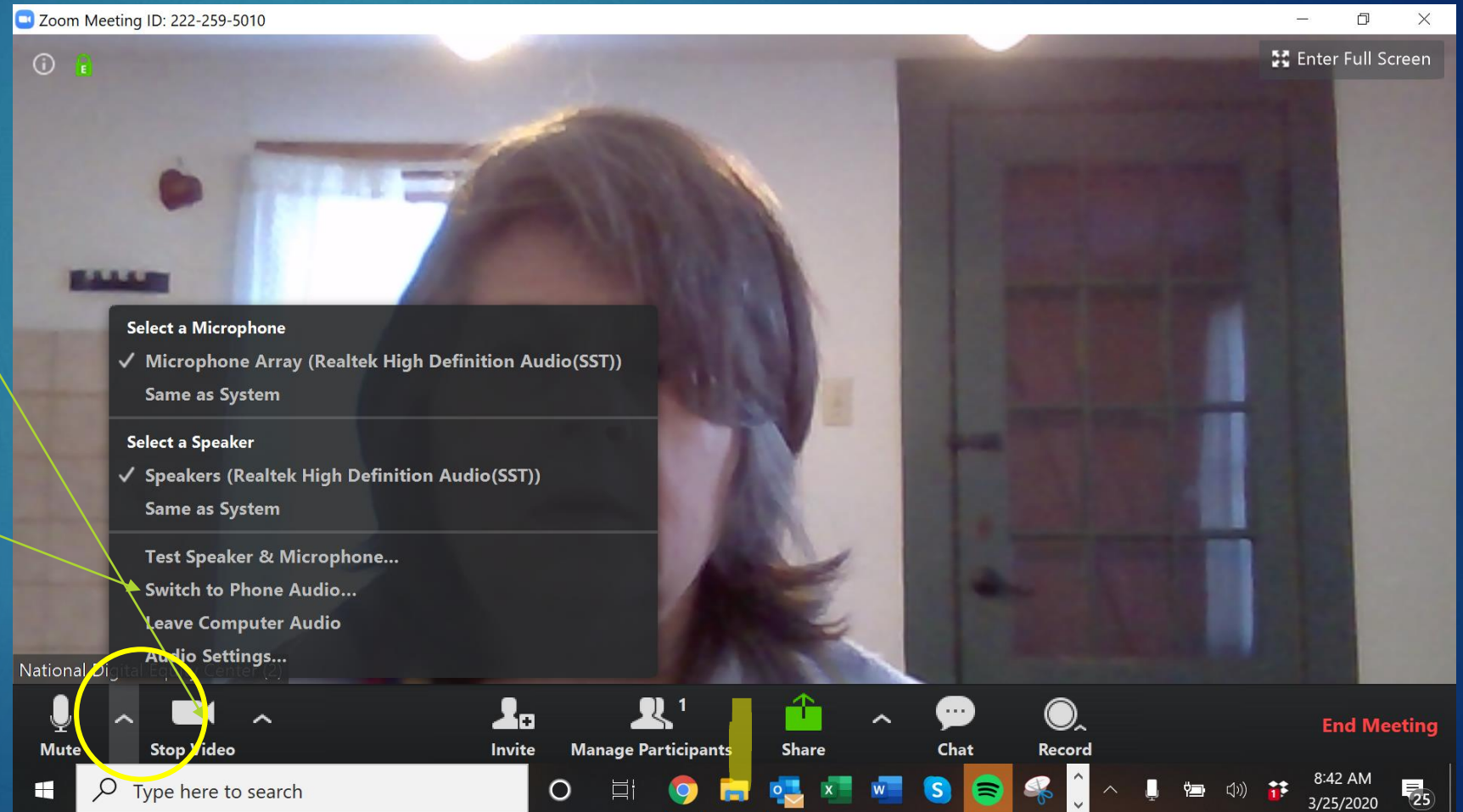
Check to make sure the microphone is not muted. The microphone in this picture is not muted.



If you still can't hear - Switching to phone audio

Click on this up arrow to get the audio menu to appear.

Then check "switch to phone audio". When you do that, it will give you a phone number and a meeting ID to enter the phone audio.



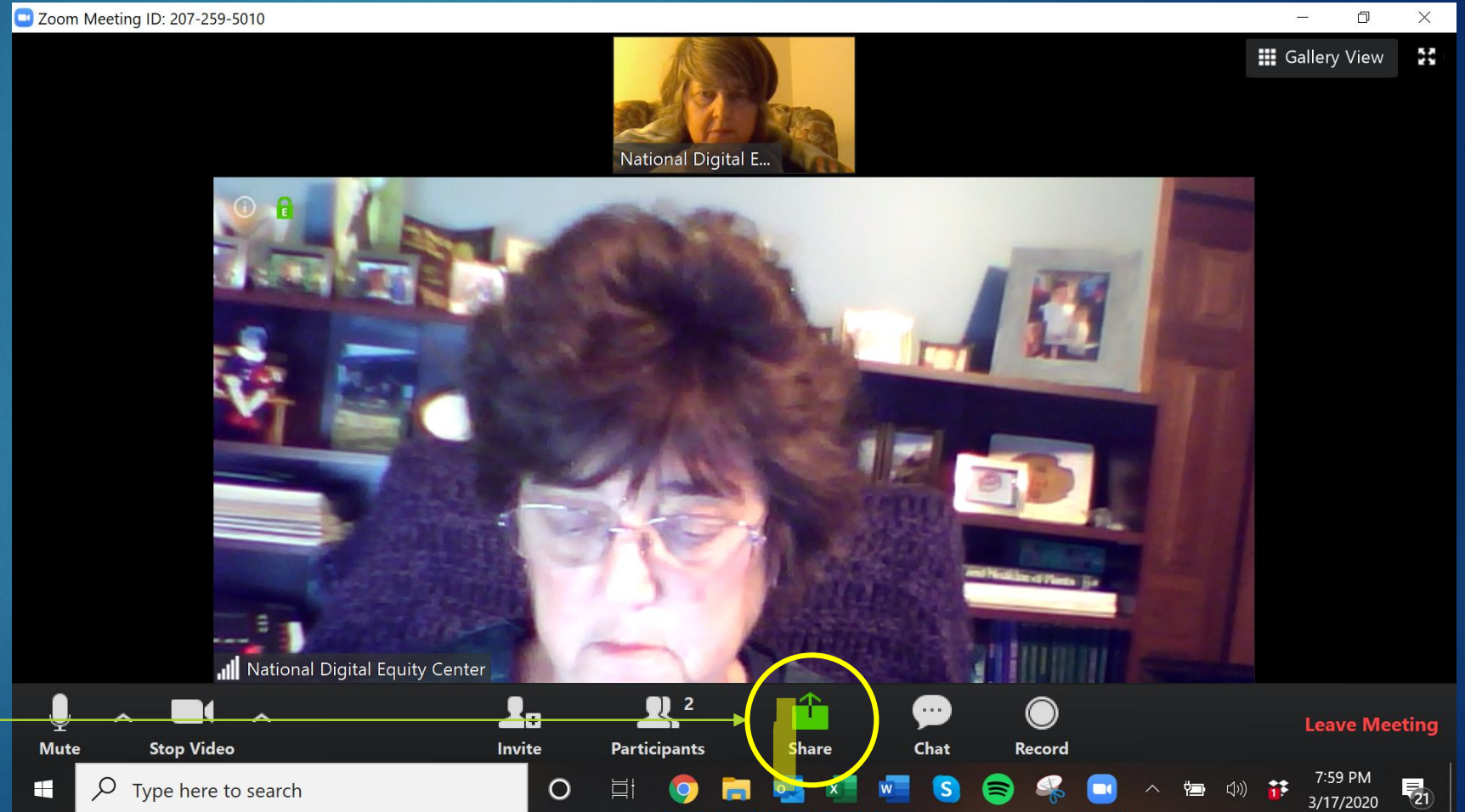
Sharing out your computer screen

For instructional webinars & online tutoring

Sharing your screen allows you to show everyone a document or website.

It allows an instructor to look over your virtual shoulder.

Click here to share.



Before you share your screen:

- ▶ Share the whole screen rather than just a particular program or browser window.
- ▶ Before you share, close everything you don't want someone else to see such as email, FaceBook, or games.
- ▶ The class instructor or meeting organizer is able to stop the share or you can.

A few more tips:

- ▶ **Video** - When participating with video on, everyone can see what you are doing in your room. If you are actually talking on the phone rather than listening, people will see that.
- ▶ **Audio** - When you are not the speaker, please mute your microphone. If you are not muted, people can hear everything including conversations you may be having with other people.

Do you want your own Zoom account? – It's free!

Go to www.zoom.us and click on Plans & Pricing

The Basic Free Plan limits groups to 40 minutes

YOU need to create an account, but your participants don't need one.

The screenshot shows the Zoom website's 'Plans and Pricing' page. The browser's address bar displays 'zoom.us/pricing'. The page features a navigation bar with links for 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES'. Below the navigation bar, there are links for 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. A green banner at the top of the pricing section states: 'We have developed resources to help you through this challenging time. Click here to learn more.' The pricing section is divided into four columns: 'Basic', 'Pro', 'Business', and 'Enterprise'. Each column lists the plan's name, target audience, price, and a 'Buy Now' or 'Sign up' button. The 'Basic' plan is free and includes a 40-minute limit on group meetings. The 'Pro' plan is \$14.99/month and includes 100 participants. The 'Business' plan is \$19.99/month and includes 300 participants. The 'Enterprise' plan is \$19.99/month and includes 500 participants. A 'Help' button is visible in the bottom right corner of the pricing section.

Plan	Target Audience	Price	Key Features	Action
Basic	Personal Meeting	Free	Host up to 100 participants Unlimited 1 to 1 meetings 40 mins limit on group meetings	Sign up, It's Free
Pro	Great for Small Teams	\$14.99 /mo/host	All Basic features + Includes 100 participants Need more participants? Meeting duration limit is 24 hrs	Buy Now
Business	Small & Med Businesses	\$19.99 /mo/host	All Pro features + Includes 300 participants Need more participants? Dedicated phone support	Buy Now
Enterprise	Large Enterprise-Ready	\$19.99 /mo/host	All Business features + Enterprise includes 500 participants Enterprise Plus includes 1,000 participants	Contact Sales

Sign up for a webinar or tutoring at www.digitalequitycenter.org/classes/

You can sign up for either a group webinar or individual online tutoring on a variety of topics.

If this is your first class/tutoring with NDEC, please complete the enrollment registration form at <https://enroll.Digitalequitycenter.org>

Maine Digital Inclusion Initiative

► For more info:

- www.digitalequitycenter.org
- classes@digitalequitycenter.org
- 207-259-5010