

Instructions for Accessing Your Virtual Workshop through Zoom



Guide for a Laptop or Desktop Computer



Created by Padraic Stanley, LCSW of Rush University Medical Center and adapted by the Wisconsin Institute for Healthy Aging

STEP ONE: Receiving an Invitation

First, complete the registration form for your upcoming workshop to include your current email address. The program coordinator will send you an email with a link to access the workshop.

In this email, you will see an important link (see image below). Save this email so that you can access this link each week, or write down the URL so you can type it into your browser each week.

From: Padraic Stanley Sent: Thu 4/2/2020 2:41
To: Padraic Stanley
Cc:
Subject: Zoom Invitation - Take Charge of Your Health

Please utilize the link below to access the Zoom workshop each week. Please try to access the meeting 15 minutes prior to the workshop start time.

The workshop will be Tuesdays, April 14th through May 19th
1:30-4:00pm

Click on this link to access the workshop: <https://rush.zoom.us/j/8563136237>

Padraic Stanley, MSW, LCSW | Program Coordinator, Rush Generations |
Department of Social Work & Community Health |
Rush University Medical Center |
T 312.942.2089 | F 312.942.6116
Pronouns: he/him/his

Please visit our website for available resources during the COVID-19 pandemic:
[Rush COVID-19 Community Resources](#)

STEP TWO: Downloading the Zoom App

You will have to decide if you are going to download Zoom onto your smartphone or tablet, or if you will download Zoom on your laptop or desktop. If you have a smart phone or tablet, we highly recommend you utilize this option.

Option 2: From your laptop or desktop computer

1. In your browser, go to <https://zoom.us/download>

2. As seen in the image below, click on “Download” under the option for “Zoom Client for Meetings”

The screenshot shows the Zoom Download Center page. At the top, there is a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING. A dark blue header contains links for REQUEST A DEMO, 1.888.799.9666, RESOURCES, and SUPPORT. A light green banner below the header reads: "We have developed resources to help you through this challenging time. [Click here](#) to learn more." The main content area is light blue and features the "Download Center" title and a "Download for IT Admin" dropdown menu. The "Zoom Client for Meetings" section is highlighted, with a blue "Download" button circled in red. Below the button, the text reads "Version 4.6.9 (19253.0401)". The "Zoom Plugin for Microsoft Outlook" section is partially visible below, with a blue "Help" button.

3. Clicking this link will prompt your browser to download the software to install the *Zoom* app onto your computer. This looks different on Mac or PC computers. Follow the prompts and finish installing Zoom onto your desktop.

STEP THREE: Joining the Virtual Workshop

From your laptop or desktop computer

1. From your invitation email, click the link to access the workshop.

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To: Padraic Stanley
Cc:
Subject: Zoom Invitation - Take Charge of Your Health

Please utilize the link below to access the Zoom workshop each week. Please try to access the meeting 15 minutes prior to the workshop start time.

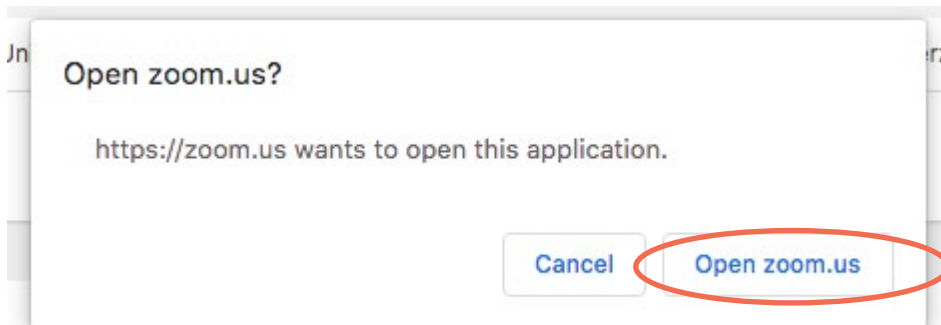
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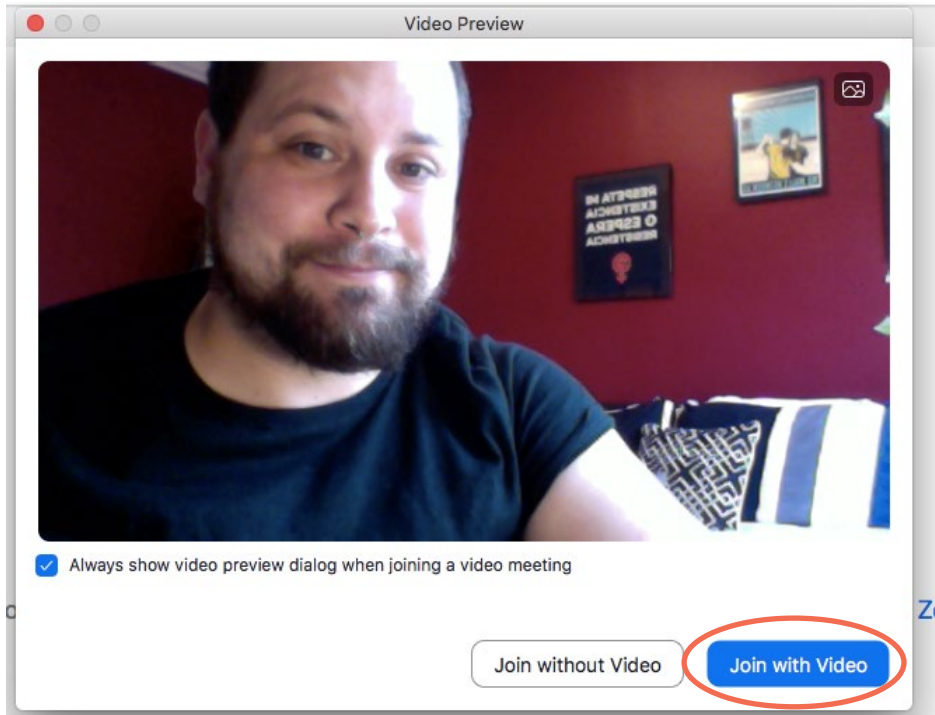
2. Clicking this link will open up another screen. On this screen, if you have properly installed the Zoom app to your computer, you will see the following message (see below).
3. Click “Open zoom.us”



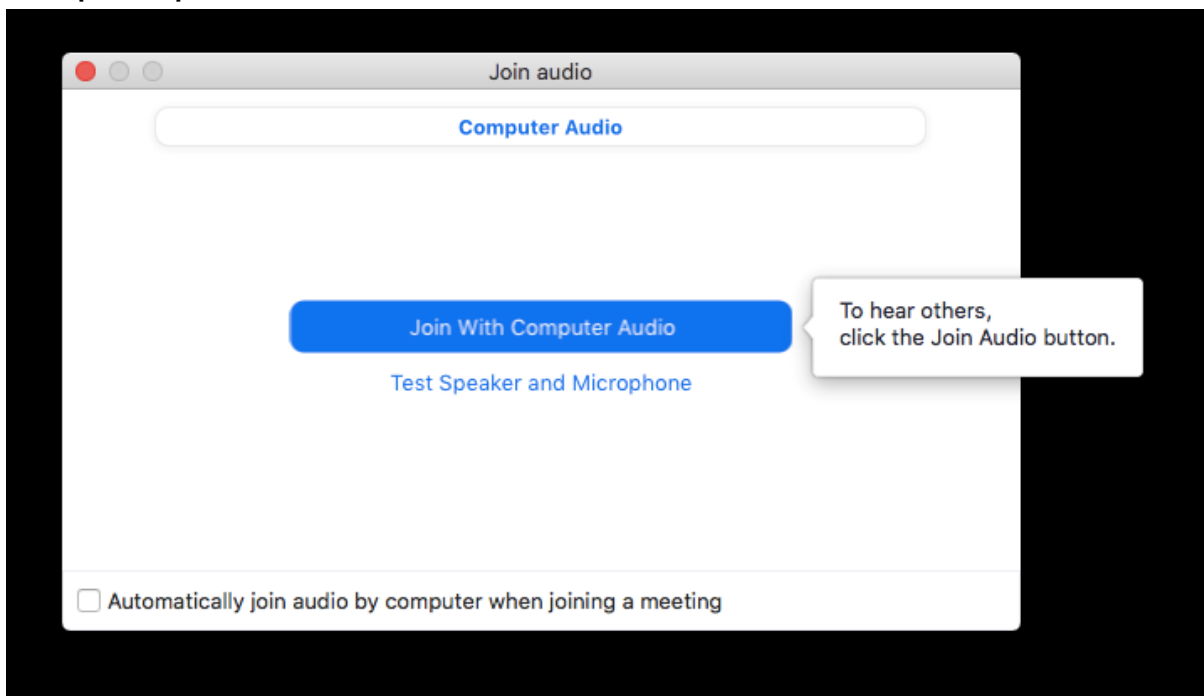
4. The Zoom app should launch and you will see the message below asking for your name. Type in your name and click “Join”



5. Once you click join, a screen will pop up titled “Video Preview” and your webcam (if you have one) will turn on. At this point, no one else can see your video, only you! Click “Join with Video.”



6. You will then need to turn on your audio. Most computers will only prompt you to use your computer audio. First, try testing your speaker and microphone by clicking “Test Speaker and Microphone” and follow the prompts.



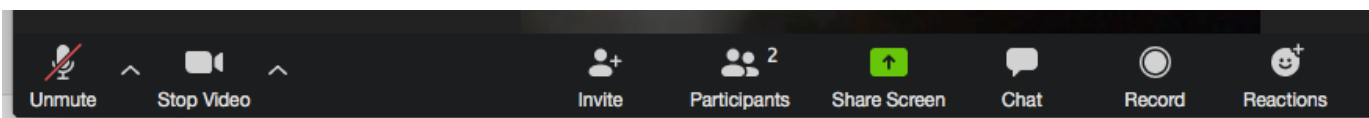
If this does not work, call your program leader and ask for the call-in information. That way, you will be able to see and hear everything, as well as participate fully.

7. You should now be able to see and hear all the other participants who have logged on already.

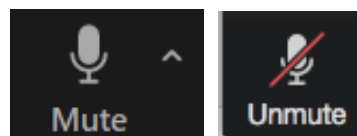


STEP FOUR: Controls During the Workshop

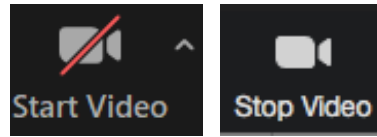
Here are the different controls you should know about to participate in the workshop once you are in:



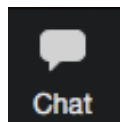
Mute & Unmute: This function is incredibly important. All participants will be muted by the facilitators. However, you can unmute yourself to talk. You can toggle between muting and unmuting by clicking or tapping the mute symbol on the bottom of your screen.



Stop Video: We want to encourage everyone to utilize their video function if at all possible; however, if for some reason you need to turn off your video, you can turn your camera on and off clicking or tapping the camera symbol.



Chat Function: If you have questions that come up when the facilitators have your microphone muted, or if you feel more comfortable typing in your questions or participation, feel free to click/tap on the chat icon. This will open up a chat box, and you can type in your question. You can also click/tap on the chat box to see what other participants are writing. On your mobile device or tablet, you will have to tap “More” and then tap “Chat”



Different Views:

On Your Laptop or Desktop Computer

The Default Setting will always show the video of whoever is speaking. If multiple people are speaking at the same time, the video will show whoever may be speaking louder. If you would like to switch to see everyone’s video, select “Gallery View” in the top right.

Speaker View



Gallery View

