Instructions for Accessing Your Virtual Workshop through *Zoom*

Guide for a Laptop or Desktop Computer

zoom

wiha
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.

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"

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.

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"

Open zoom.us?

https://zoom.us wants to open this application.

Cancel   Open zoom.us
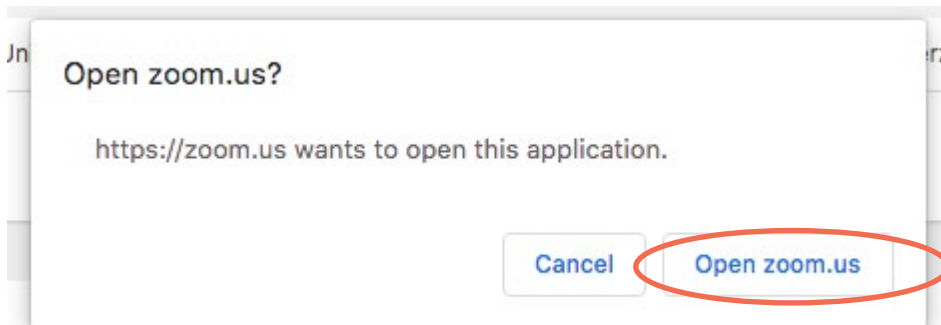
4. The Zoom app should launch and you will see the message below asking for your name. Type in your name and click "Join"

Join a Meeting

Your Name   Padraic

☑ Remember my name for future meetings

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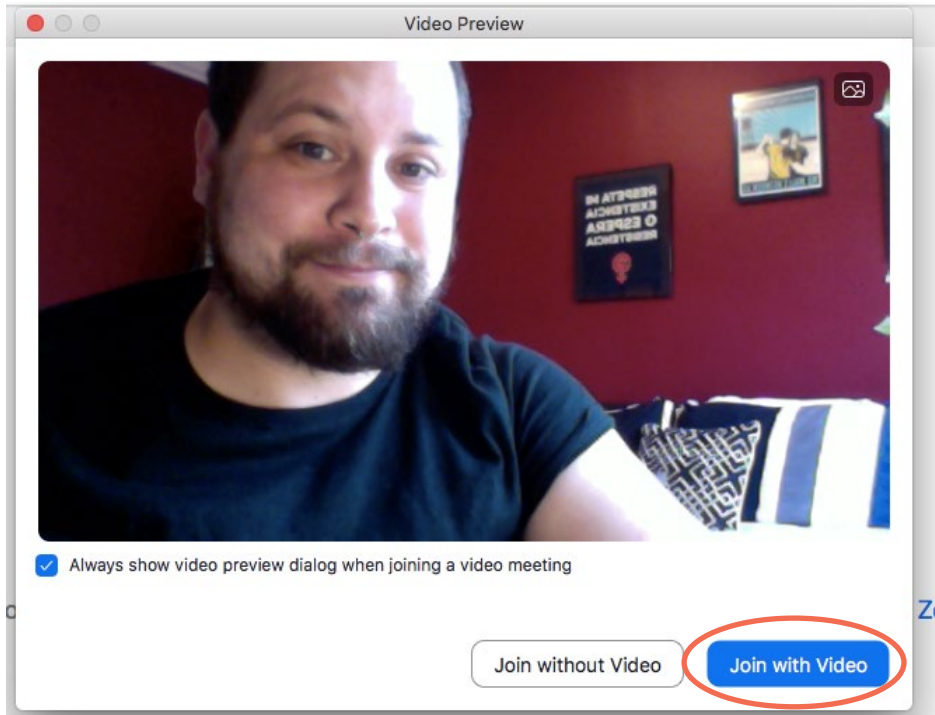
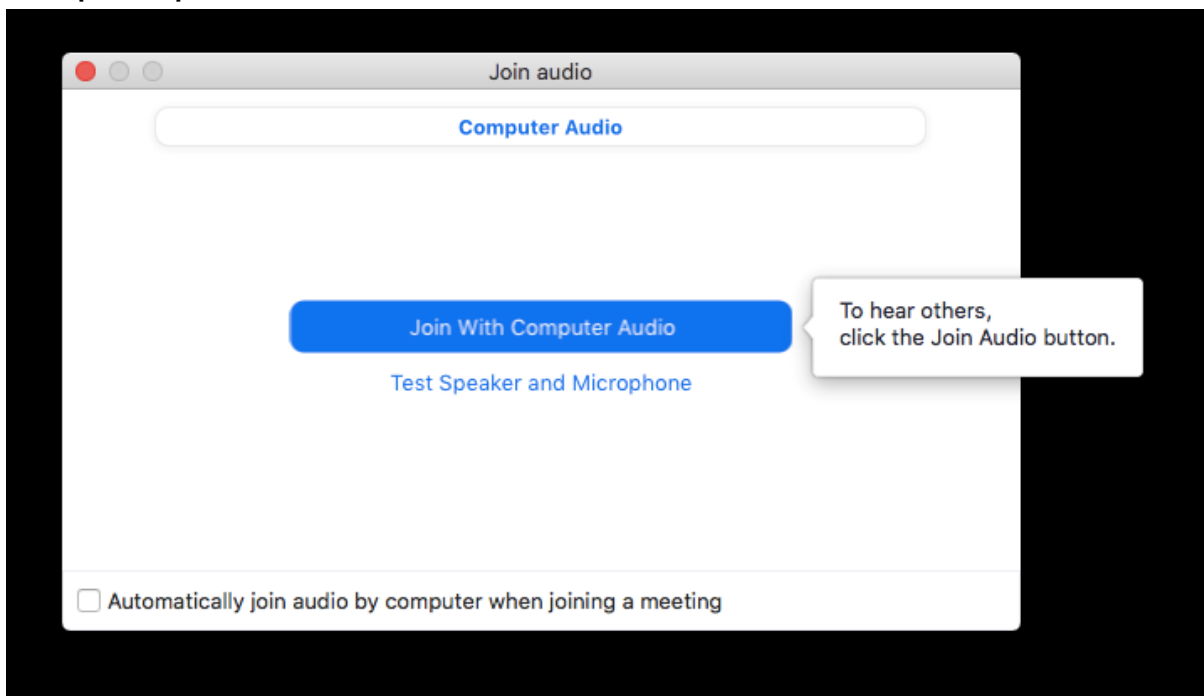
6. You will then need to turn on your audio. Most computers will only prompt you to use your computer audio. First, try testing your speaker and microphone by clicking "Test Speaker and Microphone" and follow the prompts.

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:
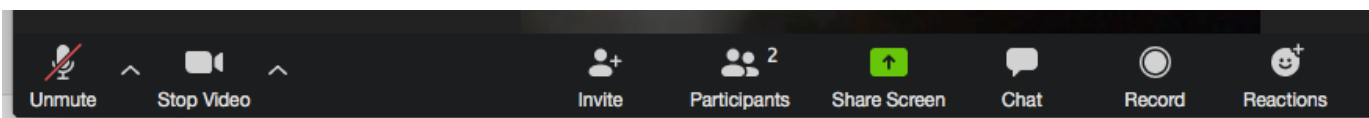

Mute & Unmute: This function is incredibly important. All participants will be muted by the facilitators. However, you can unmute yourself to talk. You can toggle between muting and unmuting by clicking or tapping the mute symbol on the bottom of your screen.
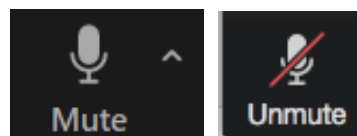
Stop Video: We want to encourage everyone to utilize their video function if at all possible; however, if for some reason you need to turn off your video, you can turn your camera on and off clicking or tapping the camera symbol.
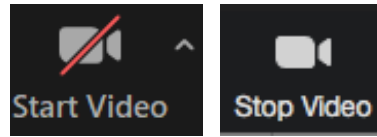
Chat Function: If you have questions that come up when the facilitators have your microphone muted, or if you feel more comfortable typing in your questions or participation, feel free to click/tap on the chat icon. This will open up a chat box, and you can type in your question. You can also

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"
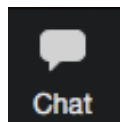
Different Views:

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.