

# Instructions for Accessing Your Virtual Workshop through Zoom



## Guide for a Tablet or Smartphone



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 14<sup>th</sup> through May 19<sup>th</sup>  
1:30-4:00pm

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

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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.

### From a tablet or smartphone

1. Find and Download the Zoom Application to your phone
  - a. On Apple products, you will do this from the App Store.
  - b. On Android or other products, you will download apps from Google Play.

The icon for the app should look like this:

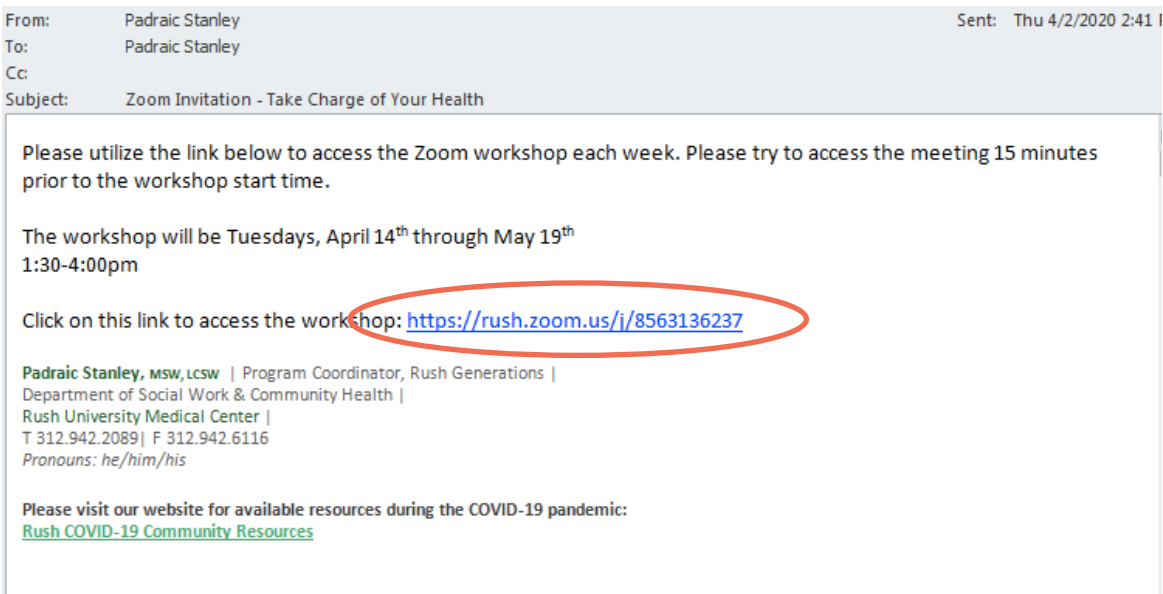


2. Confirm the app has downloaded
  - If you open the app before the workshop, the app will ask for permission to utilize your microphone and camera. Allow the application access to both.
  - *Zoom* will only access your microphone and camera when you are actively in a *Zoom* meeting and give it permission to do so.
3. You are done! The application has been installed on your device. When it's time for the workshop, you simply click on the link in your email or type that link into the browser, and the app will launch. For further instructions, read "Accessing the Workshop"

## STEP THREE: Joining the Virtual Workshop

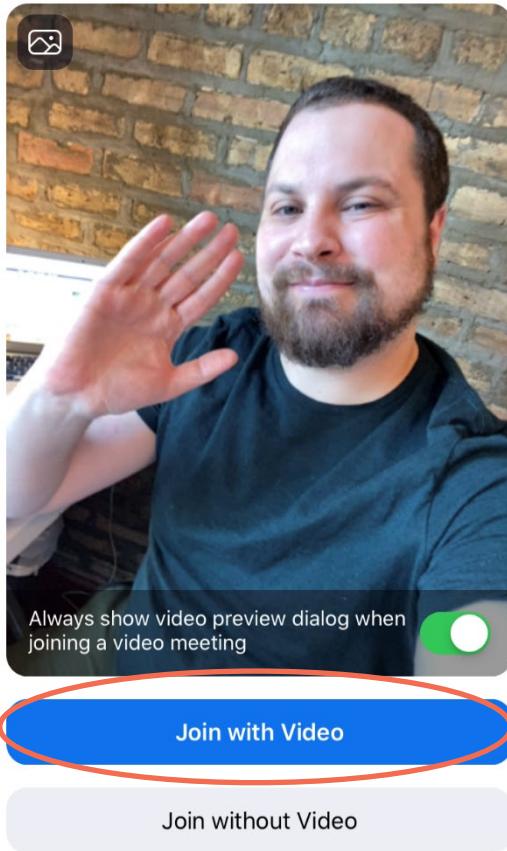
### Option 1: From your tablet or smartphone

1. From the invitation email, tap the link to access the workshop.



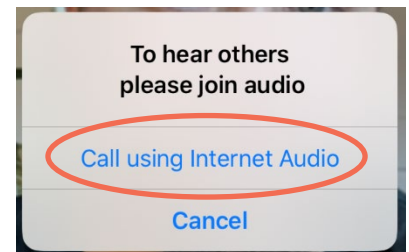
2. If you already have the Zoom app installed on your device, the meeting will launch automatically.

### Video Preview



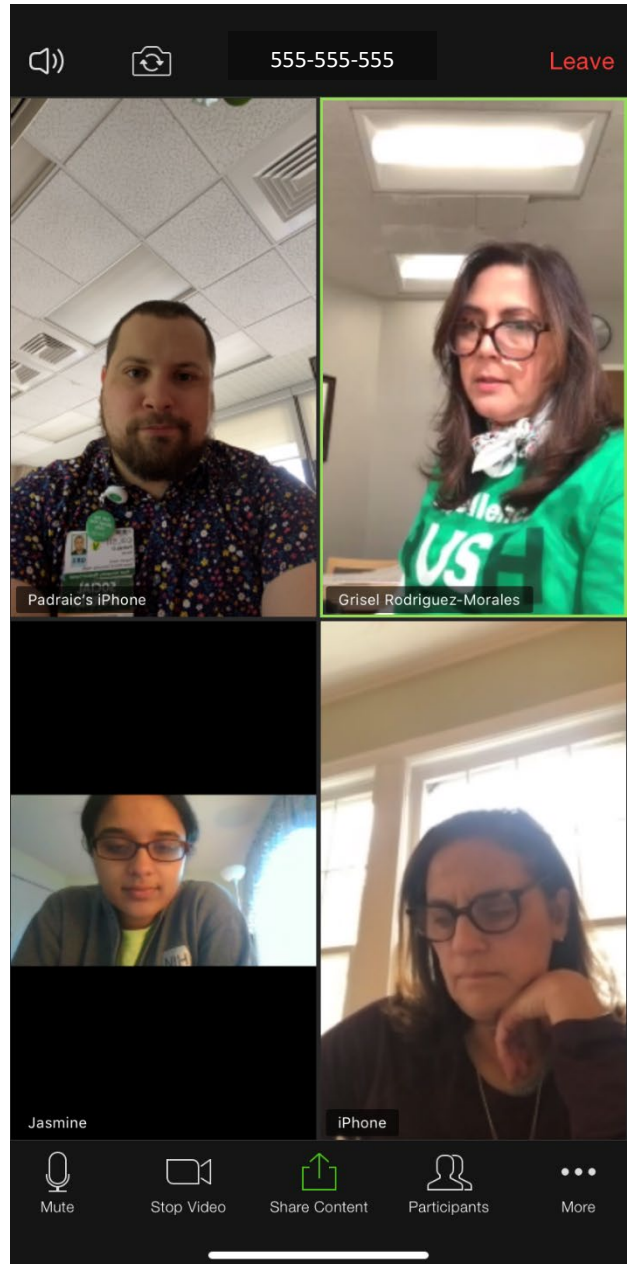
3. Once the app loads, your camera will turn on and you will see the “Video Preview” (see to left). Don’t worry, at this point no one can see your video, only you! If your video does not show up, it’s because you have not given the Zoom app the permission to use your camera. The app may prompt you to change that. Once your video is showing up on your screen, tap “Join with Video” (see photo).

4. After you tap “Join with Video,” you will be prompted to turn on your audio with a prompt that says “To hear others, please join audio.”



5. On your tablet or mobile device, you will typically only have two options: “Call Using Internet Audio” or “Cancel”—tap “Call Using Internet Audio”. This option will utilize the speaker and microphone on your smartphone or tablet.

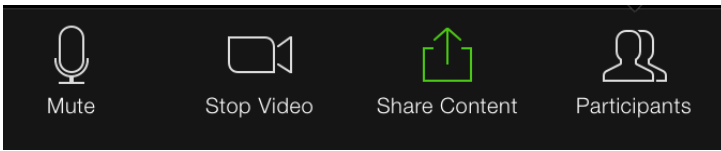
6. Congratulations! You are in the workshop! You should be able to see and hear other participants, and other participants should hear you. For more information, read “Controls During the Workshop.” The screen should look similar to this photo:



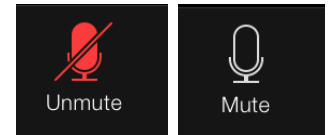


## STEP FOUR: Controls During the Workshop

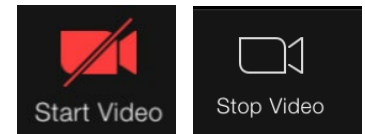
Here are the different controls you should know about to participate in the workshop once you are in:



**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.

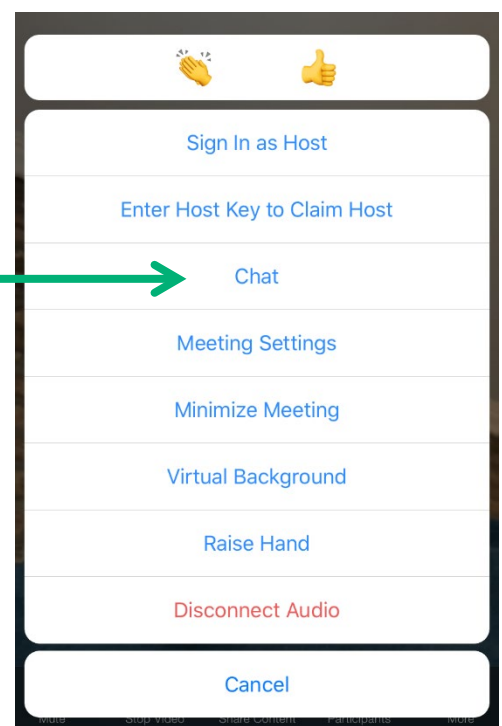
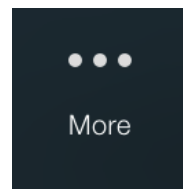


**Stop Video:** We want to encourage everyone to utilize their video function if at all possible; however, if for some reason you need to turn off your video, you can turn your camera on and off clicking or tapping the camera symbol.



**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 Tablet or Mobile Device**

You can swipe left and right to change your views. The first window will show the video of whoever is speaking. The second window will show a grid of up to four participants at a time.