How to Participate in a Zoom Meeting

The Institute for Learning in Retirement (ILR) at Baldwin Wallace University has chosen Zoom Video conferencing as a safe and effective method for you to be able to attend the great classes offered by the ILR from the comfort and safety of your home.

Step #1 - Your Setting

Lighting:

 A few days or hours in advance of the scheduled meeting, please find an area in your home that is well lighted. It is best to have the lighting overhead or in front of you.

Background Setting:

If possible, do NOT have any lighted lamps or windows BEHIND you.

Back lighting (lighting in the background of the subject) makes your image on screen appear dark. The lighter behind you, the darker your image will appear.

Seating:

Use a comfortable chair but one on which you can sit up straight to enable you to look directly at the camera on the device you'll be using for the meeting whether it be your computer /laptop / phone or tablet.

Equipment:

A laptop or desktop computer works best especially for a meeting. Ideally, your device should have a camera, microphone, and speakers. This will enable others in the class to see you and enable you to fully participate in the Zoom class.

Please note: You do not need a camera to participate in a meeting. You do need a microphone and speakers. Most laptops and tablets have at this equipment built in.

If you are planning to use your phone or tablet device, make sure you have a stand to set the device on. It can get uncomfortable to hold a phone or tablet for any length of time. For best viewing of the meeting, make sure your phone is set upon the stand in a horizontal position.

Step #2 - Zoom App

If this will be your first time on a Zoom meeting, please download the Zoom 5.0 app on your device today or ASAP. Make sure you download the app to the device you will be using for the class.

We encourage you to take ILR's 'How to Zoom' training classes held at 10 AM and 2 PM

 on the following dates: September 9, 10, 11, 16, 17, 18. Invitation links will be sent by email.

Go to zoom.us/download to download the app, "Zoom Client for Meetings" and follow the prompts. Or click on the link below.

https://zoom.us/client/latest/ZoomInstaller.exe

For a tablet or phone, go to the app store and download the Zoom app for free. Click "Allow" when prompted.

You may also download Zoom at the same time your register for class by using the down load link in each of the course descriptions offered on ILR"s registration pages on the ILR Website ilrbw.org

Downloading this app to your device is FREE. It does not cost you anything. Downloading the app now will save you time when you come into the meeting.

For even more information on downloading your Zoom app, please check out this video created especially for ILR at Baldwin Wallace University by our very own Teaching Team. The Teaching Team created this highly informative, easy to follow video tutorial just for you:

ILR Tutorial Video: "How to download Zoom and go to your first meeting"

https://bit.ly/39vRrX2

Step #3 - Receiving the Zoom Invitation

A few days before the Zoom meeting, check your email for an invitation from the Host. Please keep that email. You will need that email and the link it contains to log in to the class.

Note: The "Host" is the person who initiates the meeting, sends the email invitation to attendees, and admits the attendees into the meeting.

The invitation will contain:

 - Meeting ID number: 9, 10 or 11-digit number

- Password: 6-digit number for security (if required)

- Host (Coordinators) Name and phone number - in case you need assistance.

Step #4 - Entering a Zoom Class

Please plan to log into Zoom about 15 minutes before the class is scheduled to begin. In case you have any difficulty or need assistance, this 15-minute window will give you ample time to contact your coordinator for help.

Because you will already have installed the Zoom app, (see Step #2)

Click on the link included in the confirmation email you received from the Host.

Once the Zoom application opens, select "Open Zoom" in the dialog box that pops up.

 (Note: if you have not downloaded and installed Zoom app yet, not to worry. You will see a download link once you open the Zoom window from the link). Click Allow when prompted.

If asked, please enter the Meeting ID (Passcode) and the Password (Access Number) from the confirmation email.

Then click "Join." The Coordinator will place you in the class "waiting room" with other participants until the class is ready to begin.

Things You Should Know

When you enter the online session, your microphone will be automatically muted so you can hear but not be heard. The Host may change this option.

Chat: If you have a comment or question during the presentation, you can click "Chat" and enter your comments. The coordinator will convey them to the presenter for response. Chat is located by scrolling or rolling your mouse to the bottom of your screen.

IMPORTANT: If microphones are unmuted by the Coordinator, be careful to not speak over someone already talking.

IF YOU HAVE ANY QUESTIONS, PLEASE SEND AN EMAIL TO THE ILR HELP DESK AT: ilrhelpdeskbwu@gmail.com