Zoom 101 for Bard LLI
This document covers how to...

- Be heard, or not heard
- Be seen, or not seen
- Know who is talking
- Enlarge your view of the presenter
- See who else is here
- Raise your hand to ask a question
- Message/chat
- Leave
- Get more help
Dear Rory,

We are delighted that you registered for this course:

- **Course name:** T2D, Opera as Politics
- **Course dates:** Thursdays, September 24th through November 5th
- **Course time:** 11:00 a.m. – 12:30 p.m.

We are the team that will be working to make your learning experience enjoyable. The course instructor team includes:

- **Producer & Presenter:** Chuck Mishan [cmishan@lli.bard.edu](mailto:cmishan@lli.bard.edu)
- **Session Manager:** Carmela Gersbeck [cgersbeck@lli.bard.edu](mailto:cgersbeck@lli.bard.edu)
- **Session Manager:** Rory Carlton [rcarlon@lli.bard.edu](mailto:rcarlon@lli.bard.edu)

**Zoom Meetings**

The Zoom meetings for this course use the same links each week, as shown below:

To join the Zoom Meeting, click: [https://lli.bard.zoom.us/j/82603847335](https://lli.bard.zoom.us/j/82603847335)

Meeting ID: 826 0384 7335

One tap mobile

+19252056099, 82603847335#

To dial-in: +1 929 205 6099
Meeting ID: 826 0384 7335

**New to Zoom?**

Learn how to join Zoom online meetings and the controls that are available within the meetings at this link: [https://lli.bard.edu/how-to](https://lli.bard.edu/how-to)

Do you want a bit more practice with Zoom? You will receive an optional Zoom meeting invite before classes begin so you can practice.

**Reminders**

- Please arrive on time for the Zoom meetings.
- Make sure your microphone is on and your camera is off unless instructed otherwise.
- If you have any questions or concerns, feel free to contact us.

Thank you for choosing this course. We look forward to a productive and engaging learning experience with you.

Best regards,

[lli.bard.edu]
“Mute” yourself so others can’t hear you

PC or MAC

Click the microphone to “mute” yourself.
(Avoid the little arrow to the right of it)

iPAD or TABLET

1. Tap anywhere to bring up the menu
2. Tap the headphones to “mute” yourself
"Unmute" yourself so everyone can hear you

PC or MAC

Click the microphone again. (Avoid the little arrow to the right of it)

iPAD or TABLET

1. Tap anywhere to bring up the menu
2. Tap the headphones again
Hide yourself so others can’t see you

PC or MAC

1. Tap anywhere to bring up the menu
2. Click the video camera to hide yourself. (Avoid the little arrow to the right of it)

iPAD or TABLET

1. Tap anywhere to bring up the menu
2. Tap the video camera to hide yourself
Un-hide yourself so everyone can see you

PC or MAC

Click the video camera again. (Avoid the little arrow to the right of it)

iPAD or TABLET

1. Tap anywhere to bring up the menu
2. Tap the video camera again
Know who is talking

PC or MAC

Yellow outline around speaker

iPAD or TABLET

Green outline around speaker
Enlarge your view of the presenter

PC or MAC

- Click “Speaker View”

Oops! If you click on the right of “Speaker View,” the whole Zoom window will expand to fill your entire screen. This can be confusing if you do it by accident! If this happens, to go back to the normal view, press the Esc key on your keyboard.

iPAD or TABLET

1. Tap anywhere to bring up the menu
2. Tap “Switch to Active Speaker”
Switch back to the “Brady Bunch”

PC or MAC

Oops! If you click on ☰ to the right of “View,” the whole Zoom window will expand to fill your entire screen. This can be confusing if you do it by accident! If this happens, to go back to the normal view, press the Esc key on your keyboard.

iPAD or TABLET

1. Tap anywhere to bring up the menu
2. Tap “Switch to Gallery View”

Click “View”
See who else is here

PC or MAC

1. Click the Participants icon
2. The Participants panel will appear

iPad or Tablet

1. Tap anywhere to bring up the menu
2. Tap the Participants icon
3. The Participants panel will appear
Raise your hand to ask a question

**PC or MAC**
1. If necessary, click the Participants icon
2. Click to raise your hand

**iPAD or TABLET**
1. Tap anywhere to bring up the menu
2. Tap the Participants icon
3. Tap to raise your hand
Message or chat

PC or MAC

If necessary, click the Chat icon

1 Tap anywhere to bring up the menu

iPad or Tablet

2 Tap the More icon

3 Tap “Chat”
Message or chat

PC or MAC

1. Choose who will see the message

2. Choose who will see the message

3. Type the message here. Hit the Return key to send it.

iPAD or TABLET

4. Choose who will see the message

5. Type the message here, then tap “Send”
PC or MAC

1. Click the Leave button

iPAD or TABLET

1. Tap anywhere to bring up the menu
2. Tap the Leave button
Get help

PC or MAC

1. Start Chat
2. Choose “Host”
3. Type a message here. Hit the *Return* key to send it.

iPAD or TABLET

1. Start Chat
2. Choose “Host”
3. Type a message here, then tap “Send”