

Zoom 101 for Bard LLI

Bard Lifetime
LLI Learning
Institute



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

Getting in

Welcome to Bard LLI T2D Opera as Politics

Dear Rory,

We are delighted that you registered for this course:

- Course name: **T2D. Opera as Politics**
- Course date(s): **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 Mishaan** cmishaan@lli.bard.edu
- Session Manager: **Carmella Gersbeck** cgersbeck@lli.bard.edu
- Session Manager: **Rory Carlton** rcarlton@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://libard.zoom.us/j/82603847335>

Meeting ID: 826 0384 7335

One tap mobile
+19292056099,,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-join-zoom-meetings>

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

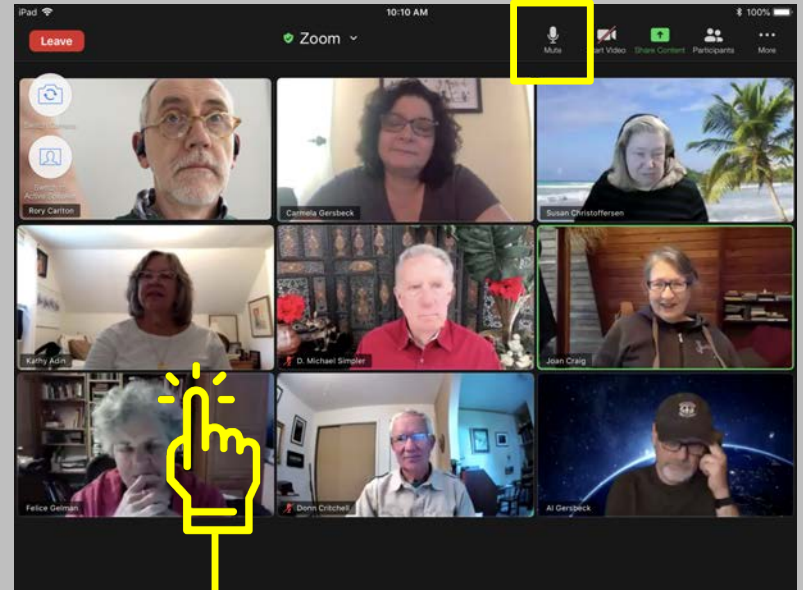
“Mute” yourself so others can’t hear you

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

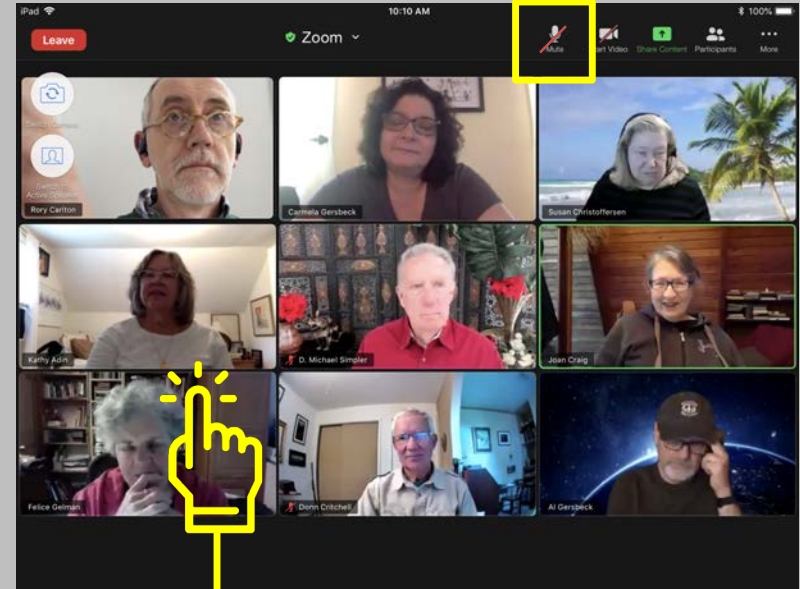
PC or MAC



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

iPAD or TABLET

2 Tap the headphones again



1 Tap anywhere to
bring up the menu

Hide yourself so others can't see you

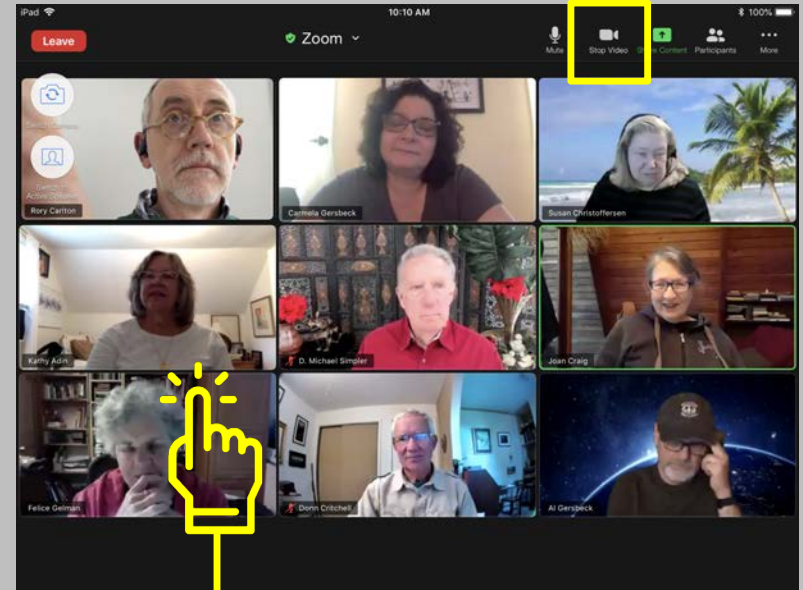
PC or MAC



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

iPAD or TABLET

2 Tap the video camera to hide yourself



1 Tap anywhere to bring up the menu

Un-hide yourself so everyone can see you

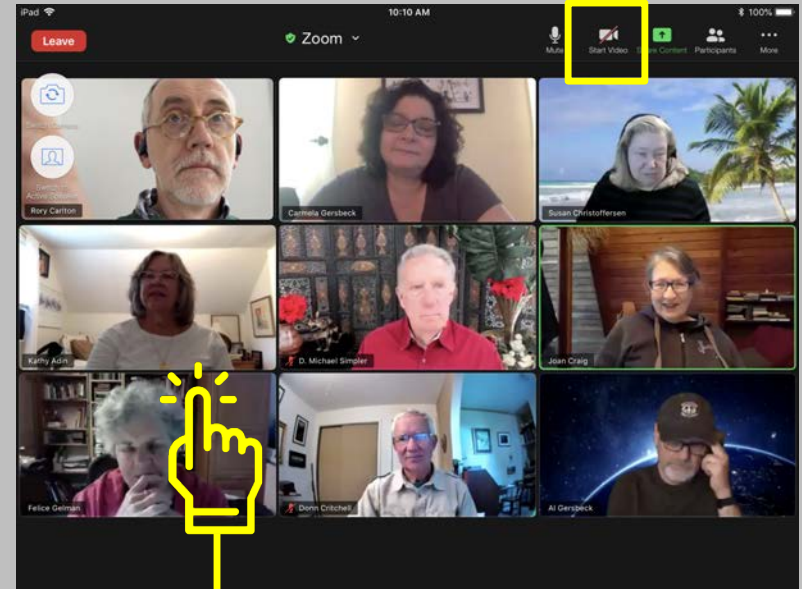
PC or MAC



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

iPAD or TABLET

2 Tap the video camera again



1 Tap anywhere to
bring up the menu

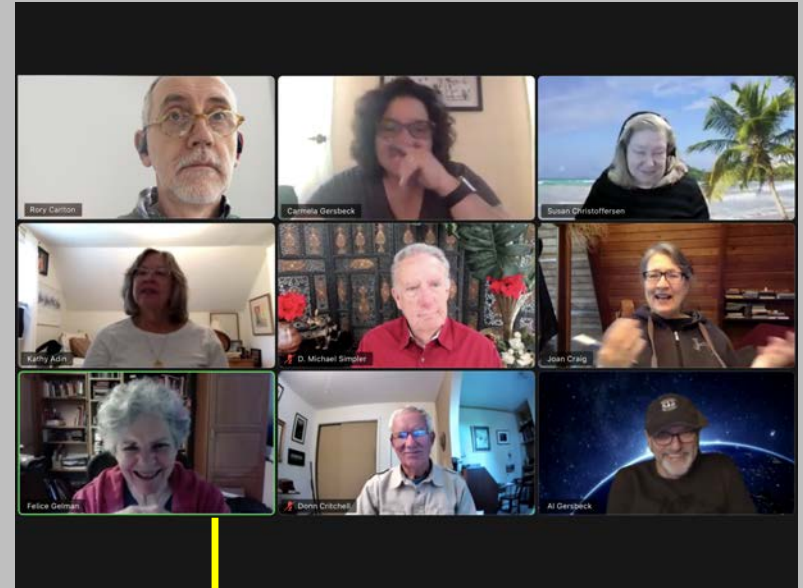
Know who is talking

PC or MAC



Yellow outline around speaker

iPAD or TABLET




Green outline around speaker

Enlarge your view of the presenter

PC or MAC

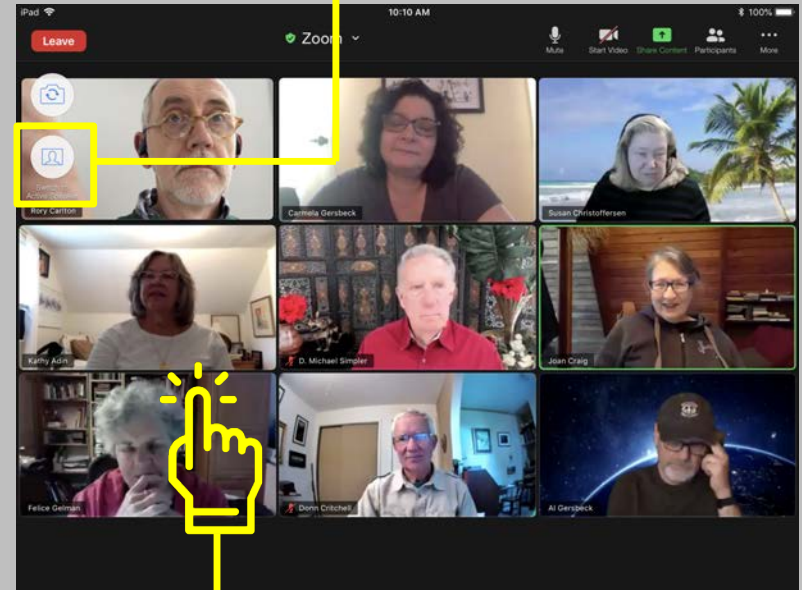
Click “ Speaker View”



Oops! If you click on  to 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

2 Tap “Switch to Active Speaker”

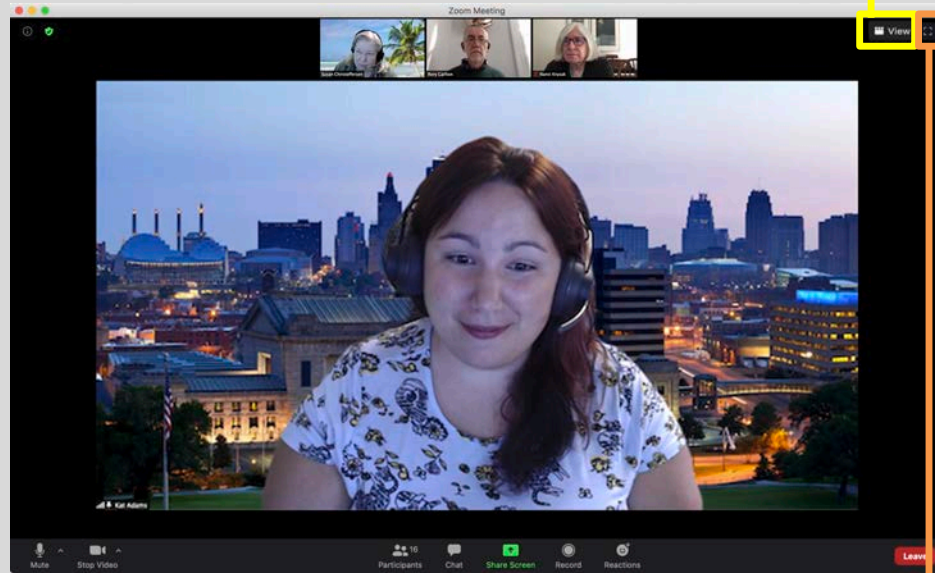


1 Tap anywhere to bring up the menu

Switch back to the "Brady Bunch"

PC or MAC

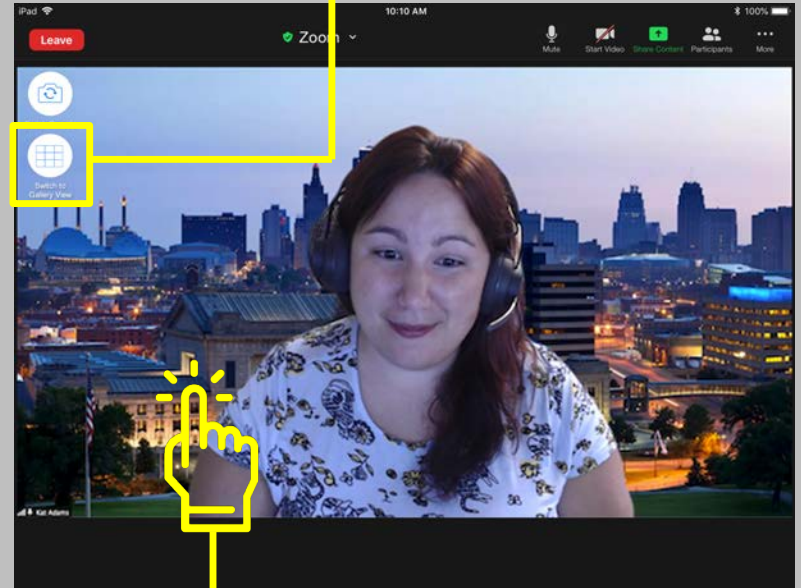
Click "⌵ View"



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

2 Tap "Switch to Gallery View"

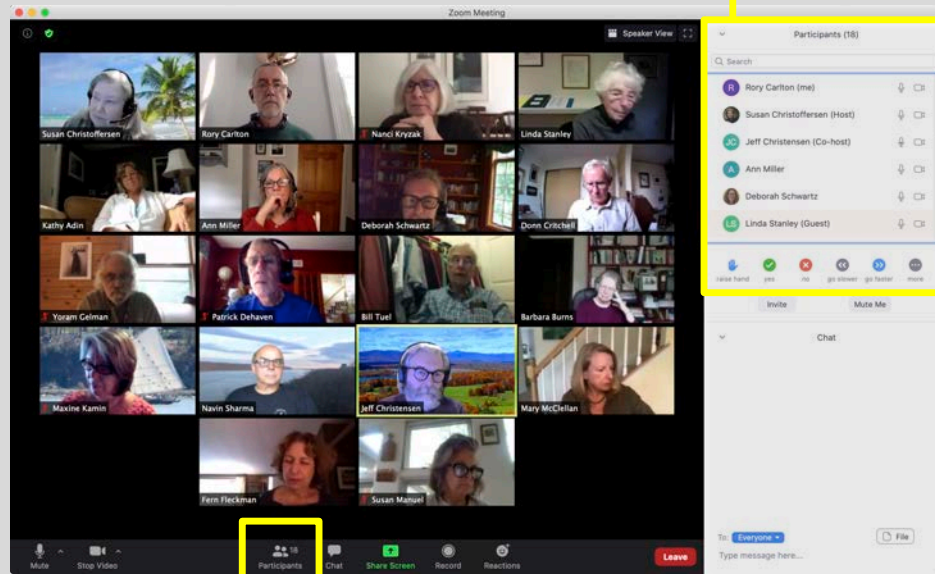


1 Tap anywhere to bring up the menu

See who else is here

PC or MAC

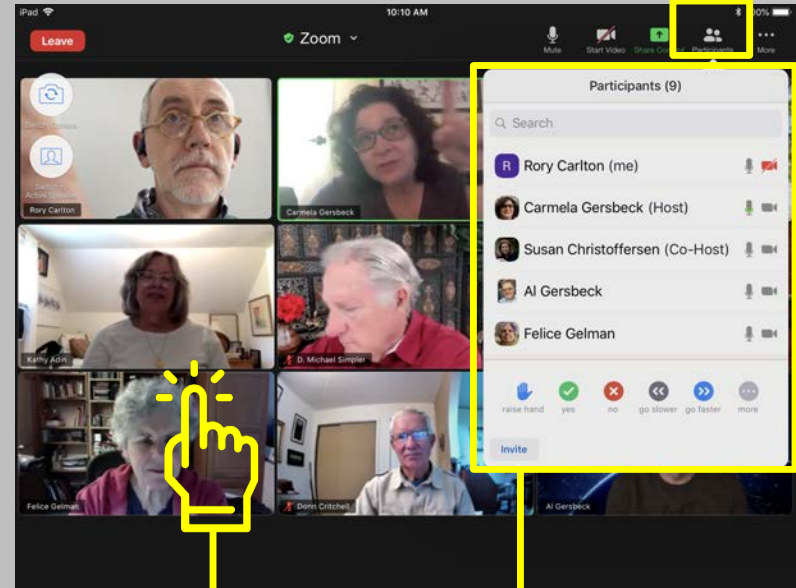
2 The Participants panel will appear



1 Click the Participants icon

iPAD or TABLET

2 Tap the Participants icon



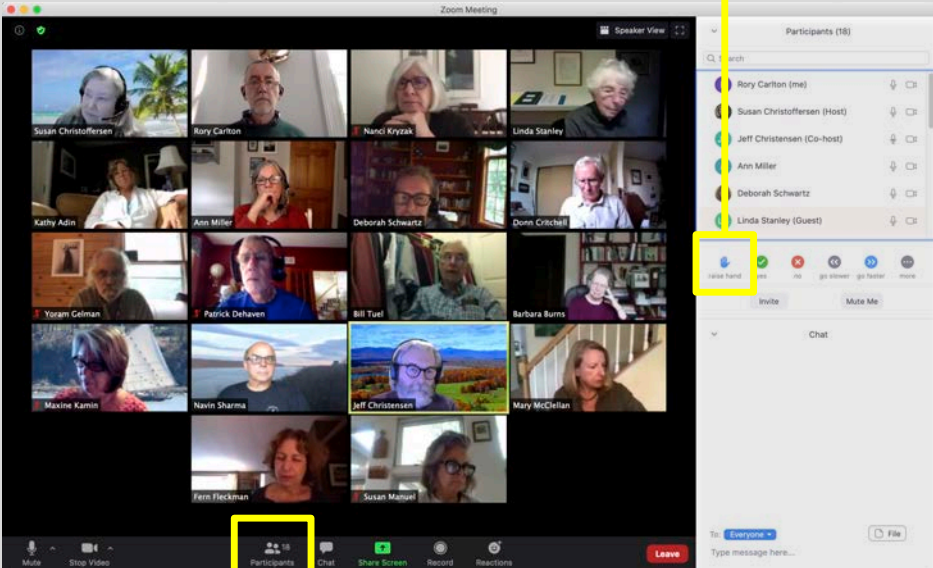
1 Tap anywhere to bring up the menu

3 The Participants panel will appear

Raise your hand to ask a question

PC or MAC

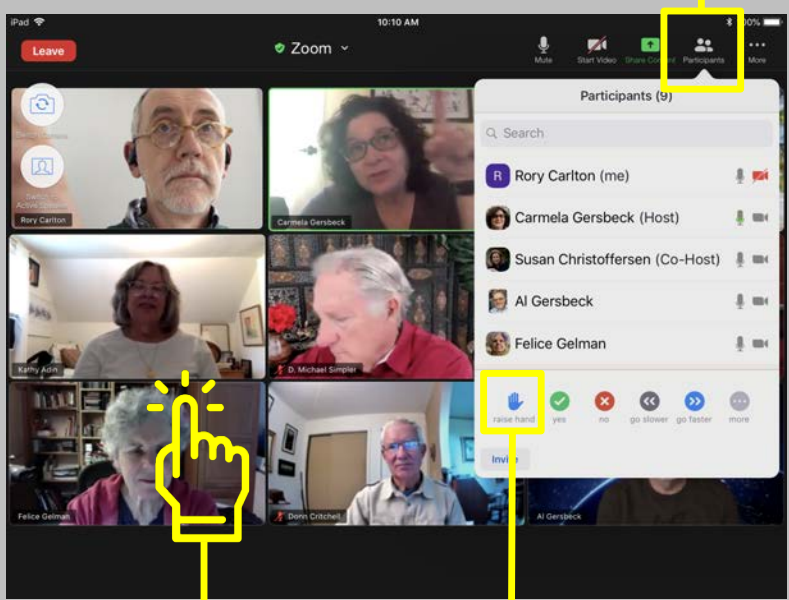
2 Click to raise your hand



1 If necessary, click the Participants icon

iPAD or TABLET

2 Tap the Participants icon

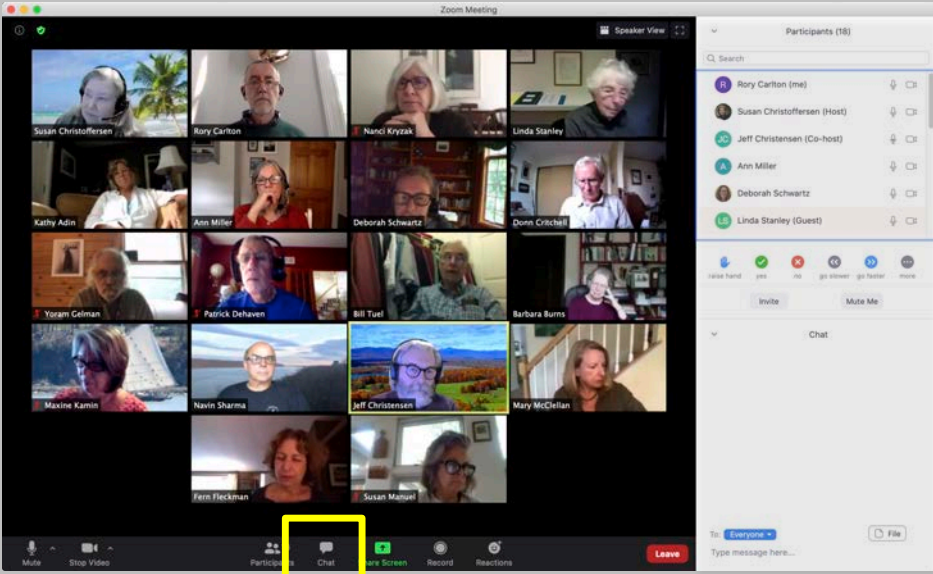


1 Tap anywhere to bring up the menu

3 Tap to raise your hand

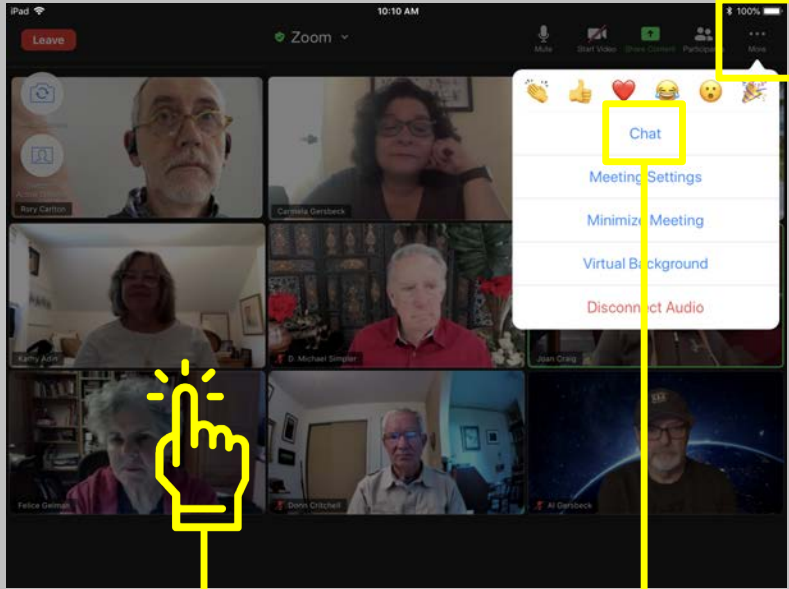
Message or chat

PC or MAC



1 If necessary, click the Chat icon

iPAD or TABLET



2 Tap the More icon

1 Tap anywhere to bring up the menu

3 Tap "Chat"

Message or chat

PC or MAC

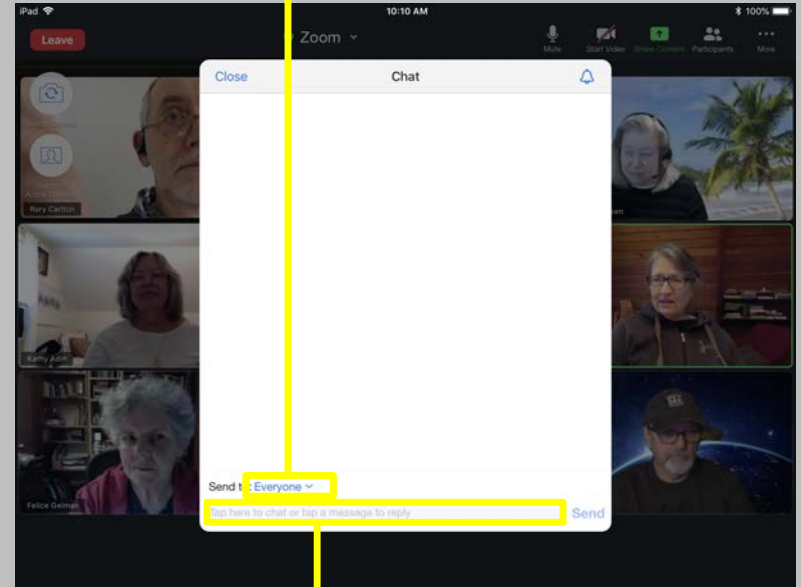
2 Choose who will see the message



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

iPAD or TABLET

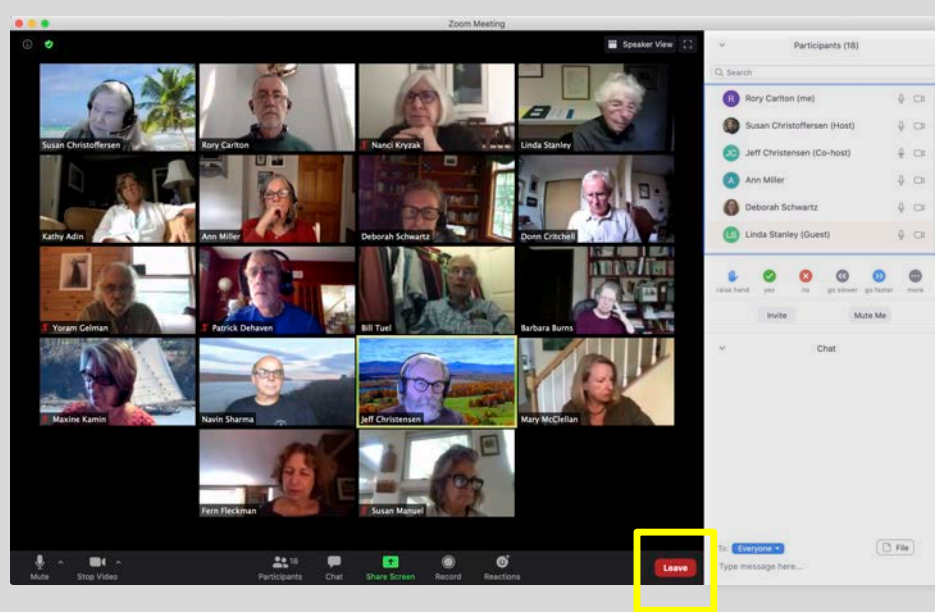
4 Choose who will see the message



5 Type the message here,
then tap "Send"

Leave

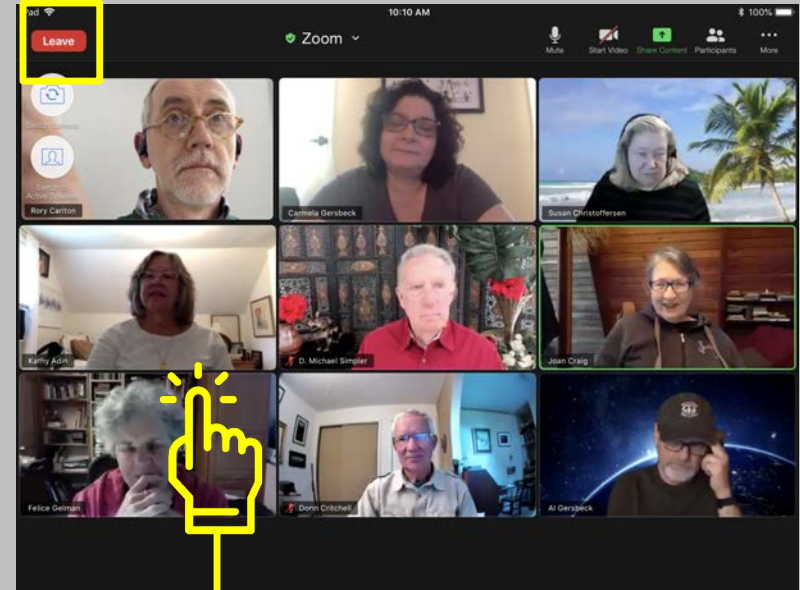
PC or MAC



Click the Leave button

iPAD or TABLET

2 Tap the Leave button



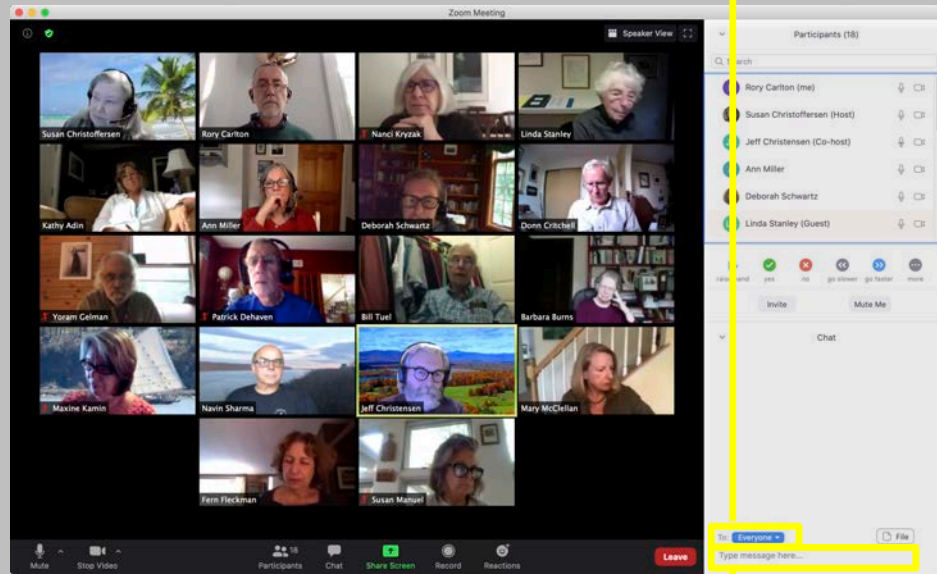
1 Tap anywhere to bring up the menu

Get help

PC or MAC

1 Start Chat

2 Choose "Host"

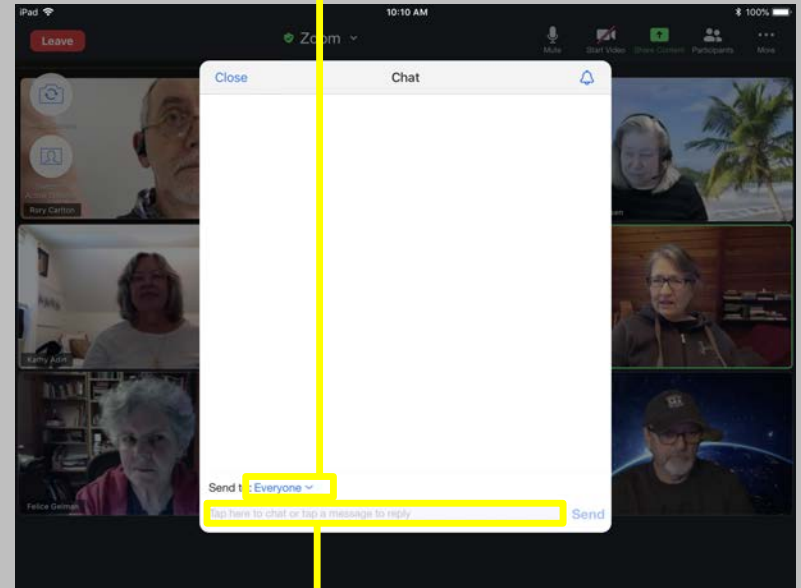


3 Type a message here.
Hit the *Return* key to send it.

iPAD or TABLET

1 Start Chat

2 Choose "Host"



2 Type a message here,
then tap "Send"

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