

**How to Watch a Meeting on Zoom**  
from [www.LiveOnlineQuiltClass.com](http://www.LiveOnlineQuiltClass.com)

**What kind of device do I need for watching?**

In order to participate in this live online class, you'll need an internet connection and a cell phone, tablet or computer with a camera. A cell phone or tablet is best for workshops because these have cameras on front and back. Use can use the front camera (selfie mode) to talk face-to-face with the teacher. Use the back camera (regular picture mode) to show the teacher your tabletop or sewing machine; you can also see what the teacher sees. The device should be on a stable stand that tilts. Try to set up your device and practice using it before class.

**How do I get Zoom?**

**Phones:** Go to Google Play on an Android phone or the App Store on an iPhone, search for Zoom Cloud Meetings, and download / install it. If it asks permission for video / audio, click YES to both.

**Computers:** Go to Zoom.us. You do not need an account. Click on "Join a Meeting" and type in the Meeting ID and Password. OR: If you received an Zoom will install automatically when you log in to the meeting using the link provided.

**How do I log onto Zoom?**

**On a computer:** Go to Zoom.us / Click on "Join a Meeting" (A blue button near the upper right corner of the screen)

Type in the Meeting ID and Password. If you received a link in an email, just click on the link and it will take you straight to the meeting.

**On a phone:** Open the Zoom app / Type in the Meeting ID and Password. If you receive

**Etiquette for Online Meetings**

Please keep your Mute setting on Silent unless invited to speak. Use the Chat box to make comments and send questions to the Moderator.

Please turn off your video if you are doing anything that would cause a distraction to others such as eating, playing cards, doing housework, etc.

For classes where you will be showing work, please do not use virtual backgrounds. These only recognize faces; when you hold up work it disappears (along with some of your body parts!).

If your device does not show your name, please rename it so that we know who you are.

Phone and tablet users, please position your device in landscape (horizontal) position, not portrait (vertical) position.

If you need to move your device, please turn off video while doing so to avoid causing other viewers a sense of motion sickness.

To look your best, position your camera at face level or slightly higher. This also helps avoid ceiling lights and fans, as well as the dreaded armpit view!

Here are the main functions you will use for the meeting				
Action	Phone		Computer	Tablet (functions vary from device to device)
	iPhone	Android		
<b>Renaming a Device</b>				
<b>Turning video on/off</b>	When entering a meeting you will be asked to connect to video. To turn off video click on the camera in lower left corner	If no video appears automatically then click on video camera in the lower left corner	Automatically starts when you join a meeting. If it doesn't, click on the video camera in the lower left corner	Tap screen then tap the video camera in tool bar. Tap Settings in the lower left and tap Always Show Meeting Controls to keep the controls visible.
<b>Connecting audio</b> *There may be a short delay before audio connects <b>(If you log in on more than one device see important instructions on page 4.)</b>	When entering a meeting you will be asked to connect to audio after connecting to video	Click on headset in lower left corner and then click the "Connect via Device Audio" button	Click on the blue button in the pop up box that says "Join with Computer Audio"	When entering a meeting you will be asked to connect to audio after connecting to video
<b>Mute/Unmute</b> *Muted Microphone has a red slash <b>(If you are connected on a phone, but are not getting audio or video see instructions on the last page)</b>	Click on the microphone in the lower left corner of the screen	Click on the microphone in the lower left corner of the screen	Click on the microphone in the lower left corner of the screen. To temporarily mute/unmute, press the space bar on keyboard and hold it while you talk. When you release the bar you return to muted status.	Tap screen then tap the microphone in tool bar
<b>Gallery View &amp; Speaker View</b>	Gallery view shows small thumbnail images of each participant in the meeting. Zoom defaults to Gallery view when you enter the meeting. A yellow box appears around the thumbnail image when that person is unmuted and speaking. Speaker view shows a large screen of the person who is talking. The screen will change as different speakers speak. There is a row of thumbnails of other participants at the top of the screen. Arrows at each side of the thumbnails let you scroll through them to see other participants. Swipe left multiple times in a phone or tablet to see other participants. You will see only a limited number of participants.			
<b>Chat</b> You can write a public message to Everyone or a private message to any individual participant	In the drop-down menu under Participants and under 3 dots (more)		Click on chat box in lower tool bar	In drop-down menu under Participants and under 3 dots (more)

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<p><b>Pinning a Screen:</b> Pin a picture of any participant so that it appears large on your screen and stays there until you unpin it.</p> <p>We recommend that you pin the Teacher's thumbnail whenever she is talking. Sometimes the Moderator will ask you to pin a different screen, for example, when the Teacher is working at the cutting table or sewing machine.</p>	<p>1) Swipe Right to Left to move from Speaker View to Gallery View. 2) Double-tap on any thumbnail to pin that person.</p> <p><b>To unpin:</b> Double-tap on the large picture. OR: Double-tap on a new thumbnail.</p>		<p><b>On a touch-screen computer:</b> You must be in Speaker View. Double-tap on any thumbnail to pin that person. OR: Tap once on the upper right corner of a thumbnail. Tap on the 3 dots, then tap on "Pin Screen" in the drop-down list. <b>To unpin:</b> Double-tap on the large picture. OR: Double-tap on a new thumbnail.</p> <p><b>Using a cursor:</b> You must be in Speaker View. Double click on any thumbnail to pin that person. OR: Move your cursor to the upper right corner of a thumbnail. Click on the 3 dots that appear, then click on "Pin Screen" in the drop-down list. <b>To unpin:</b> Click on "Unpin" in the upper left corner of the large image. OR: Pin a new thumbnail.</p>	

**Here are a few more functions that you might use now and then**

<b>Switch camera front/back</b>	Click on the camera with the circle of arrows on the top left side of the screen	Click on the camera with the circle of arrows on the top left side of the screen	This function doesn't work on computers	Tap screen then tap camera in upper left under the words "Leave meeting"
<b>Raise Hand</b>	Click on the 3 dots (more) in the lower right corner and click on raise/lower hand	Click on the 3 dots (more) in the lower right corner and click on raise/lower hand	Click on "manage participants" and then click on raise hand button	Click on the 3 dots (more) in the upper right corner and click on raise/lower hand
<b>Share Screen</b>	Click on green share button in the middle at the bottom. Choose where to get the file to share, find the file, and click on the share button. To stop sharing look for the red "Stop Share" button.	Click on green share button in the middle at the bottom. Choose where to get the file to share, find the file, and click on the share button. To stop sharing look for the red "Stop Share" button.	Move cursor close to bottom of screen to see command bar. Click on green share button. Choose which screen to share and click on the share button. To stop sharing look for the red "Stop Share" button.	Tap screen then tap the green file folder in right hand corner of tool bar. To stop sharing look for the red "Stop Share" button.

## Special Instructions

To use more than one device at the same time				
You must turn off the sound COMPLETELY on all except one device, otherwise the devices will create a screechy audio feedback loop.				
	Phone (Advanced)		Computer	Tablet
	iPhone	Android	(Easier, recommended)	
	Go to Settings > Privacy > Microphone > Zoom and uncheck or slide toggle OFF	Go to Settings > Apps > Zoom > Permissions > Microphone and uncheck or slide toggle off	<b>Method 1:</b> When entering the meeting select "Don't Connect to Audio before clicking "Join Meeting." If a second pop-up box appears, click "Continue Without Audio."	<b>Method 1:</b> When entering the meeting select "Don't Connect to Audio before clicking "Join Meeting." If a second pop-up box appears, click "Continue Without Audio."
	This procedure turns off audio only for Zoom by denying it permission to use the audio on the phone. Remember to turn audio back on after the class.		<b>Method 2:</b> (Use if audio is already turned on, or in addition to above) Leave audio completely: Click on the drop-down arrow next to the microphone and select "Leave Computer Audio" OR 1) Mute Zoom using the microphone icon on the Zoom screen 2) Use the computer's volume setting to turn off the sound.	<b>Method 2:</b> (Use if audio is already turned on, or in addition to above) Leave audio completely: Click on the drop-down arrow next to the microphone and select "Leave Computer Audio" OR 1) Mute Zoom using the microphone icon on the Zoom screen 2) Use the tablet's volume button to turn off both media sound and phone sound.

If you are connecting to Zoom on a phone, but are not getting a picture or sound			
This procedure gives Zoom permission to use the audio and video on the phone			
	iPhone	Android	
<b>Audio</b>	Go to Settings > Privacy > Microphone > Zoom and uncheck or slide toggle to "ON"	Go to Settings > Apps > Zoom > Permissions > Microphone and uncheck or slide toggle to "ON" turn "ON"	
<b>Video</b>	Go to Settings > Privacy > Camera > Zoom and turn "ON"	Go to Settings > Apps > Zoom > Permissions > Camera and turn "ON"	