

Zoom Instructions for First Wednesday

Note for our Zoom session on Wednesday, Dec. 2, our:

- Zoom Link is:
<https://us02web.zoom.us/j/84776843879?pwd=eGdzWE1VTW9lcDRKNUFJeNyNXJYdz09>
- Zoom Meeting ID is: **847 7684 3879** Passcode: **651400**
- If you are dialing by phone instead of using your computer's audio, use: **1-312-626-6799**

Getting on Zoom

[PC](#)

[Mac \(thank you Brynn!\)](#)

[Phones and Tablets](#)

[Troubleshooting iPhones and Tablets](#)

Using Zoom (Once You're In)

[PC \(and possibly Mac\)](#)

[Views](#)

[Phones and Tablets](#)

Screen Sharing

Getting on Zoom

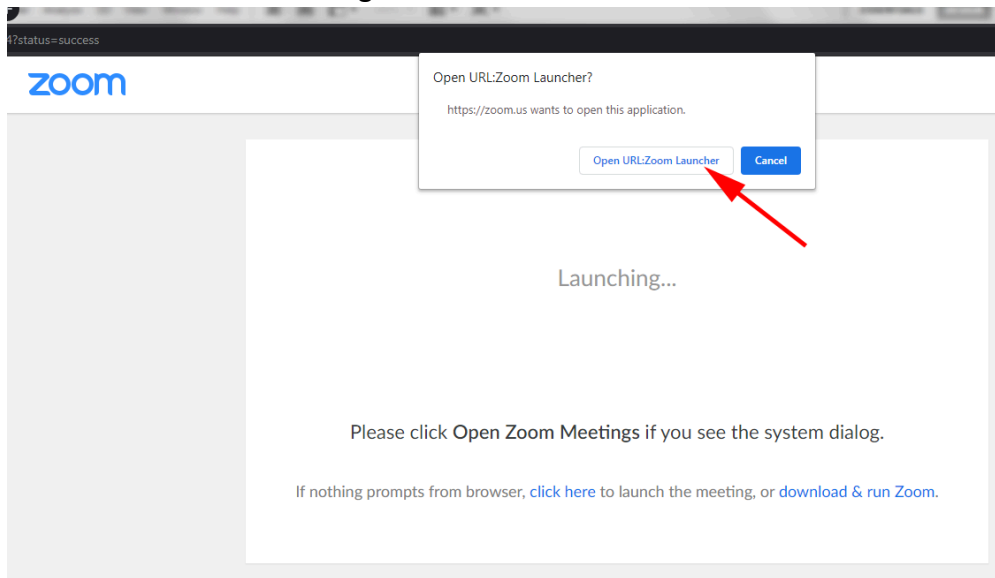
If You Get Stuck

If you get stuck, please use the [Contact form on PittsburghPathwork.org](#) and be sure to include your phone number and we'll try to have someone call you to help.

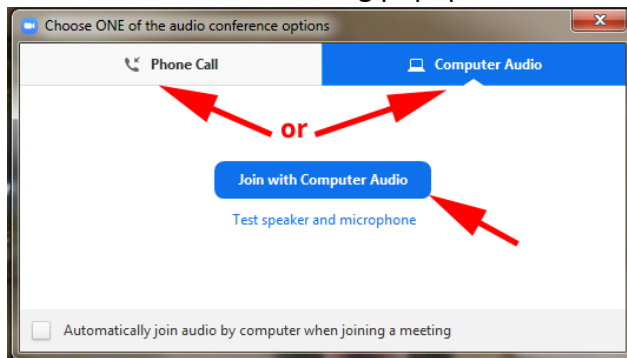
PC

1. Click on the meeting link.

2. You should see the following screen:



3. Click on **Open URL:Zoom Launcher**
4. You should see the following popup:

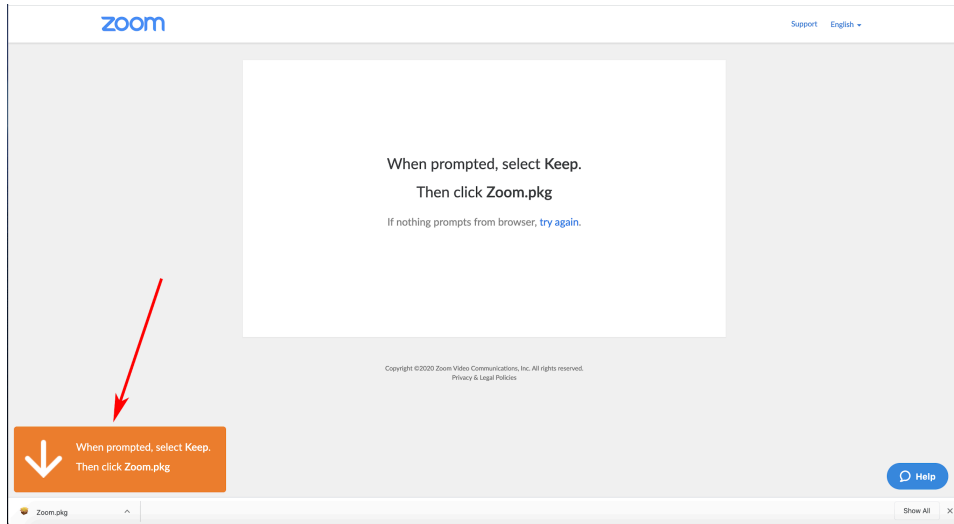


5. Audio

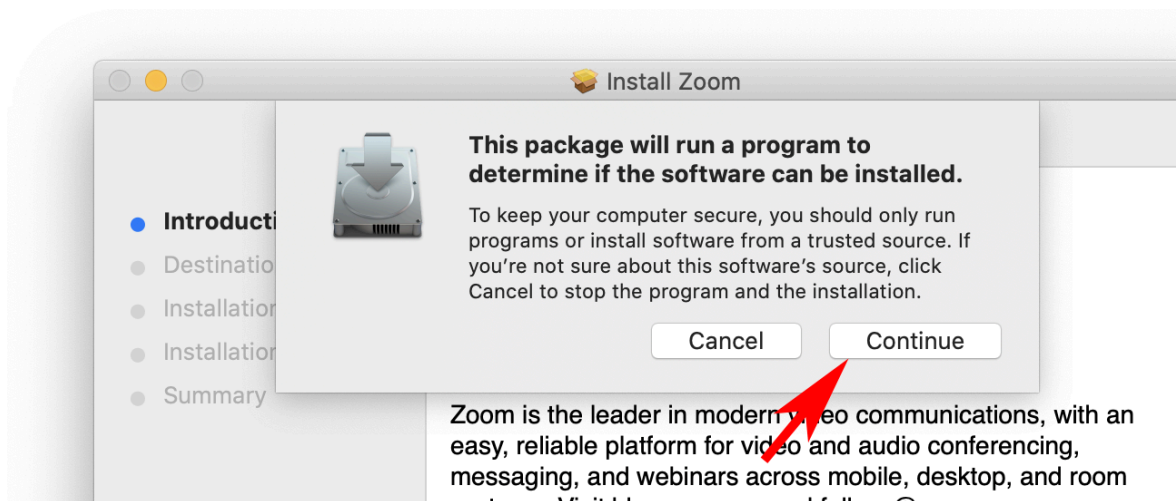
- If your computer has speakers and a microphone, click **Join with Computer Audio**
- If not and you'd rather have the audio via phone
 - Click on **Phone Call**
 - Dial the first number in the list provided
 - Enter the **Meeting ID** when prompted, followed by "#"
 - If you have one, enter the Participant ID followed by "#" (note, this will create a single Zoom session for your audio+video; if you don't have your Participant ID, you will show up as two separate Zoom sessions)
 - Follow instructions from there

Mac (thank you Brynn!)

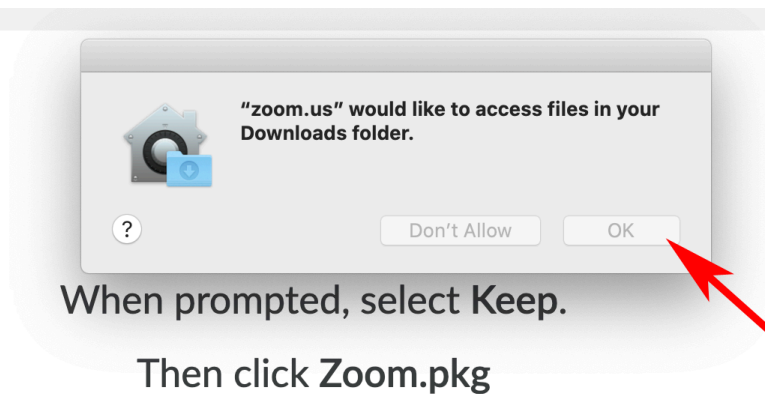
1. Once you click the link you should see this. Click on the Zoom.pkg (bottom left)



2. Click **Continue**:

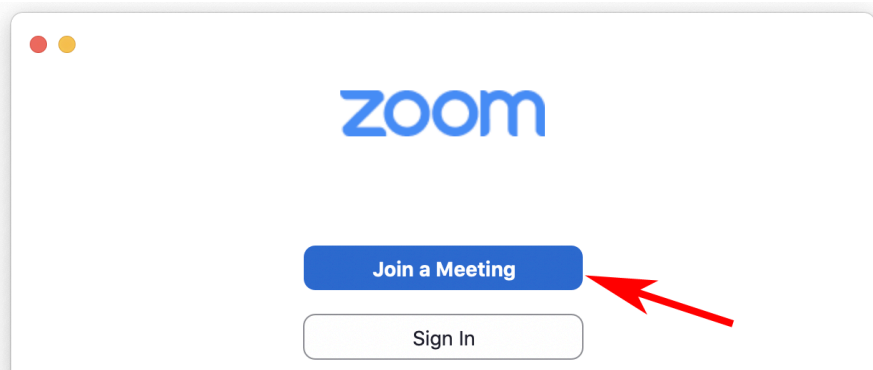


3. Click **OK**:



If nothing prompts from browser, [try again](#).

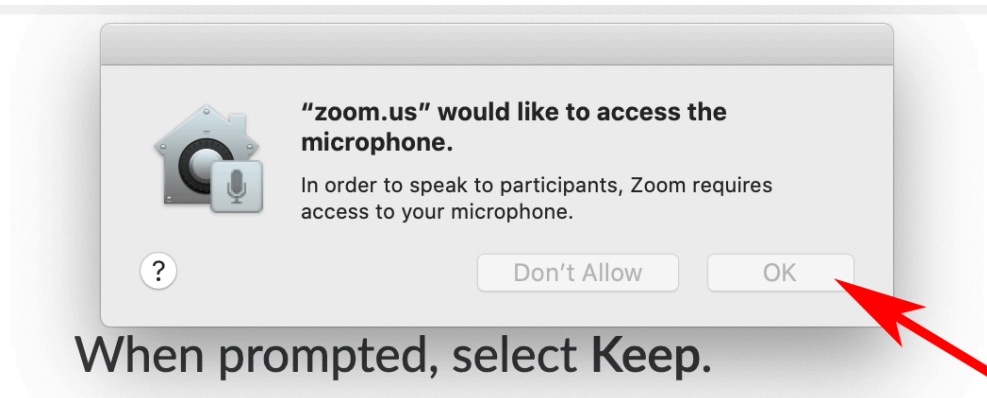
4. Click **Join a Meeting**:



5. Enter **Meeting ID** and **your name**:

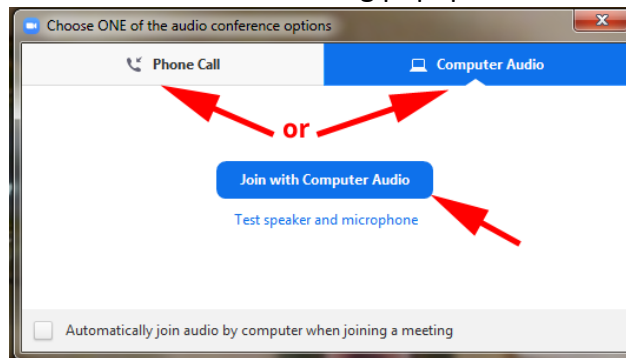
A screenshot of the 'Join Meeting' form. It has a title 'Join Meeting'. Below it is a text input field labeled 'Meeting ID or Personal Link Name' with a red arrow pointing to it. Below that is another text input field labeled 'Your name here' with a red arrow pointing to it. There are three checkboxes: 'Remember my name for future meetings' (checked), 'Don't connect to audio', and 'Turn off my video'. At the bottom right are 'Cancel' and 'Join' buttons, with a red arrow pointing to the 'Join' button.

6. If you want to speak using your computer's microphone, OK the following:



7. **Audio**

- a. You should see the following popup:



- b. If your computer has speakers and a microphone, click **Join with Computer Audio**
- c. If not and you'd rather have the audio via phone
- Click on **Phone Call**
 - Dial the first number in the list provided
 - Enter the **Meeting ID** when prompted, followed by **"#"**
 - It will ask you to enter your participant ID. If you have that, great, else just press **"#"**
 - Follow instructions from there
 - You can mute/unmute yourself by pressing **"*6"**
 - You can raise/lower your hand by pressing **"*9"**

Phones and Tablets

- Download the app from the App Store (Apple/iOS) or Play Store (Google/Android) - you can do this anytime and keep it on your device indefinitely.
- When you're ready to join a meeting:
 - Launch the app
 - Tap **Join** (or **Join a Meeting**)
 - Type in the meeting ID
 - for First Wed 4/1/20 and the practice session on 3/29/20, it will be: **158 841 055**
 - Press **Go** (Google/Android) or **Join**, etc.
 - Be sure to say **OK** when Zoom asks to use your Microphone.
 - Then select **Call Using Internet Audio**

Troubleshooting iPhones and Tablets

If when you try to access your microphone and it's unable to access it, you must

- Go to **Settings**
- Tap **Privacy**
- Tap **Microphone**
- Find the Zoom app and tap the button to turn it **on**

Using Zoom (Once You're In)

Depending on the state of the event, the producer mute everyone in one of two ways:

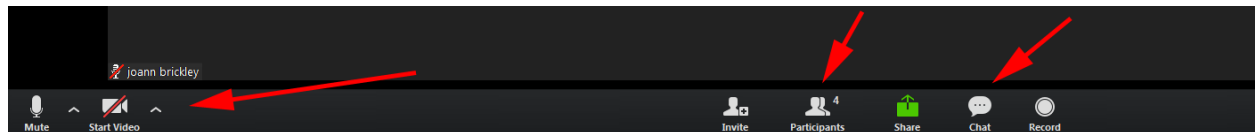
- In a way that you can unmute if you want to share
- The producer must unmute you

PC (and possibly Mac)

To mute yourself, find the **Mute** button (an icon of a microphone) and click it to mute/unmute.

To “raise your hand,” hover over Participants (bottom of your screen) and click on the **Hand** icon.

To send in a written question, click on the Chat icon.



Views

There are two views. One is **Gallery View**, where you can see small images of everyone. The other is **Speaker View**, where whomever is speaking takes up the whole screen.

To switch between **Gallery View** and **Speaker View**, click on either **Gallery View** or **Speaker View** (typically in the upper right corner). When you select one, the link changes to the other.

(Note: There is also another view you cannot control. When the Presenter shares his/her screen, you'll see the Presenter's screen and small thumbnail images of everyone else. There's an arrow you can click on to scroll these images.)

Phones and Tablets

There are two views. One is **Gallery View**, where you can see small images of everyone. The other is **Speaker View**, where whomever is speaking takes up the whole screen. **Swipe to switch views.**

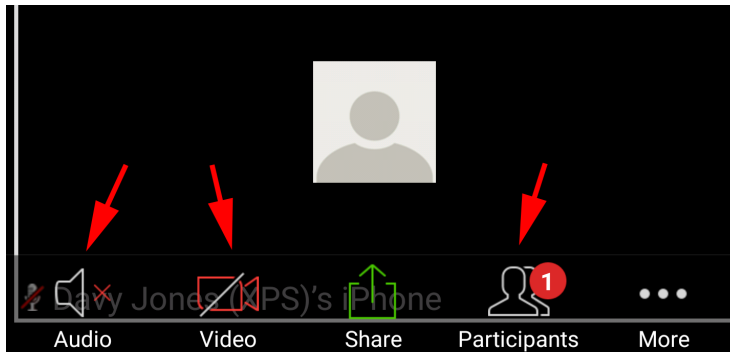
To **mute and unmute your audio**, tap on your image or icon, and find the icon for a microphone and tap it to turn it on and off. (It's on the bottom for phones; at the top for iPads.)

To **turn your video on and off**, tap on your image or icon, and find the icon for a video camera and tap it to turn it on and off. (It's on the bottom for phones; at the top for iPads.)

To **raise your hand**, tap on your image or icon, and find the icon for Participants and tap it. You will see a blue hand icon. Tap it to raise your hand, and tap it again to lower your hand.

To **send in a question or comment**, tap on your image or icon, and find the icon for Participants and tap it. You will see a Chat button. Tap it to bring up the chat window.

Phone (bottom of screen):



iPad (top of screen)

