



ZOOM TUTORIAL

The following is a ZOOM tutorial to assist Sheet Metal Workers Training Centre students using Zoom on the school issued iPads.

ZOOM PRIMER when using an iPad

The iPad uses the Zoom Cloud Meetings application from the iTunes store. To connect for the call, you will open the application, then click 'Join Meeting' and enter the meeting number as indicated on the screen.

STARTING THE CALL

The meeting link and call instructions will be sent to you ahead of time by email. This will include a meeting ID number that will be needed if you call in via phone.

Please make sure you have closed other tabs on your computer, and that there is not a lot of video streaming or on-line game playing going on in your home – this can significantly slow internet speeds.

About 10 mins ahead of the meeting enter the meeting invitation link in the Zoom App on your iPad

Click *Join Audio*, and make sure your webcam is turned on if you are using one. If you do not have a microphone and speakers, call in by cell or landline on the Canada toll-free number provided, and access via audio via your phone.

Name yourself: on your video photo, right-click, and type in your name.

How to Join a meeting:

https://www.youtube.com/watch?v=hIkCmbvAHQQ&list=PLKpRxBfeD1kEM_I1Id3N_XI77fKDzSXe&index=2

Basic zoom meeting controls (1 minute)

https://www.youtube.com/watch?v=4w_pRMBEALE&list=PLKpRxBfeD1kEM_I1Id3N_XI77fKDzSXe&index=25



ON THE CALL – NAVIGATING AND PARTICIPATING

The Basic Screen

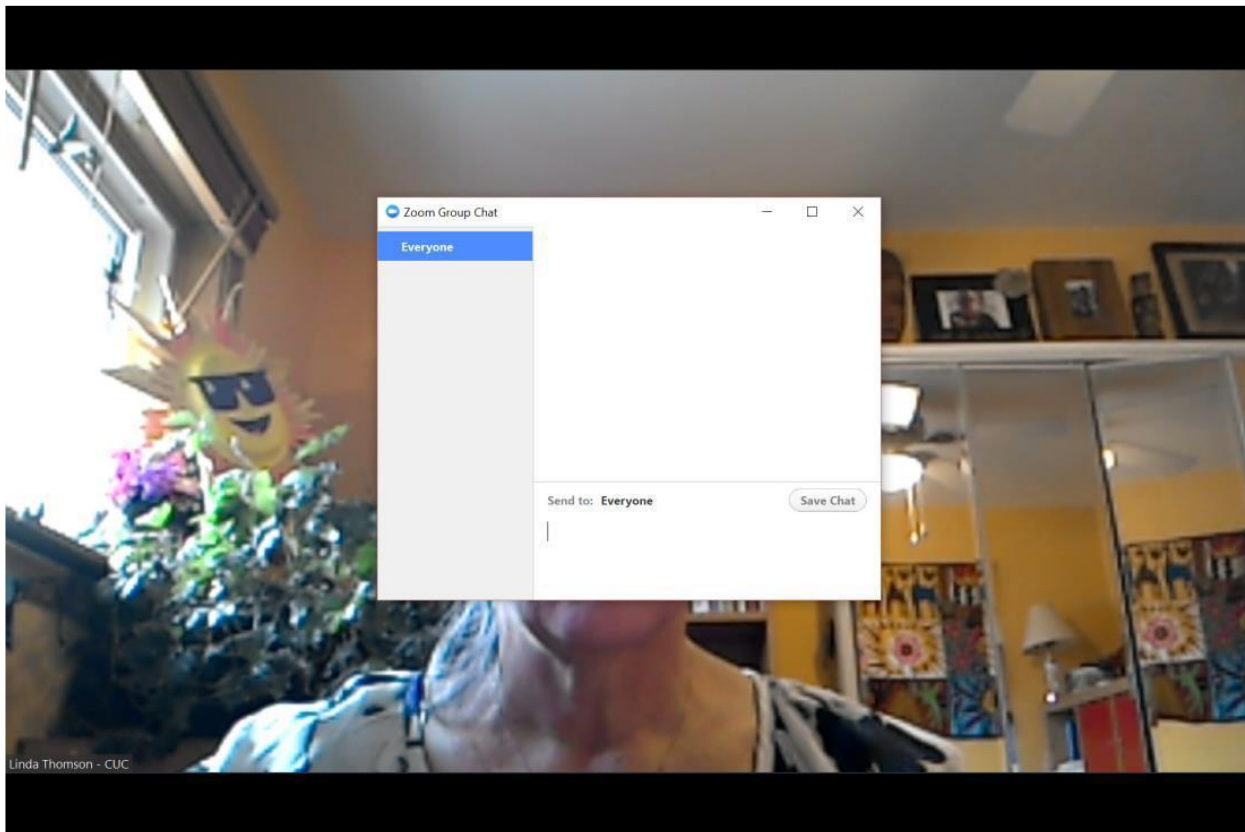


Option 'buttons' at the bottom of the screen are visible when you hover your cursor over the bottom part of the Zoom screen.

- **Mute/unmute:** When there are a lot of people in a meeting you will need to mute yourself (to allow quality audio) do this by clicking on the microphone icon. To unmute, just click again.
- **Video:** you can choose to turn your video on or off with this icon.
- **Participants:** this shows a list of all on the call. To change your name, click on your name and then rename.
- **Raise hand:** to speak, click on the Participants icon, then Raise Hand.
- **Chat:** click on the Chat icon. You can choose to send a message to Everyone, or an individual – click on your choice on the left side, then type your message and hit Enter.
- **Share Screen:** during the call, the presenter may share a presentation that will be shown on your screen. To get back to your own screen, hover your cursor at the top of the screen – you will see a More option. Click on Exit full view, and you will have control back. To get back to the presentation, click on the Zoom tab again.



When multiple callers are in the Zoom meeting, the view will be modified. The person speaking will be in the large screen. To see the other participants, select Gallery View. The control for this is in the top left of the screen when you hover your cursor there. You can switch between these modes.



Chatting

The chat button is in the control panel at the bottom of your screen. To chat, select the person you want to chat with ('everyone' is the default option), from the drop-down menu in the top left of the chat window. Then type your comment or question in the chat section.

Use of chat

The chat function might be used for questions or comments, or to remind everyone of important information. The facilitator might also use this to send links or instructions.