The logo for Encore Learning features a stylized blue ribbon that loops and curves, resembling a question mark or a path. The text "ENCORE LEARNING" is written in a bold, red, sans-serif font, positioned to the left of the ribbon's upper loop.

**ENCORE
LEARNING**

Expand Your World

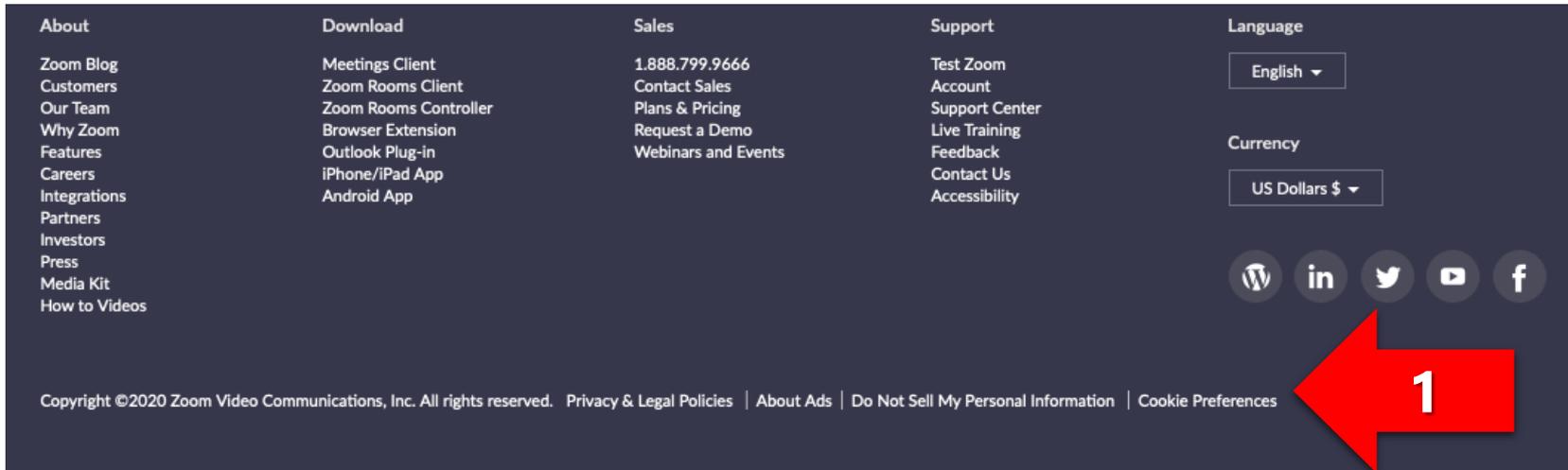
Getting Acquainted With Zoom

Outline

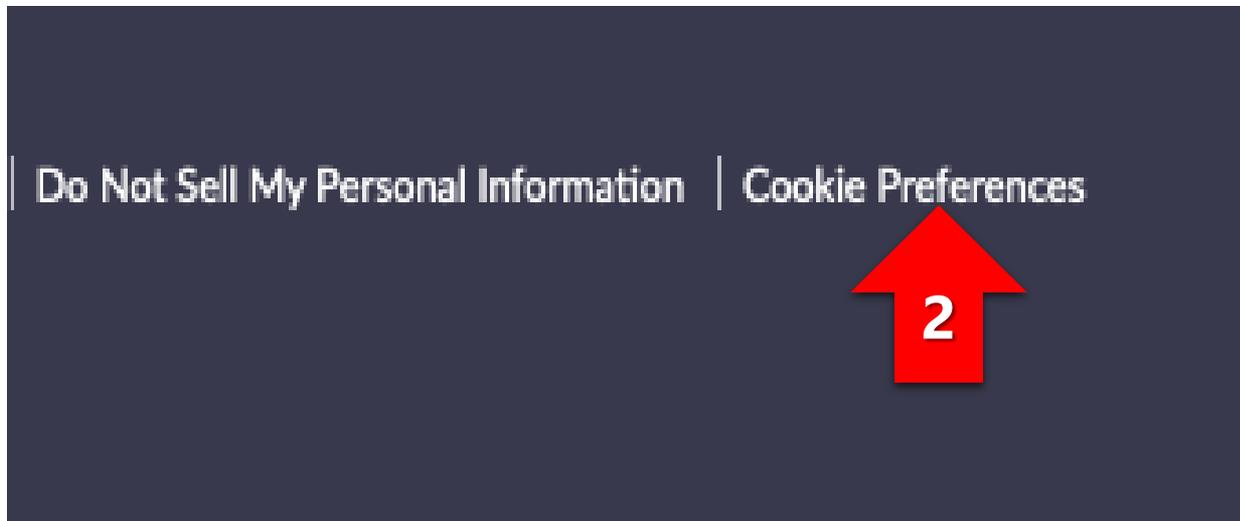
- ✓ **Securing Your Computer**
- ✓ **Your Invitation**
- ✓ **The Waiting Room**
- ✓ **Working with Audio**
- ✓ **Working with Video**
- ✓ **Using the Tool Tray**
- ✓ **Chat**
- ✓ **In the Meeting**
- ✓ **When Things Go Wrong**

Securing Your Computer

Type “zoom.us” into your browser, click cookie preferences at bottom



The screenshot shows the footer of the Zoom website. It features a dark blue background with white text. The footer is organized into several columns: 'About' (Zoom Blog, Customers, Our Team, Why Zoom, Features, Careers, Integrations, Partners, Investors, Press, Media Kit, How to Videos), 'Download' (Meetings Client, Zoom Rooms Client, Zoom Rooms Controller, Browser Extension, Outlook Plug-in, iPhone/iPad App, Android App), 'Sales' (1.888.799.9666, Contact Sales, Plans & Pricing, Request a Demo, Webinars and Events), 'Support' (Test Zoom, Account, Support Center, Live Training, Feedback, Contact Us, Accessibility), 'Language' (English dropdown), and 'Currency' (US Dollars \$ dropdown). Below these columns are social media icons for LinkedIn, Twitter, YouTube, and Facebook. At the bottom, there is a copyright notice and several links: 'Privacy & Legal Policies', 'About Ads', 'Do Not Sell My Personal Information', and 'Cookie Preferences'. A large red arrow with the number '1' points to the 'Cookie Preferences' link.



This image is a close-up of the footer links from the previous screenshot. It shows the text 'Do Not Sell My Personal Information' and 'Cookie Preferences' separated by a vertical line. A large red arrow with the number '2' points directly to the 'Cookie Preferences' link.

Securing Your Computer

Select the top option and submit

About Cookies on This Site zoom X

Please choose whether this site may use Functional and/or Advertising cookies, as described below:

- Functional Cookies / CCPA Opt-Out**
These cookies are required to enable core site functionality.
- Functional Cookies**
These cookies allow us to analyze site usage so we can measure and improve performance.
- Advertising Cookies**
These cookies are used by advertising companies to serve ads that are relevant to your interests.

Functionality Allowed

- Provide secure log-in
- Remember how far you are through an order

Functionality NOT Allowed

- Remember your log-in details
- Remember what is in your shopping cart
- Make sure the website looks consistent
- Allow you to share pages with social networks
- Allow you to post comments
- Serve ads relevant to your interests

[Cancel](#) [Submit Preferences](#) [Advanced Settings](#)

[Privacy Policy](#) Powered by: TRUSTe

Your Invitation

Get Acquainted with Zoom
(used for virtual classes and virtual special events)

Dear Kris,

As we launch more virtual events and courses next week, we are hosting two opportunities to get acquainted with Zoom. This will be a chance to try your Zoom connection and walk through the basic features that will help you enjoy your virtual Encore Learning courses and events. We are offering this at two time slots, it is the same event so you only need to attend once.

No need to register, just click the link at 10:00 AM on Monday or Wednesday.

Topic: **Get Acquainted with Zoom**
Time: Monday, April 6 at 10:00 AM **OR** Wednesday, April 8 at 10:00 AM
Join Zoom Meeting - click here <https://zoom.us/j/6209507484>
Meeting ID: 620 950 7484
Connect your audio via the computer/smartphone/tablet, or call (301) 715-8592
Find your local number: <https://zoom.us/u/acpmj3jb1K>

Join us on Monday at 3:30 PM for virtual Special Event: Sweeping Changes: A Historic Virginia Legislative Session
Monday, April 6, 2020 from 3:30 PM until 4:45 PM
Join Zoom Meeting - click here <https://zoom.us/j/6209507484>

<https://encorelearning.asapconnected.com/EventDetail.aspx?pk=1672336>

Thank you and be well,
Lora

Lora Pollari-Welbes
Executive Director

 Forward to a Friend

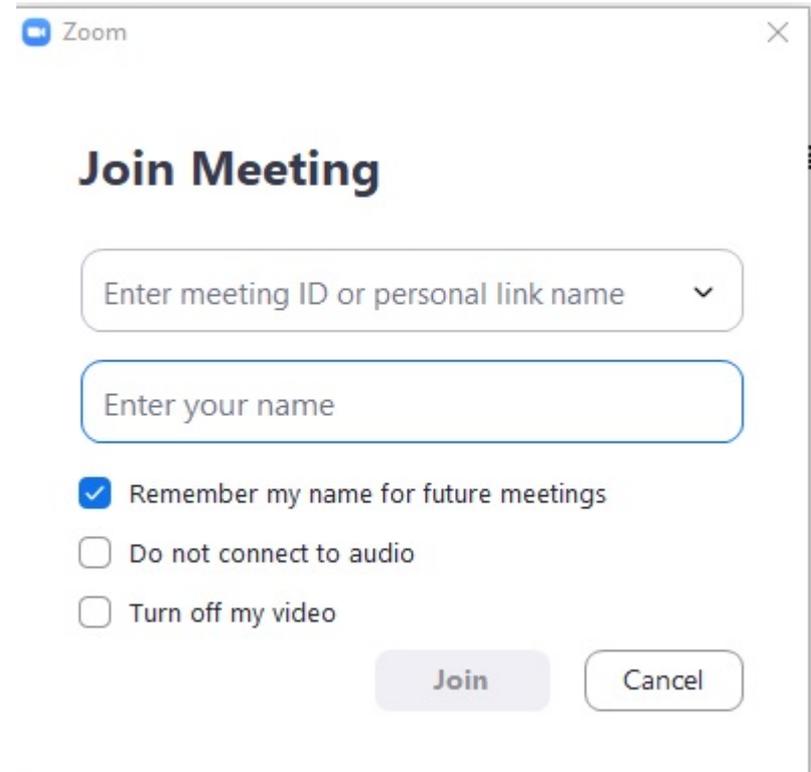
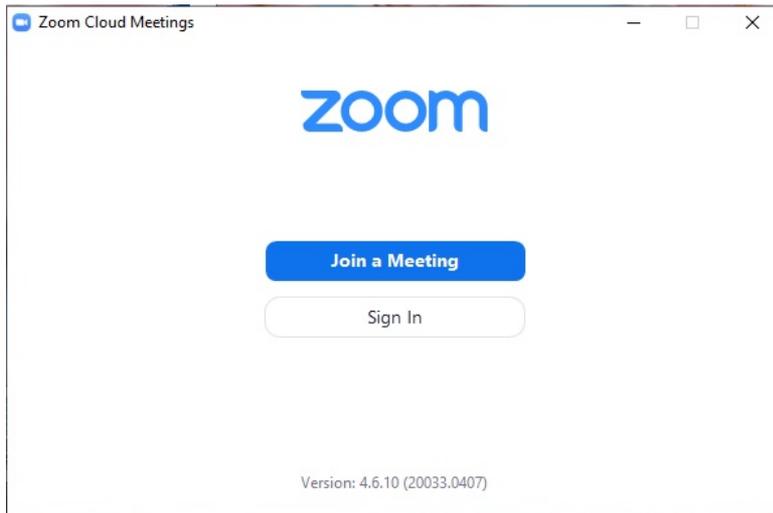
 Like us on Facebook

Teach, Learn, Share, Grow, Explore with Others 50+

- ✓ Open invitation -- likely in an email
- ✓ Click the link shared by the meeting organizer to launch the session (arrow 1)
- ✓ Download app – if not initiated automatically, go to:
zoom.us/support/download
- ✓ Do not download from other third-party providers
- ✓ Register (if required)
- ✓ Enter meeting ID to join the meeting

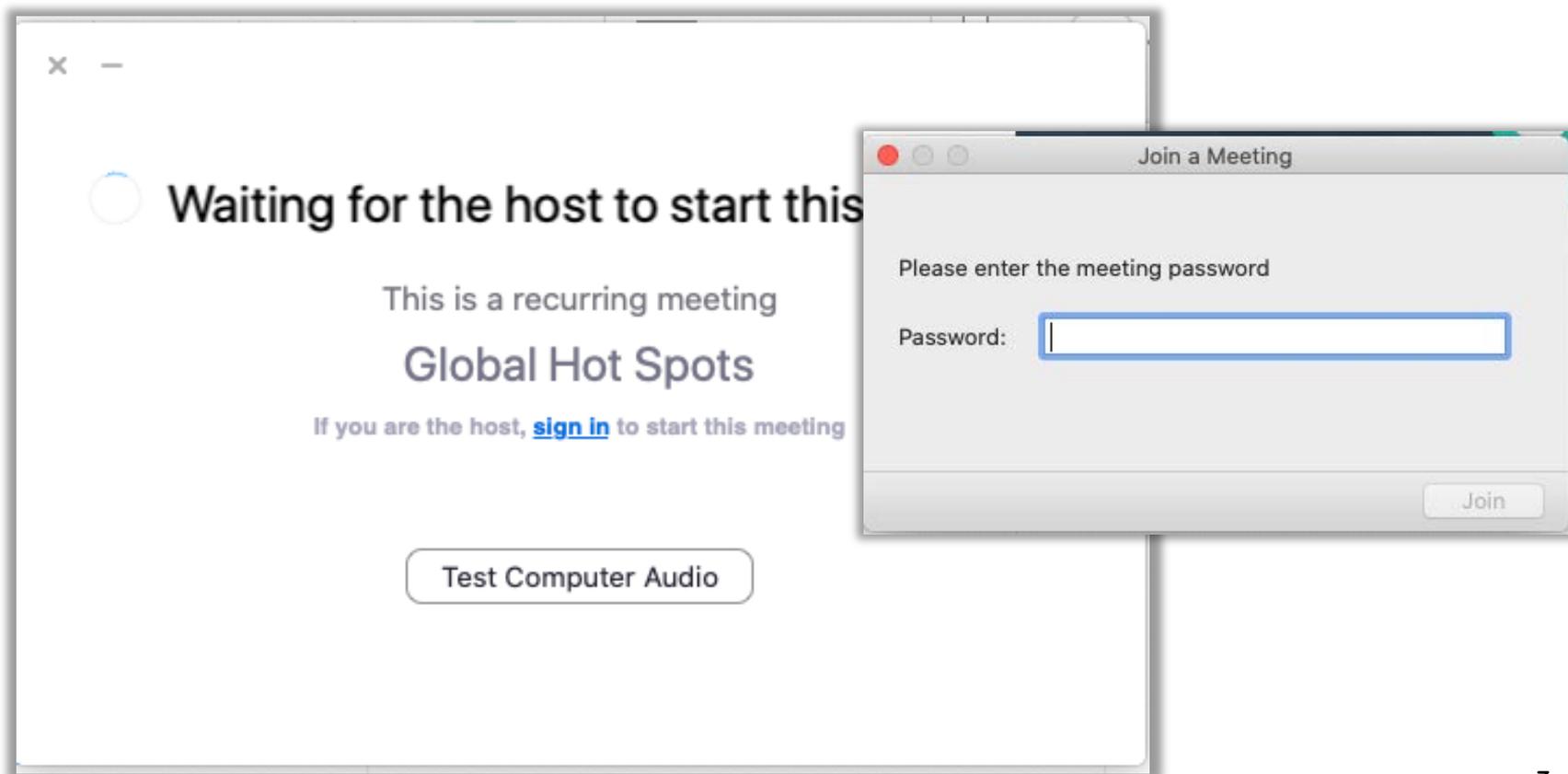
Opening the Zoom Application without Invitation

- ✓ Go to <https://zoom.us/join> and click Join a Meeting
- ✓ Or, if you've already downloaded Zoom on your computer, launch the application. The initial display is shown in the figure below.
- ✓ Sign-in with meeting ID



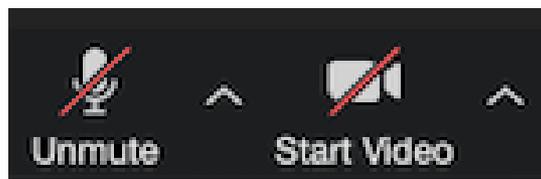
The Waiting Room

- ✓ All Zoom meetings now require users to enter via a Waiting Room that requires the host to admit participants.
- ✓ Have your Zoom meeting password ready to input
- ✓ Wait for the host to admit you
- ✓ Test your audio



Working with Audio

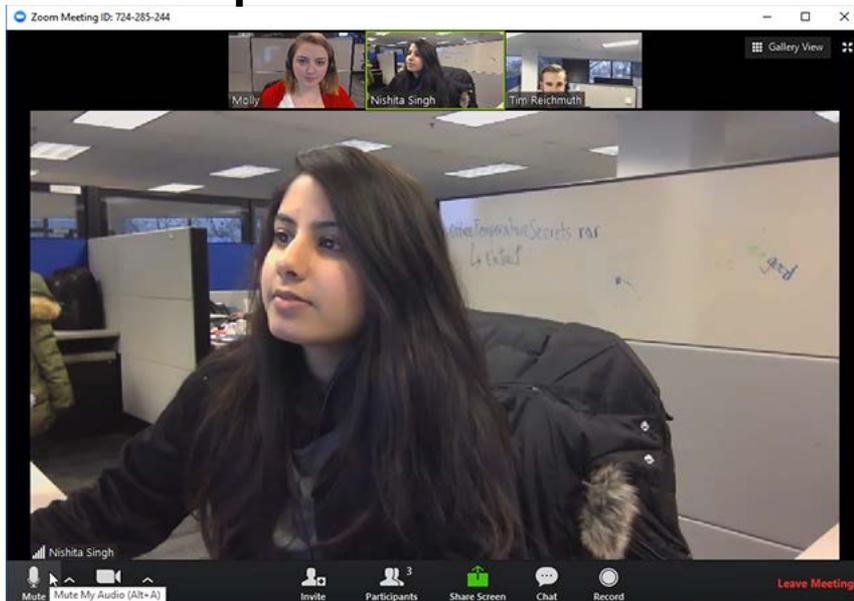
- ✓ Test sound (mic) using zoom BEFORE session starts.
- ✓ Use ear buds or headset (preferably with built-in mic, so that when head is turned mic is still receiving). Using speakers will result in feedback (echo) with un-muted mic.
- ✓ Ensure you have best Internet connection
- ✓ Minimize background noise and other household members use of high bandwidth demands such as Netflix and gaming.
- ✓ For many sessions, the host will mute your mic so that only designated speakers are permitted to talk.
- ✓ If you're having trouble with audio you can dial in directly by phone – see the meeting invite for details.



Working with Video

- ✓ Test video (camera) using zoom BEFORE session starts
- ✓ Ensure you have best Internet connection – usually best near where the modem enters house
- ✓ Disable your video to save bandwidth
- ✓ Only speakers and moderators should have video enabled
- ✓ To disable video, click the up arrow (^) to the right of the video player icon in lower left of your screen (image in previous slide)
- ✓ You will be in Speaker view automatically and you will want to remain there
- ✓ Switching to Gallery view will show icons or thumbnail photos for everyone on the call.

Speaker View

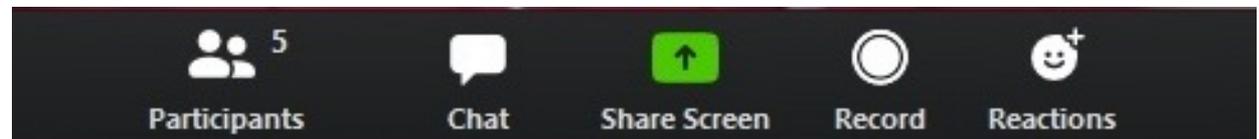
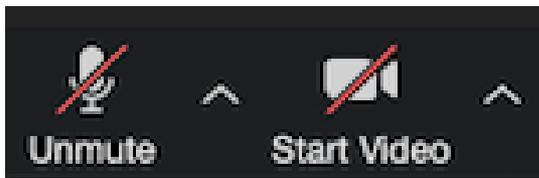
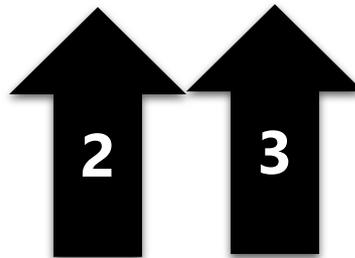
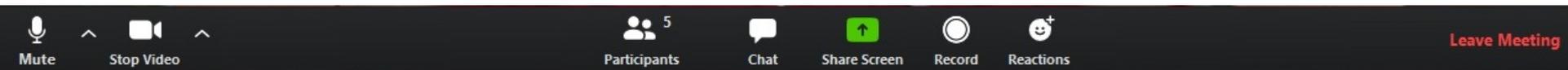


Gallery View



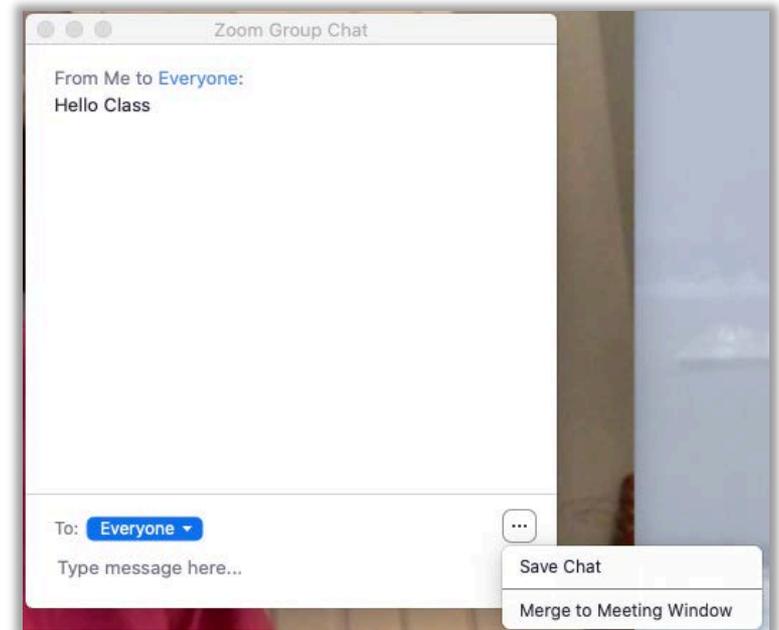
Using the Tool Tray

- ✓ Click bottom of display to reveal Tool Tray.
- ✓ To turn audio and video on and off use buttons on left of tool tray (arrow 1)
- ✓ To view participants, click on “Participants” button in center of tool tray (arrow 2)
- ✓ Use the Chat option to open a window where you can type messages (arrow 3)



Chat

- ✓ **Open chat**
- ✓ **Chat functionality will be set by the moderator and may vary by meeting.**
- ✓ **To ask a question, make sure Chat is open, then type your question into the chat bar. It will either be seen by everyone, or by the moderator, depending upon the meeting. Moderators will do their best to make sure that all questions are addressed.**



In the meeting

- ✓ Meeting details will vary by type, leader and size
 - Clubs
 - Special Events
 - Courses
- ✓ Moderators will announce meeting-specific guidelines
- ✓ For large meetings, your video and audio will be muted
- ✓ For the best experience, use a computer (not tablet or smartphone)

When Things Go Wrong

- ✓ In case of Internet outage or disconnect, Zoom will notify you if your Internet speed has slowed down and will generally reconnect you automatically to your session once Internet connection is restored.
- ✓ If not, rejoin the session as you normally would through the invitation link.
- ✓ If the above doesn't work, send a quick email to the Encore Learning office (info@encorelearning.net) and someone will assist you as soon as possible.

Thank You

**ENCORE
LEARNING**

Expand Your World

We hope you found our presentation informative.

**For more information, visit us at
www.EncoreLearning.net**