

# Columbine Genealogical and Historical Society

## Zoom Tutorial

### Preparation:

If you want to use your phone or iPad, you will need to download a zoom app. If you use a computer or laptop, no app is required.

- Verify that your computer is equipped with a camera and microphone. They are easily added. A laptop probably is already equipped and ready to go.
- Check the lighting when you are sitting at your computer. It should shine on your face, evenly if possible. Facing a window is a good way to do that, but don't sit with a window behind you. General lighting behind you should be dim.
- Have a cushion or two handy in case you need to be boosted up in your seat. You may also be able to adjust your computer screen's angle.

### Join the zoom meeting:

- Instructions will be sent to you via email. To join on the computer, simply click on the link. For the phone or iPad, just follow the directions that you receive.
- You may be asked to confirm if you want to "join with video", or "open Zoom meetings". Yes, you do.
- You may be told that you are in a waiting room. If so, just wait. It's just like waiting in the doctor's office.
- Now you're in! To bring up some icons that you need to see, move your mouse around on the screen. There is a microphone icon and a video icon in the lower left corner. The microphone icon allows you to stay mute on the call, or to unmute when you want to speak. In large meetings, the host probably will make sure everyone is muted, but you can unmute yourself at any time. If you stay muted, you won't interrupt the meeting if your dog barks, you rattle some papers, or someone walks into the room. The video icon allows you to be seen on the screen or you can opt to turn it off by clicking it. When you see yourself on screen, check the lighting, background, etc. You can decide what changes you want to make in your set-up for next time. If you have booster pillows, you can try those, or adjust the screen's angle if necessary.

### Enhance your experience:

- Remember - to bring up icons that you need, move your mouse around the screen.
- In the upper right corner, you will find a toggle that changes the screen from Gallery View to Speaker View and back again. Change it as you wish.
- At the bottom center of the screen, you will find a Participants button. If you select it, you can see a list of all the participants on the call. It shows if they are muted, and if the video is on or off. If you look at the bottom of the list, it gives you the option to raise your hand to ask a question or make a comment. The host will respond to your raised hand at an appropriate time.
- Using the Chat button, you may type in a question or comment to either one person on the call or to everyone.
- To the right of the participants button is a Reaction button. This brings up two icons to choose from – either Clapping Hands or a Thumbs Up. You can choose either and the icon shows up in your square for a few minutes.
- If using an iPad, tablet or phone you will not have all the choices listed above. It is better to use your regular computer or laptop if possible.