

Instructions for Accessing Your Virtual Workshop through Zoom



STEP ONE: Receiving an Invitation

Once Healthy Aging Association receives your registration for the Young at Heart class we will use your email address, your first and last name to register you in the class.

The emails to join the virtual classes will come from this email: healthy.aging2000@gmail.com.

In those emails, you will see an important link. It will be highlighted in BLUE. Save those email so that you can access the link each week.

STEP TWO: Downloading the *Zoom* App

You will have to decide if you are going to download Zoom onto your smartphone or tablet, or if you will download Zoom on your laptop or desktop. If you have a smart phone or tablet, we highly recommend you utilize this option.

Option 1: From a tablet or smartphone (simplest)

1. Find and Download the Zoom Application to your phone
 - a. On Apple products, you will do this from the App Store.
 - b. On Android or other products, you will download apps from Google Play.

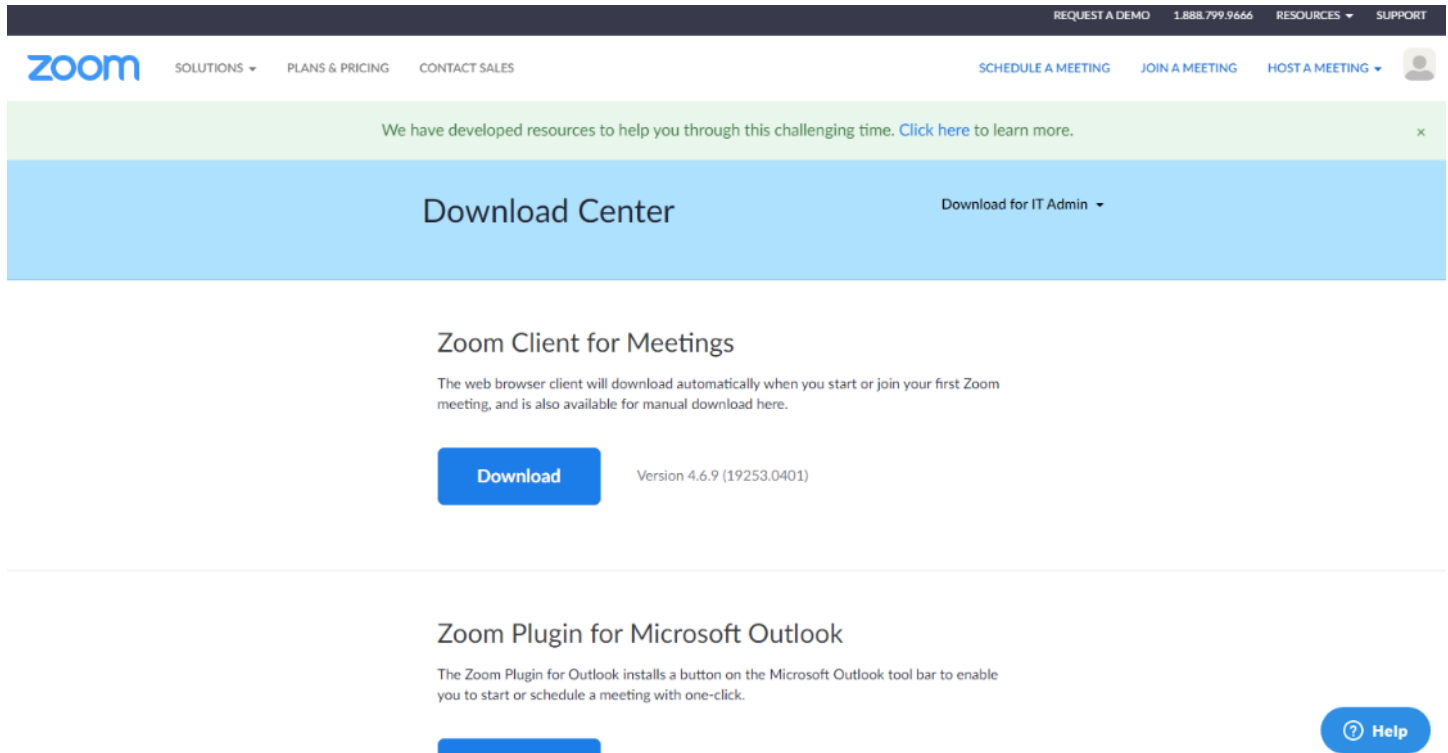
The icon for the app should look like this:



2. Confirm the app has downloaded
 - If you open the app before the workshop, the app will ask for permission to utilize your microphone and camera. Allow the application access to both.
 - *Zoom* will only access your microphone and camera when you are actively in a *Zoom* meeting and give it permission to do so.
3. You are done! The application has been installed on your device. When it's time for the workshop, you simply click on the link in your email or type that link into the browser, and the app will launch. For further instructions, read "Accessing the Workshop"

Option 2: From your laptop or desktop computer (preferred for YAH)

1. In your browser, go to <https://zoom.us/download>
2. As seen in the image below, click on “Download” under the option for “Zoom Client for Meetings”



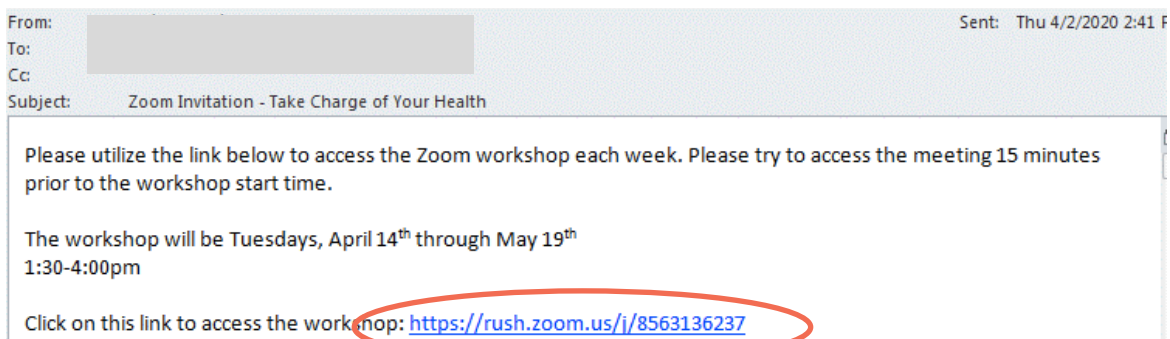
The screenshot shows the Zoom website's Download Center. At the top, there is a navigation bar with links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING. Below the navigation bar, there is a light blue banner with the text "Download Center" and a link for "Download for IT Admin". The main content area is titled "Zoom Client for Meetings" and includes a description: "The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here." Below this description is a blue "Download" button and the text "Version 4.6.9 (19253.0401)".

3. Clicking this link will prompt your browser to download the software to install the *Zoom* app onto your computer. This looks different on Mac or PC computers. Follow the prompts and finish installing Zoom onto your desktop.

STEP THREE: Joining the Virtual Workshop

Option 1: From your tablet or smartphone

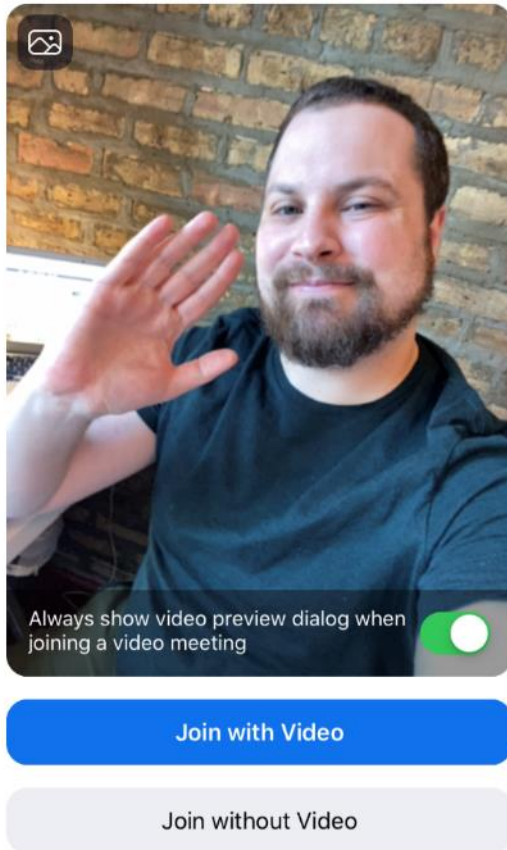
1. From your invitation email, tap the link to access the workshop.



The screenshot shows an email invitation. The header includes "From:", "To:", "Cc:", and "Subject: Zoom Invitation - Take Charge of Your Health". The date and time are "Sent: Thu 4/2/2020 2:41 F". The main body of the email contains the following text: "Please utilize the link below to access the Zoom workshop each week. Please try to access the meeting 15 minutes prior to the workshop start time." "The workshop will be Tuesdays, April 14th through May 19th 1:30-4:00pm". "Click on this link to access the workshop: <https://rush.zoom.us/j/8563136237>". The link is circled in red.

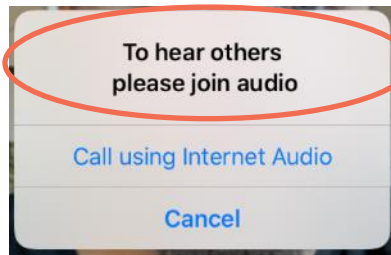
2. If you already have the *Zoom* app installed on your device, the meeting will launch automatically.

Video Preview



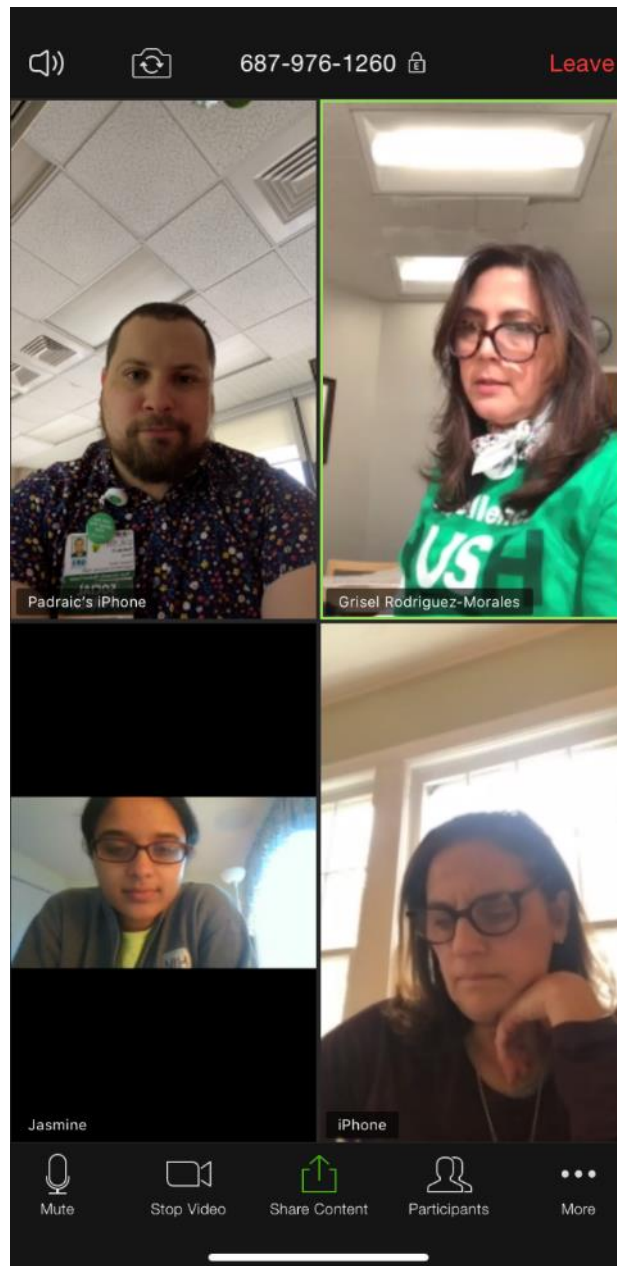
3. Once the app loads, your camera will turn on and you will see the “Video Preview” (see to left). Don’t worry, at this point no one can see your video, only you! If your video does not show up, it’s because you have not given the Zoom app the permission to use your camera. The app may prompt you to change that. Once your video is showing up on your screen, tap “Join with Video” (see photo).

4. After you tap “Join with Video,” you will be prompted to turn on your audio with a prompt that says “To hear others, please join audio.”



5. On your tablet or mobile device, you will typically only have two options: “Call Using Internet Audio” or “Cancel”—tap “Call Using Internet Audio”. This option will utilize the speaker and microphone on your smartphone or tablet.

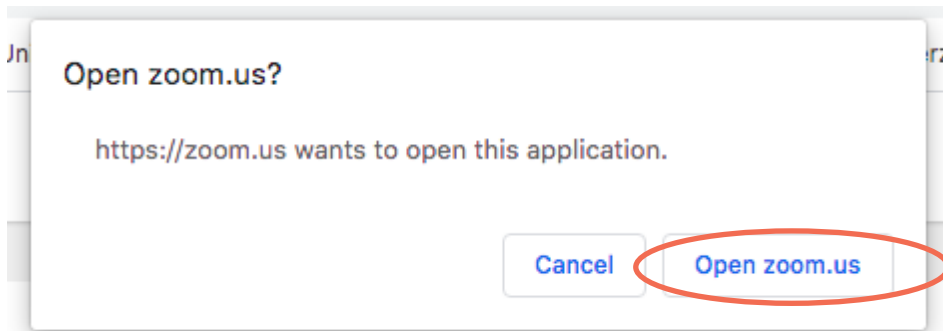
6. Congratulations! You are in the class! You should be able to see and hear other participants, and other participants should hear you. For more information, read “Controls During the Workshop.” The screen should look similar to this photo:



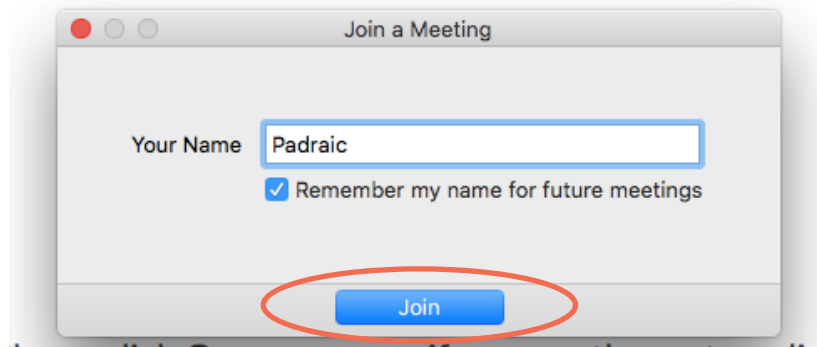
Option 2: From your laptop or desktop computer

1. From your invitation email, click the link to access the workshop.
2. Clicking this link will open up another screen. On this screen, if you have properly installed the Zoom app to your computer, you will see the following message (see below).

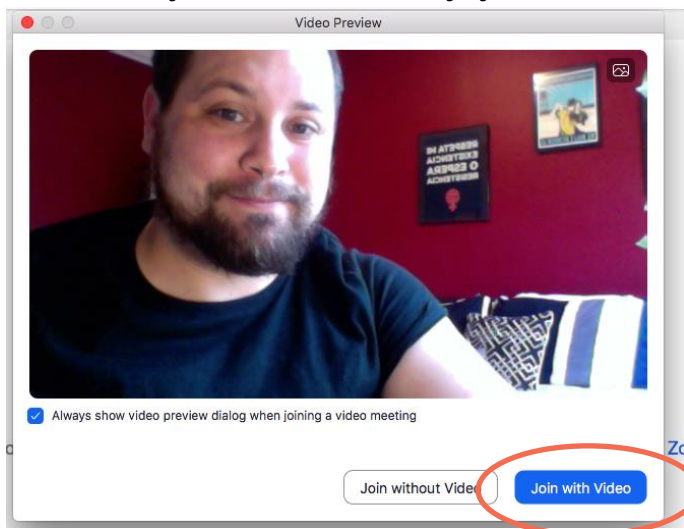
3. Click “Open zoom.us”



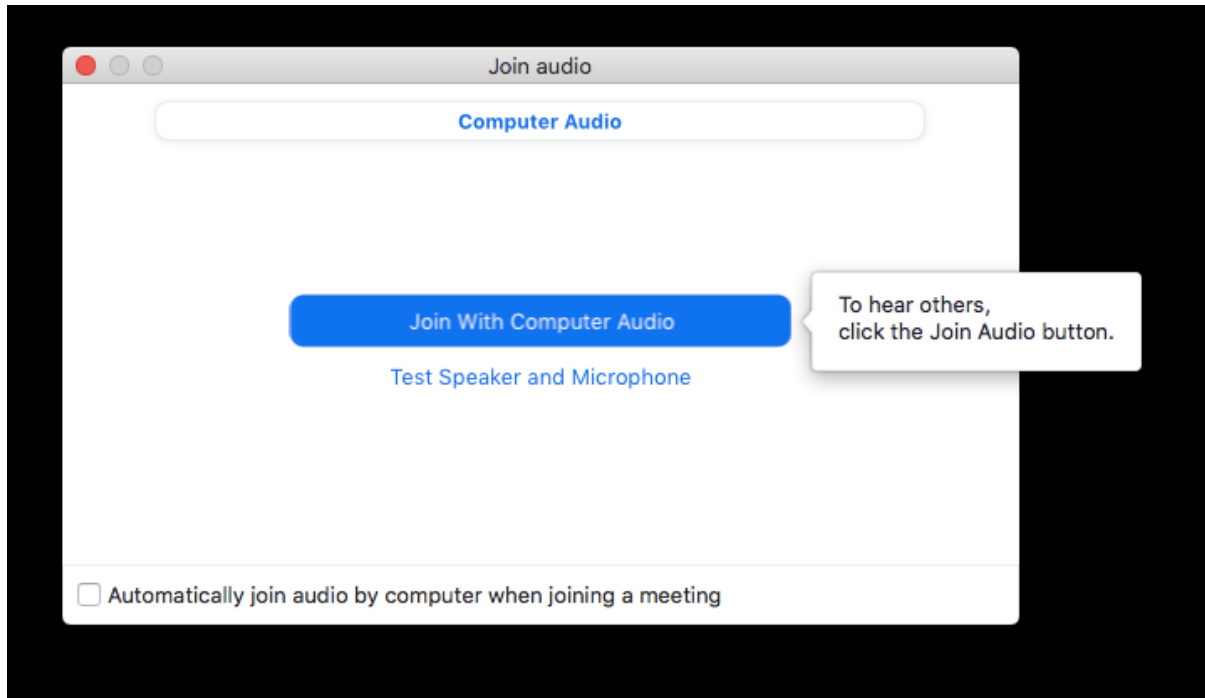
4. The Zoom app should launch and you will see the message below asking for your name. Type in your name and click “Join”



5. Once you click join, a screen will pop up titled “Video Preview” and your webcam (if you have one) will turn on. At this point, no one else can see your video, only you! Click “Join with Video.”



6. You will then need to turn on your audio. Most computers will only prompt you to use your computer audio. First, try testing your speaker and microphone by clicking “Test Speaker and Microphone” and follow the prompts.

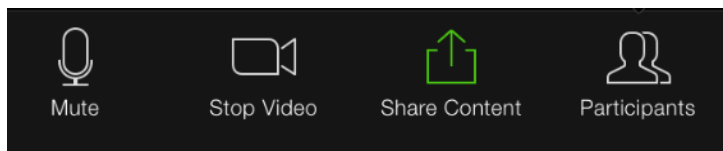


7. You should now be able to see and hear all the other participants who have logged on already.

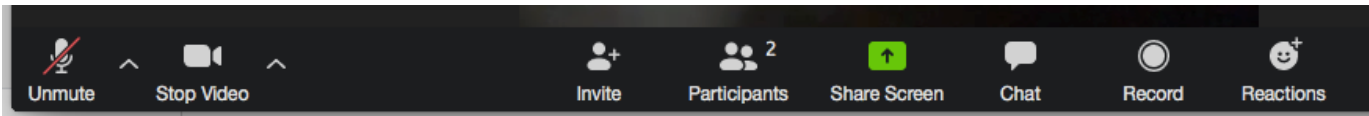


STEP FOUR: Controls

Here are the different controls you should know about to participate in the workshop once you are in:



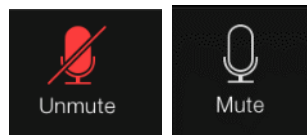
On Mobile Devices or Tablets



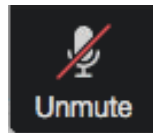
On laptop or desktop ↑

Mute & Unmute: This function is incredibly important. All participants will be muted by the facilitators. However, you can unmute yourself to talk. You can toggle between muting and unmuting by clicking or tapping the mute symbol on the bottom of your screen.

On Tablets or Mobile Devices:

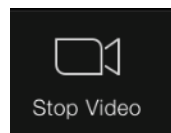


On Laptop/Desktop:

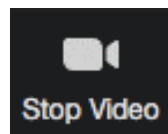


Stop Video: We want to encourage everyone to utilize their video function if at all possible; however, if for some reason you need to turn off your video, you can turn your camera on and off clicking or tapping the camera symbol.

On Tablets or Mobile Devices:



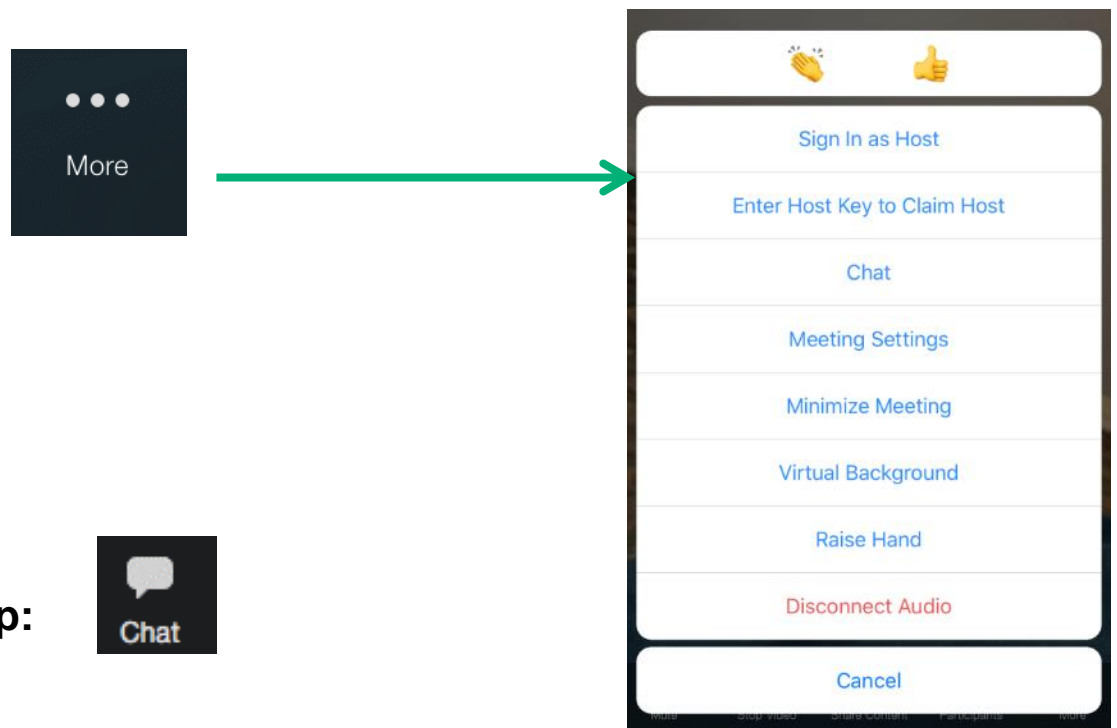
On Laptop/Desktop:



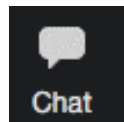
Chat Function: If you have questions that come up when the facilitators have your microphone muted, or if you feel more comfortable typing in your questions or participation, feel free to click/tap on the chat icon. This will open up a chat box, and you can type in your question. You can also

click/tap on the chat box to see what other participants are writing. On your mobile device or tablet, you will have to tap “More” and then tap “Chat”

On Tablets or Mobile Devices:



On Laptop/Desktop:



Different Views:

On Your Laptop or Desktop Computer

The Default Setting is “Speaker mode” this will always show the video of whoever is speaking. If multiple people are speaking at the same time, the video will show whoever may be speaking louder. If you would like to switch to see everyone’s video, select “Gallery View” in the top right.

For our Young at Heart classes please make sure you are on “Speaker Mode” to ensure you only see the instructor so you can follow along and see their form nice and clear.

On Your Tablet or Mobile Device

You can swipe left and right to change your views. The first window will show the video of whoever is speaking. The second window will show a grid of up to four participants at a time.

For our Young at Heart classes please make sure you are on “Speaker Mode” to ensure you only see the instructor so you can follow along and see their form nice and clear.