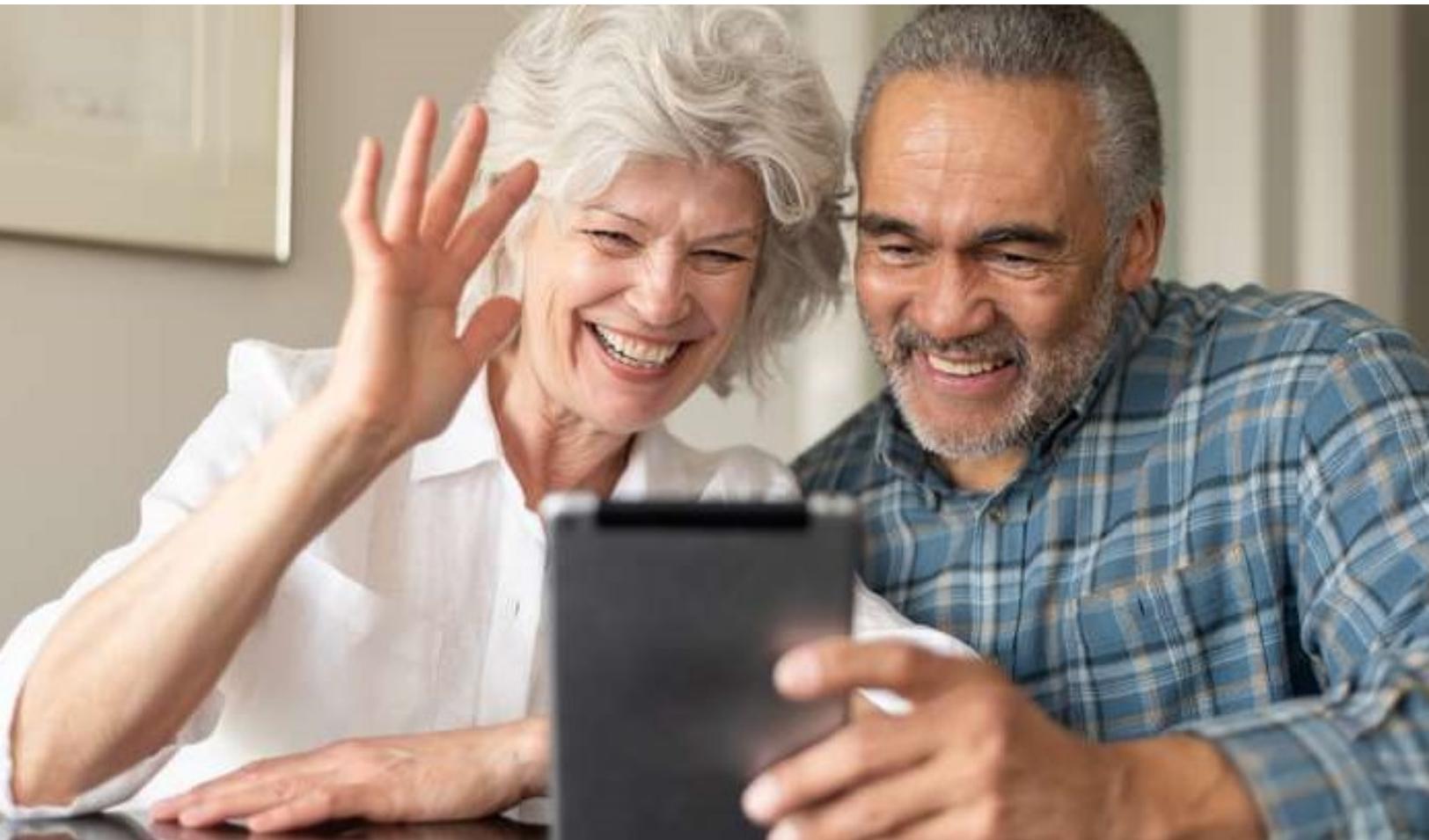


# Instructions for Accessing Your Partners in Care Foundation Workshop through *Zoom*



We are so excited that you have chosen to join one of our virtual workshops! This guide has been developed to give you step-by-step instructions for joining the workshop using *Zoom*.

Before your workshop begins, you will receive a call from one of our staff members to walk you through these instructions, but just in case you'd like to get a head start ... here you go!

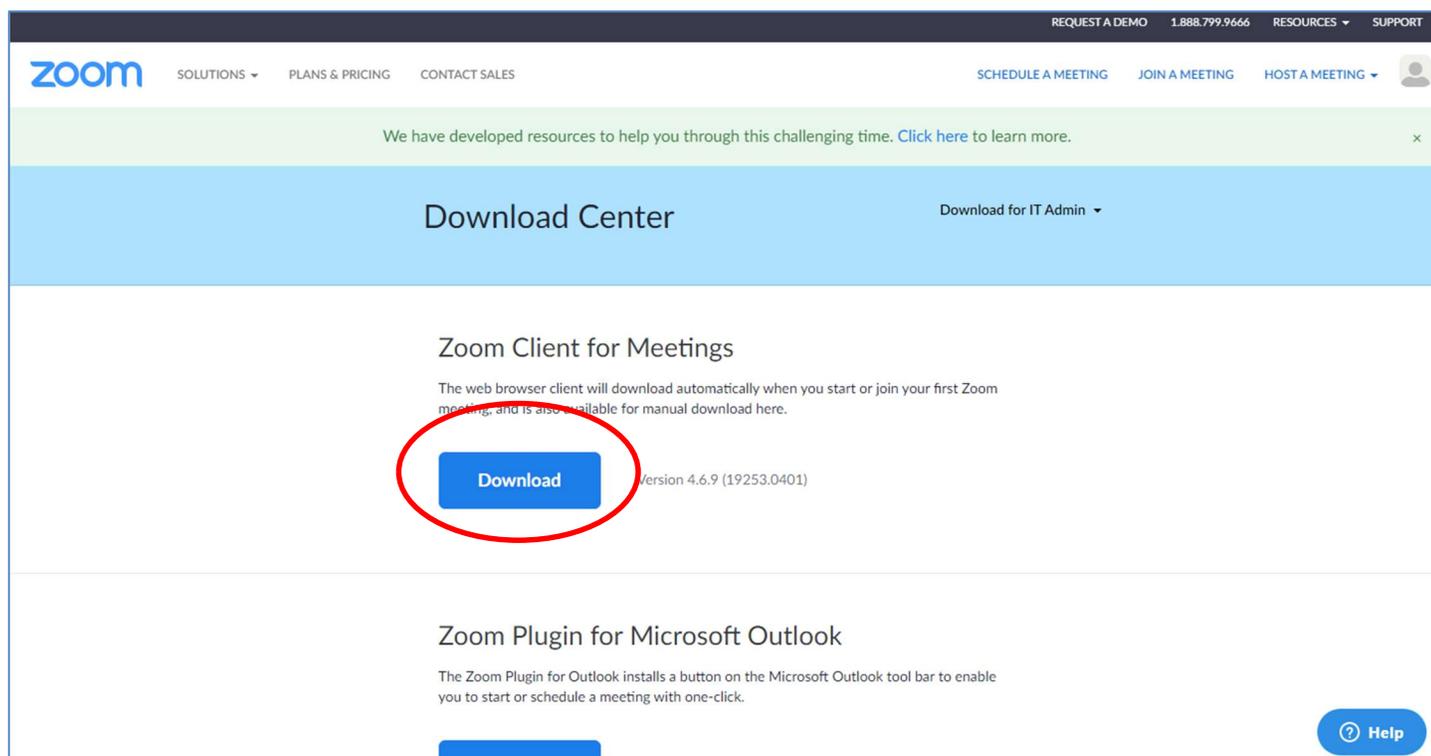
## **STEP ONE: Downloading the *Zoom* App**

Will you be participating in the workshop from a computer or will you be using a tablet (iPad, Amazon Fire, etc.) or smartphone? This will determine how you will download the *Zoom* app.

### **Option 1: From your laptop or desktop computer (recommended)**

1. Open an internet window and type in <https://zoom.us/download>

2. As seen in the image below, click on “Download” under the option for “Zoom Client for Meetings”



3. Clicking this button will start your download of the *Zoom* app onto your computer. This may look a little different on Mac vs. PC computers.
4. Once your download has completed, click on the file (shown below) to finish installation.

The screenshot shows the Zoom website's Download Center. At the top, there is a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, and CONTACT SALES. The main content area is titled "Download Center" and features two download options:

- Zoom Client for Meetings:** A blue "Download" button is next to the text "Version 5.0.1 (23502.0430)".
- Zoom Plugin for Microsoft Outlook:** A blue "Download" button is next to the text "Version 5.0.23514.0430".

At the bottom left of the page, a download bar shows a file named "ZoomInstaller (1).exe" with a small Zoom icon to its left. A large red arrow points from the "Zoom Plugin for Microsoft Outlook" section down to this file in the download bar.

## Option 2: From a tablet or smartphone

1. Find and Download the “Zoom Cloud Meetings” application
  - 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. Opening the Zoom application

- Once you have finished downloading *Zoom* to your device, click “Open.”
  - The app will ask for permission to use your microphone and camera. ALLOW the application access to both.
  - *Zoom* will only use your microphone and camera when you are actively in a *Zoom* meeting and you 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, click on the link in your email or open the Zoom app and type in your Meeting ID.  
For further instructions, continue to Step Two: “Joining the Virtual Workshop”

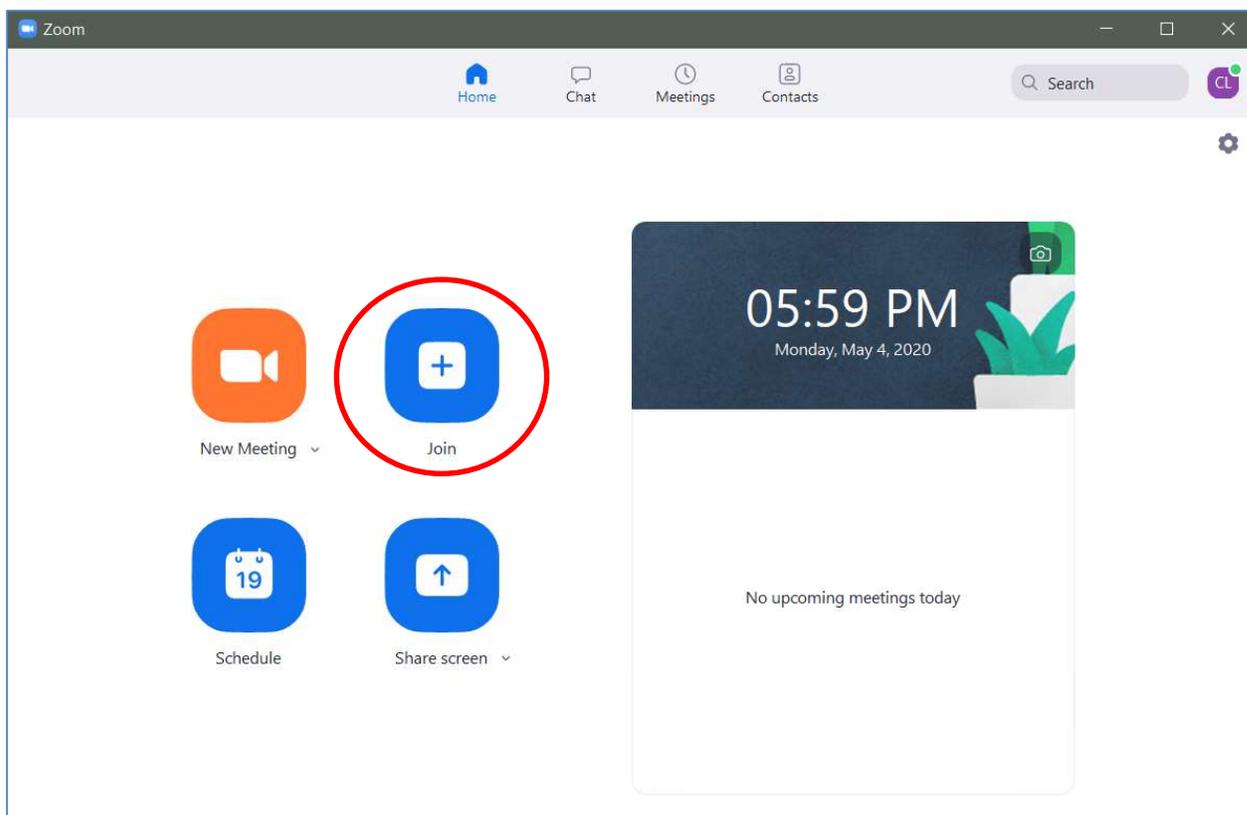
## STEP TWO: Joining the Virtual Workshop

### Option 1: From your laptop or desktop computer – two ways to join

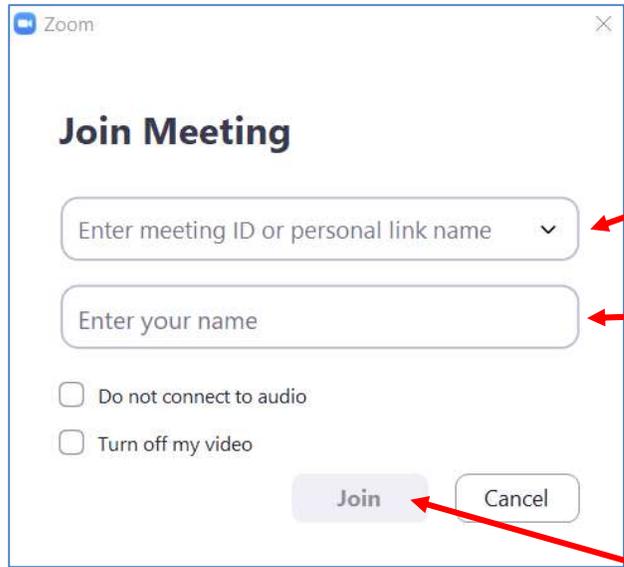
1. Click on the Zoom application you installed on your computer in STEP 1. The application may say “Start Zoom” and look like this:



Once you do that, you should see a screen that looks like this:



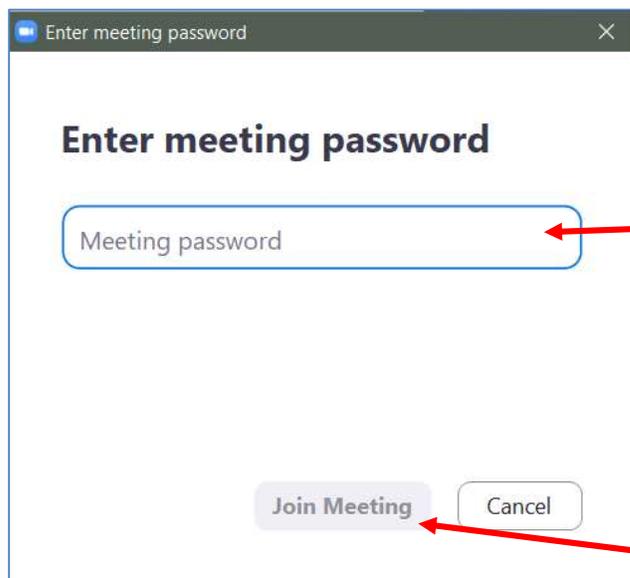
Click “Join” (circled in red above). That should open up a window that looks like this:



The screenshot shows the Zoom 'Join Meeting' window. It has a title bar with the Zoom logo and a close button. The main heading is 'Join Meeting'. Below it is a dropdown menu with the text 'Enter meeting ID or personal link name'. Underneath is a text input field labeled 'Enter your name'. There are two checkboxes: 'Do not connect to audio' and 'Turn off my video'. At the bottom are two buttons: 'Join' and 'Cancel'. Three red arrows point to these elements with the following instructions:

1. Click "Join"
2. Enter your name
3. Enter the meeting ID given to you by your facilitator

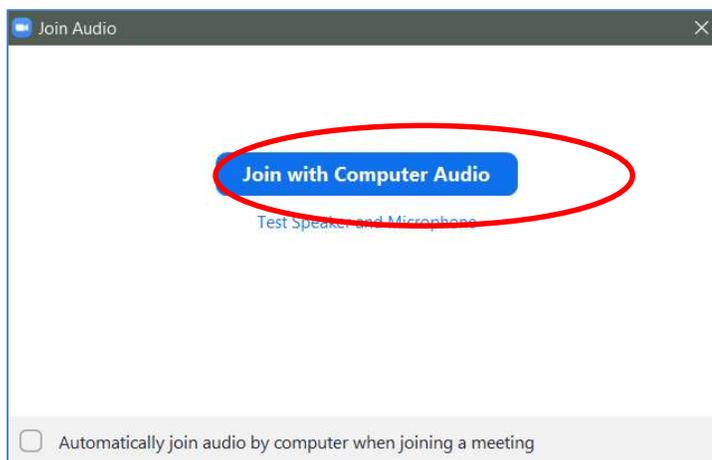
For security, you will be asked for a password:



The screenshot shows the Zoom 'Enter meeting password' window. It has a title bar with the Zoom logo and a close button. The main heading is 'Enter meeting password'. Below it is a text input field labeled 'Meeting password'. At the bottom are two buttons: 'Join Meeting' and 'Cancel'. Two red arrows point to these elements with the following instructions:

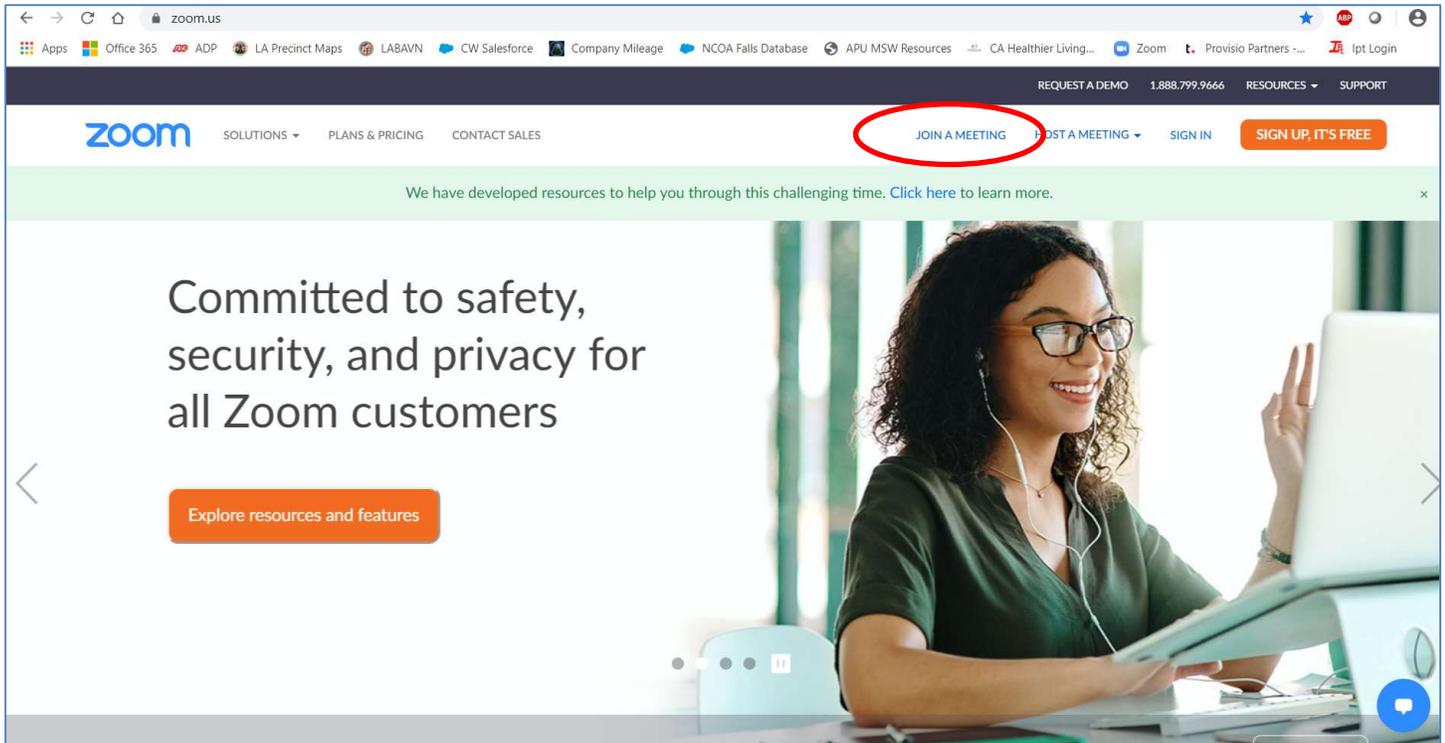
1. Enter the password given to you by your facilitator
2. Click "Join Meeting"

You are in! You will get a pop-up window asking if you would like to join audio. Click on "Join with Computer Audio" (circled below)



**OR**

2. Open an internet window and type in: <https://zoom.us/>. It should look like the picture here. Click on “Join a Meeting” (circled below)

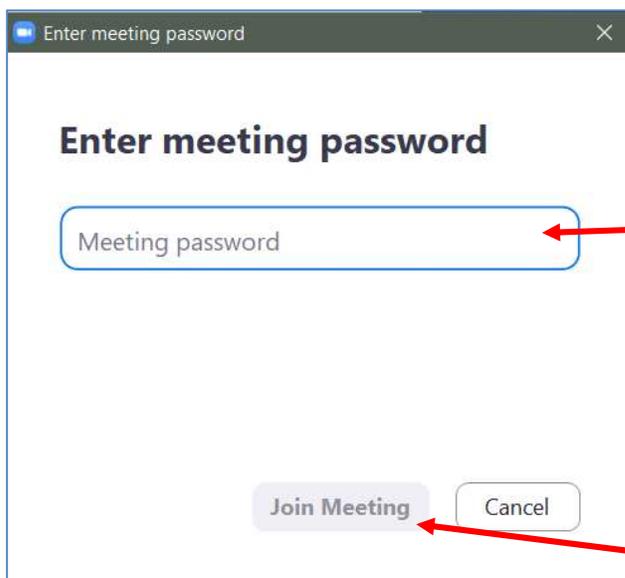


It should bring up a screen that looks like this:

1. Enter the Meeting ID given to you by your facilitator

2. Click "Join"

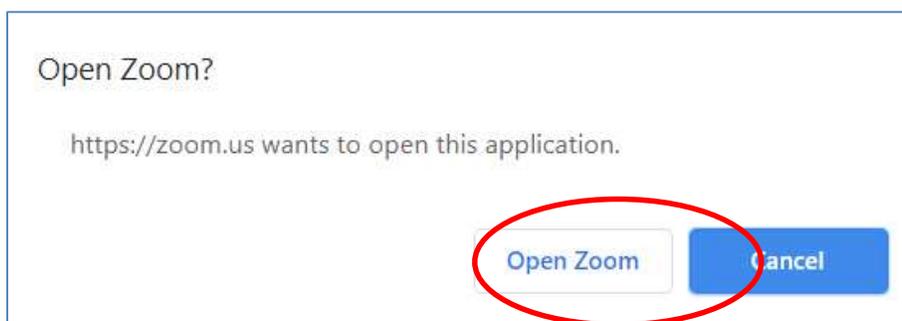
For security, you will be asked for a password:



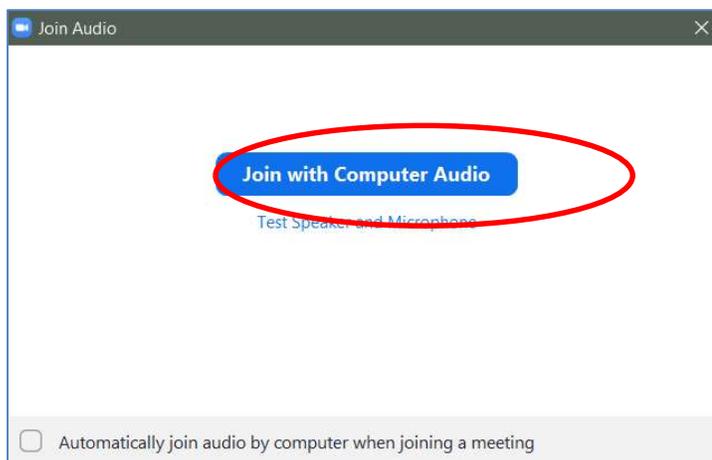
2. Enter the password given to you by your facilitator

3. Click “Join Meeting”

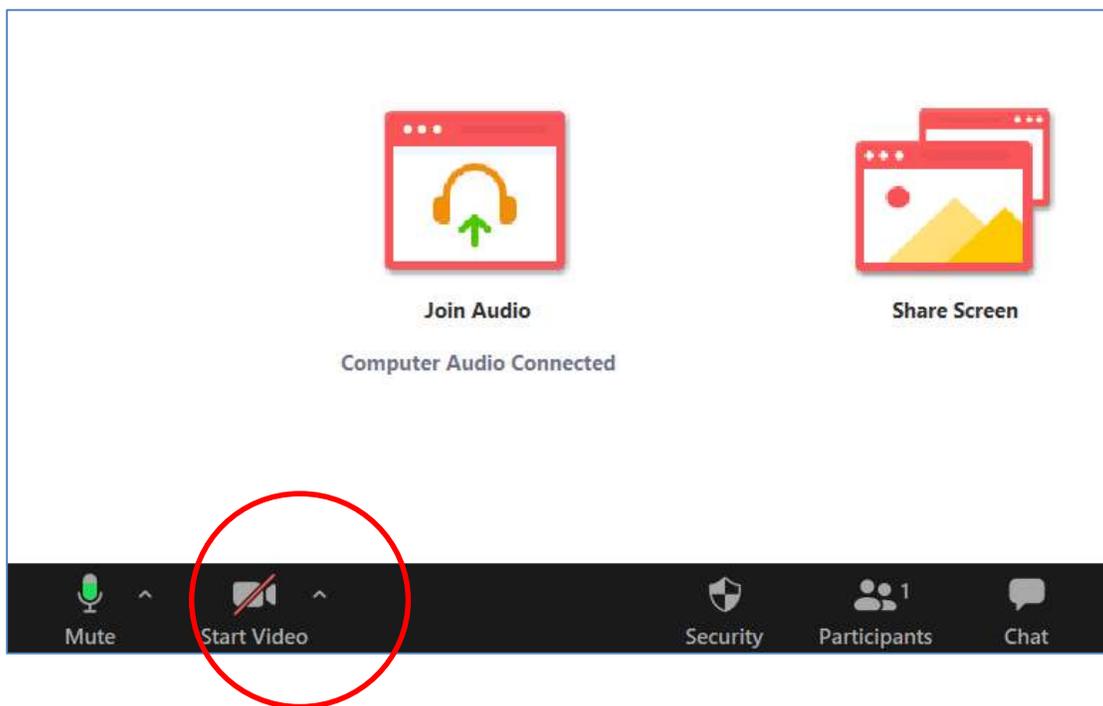
Next, you should see a screen that asks if you would like to Open Zoom. Click “Open Zoom” (circled below)



You are in! You will get a pop-up window asking if you would like to join audio. Click on “Join with Computer Audio” (circled below)



**Whichever option you use, once you are in you will need to turn on your video. Click on “Start Video” (circled below)**



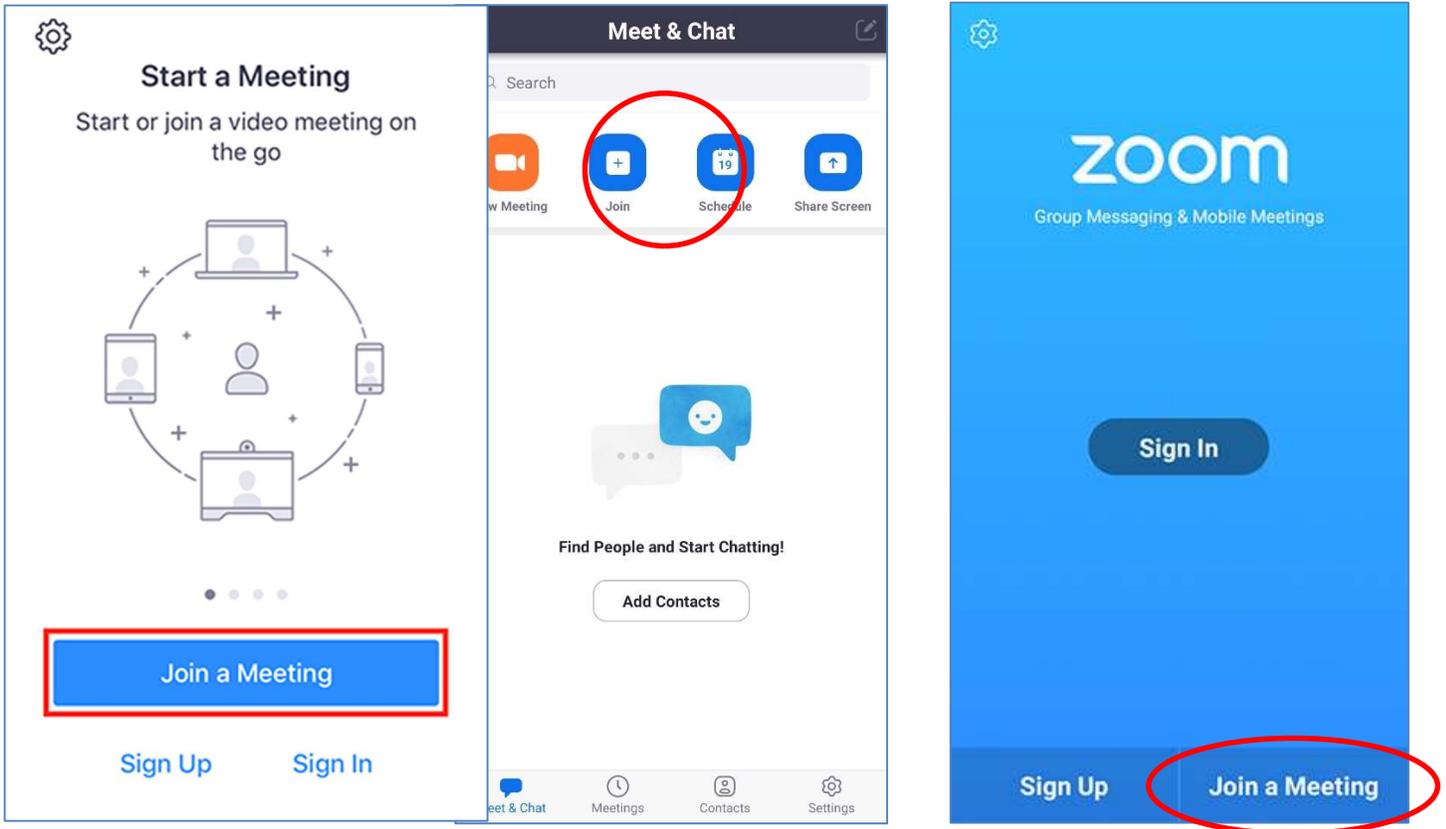
Once you do that, your screen should look something like this:



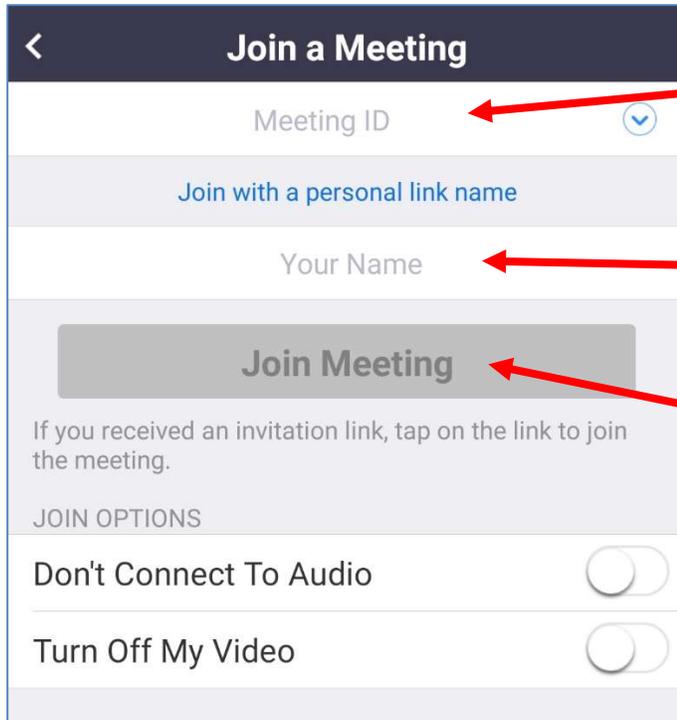
## Option 2: From your tablet or smartphone

1. Locate and click on the *Zoom* app on your tablet or smartphone. Once you do that, you should see a screen that looks like this – click “Join”

Note: Depending on your device, your screen may look a little different. Here are some examples of variations you may see.



2. Next, you will see a screen that looks like this asking for your Meeting ID:

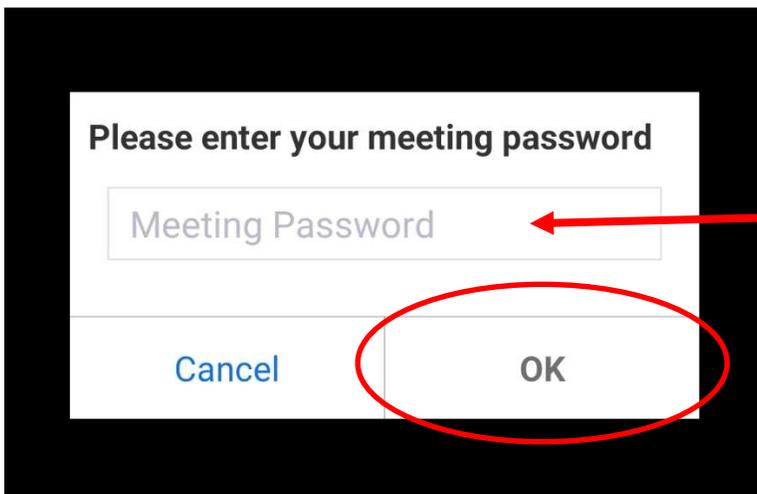


2. Type in the Meeting ID given to you by your facilitator

3. Type in your name

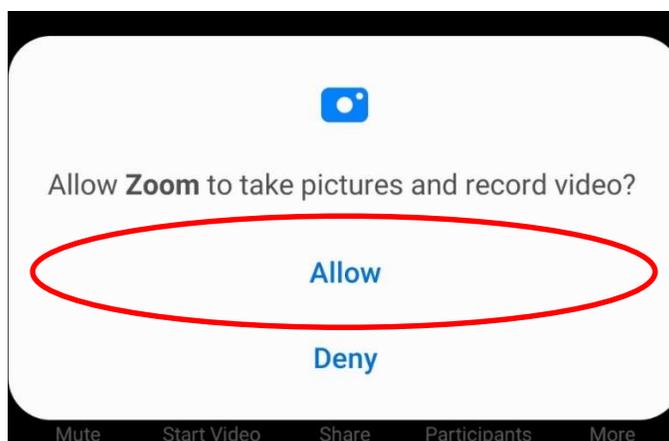
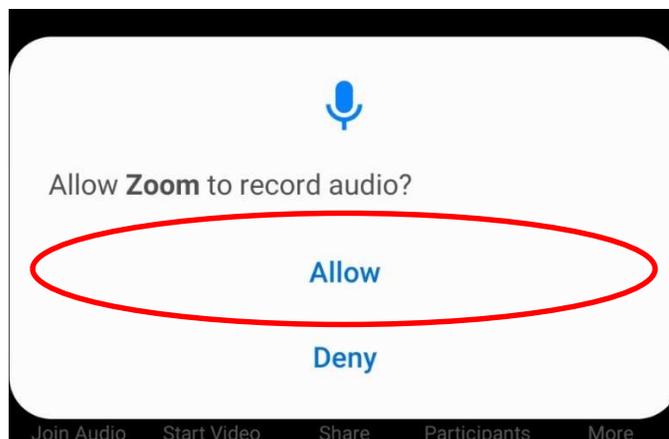
1. Click "Join Meeting"

3. Once you click "Join Meeting" you will be asked for a meeting password

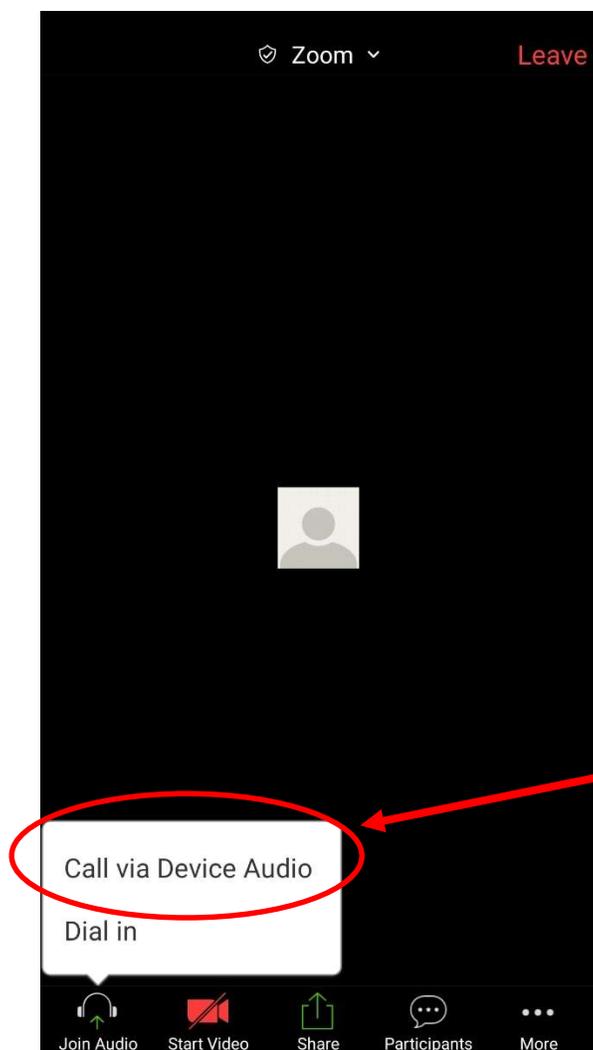


Enter the Meeting Password given to you by your facilitator and click "OK"

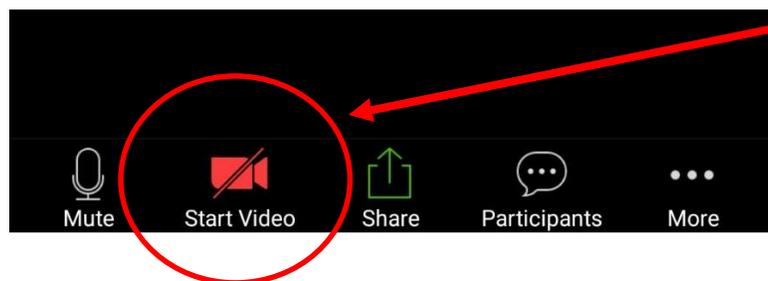
4. After you click "OK" – the very first time you use the app – you will be asked to allow *Zoom* access to your audio (sound) and video. Click "Allow" to both as follows:



Once you allow those features, every other time you join a meeting on Zoom your app will open like this:



Click "Call via Device Audio"



Click "Start Video" so others can see you

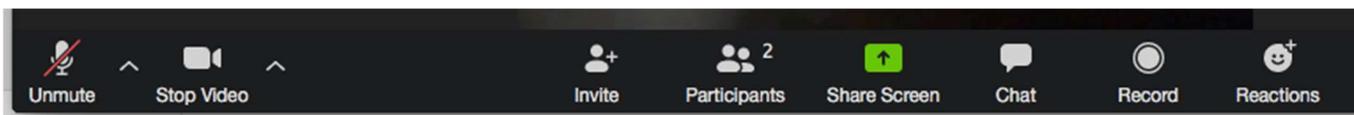
**5.** Congratulations! You are in the workshop! You should be able to see and hear other participants, and other participants should be able to see and hear you. The screen should look like this photo:



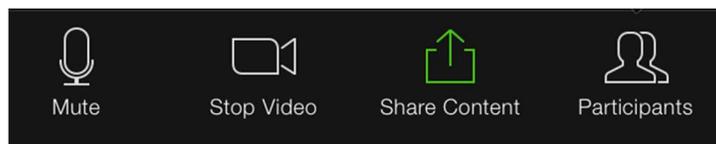
## STEP THREE: Using *Zoom* controls in the workshop

Here are the different *Zoom* controls you should familiarize yourself with:

On your laptop or desktop your controls will look like this:

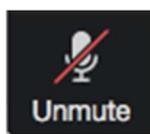


On your tablet or smartphone your controls will look like this:

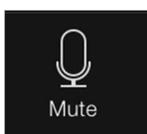


**Mute & Unmute:** This function is very important. All participants will be muted by the facilitators to reduce background noise. However, you can unmute yourself to talk. You can go between muting and unmuting by clicking or tapping the mute symbol on the bottom of your screen.

On Laptop/Desktop:

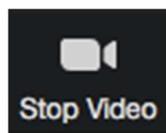


On Tablet/Smartphone:



**Stop Video:** We want to encourage everyone to use 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 Laptop/Desktop:



On Tablet/Smartphone:



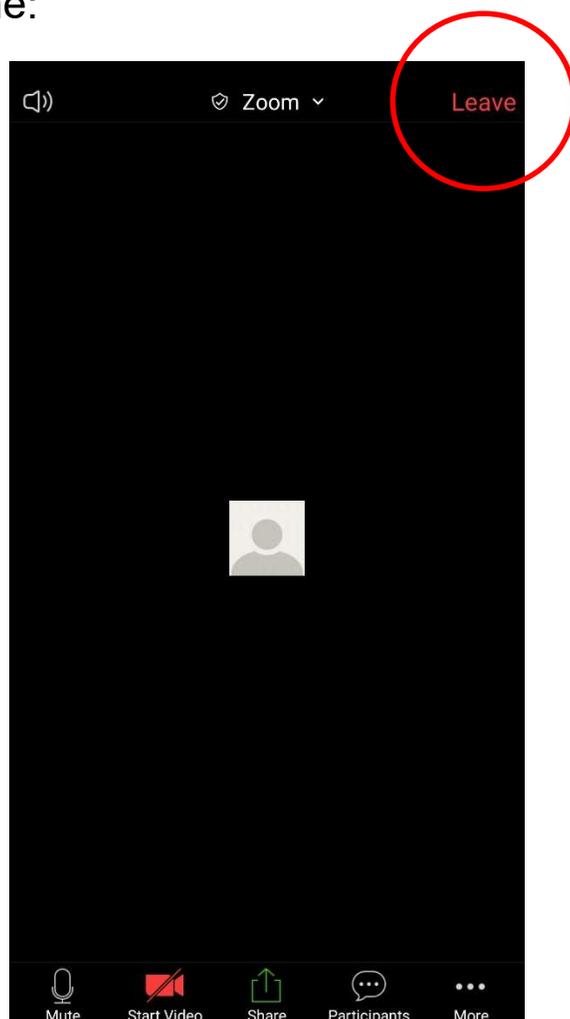
## STEP FOUR: Exiting Zoom when the workshop is

Once the workshop has finished, your facilitator may end the meeting for everyone or if you would like/need to leave before that, you can “Leave” by clicking this button in your control panel:

On Laptop/Desktop:



On Tablet/Smartphone:



Please see below for a YouTube video that might also be helpful in getting you set up:

<https://www.youtube.com/watch?v=hIkCmbvAHQQ>

