

GETTING STARTED WITH ZOOM

Hello everyone! We hope you are all feeling well and healthy! We've tried to think of any information you would need to start, so please read the information below very carefully!

PLEASE NOTE: Each class is an open enrollment to our members via the link we will provide to you. You do not need to enroll in any classes ahead of time!

STEP 1: The first step is you! Open your web browser and type <https://www.zoom.us> in the address bar. Here you can up an account on Zoom (top right of the page). It is free! You will be asked for your birthdate because those under 16 years old can't create their own account on Zoom. Although you can still attend a class without having an account, we need you to create one so we can record attendance and send you an online class evaluation after the class is over. For further directions on how to set up a Zoom account, go to [google.com](https://www.google.com) and type Set Up Zoom Account in the search bar.

STEP 2: Zoom training. We will offer two Zoom basic training sessions, one in the morning and one in the evening, the 2nd week of September. We will cover issues like how to turn video on and off, audio on and off, how to use the chat function, etc. You may attend whichever meeting fits your schedule. You will receive an invitation to the meetings around September 3. We have also attached a copy of our "how to" directions for Zoom that was distributed this summer. You will find that Zoom is very easy to use once you know how to do a few simple steps.

STEP 3: The classes. Each week we will send an email out to the membership with the appropriate links for the upcoming classes the following week (it will be emailed on Thursday or Friday). ***The email will include the title, facilitator, and date/time of the meeting followed by the ZOOM Link to enter the meeting when the time comes.*** We suggest logging into the class about 5 to 10 minutes before it begins. SAVE THESE EMAILS!!! You may want to create a folder in your email for CCAL and move these emails into the folder for quick reference. Or, you can "star" or "flag" the email so that it will be easy to find when it's class time. If you do not see the emails, check your junk email folder or spam folder. Any members who do not want to attend Zoom classes can simply delete those emails.

STEP 4: The evaluation. A day or so after your class, you will receive a link to a course evaluation. The title and facilitator are required on that form. It has the same questions that we have on our regular evaluation. Just complete it and submit it! You do not need any special login to complete the evaluation.

GENERAL NOTES:

You can use zoom either on a computer or with an iPad or smartphone - android or iPhone. You can use the browser on your phone, or download the Zoom app to your phone. You even have the option to call in on any phone to hear only audio – information you would need is provided in the invitation you will receive and is good in a pinch if your internet isn't working well.

Check your equipment before a class. Make sure devices are properly charged or plugged in.

If you experience technical difficulty during your class, you may leave the class and re-enter via the link we emailed you. This may happen from time to time, depending on how busy Zoom is overall or your internet service provider may be experiencing an issue – these things happen! The facilitator is not charged with assisting in individual technical issues.

Don't hesitate to use Google if you have questions. Just go to google.com and type in what problem you are having or a question you have. There are lots of videos and helpful information on the internet. You may be able to fix an issue by yourself!

Be aware of your surroundings. Let family members know you are using Zoom. Sometimes audio may be turned on, or video may be on, so people can see someone walking behind you or hear the dog barking!!! You can always turn off video or audio for yourself if these things occur.

Bandwidth can be an issue with Zoom, which is why video is usually turned off by default. The facilitator will determine what controls they need to use for their own classes.

Keep an eye on your email during the week for any updates that might occur. All notifications will be made via email.

Sit back, relax, and enjoy your classes. Zoom can be a lot of fun, and you may find you want to use it on your own! Once you create an account and get logged in, the rest, as they say, is "gravy" 😊