ILR/SAMPLER Instructions For Logging on and Using Zoom (disclaimer: this is a learning experience for all of us and may have to be modified as we experience it together)

You should be able to access the ILR Samplers on any PC, Mac, desktop, laptop, tablet or smartphone. If you have never joined a Zoom presentation on your device you will have to download and install the Zoom application. To do so you may go to **zoom.us/download**. Click on **Download** Zoom Client for Meetings. It will be installed on your device so you don't have to do this again. Do this well in advance of the first ILR Sampler you plan to access.

Approximately 1 day before each Sampler, you will receive an invitation to join the Zoom lecture. Each invitation will be specific to a Sampler and will contain an embedded password. Please be sure to keep this invitation available on your computer until after the lecture. **Do not share this invitation with anyone else since it is only to be used by registered participants.**

You should join the meeting 15-20 minutes before the scheduled start of your chosen lecture. To join the meeting, go to the invitation for that lecture in your email. Below the 4th line, **Join Zoom Meeting** is the link to enter the meeting. Click on the link. You will be taken to a Zoom page and a text box will open. Click on **Open Zoom Meeting.** It may take a minute or two for the application to open on your device. You will be taken to a "waiting room". and admitted to the meeting, after which you will see your image on the screen. Your image will be seen by everyone in the classroom. If you prefer to not be seen click on the **stop video** button which is usually found in the lower left portion of your screen. Our Zoom account has a limit to how many participants can enter. When the limit is exceeded you will see the message, "MEETING ERROR USER FULL".

Your screen name will appear along with your image. Your screen name should be your actual name and not a nickname. If your screen name is anything other than your actual first & last name click on the **Participants** icon, hover over your name, click **more** and change your screen name to your actual name.

If you don't change your screen name to your actual name you will be removed from the classroom. This procedure is necessary for security purposes. Once the class starts, there are two possible screen formats available, **Gallery View** and **Speaker View**. For best results select **Speaker View,** usually found in the upper right corner of your screen.

When you enter the Zoom meeting your microphone will be muted. We ask that you leave it muted. Do not interrupt the presenter to ask questions. At the appropriate time during the lecture, the presenter will ask for questions and or comments. If you wish to speak please use the **raise hand** button which you will find next to your name when you click on **Participants** at the bottom center of your screen. When you are recognized, please **unmute** your microphone and speak. At this time please move closer to your computer so that your microphone can clearly pick up your voice. When you are done speaking please **mute** your microphone and click on the **lower hand** button in the Participants panel. By keeping your microphone muted you will help to eliminate distracting sounds that will interfere with the presentation for everyone.

Of course you may leave at any time during the presentation and return. Just make sure your microphone is still muted while you are away from your device.

There are also many tutorials on using Zoom available on the internet for you to view. This is a good beginner one: https://youtu.be/9isp3qPeQ0E You will have to copy and paste the URL into your browser to see the video. There are several ads that interrupt the video so just skip the ads.