



SENIOR PLANET

*Aging with Attitude*

## Introduction to Zoom

### Why Zoom?

- To join a meeting: one click and you're in
- For iOS, Android, and Windows
- Basic plan is free with other plan [options](#)
- Attend many types of events



### Senior Planet

- Senior Planet is a community of older adults using technology to age with attitude!
- More than 50 free virtual programs/week
- Virtual fitness classes, social gatherings, lectures on tech topics, and interactive workshops to practice using digital resources.

### Learn to Use Your Tablet

- *Android Essentials*: Virtual course that meets for 75-minute classes, 2 times/week for 5 weeks
- “Getting Started with Your Tablet”: 2 virtual classes to learn the basics
- “Spotify”: Lecture & hands-on workshop about the music-streaming app

### Senior Planet Resources

- Watch video tutorials at [seniorplanet.org/nycha](https://seniorplanet.org/nycha)
- Call the hotline for help with your tablet: 1-929-356-2005
- See Senior Planet events at [seniorplanet.org/nycha](https://seniorplanet.org/nycha)

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## Check Zoom's Audio Settings

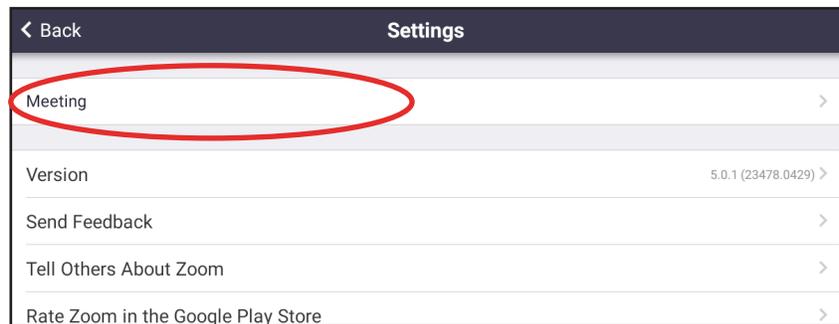
- 1 Tap the **Zoom** app to open it.



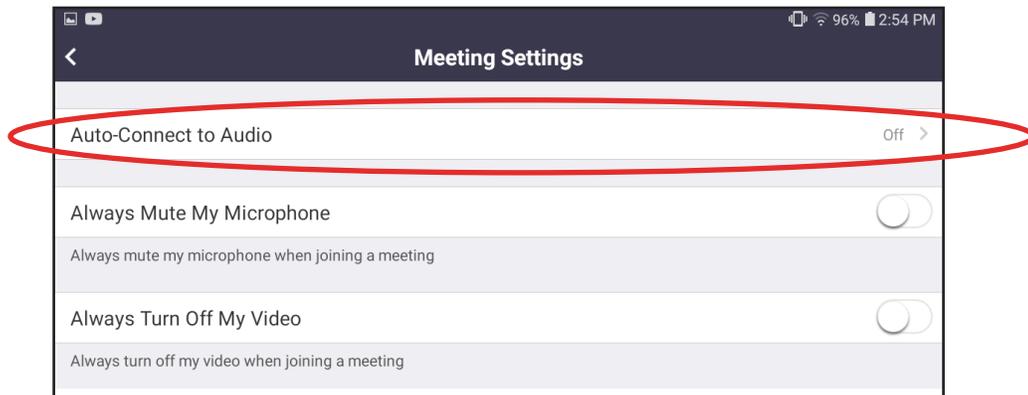
- 2 Before you join a meeting for the first time, check the app's audio setting. Tap the **Settings icon** in the top, left corner of the screen.



- 3 In Settings, tap the first option, **Meeting**.

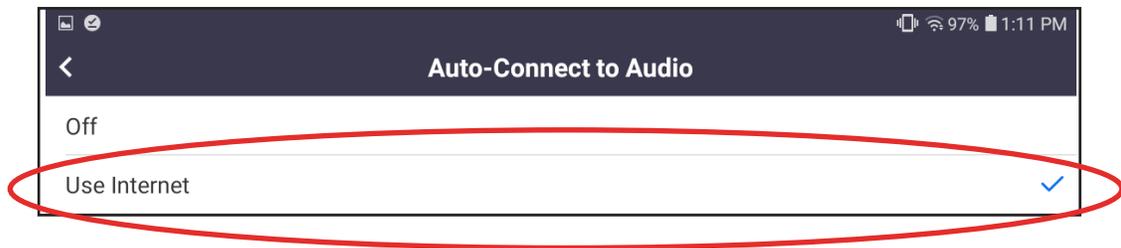


- 4 You want the first option, **Auto-Connect to Audio**, to be turned on. If it says, "Off," tap it to open it.



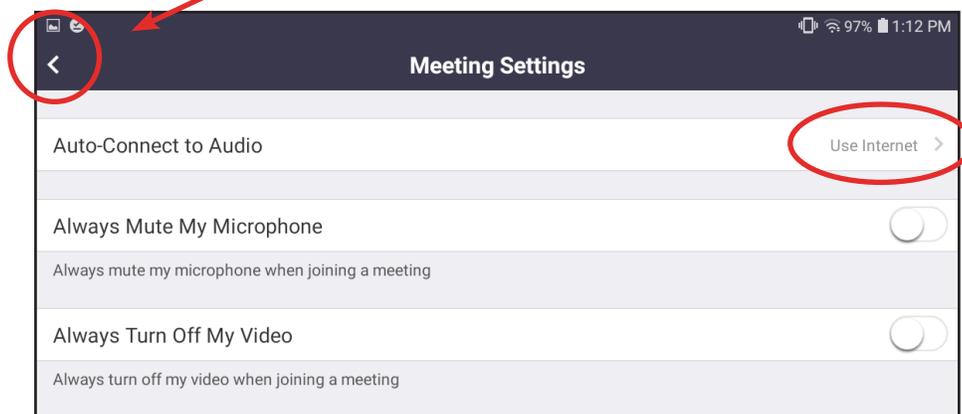
## Check Zoom's Audio Settings, Cont'd

- 5 Next, tap **Use Internet** so that a blue arrow appears to the right.



- 6 Tap the **back arrow** in the top, left corner of the screen.

- 7 Now you should see the words "Use Internet" next to the Auto-Connect to Audio Option. Tap the **back arrow** again until you exit settings and return to the app.



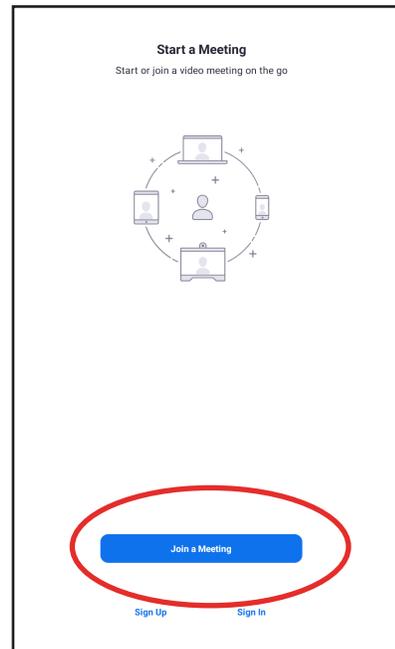
You only have to do these steps once! After that, Zoom will automatically connect you to audio using the device's internet.

## Join a Meeting Using a Meeting ID

- 1 Tap the **Zoom** app to open it.

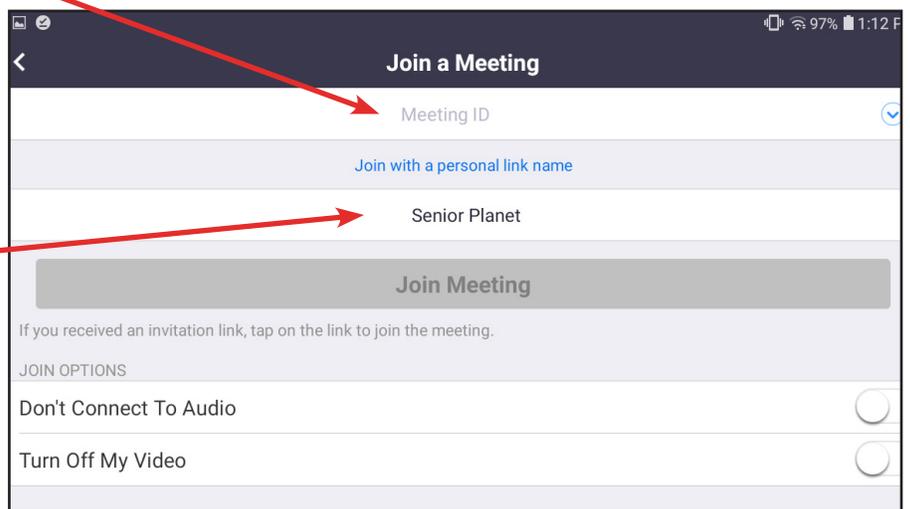


- 2 Tap **Join a Meeting** to get started!



- 3 Tap where it says **Meeting ID** to bring up the keyboard. Then type the Meeting ID.

- 4 You can change the name that will appear with your video by typing in the second line.



- 5 After you add the Meeting ID, the **Join Meeting** button will turn blue. Tap it to join the meeting!



## Zoom Controls

Below are the main features of Zoom that you will interact with most during our virtual class meetings.



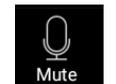
Tap this icon to start your video.



Tap this icon to turn your camera off.



If you see this icon, you are muted. Tap to unmute yourself.



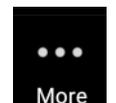
This icon means that you are unmuted. Tap to mute yourself.



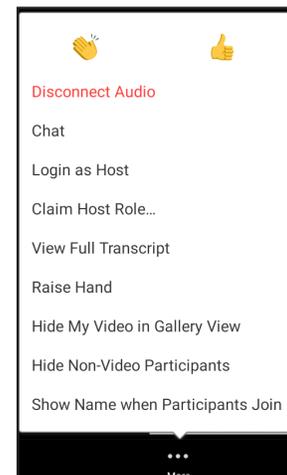
Tapping this icon will allow you to share your screen. You will not need this function for this class.



Tap here to see the names of participants on the Zoom call with you.

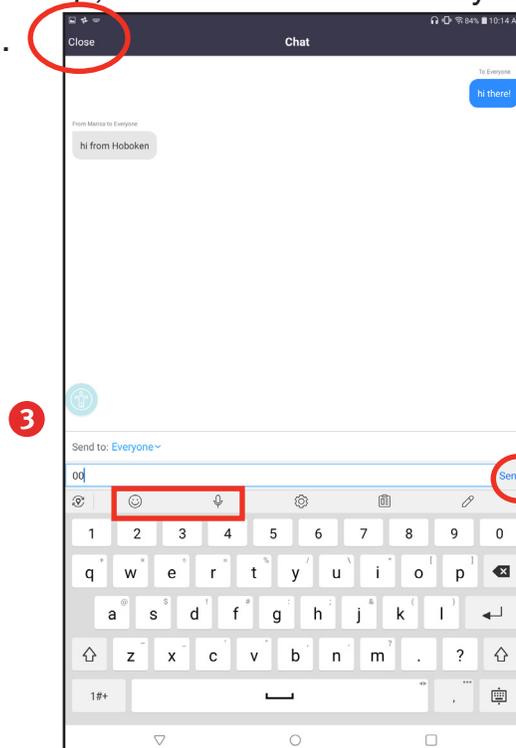
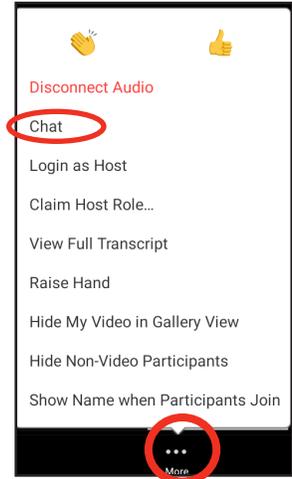


Tapping here will bring up these menu options.



## Using the Chat Feature in Zoom

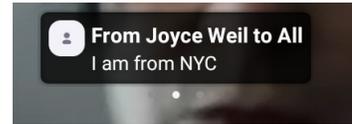
- 1 To access the chat window in Zoom from your tablet, tap **More** from the control panel at the bottom of your screen.
- 2 When the window of menu options pops up, select **Chat**.
- 3 This will take you to a new screen with a keyboard. Messages will send to **Everyone**, meaning all participants in the meeting, by default. Type your message, then tap **Send**!
- 4 Tap **Close** in the top, left-hand corner when you're ready to return to the Zoom meeting.



You can include emoji in your messages, or tap the microphone icon to use the speech-to-text function. Tap **Send** when you're ready.

## Navigating Zoom

This is how your chat message will appear to others in the Zoom meeting.



When you first join a Zoom meeting, you may be on **Speaker** view by default. This means you'll only see the person speaking.



These 3 dots represent the number of screens in the Zoom meeting. To see more screens, swipe your finger to the left. When you see the third dot highlighted, like it is in this image, you'll be in **Gallery** view, which lets you see a screen full of thumbnails of the other participants' pictures and names. Depending on the number of people attending the meeting, there may be multiple screens of gallery view. You can continue swiping until you've seen them all.

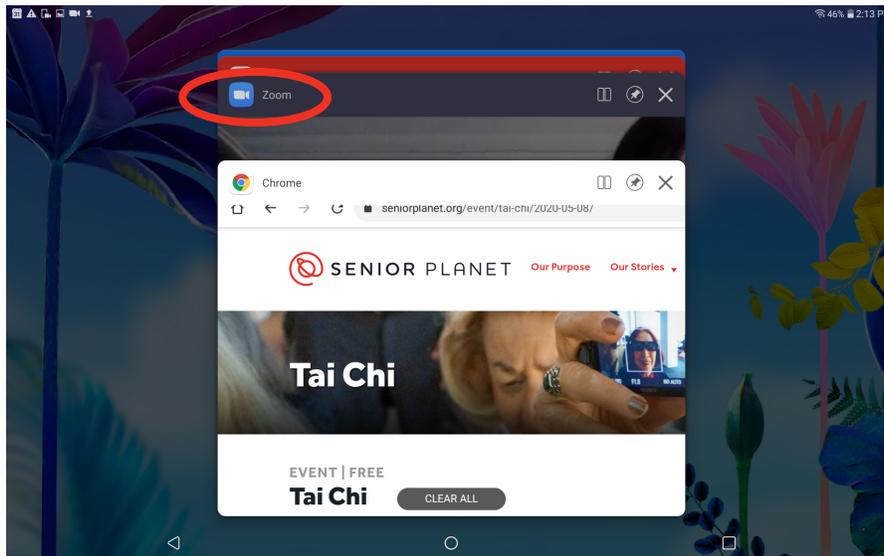


## Navigating Zoom, Cont'd

If at any point you navigate away from the Zoom meeting and find yourself in another app or on your home screen, don't panic. Use your **home touch buttons** at the bottom of your device.



Tap the square to view all open apps. Then tap on the Zoom tab to return to your meeting.



When your class has ended and you're ready to leave the Zoom meeting, look for the **Leave** button in the top, right-hand corner of your screen.

**Leave**

Next, you'll need to confirm that you want to leave. Select **Leave Meeting**.

