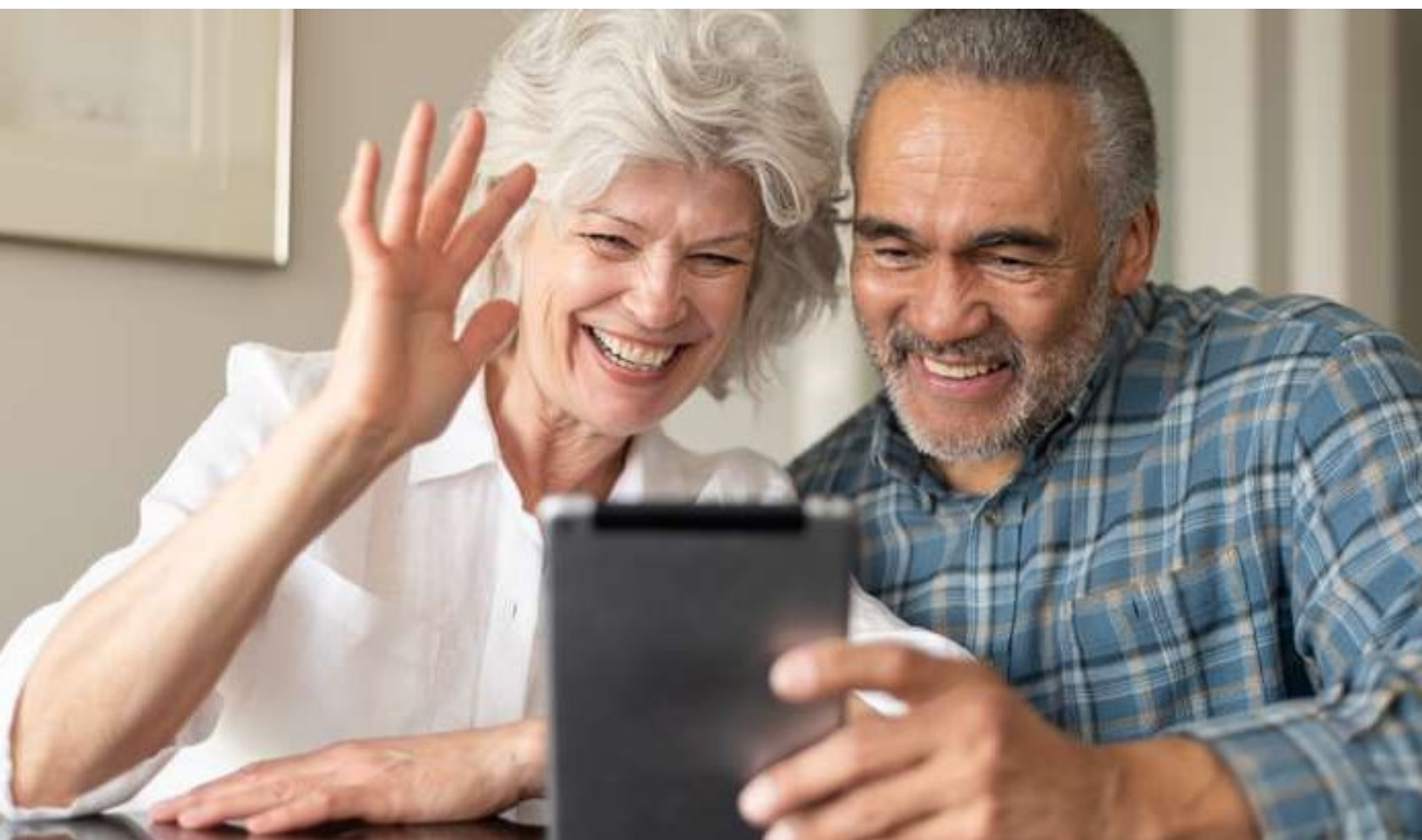


Instructions for Accessing Your Partners in Care Foundation Workshop through *Zoom*



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!

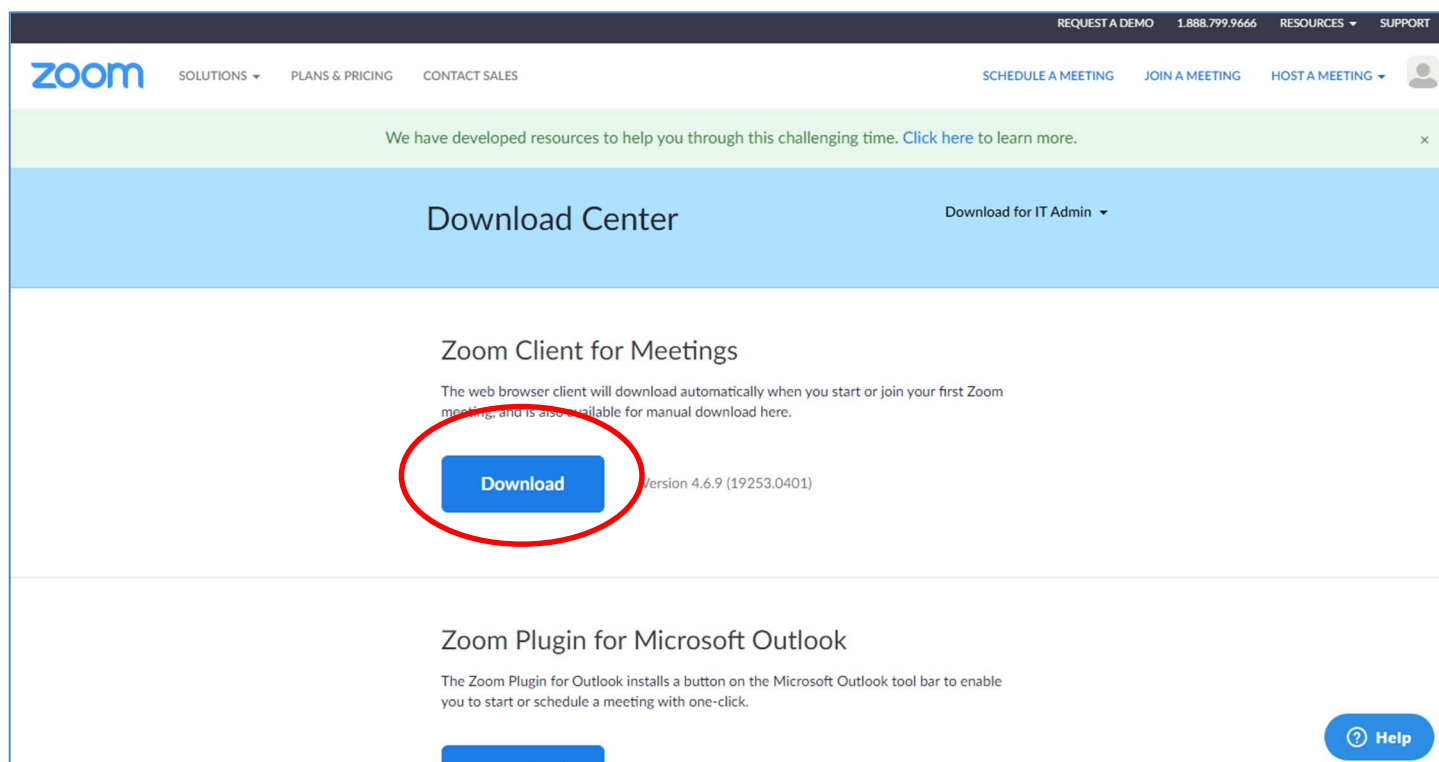
STEP ONE: Downloading the *Zoom* App

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.

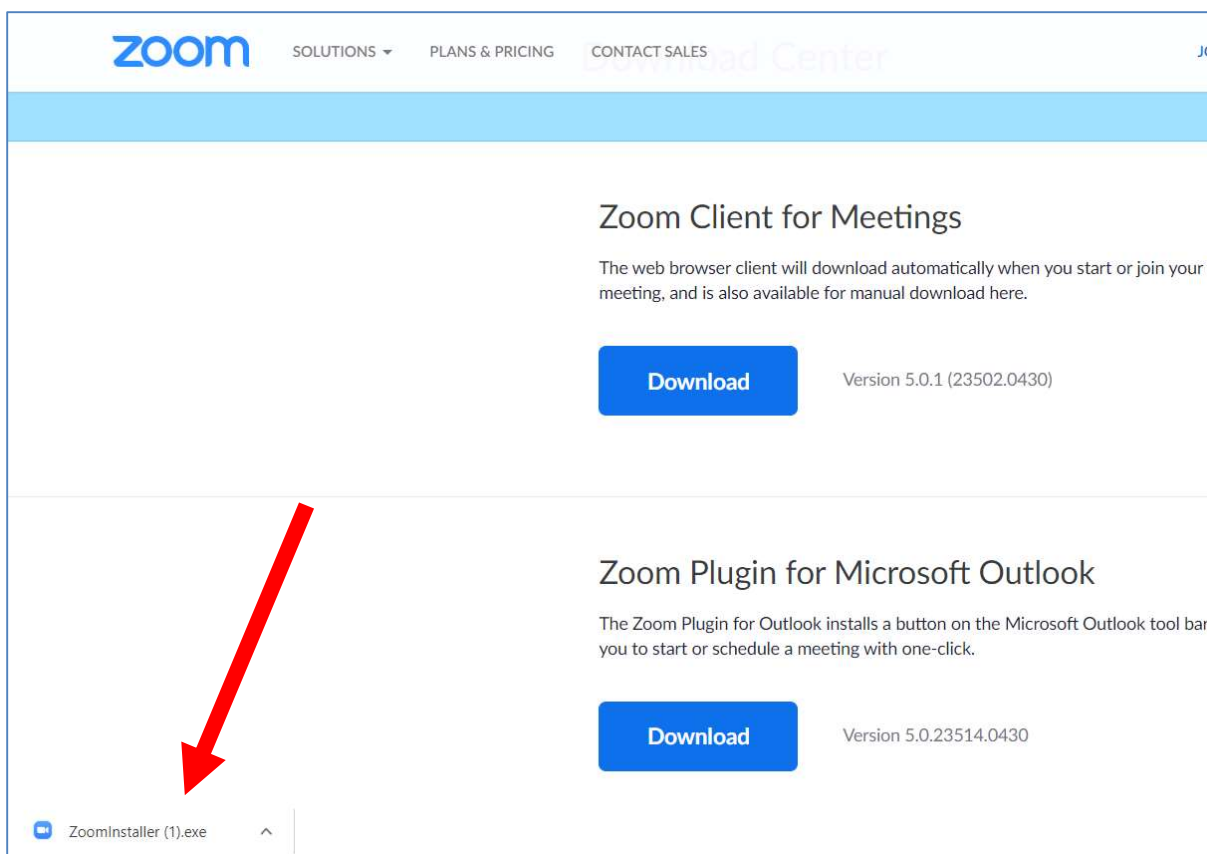
Option 1: From your laptop or desktop computer (recommended)

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.



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”

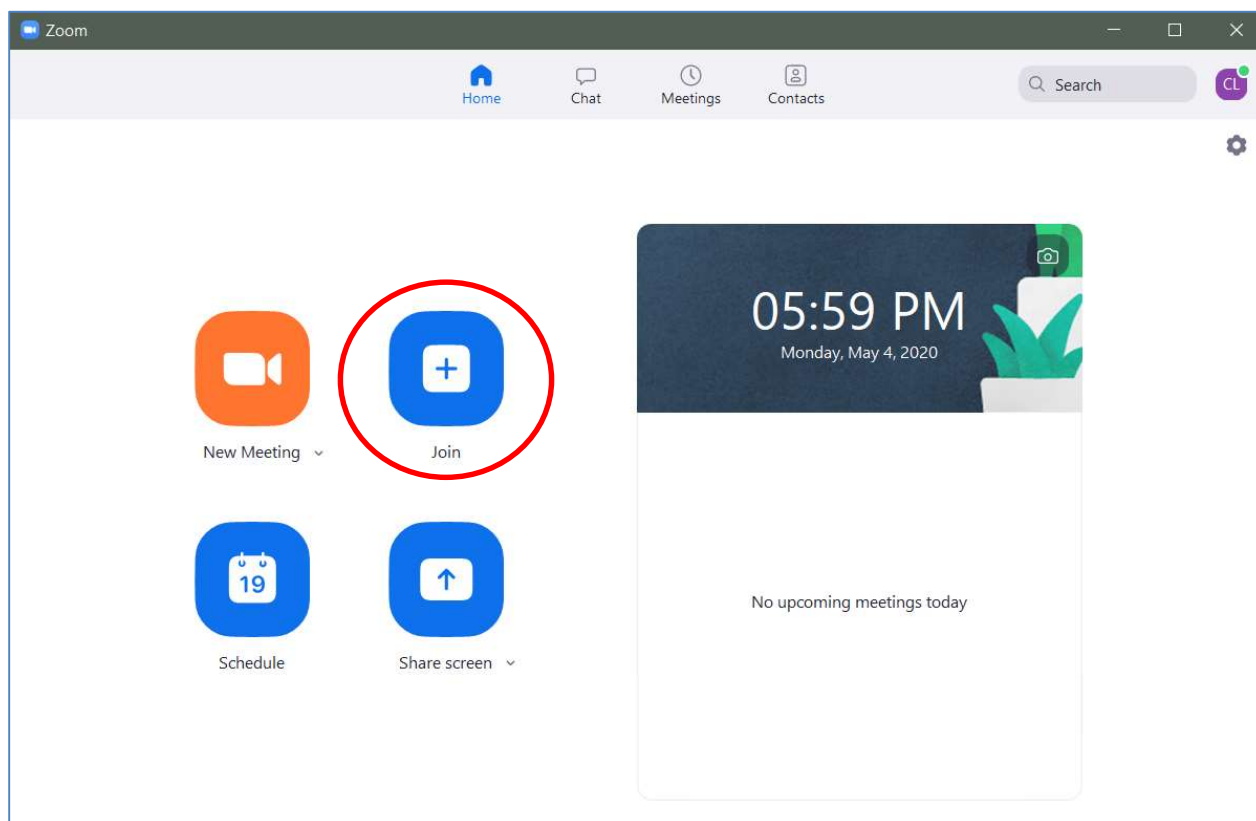
STEP TWO: Joining the Virtual Workshop

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

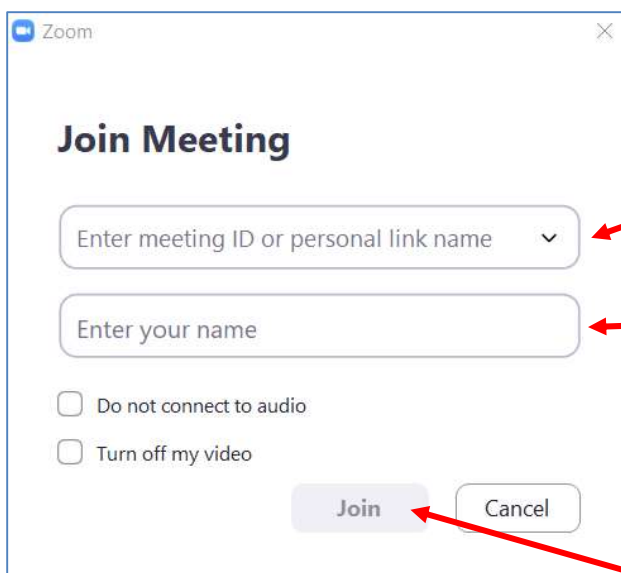
- 1.** Click on the Zoom application you installed on your computer in STEP 1. The application may say “Start Zoom” and look like this:



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 image shows the Zoom 'Join Meeting' dialog box. It has a title bar with the Zoom logo and a close button. The main heading is 'Join Meeting'. Below it are two input fields: 'Enter meeting ID or personal link name' with a dropdown arrow, and 'Enter your name'. There are two checkboxes: 'Do not connect to audio' and 'Turn off my video'. At the bottom are 'Join' and 'Cancel' buttons. Red arrows point from the instructions to these elements: arrow 1 points to the 'Join' button, arrow 2 points to the 'Enter your name' field, and arrow 3 points to the 'Enter meeting ID or personal link name' field.

Join Meeting

Enter meeting ID or personal link name ▼

Enter your name

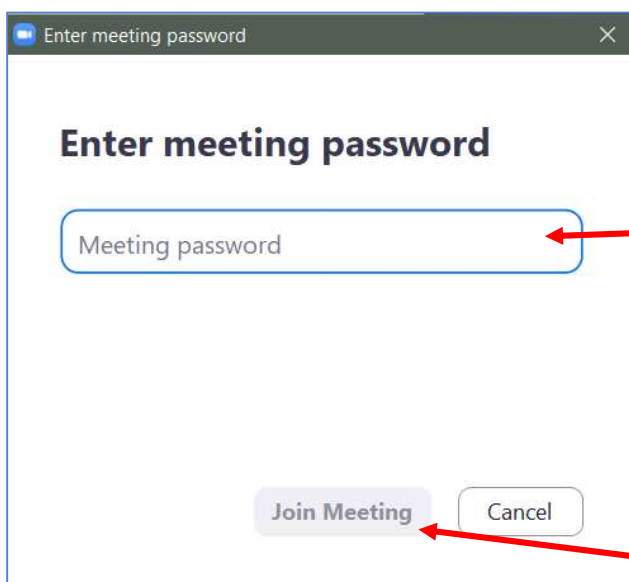
☐ Do not connect to audio

☐ Turn off my video

Join Cancel

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 image shows the 'Enter meeting password' dialog box. It has a title bar with the Zoom logo and a close button. The main heading is 'Enter meeting password'. Below it is a single input field labeled 'Meeting password'. At the bottom are 'Join Meeting' and 'Cancel' buttons. Red arrows point from the instructions to these elements: arrow 1 points to the 'Meeting password' field, and arrow 2 points to the 'Join Meeting' button.

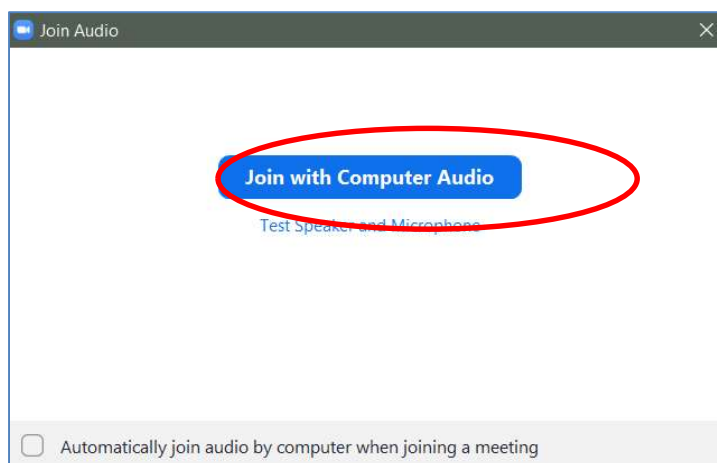
Enter meeting password

Meeting password

Join Meeting Cancel

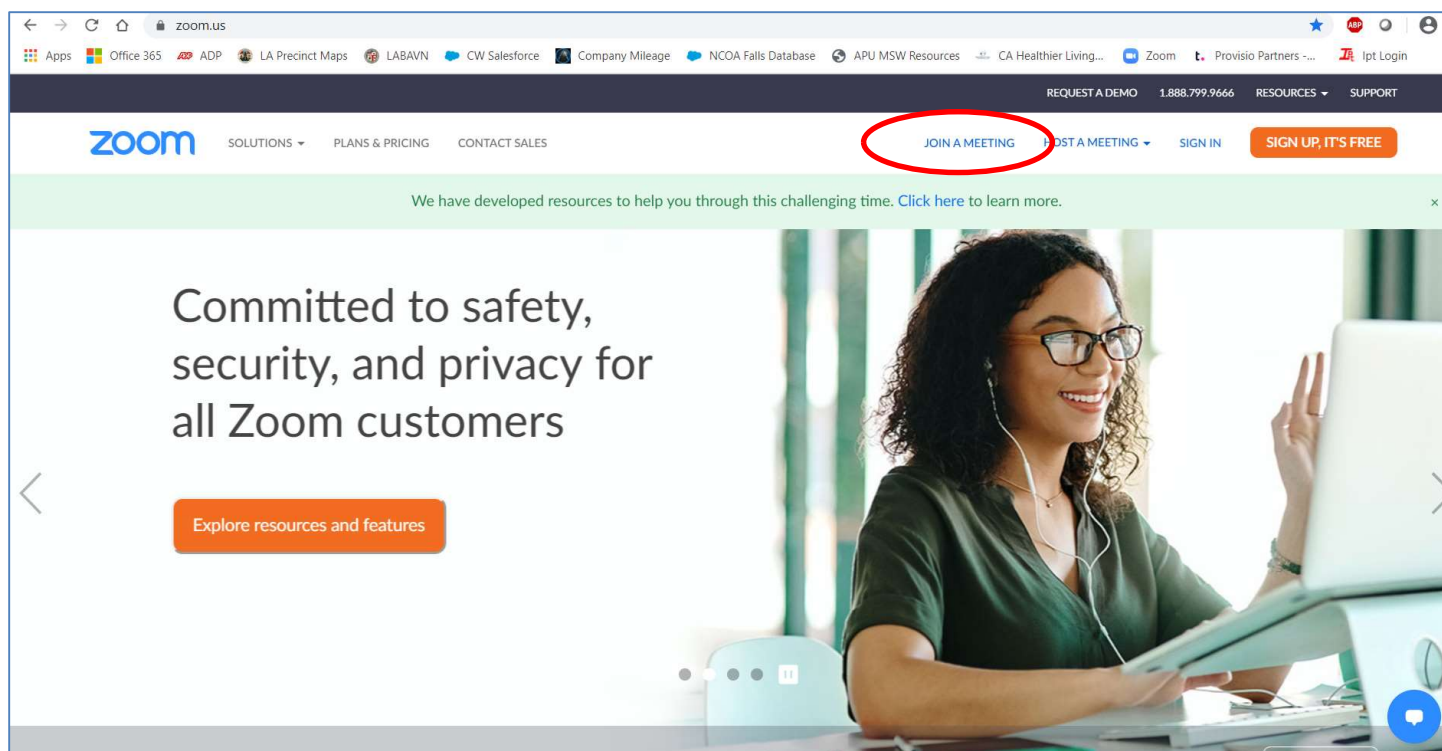
1. Enter the password given to you by your facilitator
2. Click "Join Meeting"

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:

Join a Meeting

Meeting ID or Personal Link Name

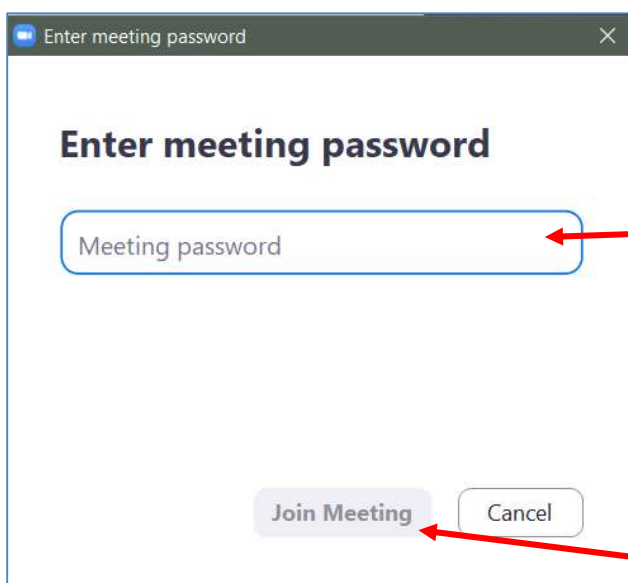
Join

Join a meeting from an H.323/SIP room system

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

2. Click "Join"

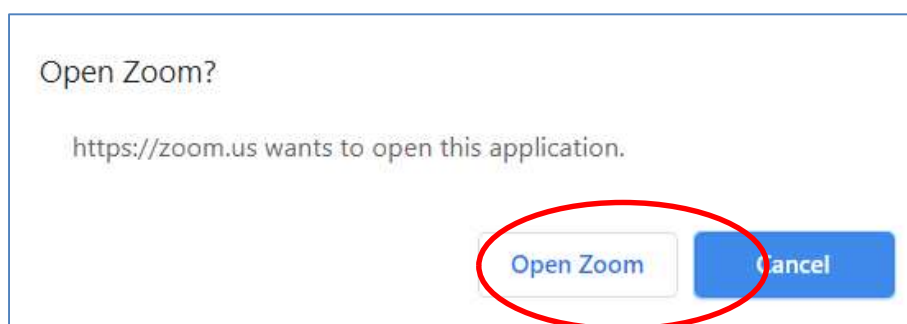
For security, you will be asked for a password:

A screenshot of a Zoom dialog box titled "Enter meeting password". It features a text input field labeled "Meeting password" and two buttons at the bottom: "Join Meeting" and "Cancel". A red arrow points from the text "2. Enter the password given to you by your facilitator" to the password input field. Another red arrow points from the text "3. Click 'Join Meeting'" to the "Join Meeting" button.

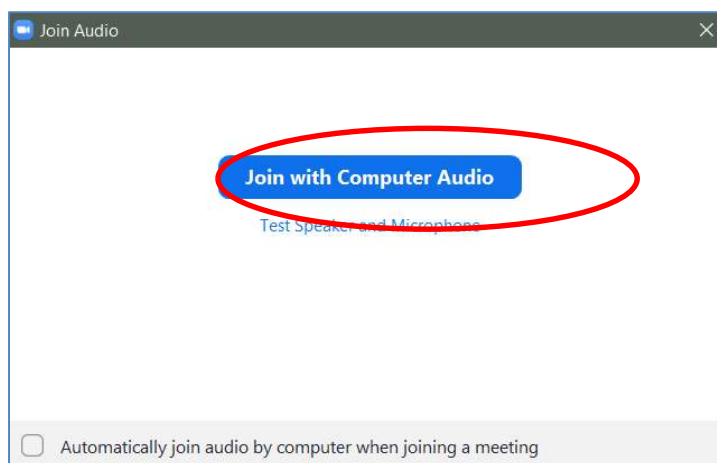
2. Enter the password given to you by your facilitator

3. Click "Join Meeting"

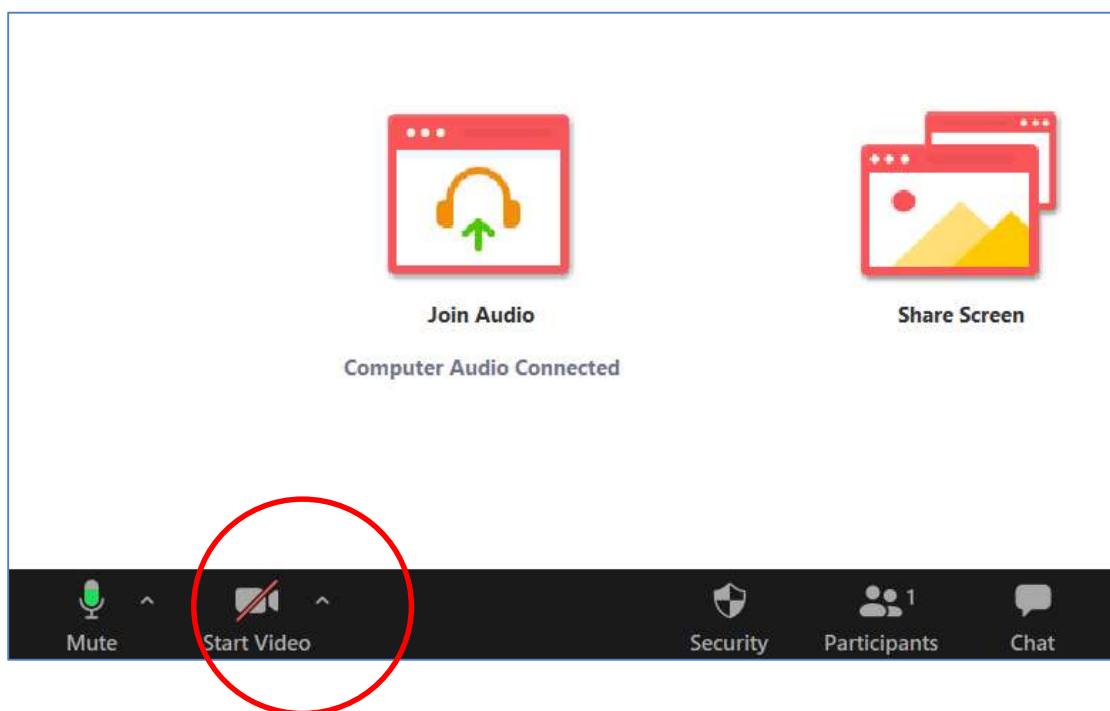
Next, you should see a screen that asks if you would like to Open Zoom. Click "Open Zoom" (circled below)

A screenshot of a Windows security dialog box titled "Open Zoom?". It contains the text "https://zoom.us wants to open this application." and two buttons: "Open Zoom" and "Cancel". The "Open Zoom" button is circled in red.

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)



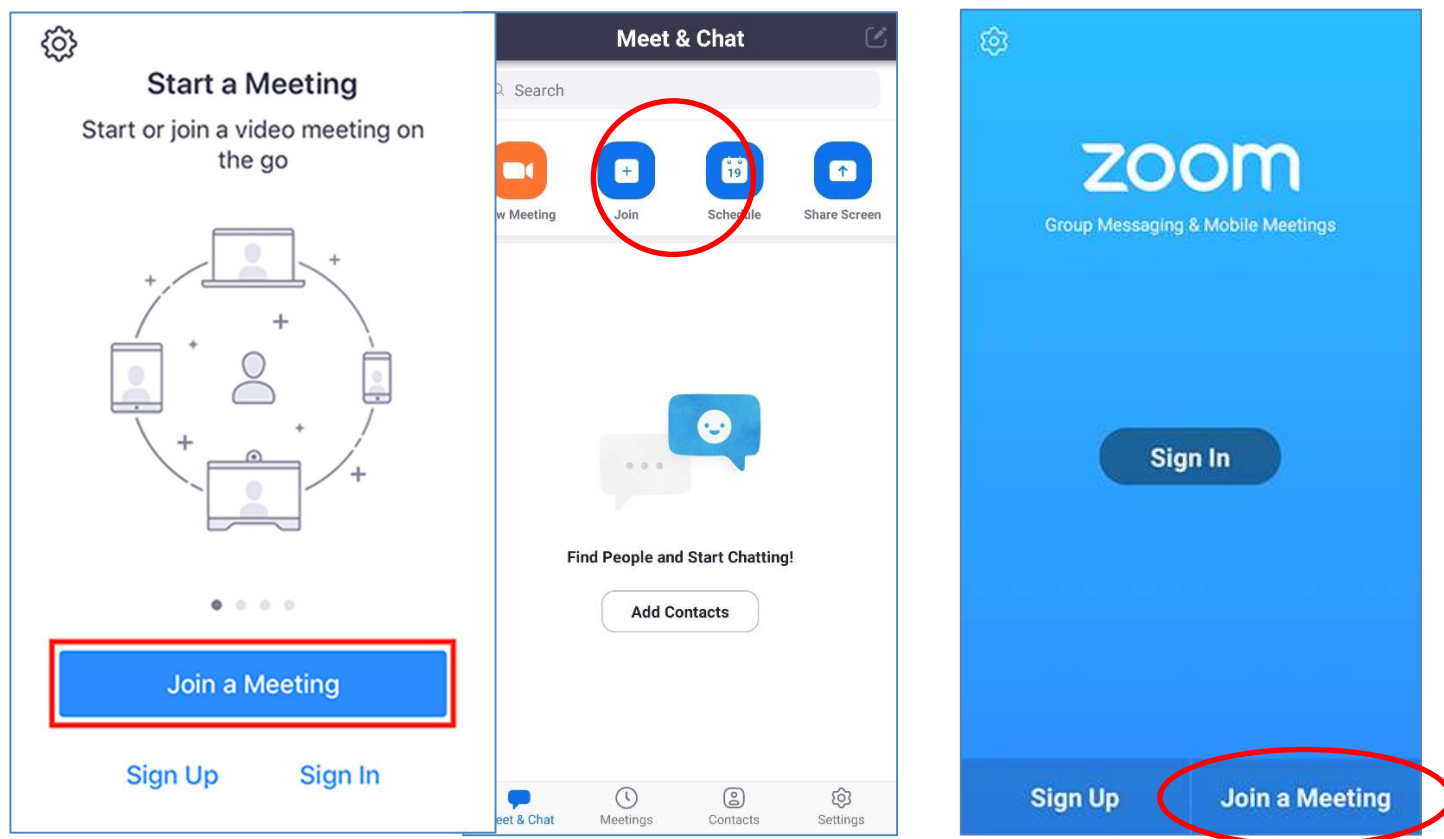
Once you do that, your screen should look something like this:



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

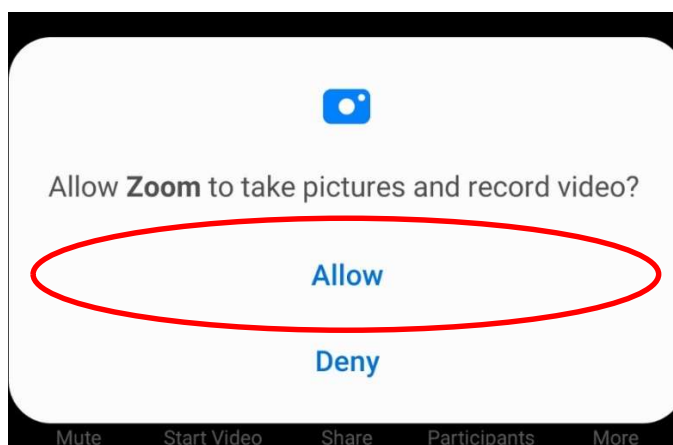
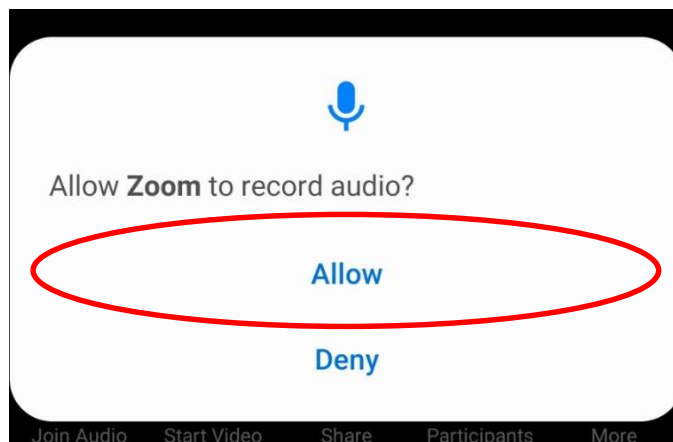
1. Click "Join Meeting"

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

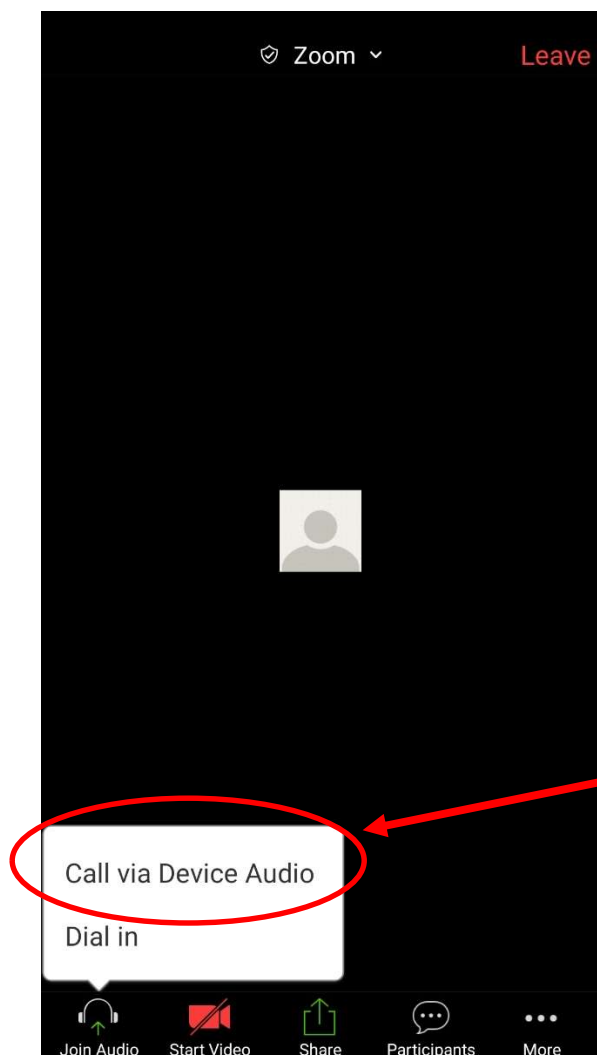
Enter the Meeting Password given to you by your facilitator and click "OK"

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:

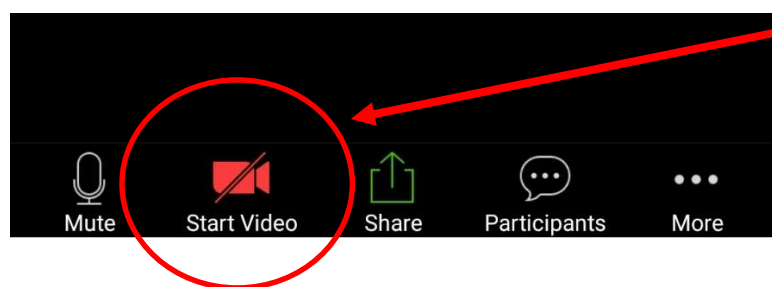




Once you allow those features, every other time you join a meeting on Zoom your app will open like this:



Click "Call via Device Audio"



Click "Start Video" so others
can see you

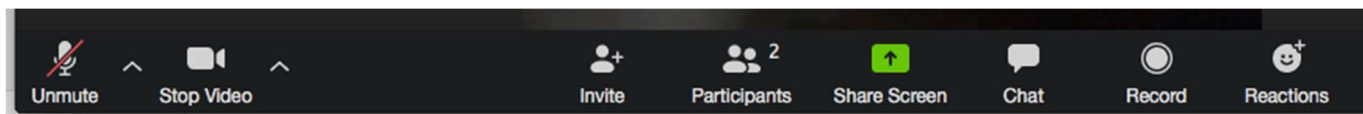
5. Congratulations! You are in the workshop! You should be able to see and hear other participants, and other participants should be able to see and hear you. The screen should look like this photo:



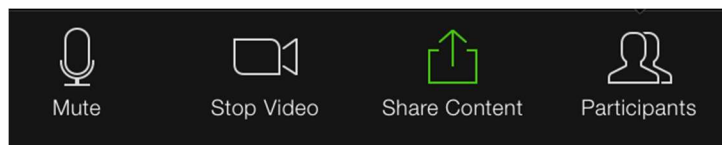
STEP THREE: Using *Zoom* controls in the workshop

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

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

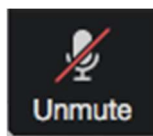


On your tablet or smartphone your controls will look like this:

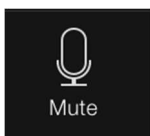


Mute & Unmute: This function is very important. All participants will be muted by the facilitators to reduce background noise. However, you can unmute yourself to talk. You can go between muting and unmuting by clicking or tapping the mute symbol on the bottom of your screen.

On Laptop/Desktop:

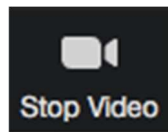


On Tablet/Smartphone:

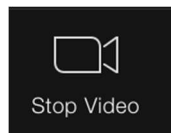


Stop Video: We want to encourage everyone to use their video function if at all possible; however, if for some reason you need to turn off your video, you can turn your camera on and off clicking or tapping the camera symbol.

On Laptop/Desktop:



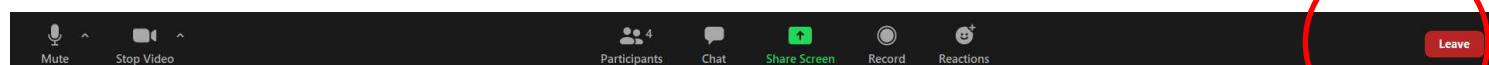
On Tablet/Smartphone:



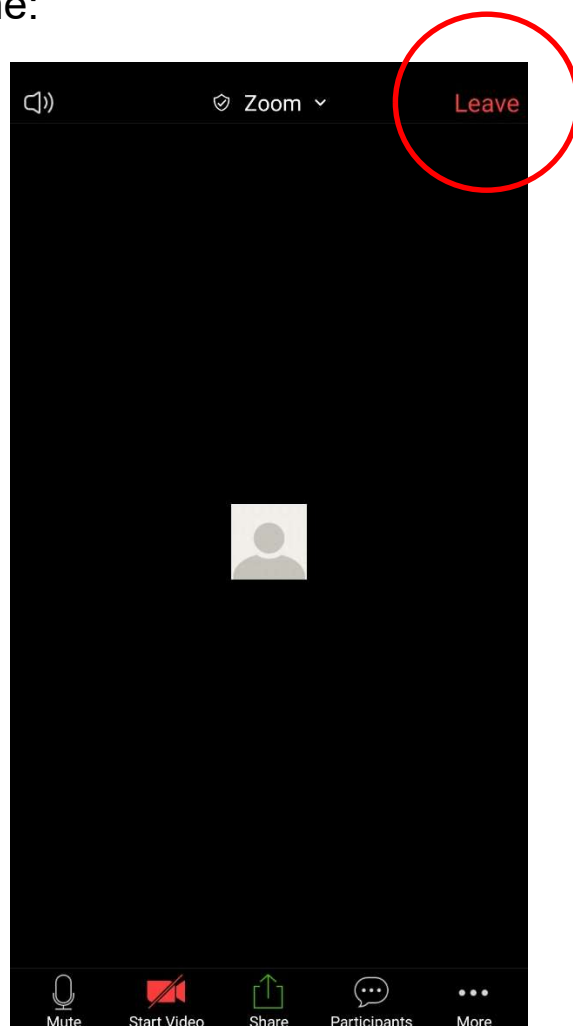
STEP FOUR: Exiting Zoom when the workshop is

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>

