

**U3A Central Coast (NSW) Inc.**

The Secretary  
U3A Central Coast (NSW) Inc  
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*Spread Your Wings!*

## Preparing to take part in a Zoom session

If you have enrolled to take part in a webinar and haven't previously taken part in a Zoom class or meeting **please review the following guidance in advance of the webinar.**

### **FIRST: Download the Zoom app**

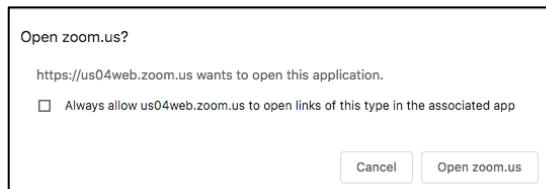
1. If you have an Apple iPad or iPhone use the Apple store to download the Zoom Cloud Meetings app.
2. If you have an Android phone or tablet use the Google Play Store to download the Zoom Cloud Meetings app.
3. If you have a PC or laptop:
  - Go to the following link: <https://zoom.us/>
  - Select the dropdown arrow under **Resources**
  - Select **Download Zoom Client** from the dropdown and the download centre page will open
  - Under **Zoom Client for Meetings** click the download button and the file entitled "zoomclientinstaller.exe" will download. Its progress will appear at the bottom left of your screen.
  - Once this download has finished double click the icon and the installer will run and walk you through the setup process.

**Note for Macs:** *You may need to adjust your System Preference to open the downloaded file.*

- *Go to System Preferences/Security & Privacy*
- *Click the padlock bottom left to make changes*
- *Enter your User Name and Password*
- *Under "Allow apps downloaded from:" select "Apps Store and Identified developers"*
- *Click the padlock again to lock*
- *You will then be able to run the Zoom installer program*
- *Note: Once you have successfully installed Zoom it is recommended to go back into System Preferences and reset Security & Privacy back to "App Store"*

4. Make sure you have installed the Zoom app onto your device before your class is due to start. Just prior to the start of your class locate the email previously sent to you by Course Co-ordination that contains the link to join the class.

Clicking on this link will open a page in your browser, which includes the pop up window (below) asking “Open Zoom.us?”



Click on the “Open zoom.us” button. This will automatically open your Zoom app. Note: Do not hit the “Cancel” button as this may open the browser version. It is preferable to use the stand-alone Zoom app for joining a class rather than the browser version.

If you tick the box “*Always allow us04web.zoom.us to open links of this type in the associated app*” before clicking “Open Zoom.us?” the Zoom app will automatically open in future when clicking the link.

\* If using an iPad or tablet you will be taken straight to your Zoom account.

### **TO JOIN with a computer**

1. Click on the link in your invitation email.
2. Click **Open Zoom**
3. Select **Join with Video**
4. Select **Join with Computer Audio**
5. Adjust the Zoom controls on your screen to get the options you desire
6. If you get confused – start again.

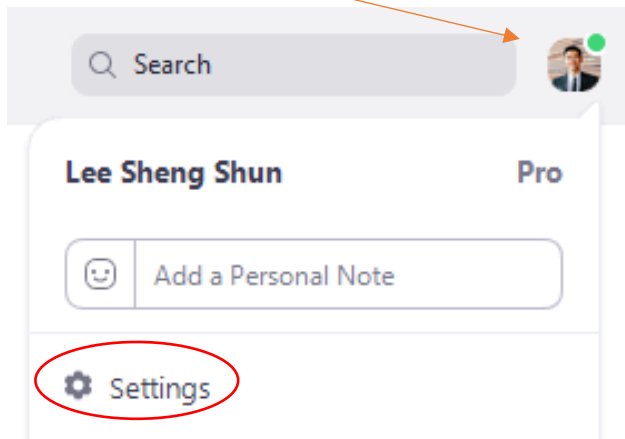
### **TO JOIN with a smartphone**

1. Click on the link in your invitation email
2. Select **Join with Video**
3. Select **Call using Internet Audio**
4. If you get confused – start again.

## HOW TO SEE YOUR LEADER WHILE THEY ARE SHOWING A PRESENTATION

*NOTE: This step is recommended for members with impaired hearing.*

1. Sign in to your **Zoom Desktop Client**
2. Click your profile top right (i.e. your photo or initials) and then click **Settings**



3. Click the **Share Screen** tab
4. Ensure the **Side-By-Side Mode** check box is ticked
5. It is also recommended to switch to **Speaker mode**, so that only the presenter is visible.
6. Zoom will then automatically enter side-by-side mode when a participant starts sharing a screen