

Tips for using ZOOM

We are using ZOOM for our weekly ESL lesson and Book Club until we can meet together again.

Here are a few tips and suggestions for using ZOOM:

Devices:

If you have a computer to use, this will work best. Then an iPad or tablet of some kind. If you use your phone, I think it works best if you use the phone number to join instead of the link in the invitation.

Security:

We will not record our meetings.

Please do not share the invitation. These classes are for our students and former students.

Waiting room:

When you ask to join the meeting, you will be admitted to a “waiting room” until the teacher admits you. While you are waiting, you can **test your microphone**. When you join, **join with video** if you want to be seen. We would enjoy seeing you!

Mute:

When you join, you will be muted (no sound) until a teacher unmutes you. After we have all greeted each other, it is a good idea to mute yourself.

When you want to speak, unmute yourself.

Everyone can hear background noise. If a dog is barking, or kids are running around, or you are moving papers and things on your desk - everyone will hear these noises and it will be difficult to hear the person who is talking.

Also, if you are a person who often voices agreement (uh huh, yes), even quietly, ZOOM will change the view away from the person who was speaking to wherever the new noise came from.

If a teacher notices that someone is making noise while others are speaking, the teacher will mute you. Do not be offended. We just want everyone to be heard when it is their turn to speak.

During parts of the lesson, the teacher may mute everyone. I mute everyone while I read the book in book club, then I unmute everyone for discussion.

Participants:

One of the first things to do is to click on **Participants**. You can find **Participants** on the tool bar at the bottom of your screen. If you don't see the tool bar, hover your mouse over the bottom of the screen.

When you click on **Participants**, a box will pop up on the right side of your screen with a list of everyone participating.

Find your name. If the name is different than the name you use in class, change your name. To change your name, find the blue box next to your name that says **More**. A dropdown menu will show **Rename**. Click on **Rename** and change your name.

The **Participants** list is also where you can **mute/unmute** yourself.

At the bottom of the **Participants** box are several icons. The first one is a **raised hand**. When you want to speak, click the **raised hand**. The teacher will see that you want to speak and will call on you as soon as possible. Click it again to lower your hand.

Chat:

Next, click on **Chat**. You can find **Chat** on the toolbar at the bottom of your screen. When you click on **Chat**, a box will pop up below the Participants box. This is a place to send messages. You will see a box that says **Everyone**. If you type a greeting or question, everyone in the group will see it.

If you want to send a private message to someone, change Everyone to **Private** and find the name of the person you want.

It is good to open **Chat** because the teacher can send you a message to help you with problems you are having using ZOOM.