gilbrea centre `for Studies in Aging`
Gilbrea Centre: Zoom Tutorial
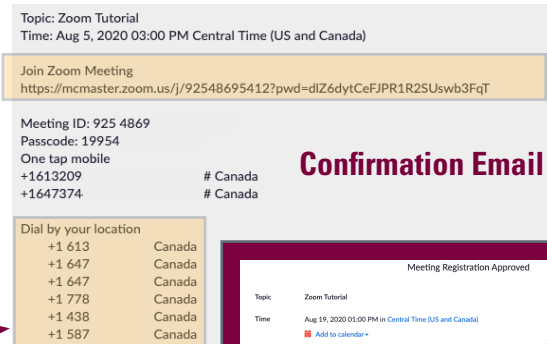### gilbrea.mcmaster.ca

Zoom is a computer program used to hold online virtual meetings. You can use Zoom on a smartphone, a tablet, a laptop, or a desktop computer (as long as you have a camera, speakers, and a microphone). Joining a meeting works for any computer, tablet, or smartphone. If you have a camera, ZOOM will automatically use the right settings. You can also use a phone to dial into a meeting if you don't have a computer.
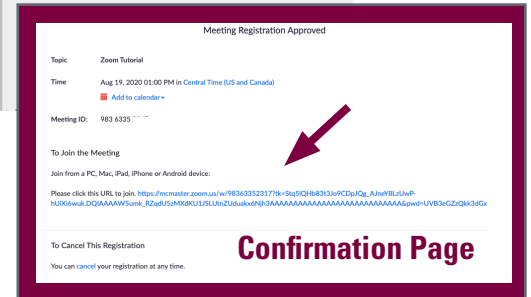
How to Join a Gilbrea Seminar Zoom Meeting

1. Register for the Gilbrea Centre seminar series talk. Event details and link can be found at https://gilbrea. mcmaster.ca/events

2. Click the link that the Gilbrea Centre emailed you or that you received in the confirmation page after you registered for the Seminar event. If your speakers on your computer do not work, you can call in using your phone.
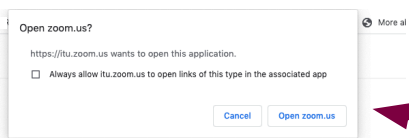
Topic: Zoom Tutorial
Time: Aug 5, 2020 03:00 PM Central Time (US and Canada)

Join Zoom Meeting
https://mcmaster.zoom.us/j/92548695412?pwd=dlZ6dytCeFJPR1R2SUswb3FqT

Meeting ID: 925 4869
Passcode: 19954
One tap mobile
+1613209   # Canada
+1647374   # Canada

Confirmation Email

Dial by your location
   +1 613   Canada
   +1 647   Canada
   +1 647   Canada
   +1 778   Canada
   +1 438   Canada
   +1 587   Canada

Meeting Registration Approved

Topic   Zoom Tutorial
Time   Aug 19, 2020 01:00 PM in Central Time (US and Canada)
               Add to calendar▾

Meeting ID: 983 6335

To Join the Meeting

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. https://mcmaster.zoom.us/w/98363352317?tk=5tq5lQHb83t3Jo9CDpJQg_AJneY8LzUwP-hUIXi6wuk.DQIAAAAW5umk_RZqdU5zMXdKU1J5LUtnZUduakxx6Njh3AAAAAAAAAAAAAAAAAAAAAAAAA&pwd=UVB3eGZcQkk3dGx

To Cancel This Registration   **Confirmation Page**
You can cancel your registration at any time.

If you have Zoom Client installed, launch meeting. Otherwise, download and run Zoom.

If you cannot download or run the application, join from your browser.

Join from browser

Open zoom.us?

https://itu.zoom.us wants to open this application.

☐ Always allow itu.zoom.us to open links of this type in the associated app
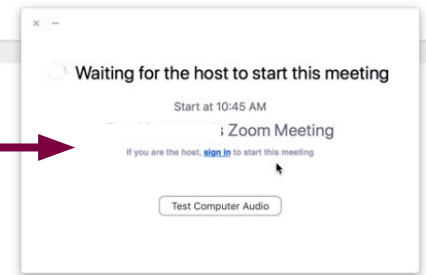
Cancel   Open zoom.us

When system dialog prompts, click **Open zoom.us**.

3. When you click the link, a new window will appear saying that Zoom is launching your meeting. Click on "Join from browser" to make the process much more simple. Zoom will ask you to type in your display name and click on the "Join" button. The other method of joining a Zoom meeting is to download the Zoom desktop application. Zoom will then walk you through the process to sign up for an account and download the application.

Join by downloading application

4. Once the application has been launched, you will see a dialogue box "Waiting for the host to start the meeting". While you are waiting for the meeting to start, you can test your audio.
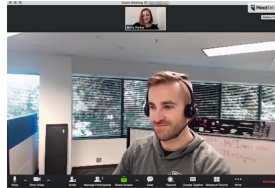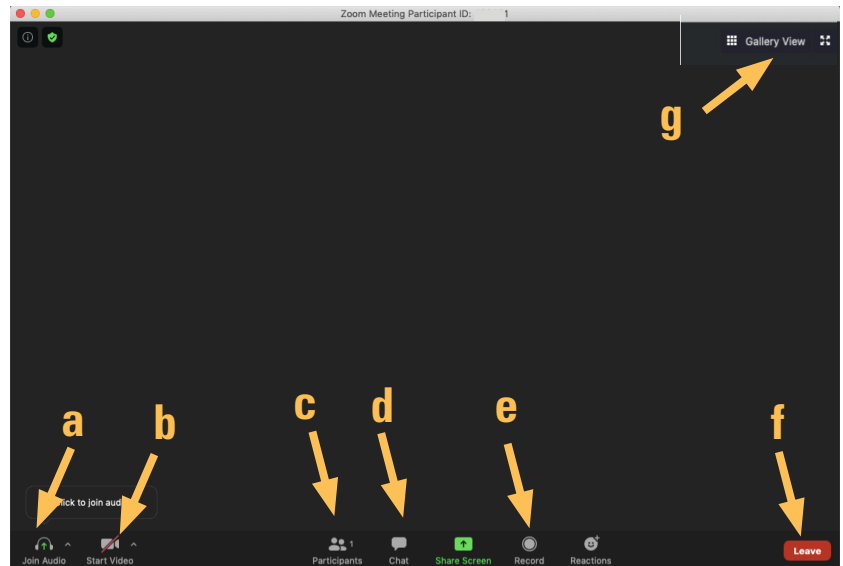
5. Once the host starts the meeting, you will be added to the meeting. You can either join with computer audio or call in by phone.

Waiting for the host to start this meeting

Start at 10:45 AM

Zoom Meeting

If you are the host, sign in to start this meeting

Test Computer Audio

Please click **Open zoom.us** if you see the system dialog.

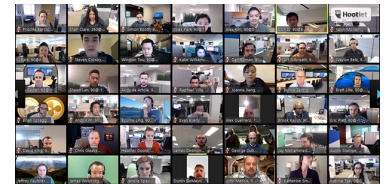**Turn over for more helpful tips on Zoom screen controls**

Zoom Controls - During a Zoom Meeting

Meetings allow all participants to be able to screen share, turn on their video and audio, and see who else is in attendance.

a. Mute/Unmute your microphone
b. Turn ON/OFF your video
c. View the participants on the meeting
d. Send a chat message to participants
e. Record the meeting to watch later
f. Leave the meeting
g. Change the video layout
- Active Speaker View (will show just the person who is talking.)
- Gallery View (lets you see thumbnail displays of all participants, in a grid pattern)

Active View   **Gallery View**

Helpful Tips

1. You can join a test Zoom meeting to familiarize yourself with the Zoom application and test your microphone/speakers before joining a Zoom meeting. Visit: http://zoom.us/test. Once you have successfully tested joining a meeting, try joining a meeting with friends or family for more practice!
2. The Gilbrea Centre Seminars will be recorded live and made available on our youtube channel after the session. We will provide notice when the recording has begun (Zoom will also send notice that the session is being recorded). If you have any issues with being recorded, please ensure that your camera is turned off.
3. Upon arriving to the seminar, please mute your audio. You will still be able to hear the seminar, but the other participants will not be able to hear you. This will ensure no interruptions and background noise.
4. If you would like to ask a question to the speaker at the end of the session, please remember to unmute your audio so that we can hear you. If you prefer, feel free to type your question in the chat box at any point in the seminar and we will read it aloud on your behalf during the question and answer session during the last 15 minutes of the seminar.
5. Some Zoom meetings may require a password to sign in. This password will be found in your confirmation email or on the confirmation screen that is displayed after registration.
6. For more tutorials visit: https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials

*Some images taken from Zoom website (https://support.zoom.us/hc/en-us)