

WELCOME TO ZOOM!

Washington Metro Oasis is delighted to welcome you to our online Zoom classes. Following are all the instructions you will need to be able to join us using this wonderful resource. Feel free to scroll down from here through the entire document. Otherwise, simply click on the item you wish to learn about immediately below to go directly to the information that is pertinent to you.

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Downloading Zoom:

On a computer:

1. Go to <https://zoom.us/download>. We recommend using the Chrome browser.
2. Click on the download button under “Zoom Client For Meetings”
3. Follow your computer’s instructions to install the Zoom software.

On a mobile device:

1. Go to the App Store or Google Play Store and download the “Zoom Cloud Meetings” app

How to Join an Oasis Zoom Class:

Every time you register for an Oasis online Zoom class you will receive an email receipt. This email receipt will contain the links that you will need to use to join each of your classes via Zoom. The subject line of this email will be: *Class Registration from Oasis*. The email will look like this:

From: washingtonmetro@oasisnet.org <washingtonmetro@oasisnet.org>
Sent: Monday, April 6, 2020 3:44 PM
To: Leah Russi
Subject: Class Registration from OASIS

Class Registration At Oasis

Dear Leah,

Thank you for participating in Oasis. Your class confirmation is provided below. If you are enrolled in an online class the link and password needed to join the class will be provided in the class listing below.

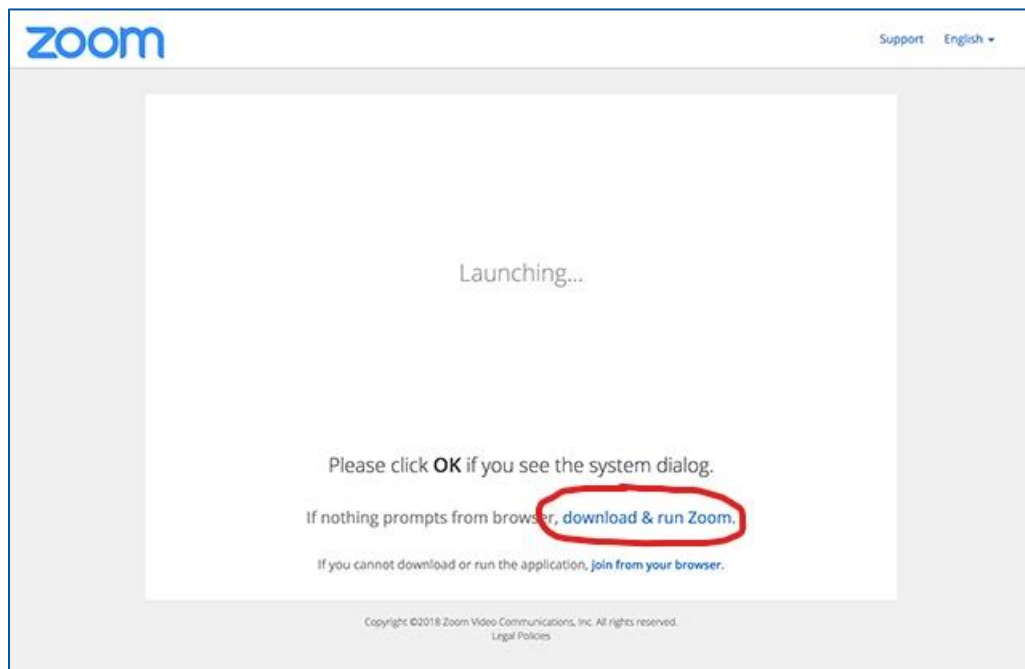
Class Confirmation

Thank you for participating in OASIS.

You are enrolled in the programs listed below.

Class #	Class Title	Class Date	Class Time	Location	Registered Spaces	Charge Amount	Amount Paid
601Z	Technological Dystopia: How Social Media Is Imperiling Democracy Please click on the following link (or paste it into your web browser) to join the online class: https://zoom.us/j/259808480	Friday 4/10/2020	1:00 - 2:30	Online Class	1	\$10.00	\$10.00
607Z	Surviving the Virus with Zoom Join Zoom Meeting https://zoom.us/j/769143326? Meeting ID: 769 143 326 Meeting ID: 769 143 326 Password: 323629	Thursday 4/16/2020	1:00 - 2:30	Online Class	1	\$10.00	\$10.00

- In the email you will receive the links are shown underlined in [blue](#).
- Please note: You do not need a Zoom account to participate in an Oasis Zoom class.
- If you are using a mobile device you will first need to download the “Zoom Cloud Meetings” app on your device.
- About 10 minutes before your class is to begin:
 - Go to your email inbox and open the *Class Registration from Oasis* email that contains your zoom links to your class
 - Click on the link for your class that is provided in the email
- If you are using a mobile device, the link will open in your Zoom app.
- If you are using a computer a page will open up that says “Launching....”
 - If you **have** used Zoom you will just need to select “open” if asked
 - If you **have never** used Zoom before, your computer will prompt you to download the Zoom software. Click on “download and run zoom” and it will get you started.



- The next window you will see after Zoom has launched your session is the Washington Metro Oasis Waiting Room Page which will look something like this:



- Your host for the meeting will know that you are waiting to be let into the meeting and will do so once it begins.

Tips for Participating in your Zoom Class:

Once you have been let into your class or meeting it is helpful to know about a few of the “nuts and bolts” of participating in the session. You might want to change your view on the screen, change your name as it is shown, or participate in the Q&A session at the end of the class by “**Raising Your Hand**” or using the “**Chat Box**.” These things are really not difficult to do once you get the hang of it! The following tips refer to the use of Zoom on a computer. Scroll further down for similar tips when using a mobile device. Please read on to learn more:

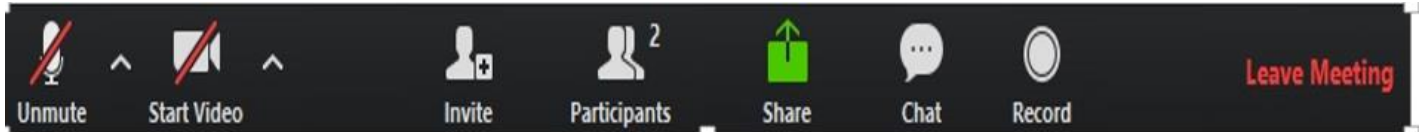
Changing your screen view:

Our default is that the speaker or host will be shown in the largest screen image towards the center which is called “Speaker View.” If you want to change this here is what to do:

- Move your cursor on the screen to bring up your tool bar and look to the upper right of your screen for a small icon which will either say, “Speaker View” or “Gallery View.” Click on this icon to try the two options and see which one you prefer.

Using the Toolbar – Almost everything you need will be right here:

- Once you are in the zoom session you will see a tool bar across the bottom, or sometimes the top, of your screen. (See image below). **If you do not see this tool bar** simply move your cursor around on the screen and it will pop up. The tool bar looks like this:



- **Toolbar icons from left to right:**

- **Unmute/Mute icon (looks like a microphone all the way over on the left):** If there is a line through this as shown that means you are muted and others cannot hear you speak. If you want others to hear you, just click on the icon and you will be unmuted! (If you decide you want to return to mute just click on the icon again and the diagonal red line will pop up again showing that you are muted).
- **Start Video icon (video camera):** The second icon from the left is your video icon. If it has a line through it that means no one can see you. To be seen just click on the icon. To reverse and have yourself not visible to others just click on the icon again to have the red diagonal line pop up again showing that you are off camera).
- **Invite icon:** FOR HOST ONLY
- **Participants icon (two heads):** By clicking on this icon you will be able to do two important things, use the **Change Your Name** and **Raise Hand Features:**

Change Your Screen Name:

- Click on the Participants Icon in your tool bar. You will see a box pop up containing a list of all the participants in your class or meeting including your own name.
- To the right of your name you should see two options, “Mute” and “More”.
- Click on “More” and you will see the option “Rename.”
- Click on “Rename.”

- A box will pop up showing your name. Hit the backspace key to delete the name you wish to change and type in your new name.
- Be sure that a check is showing next to “Remember my name for future meetings” and click “OK”.

The Raise Hand Option:

- Click on the Participants Icon in your tool bar. You will see a box pop up containing a list of all the participants in your class or meeting including your own name.
 - Along the bottom of this box will be several options. Click on “Raise Hand” and a little blue hand will appear next to your name.
 - The host of the meeting or class will be able to see that you have a question or comment and can call on you in turn.
 - NOTE: If your question is answered before the host gets to you, follow the same steps that you used immediately above to arrive at the “Raise Hand” option and you will find a “Lower Hand” option that you can click on to take it down.
- **Share icon: FOR HOST ONLY**

Using the Chat Feature:

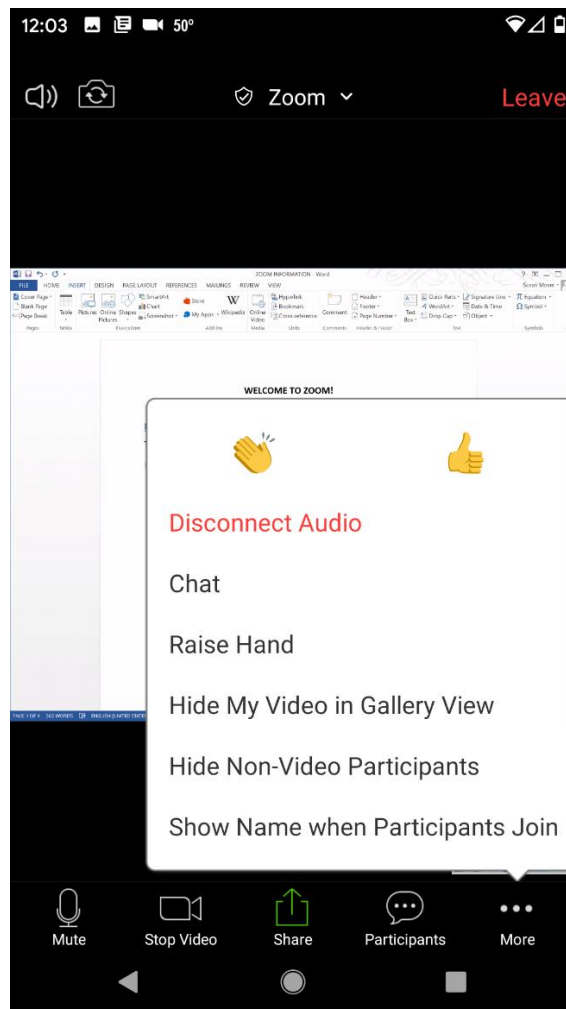
- **Chat Icon (Dialog bubble):** By clicking on this icon you can type a message or question that will be visible to the host and participants of your class or meeting.
 - Click on the chat icon and a box will pop up. At the very bottom of the box you will see the words “Type your message here.”
 - Move your cursor to this spot, click and type in your question or comment, then press your ENTER key.
 - Now your host and the other participants will be able to see your question or comment so no need to worry when the box disappears.
- **Record Icon: NO RECORDING PERMITTED – Thank you.**

Tips for Using your Mobile Device:

Screen View: The default view that you will see is “Speaker View” which means that the host or instructor is shown in a large picture with other participants in small pictures. To change this view:

- Swipe right to left you can change this view to see up to 3 or 4 additional fellow participants at a time.
- To return to your original view swipe from left to right.

Mobile Phone Tool Bar: To bring up your tool bar, tap on your screen and you will see it appear on your screen as pictured here:



To Chat, Raise Your Hand, or Change Your Name as it appears on the screen you will need to click on the “More” icon.

Suggestions for a successful Zoom meeting!

- Sign in to the meeting early, then wait for your instructor or host to let you in from the “waiting room.”
- Make sure you are muted if you are not speaking. If your microphone is on everyone in the meeting will be able to hear everything that you can hear in your home such as barking dogs, TV’s and other family members.
- Remember: The camera will show you *and* everything behind you in the room (unmade beds, people walking by, etc.)!
- If your face is in dark shadow this means that your light source is behind you. In order to be seen, make sure there is a light source in front of you.
- Look into the camera when you are speaking.
- Our instructors tend to prefer that participants use either the “Raise Hand” or “Chat Box” feature so you might want to learn how to use both features. Go to the *Table of Contents* to learn more.
- You can’t break Zoom so relax and have fun learning to connect in this new way!

If you would like to receive 1:1 assistance with setting up or using Zoom, please email us at washingtonmetro@oasisnet.org.